

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
AUGUST 14, 2024**

CALL TO ORDER – At 6:00 PM, Don Peasley called to order the Lincoln Park District Board of Commissioners' monthly business meeting.

ROLL CALL – Commissioners attending were Don Peasley, Gary Nodine, Laura Duffer and Bob Thomas. Dave Perring was absent. Attending from the Park District were Becky Strait, Vern Haseley, Jennifer Prather and Angie Coombs. Allison Baker was absent.

MINUTES OF MEETING – Minutes of the July 10, 2024, meeting were presented. Don asked if there were any questions, comments, or suggested amendments. Bob Thomas made the motion to approve the minutes as presented. Gary Nodine moved to second the motion, which then passed after a unanimous roll-call vote.

VISITORS –

Valerie Coombs, Administrative Support.

Becky introduced Val to the Board, explaining that she wanted to participate in the discussion on Room Rentals. Becky continued to explain how Val does a great job handling the reservation process and staff scheduling for events. Both she and Val have been working on possible changes, particularly pertaining to the newly renovated Ballroom. An example of the form is included for the Board's review, which shows the changes in red. It was discussed to change the deposit policy, to require full payment including the deposit upon reservation, with deposit (for default and/or damages) to be returned after the event if eligible. They also would like to add a fee for those that wish to come in and set up for an event the day before. Don asked if other locations charge fees for that, and Angie explained that LPD used to charge, but it went away after a while. Gary did point out that it would be a loss if someone wanted to use the room for the evening, but it was blocked off for set up without a fee attached. Laura stated that the Elks did not charge for a set up the night before her recent event, but their facility is not as busy either. Another topic of discussion was adding a fee if the event ran later than scheduled, and Becky explained how often those that make the reservation run late, or their guests arrive late, which then causes them to run past the scheduled end time. Val asked to include a clause where the party would agree not to use glitter/confetti, including balloons filled with such, or forfeit their deposit. Becky stated how previous rental agreement forms had an alternative rate for garage and/or vendor fairs, and would like to include that again.

Becky explained that she was not asking for the rates themselves to be raised, but to add the extra fees pertaining to special circumstances. Bob inquired about the frequency of the Ballroom being rented, which Val verified that there is a dance group that uses it weekly, but it is quite busy during the winter and summer months. May was very busy for all the rooms, since there are graduation parties, but birthday, bridal, and baby showers are the most popular uses for the 2 smaller rooms year-round. Angie stated that there were several requests last year for rooms available on both Thanksgiving and Christmas. Becky confirmed that summer camps also keep the rooms busy during that season. Bob then asked if LPD's rates were expensive for room rentals, and Angie, Val and Becky all verified that most people state how cheap the current rates are. Angie explained that there is at least 1 group that comes from Bloomington regularly due to the higher rates there. Becky explained that a recent group provided her with the price for the Lincoln Banquet Center across town, and it was more expensive. Bob Thomas made the motion to approve the rates as listed on the presented form. Gary Nodine moved to second the motion, which then passed after a unanimous, roll-call vote.

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Becky then asked the Board to discuss enacting a policy regarding decorations. She has found some hooks/clips/brackets specifically designed to be used with drop ceiling rails. The idea is that LPD will install the pieces in the best places and that will be the only option for hanging anything from the ceiling/beams. Becky also mentioned that she would like to limit tape on the walls to painters' tape, which she had checked with the contractor who approved the tape restriction and provided the best places to install the hooks, etc. Gary inquired about the base room rental rate, then an additional fee for using the kitchen and (for the ballroom) additional number of people has an extra rate. Laura felt that the rates were a little high. Angie explained that, previously, LPD would rent out the Ballroom in the morning for events like family reunions, then there would be another group that came in for the evening, with 1-2 hours between for cleaning and tear down/set up. Angie mentioned that Christine stopped booking multiple events in the same day years ago. Gary pointed out that the Ballroom could generate \$225 for a 9am-11am reservation and another \$225 for a reservation that same afternoon/evening. Val stated that the average reservation is for a 4-hour period, which includes an hour of set up and tear down/cleaning before and after the 2-hour event. Becky spoke with teachers and an event coordinator from the Bloomington area that have both used the 2 types of hooks and brackets that Becky had ordered and they both had positive feedback. Becky also mentioned that large events also use free-standing decorations and have structures available to rent for hanging décor. Val informed the Board that her research shows that the new Boardroom (downtown) charges \$100/ hour, and the Oasis also charges hourly. Gary agreed that charging \$225 for the Ballroom for all day is cheap and pointed out that the \$50 deposit would be returned if there was no damage/issues, which makes it cheaper still. Becky stated that she was not asking to change the rates, as the Board already voted on that, but to just include the deposit and require the entire rental fee be paid up front. There have been some instances when someone has paid a deposit and then backed out of the rental the day before, when it could have been rented out in the meantime to someone else. This new policy would help streamline the process and keep things uniform. Bob queried the hours available for room rentals. Becky verified that the current policy states 10pm. Gary agreed that if the parties go overtime, that the deposit could be kept to cover staff wages. Gary Nodine made the motion to approve the presented decoration policy, which limits decorations to freestanding, table-top, use of hooks/brackets installed by LPD (without moving them), painters tape on the walls, and forbidding the use of confetti and glitter. Laura Duffer moved to second the motion, which then passed after a unanimous, roll-call vote. Val thanked the Board for their time and left the meeting.

ACCOUNTS PAYABLE – The operating expenses were submitted for approval in the following funds:

GENERAL	-	\$	2,403.76
RECREATION	-	\$	7,123.19
CAPITAL IMP.	-	\$	17,125.36

Don asked if there were any questions about expenses listed in the report. Gary Nodine made the motion to approve Accounts Payable as presented, which was seconded by Bob Thomas, and passed after a unanimous, roll-call vote.

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CASH FLOW –

Angie stated that the summer was quite busy and included a summary of the PPRT monies, which is around \$100,000 less than the same time last year. Angie reminded the Board that the State had sent a letter this time last year to notify agencies of the recalculation of PPRT's distribution, and to expect less than the previous year as a result.

EXECUTIVE DIRECTOR – BECKY STRAIT

- A Slideshow presentation was displayed:
- Becky informed the Board that the summer has been busy with activities and camps, with most of them held in July.
- Park Improvement Projects:
 - Becky informed the Board that she is waiting to schedule the installation with the contractors.
- City Parks:
 - Becky shared with the Board a few complaints that were sent to her by Ashley, the City's Administrative Assistant, complaining that the parks were "not kept".
 - The two parks in question are Ray White and Melrose, photos were displayed.
 - Becky pointed out that the trimming had not been done completely, as areas were missed.
 - Vern reportedly spoke with Walt on the matter.
 - It was suggested to put either bricks or mulch in a few areas.
 - Walt said not to worry about it as he is not receiving any complaints.
 - Becky offered two options to resolve the matter:
 - Coordinate with the City to get the string trimming done when it is difficult to keep up with.
 - Or, perhaps, those who complain could possibly donate their services to help trim.
 - Bob asked about the other options, such as spraying or mulch, but Angie pointed out that people complain about spraying chemicals in public spaces.
 - Vern stated that the protocol is to mow then string trim the parks, but sometimes the kids miss a spot or forget to trim.
- Ballroom Remodel Project:
 - Becky informed the Board that the project was nearing completion.
 - There is a need to add more rigidity to the lower portion of the wall due to durability concerns with the drywall and bottom trim.
 - She has been working with Givisco on the ideas such as prepainted PVC panels.
 - Becky is waiting on a quote and color options, but installation is estimated to take only 1-2 days once the decision is made.
 - Angie pointed out that the project came under budget in other areas, so this added part would not over extend the overall project budget, which Becky also reminded the Board that the project received a donation from the Foundation.
- Solar Project:
 - Becky stated that Ameren was on site Monday to assist with the Witness Test.
 - Weather was the factor that required the test to be rescheduled.
 - There was too much cloud cover for an accurate test.
 - Gary inquired if there was a projected date to go online.
 - Becky explained that the data gathered from the test was to be analyzed.

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- Gary followed up by asking if LPD would be responsible for any costs if there were problems with getting the system online, but Becky stated that the investor company was sending staff to review the site progress.

- North Parking Lot Project:
 - Becky went over the plan provided by Farnsworth. (handout/slide with graphics)
 - Farnsworth broke the plan down into 2 phases with graphics and estimates provided for both.
 - Phase 1 is depicted in green, (main entrances/"Teacher" lot) \$684,000 .
 - Phase 2 is depicted in purple, (parallel to the Complex) \$569,000.
 - The plan's cost includes a 25% contingency, totaling \$1.2 Million.
 - Bob inquired about the materials used, which Becky verified to be HMA pavement.
 - Bob then asked if everything would have a curb & gutter, and Becky explained how it was discussed to keep as much of the existing curbs as possible but to build curbs everywhere else.
 - Vern explained that asphalt needs to have a curb border, or it deteriorates more quickly.
 - Bob & Vern discussed the pros and cons of asphalt vs concrete.
 - Becky pointed out that the storm sewer system was a very important aspect of the project and design features.
 - Gary commented on how the pavers installed up front were supposed to help with the drainage issue in the front lot.
 - Vern explained how they were not designed to sustain the usage and are crumbling.
 - Gary and Vern both agreed that this is a lot of money to deal with a drainage issue.
 - Vern stated that the fields are not tiled, but the rain fills the wells.
 - Gary wants to make sure that the design does not result in flooding LCHS' fields, but Vern assured him that their fields drain into this lot.
 - Gary inquired about the front's middle grass island.
 - Vern and Becky both stated that it would be torn out and just concrete.
 - Becky continued to say that the light posts would remain, and Vern detailed the concrete bases that would be poured to protect them.
 - The endcaps with the trees would remain green spaces.
 - Laura queried the issue of LCHS using LPD's lot for parking.
 - She pointed out that LPD would be paying a substantial fee for their traffic to be the majority.
 - Bob suggested approaching LCHS about paying a flat fee and requiring them to issue parking passes for usage of the lot.
 - Becky did verify that LCHS has designated that portion of LPD's lot as "teacher parking".
 - Becky asked the Board about a fee that they would be comfortable with.
 - Laura suggested doing a count daily over the next week or so.
 - Don and Laura both offered \$50 / car as a starting point.
 - Gary questioned if a per car rate or flat rate would be better.
 - Bob questioned whether a set number should be allowed, but then to consider then their events require buses to use the lot as well.
 - Becky inquired whether the decision should be enacted now or when the lot is finished, suggesting a lump sum that would be allocated for the project cost.
 - Bob and Gary agreed that the fee structure should be enacted once the project is finished.
 - Vern pointed out that the project schedule should be next spring/summer.
 - Becky asked if the Board would want to move forward with phase 1 and revisit phase 2 after its completion.

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- Bob expressed concern that waiting to do phase 2 could create the possibility of damaging the phase 1 portion, as heavy equipment would need to traverse phase 1 to get to the area designated as phase 2.
- Gary suggested discussing that concern with Farnsworth prior to making any decisions.
- Becky agreed to gather data until decisions are made and dates/costs are set.
- Bob suggested approaching LCHS to notify them of the upcoming project and fees.
- This would hopefully give them time to either find another parking solution or to prepare their budget for the fees.
- Bob stated that he wants LPD to be a “good neighbor”, but costs are rising, and their usage of the lots is a contributing factor in its degradation.
- Laura likes the estimate of \$10,000 per year.
- Bob inquired about a weight limit after the project is completed, which will need to be researched.
- Memorial Park:
 - Becky recommends tabling the road work until the LPD grounds are figured out.
 - Also, Becky is waiting for quotes for possible pavilions.
 - LCHS’ trades is unable to build a pavilion the size that LPD wants.
 - It would be possible, but the lumber would need to be custom cut, which would increase the cost and extend the project time table.
 - LCHS’ trades instructor does have his own company, and would be willing to contract the work out for next summer.
 - Becky also pointed out that the concrete, electrical and roofing would be contracted out.
 - Bob suggested contracting LCHS to build 2 pavilions instead of just 1 to meet the size.
- Becky provided an update on the Lehn & Fink Lease Agreement.
 - The homeowner countered by agreeing to sign the lease if LPD removes a tree near the fence along his property.
 - Becky explained that last month it was decided to add verbiage to the agreement, which would require LPD to remove the tree if it was diseased/deceased.
 - The verbiage prohibits the neighbor/lessee from adding/altering/changing the land (blue).
 - Becky pointed out that #5 requires the neighbor/lessee to maintain that section, which may be why he is requesting the tree removal so he doesn’t have to worry about it.
 - Legal Counsel states that if he refuses to sign a lease, that LPD would be justified in taking the adjacent homeowner to court, but there would be minor cost and time commitments in doing so.
 - Bob asked if LPD was sure of the property boundary, which Becky verified a legal survey was conducted as part of the OSLAD Grant application.
 - Bob stated that the neighbor inherited a problem, but it needs to be documented that LPD owns the land and maybe reclaim it upon the next sale, and suggested changing the verbiage as proposed and if he refuses to sign and pay, then court was the next option.
 - Laura Duffer made the motion to approve the change in verbiage as presented and submit the new lease to the neighbor. Gary Nodine moved to second the motion, which then passed after a unanimous, roll-call vote.
- Staff Change:
 - Becky informed the Board that Amy Bramwell, the Pool Manager, stepped down from her duties.
 - The hours will be changing for the end of the season and mostly be open on the weekends.
 - Becky plans to re-evaluate the position next season.

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PROGRAM REPORT – ALLISON BAKER (read by Becky)

- Nature Camp has 18 kids. Dennis was able to schedule a couple of days at Creekside and the College donated some microscopes. Parents reported that their children excitedly talked to them about their day each evening.
- Camp Invention had 22 registered, and the most challenging aspect was an age span, but it was nice that the older kids helped with the younger ones. This year, there was a showcase event at the end of camp for the kids to show their parents the projects they worked on all week long.
- Cheer Clinic had 25 participants, which is 8 more than last year.
- Adult Kickball had the last 2 games canceled due to weather, but we worked it out in conjunction with the tournament. Cresco won the championship.
- The Jr. High will be holding a tournament during the Balloon Festival weekend but using our fields. We will have our concession stands open for the event.
- Future events include the Homecoming Parade, Annual Railsplitter Festival, Halloween, Jr. Railers and dance lessons.

FITNESS MANAGER'S REPORT – JENNIFER PRATHER

- Group Fitness class attendance in July was down a little, and water fitness affected the numbers, as there were not as many classes as previous years.
- The Health & Wellness event had a few attendees for Kathy Slayer's presentation of the benefits of sleep.
- Allison and Jennifer met with 9 people at the most recent Meet and Mingle, where they played a game guessing who owned which community park.
- Self-Care Foot Massage class had 10 participants, and another 5 on the wait list. Jennifer will be offering another session later this year.
- The annual Balloons Over 66 5K has 45 registrations, which is the most since Covid. Jennifer pointed out that McLean also has a race the same day.
- The September/October schedule is online.
- There will be a Personal Training special offered in September. So far this year, 23 packages have been sold, which is 3 more than last year.
- Jennifer and Allison have been working on developing a Health & Wellness expo for next year.

AQUATIC CENTER – JENNIFER PRATHER

- Private lessons have a few remaining sessions scheduled with guards.
- July's Family Fun Day donation for free admission went to Moms Who Care and the theme was USA day in correlation to the Olympics. The August theme is Family Fiesta. Staff voted on next year's themes already.
- Adult Trivia is held at the pool one Thursday evening in June and July, and raffle tickets to win a Circuit Pass are available for sale, with the proceeds going to the Foundation. July had better attendance than June.
- The mini triathlon had kids races at the pool the same day. The few who signed up had fun.
- The Summer Crew had their end-of-season banquet, for which Gary donated his time and grill to cook the meat portion of dinner.
- The schedule changes in mid-August due to the limited availability of guards.

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SUPERVISOR OF OPERATIONS - Vern Haseley

- Vern questioned Gary on whether the pitcher's mound next to Pony/ Bronco fields, which was designed for practicing, was still needed. Gary stated that most of the time it is not used as much now as it was originally.
- Vern verified that the islands have been rocked.
- Bob then asked Vern how the pool impellers were holding up. Vern stated that they are doing ok, but will eventually need to be replaced.

CORRESPONDENCE: NONE

UNFINISHED BUSINESS:

- A. Capital Improvements:
 1. Park Improvement Projects: See Executive Director's Report.
 2. Ballroom Remodel/Cold Storage Project: See Executive Director's Report.
 3. Solar Project: See Executive Director's Report.
 4. North Parking Lot Improvement Project: See Executive Director's Report.
 5. Fit Zone Parking Lot Landscaping Project: See Executive Director's Report.
- B. Aquatic Center: See Operation Supervisor's Report.
- C. City Parks: See Executive Director's Report.
- D. Boundary Issues: See Executive Director's Report.
- E. Authorization of sale/conveyance of Park District Property: None.

NEW BUSINESS: NONE

Executive Session: At 7:39 P.M., Gary Nodine made the motion to enter Executive Session to discuss an employee matter, which was seconded by Laura Duffer. Executive Session ended at 8:15 PM with no matters that required a vote.

Bob inquired if the Capital Improvement Fund had a balance that would cover the cost of the Parking Lot Project if done at one time to eliminate duplicate mobilization fees. Angie stated that it would create a deficit, as LPD currently has \$250,000 invested in a CD, and a portion allocated to the Exchange Club Park Project.

ADJOURNMENT: Seeing no further business, Gary Nodine moved to adjourn the meeting, Laura Duffer moved to second the motion. Motion carried. Adjournment: 8:17 P.M.

NEXT MEETING: The next meeting will be held on Wednesday, September 11, 2024.