

**LINCOLN PARK DISTRICT  
BOARD MEETING MINUTES  
NOVEMBER 13, 2024**

**CALL TO ORDER** – At 6:00 PM, Gary Nodine called to order the Lincoln Park District Board of Commissioners’ monthly business meeting.

**ROLL CALL** – Commissioners attending were Gary Nodine, Dave Perring, and Bob Thomas. Don Peasley and Laura Duffer were absent. Attending from the Park District were Becky Strait, Vern Haseley, Allison Baker, Jennifer Prather, and Angie Coombs. None were absent.

**MINUTES OF MEETING** – Minutes of the October 9, 2024, meeting were presented. Gary asked if there were any questions, comments, or suggested amendments. Bob Thomas made the motion to approve the minutes as presented. Dave Perring moved to second the motion, which then passed after a unanimous roll-call vote.

**VISITORS** – Kevin Wills, of Bernardi Securities, Inc.

Kevin greeted the Board and explained that the annual bond process was set to proceed the same as the previous year. The Board of Commissioners would need to pass an ordinance to set the terms regarding the sale of the bonds. Last year, the Debt Extension allowed the district to sell up to \$802,000 in bonds. Due to the CPI growth factor, the Debt Extension allows the district to sell just under \$830,000 in bonds. After fees are deducted, the district will receive approximately \$790-800,000 to use towards their Capital Improvement Projects and taxable line items within the annual budget. The term sheet drafts are in process and will be sent shortly for review. Bids to purchase the bonds are due in early December and Becky has the authority to sign off on the bid that meets the parameters, and hopefully be the lowest bid submitted. The Interest rates have been around 4-5% lately, and Kevin hopes that they will be a little lower by the time bids are submitted. Kevin assured the Board that Bernardi Securities would invite local institutions to submit bids for the bonds.

Gary asked if there were any further questions about the Bond Issuance process. As there were no further questions, he then asked for a motion to approve Ordinance #360. Dave Perring made a motion to approve the adoption of Ordinance #360, Annual Bond Issuance not to exceed \$815,000. Bob Thomas moved to second the motion, which then passed after a unanimous, roll-call vote.

Kevin thanked the Board for their time and left the documentation with Angie to receive the appropriate signatures prior to their return.

Becky informed Kevin that the Board would be discussing the Parking Lot project more in depth during this meeting and that she would be in touch with him regarding the discussion about promissory notes. Kevin thanked everyone again and exited the meeting.

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

<b>GENERAL</b>	-	\$	<b>1,428.23</b>
<b>RECREATION</b>	-	\$	<b>1,102.18</b>
<b>CAPITAL IMP.</b>	-	\$	<b>128,532.41</b>
<b>BOND REPAYMENT</b>	-	\$	<b>802,833.94</b>

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Angie explained that she had included the annual Bond Repayment amount in Accounts Payable, but there was no check to sign. Unfortunately, the Real Estate Tax payments were scheduled a little later than usual, as per the County Treasurer. However, LPD had yet to receive the November Payment and interest as of that day. Angie did not feel comfortable writing a check for an amount that was not in the account. Once the monies have been deposited, she would issue the check, which could be signed by Becky and herself to make the payment. However, the Board's approval was still needed due to the sum of the payment. Dave Perring made the motion to approve Accounts Payable as presented, which was seconded by Bob Thomas, and passed after a unanimous, roll-call vote.

**CASH FLOW –**

Angie stated that business was starting to pick up due to the change in weather.

**EXECUTIVE DIRECTOR – BECKY STRAIT**

- A Slideshow presentation was displayed:
- It was a busy month with the Halloween Fun Fest, the Land of Lincoln Swing Dancers had their own Halloween event, and the Foundation's IGA Fundraiser that made around \$500.
- Upcoming events include Jr. Rainers, Volleyball, and the Wellness Expo. Gary inquired if the Hospital would be involved with the Expo, and Jennifer verified that they will be.
- Park Improvement Projects:
  - Lehn & Fink's pavilion and 9-Square have been installed.
  - Exchange Club Park's pavilion, sidewalks have been poured and the multi-surface game area has been excavated and is being prepped for concrete.
- City Parks:
  - Becky reminded the Board about the City Council's recent discussions on the 8<sup>th</sup> Street park.
    - They would like to install an amphitheater.
    - There have been no further discussions about a mobile stage.
  - Recent discussions, however, did include discussion about how the City's budget covers the City's side of maintaining the parks.
    - Dave questioned if they were asking LPD to do more, but Angie stated that they were discussing the City's means to do so.
    - Gary asked for clarification and stated that his understanding was that the City had been using AARPA funds, but those funds have since been depleted and are not anticipating any further funding from that source.
    - Becky stated that, in the Council meeting, Chuck Conzo, the Treasurer, verified that the funds used to cover the City's side of maintenance expenses came directly from the General Fund.
      - There was further talk during the Council meeting about adding a line item to their tax levy to cover funds in the future.
      - Dave questioned if the City was looking to put the requirement, including expense, back onto the district.
      - Bob stated that the Intergovernmental Agreement prohibited that unless the district opted to take on those added responsibilities and expenses.
- Career Fair:
  - Jr. High School hosted for 8<sup>th</sup> Graders.
  - Allison, Jennifer & Becky attended.
  - Each had created an activity or worksheet to give a glimpse of jobs in the Park District field.

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- Becky and Allison met with the Springfield Park District to discuss the SRA agreement.
  - Although LPD does not get additional funds from the agreement, there is still potential for collaboration to provide more programs to Lincoln residents through the agreement.
  - Springfield has an established program, and the discussion included collaboration to move the partnership forward, including planning events together.
- North Parking Lot Project:
  - Becky included a copy of the plans, which are the same as previously presented, but with one small change.
    - Vern had requested that the front island parking area have the concrete center removed between the two islands, which would shift the lights to the islands.
    - This would remove a tripping hazard and alleviate a snow plowing obstacle.
    - The change would add \$5,000 in engineering fees to relocate the electrical components.
    - Bob asked to clarify that the 2 half-moon ends would remain, which Vern verified they would.
    - Gary inquired if the extra cost also included removing the trees and existing poles, which Vern also verified that it would be included.
    - Becky informed the Board that removing that curbed section between the half-moons would save some money overall, since setting up curb forms takes more time than repairing smaller sections on the half-moon islands.
  - Becky asked the Board for their permission to authorize Farnsworth to put the project plans out for bid, which would allow for the opening to be scheduled in early December, and then the Board could possibly award the bid at the December meeting.
    - Dave asked if the bids requested could be for both asphalt and concrete, for comparison, which Becky verified that the plan was to request both.
    - Vern pointed out that the back section, next to the diamonds, would not have curbing added, but a gravel gradient would be added to help prevent erosion.
    - Dave inquired about the allowance next to the fence between LPD and LCHS, which Vern verified that there would be a sidewalk with gravel to the fence.
    - Gary inquired whether the removal of the rear island would directly impact the drainage situation, for which Vern showed the planned drainage system on the schematics.
      - Gary expressed his concern about heavy rains and how well the water would be managed, and Bob had concerns about the lack of curbs in the rear section, so Vern went over the plan in more detail for them both.
      - Gary asked Vern if he had looked at the plan to accommodate snow removal, which he had already reviewed for such purposes and has a plan in place.
  - Seeing no further questions or discussion, Gary asked for a motion regarding the parking lot project.
    - Dave expressed his concern about voting on such a big-ticket project without the full Board present, but Becky stated that this was just to move forward to get the bid process going.
    - Gary requested clarification that bids could be rejected, and the Board can choose to start over, should they choose to do so, which was verified by Becky and Angie.
  - Bob Thomas made the motion to approve Farnsworth putting the North Parking Lot project out for bid as designed, with the parameters to include a bid for both concrete and/or asphalt.
    - Dave Perring moved to second the motion.
    - Motion passed after a unanimous, roll-call vote.
- Budget & Appropriation
  - Angie listed 3 changes, which were necessary because of a new copier contract signed.

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- Savings from the copier were reallocated to the park port-a-pots, which are part of the same fund within the budget, and the pool wages were combined, as was requested.
- Audit Report:
  - Reports were included for the Board's review.
  - Becky explained that she and Angie had discussed the need for a price increase to help offset inflation, even if it was just \$5.00 / per person for memberships and maybe \$0.50 for daily fees.
  - Becky and Angie both explained that there have not been any visible savings from the Solar installation, as the most recent Ameren invoice simply did not include any mention of electric usage.
    - Becky plans to follow up with the Solar Group to inquire about how things will proceed after the installation went live.
    - Angie will keep an eye on the invoices to determine any changes.
  - Becky had previously mentioned that IAPD had included a graph demonstrating the district's Real Estate Tax income versus operational income in comparison to overhead expenses.
    - The chart was included in the packet for the Board's review.
      - Roughly \$0.25 per dollar spent at LPD comes from Real Estate Taxes, and around \$0.63 per dollar is from earned revenue, with grants and donations making up the difference.
      - Other districts have a higher tax base, which results in more Real Estate Taxes.
      - Dave commented on how tax caps also limit districts' tax income as well.
      - Gary stated that he does hear complaints about people paying taxes for LPD and they don't patronize the facility, and Angie said that it's the same for schools.
      - Dave pointed out that when you get tax money, it is imperative to make responsible decisions when spending it.
    - Becky also included the chart provided which shows the state-wide average.
- Other Projects:
  - Becky informed the Board that the Administrative Office plumbing is a priority, as she would prefer to be proactive and not forced to react to a bad situation.
    - Chief City Mechanical agreed to develop the bid specifications to start the process for a fee.
      - Vern and Becky will meet to discuss the scope of the project with their representative.
      - Vern asked that the process be clarified since there will not be a contracted project manager.
    - Becky would like to add a double sink to the kitchen, as that plumbing is included.
      - Moving the sink to the cold-storage wall would add counter space next to the passthrough.
      - It was verified that the drain would not need to be relocated to achieve this transition.
      - Vern stated that ventilation can be added as there are no hoods currently above the stoves.
    - Becky added that the plumbing in the Craft room is a large part of the project, and it would be prudent to plan on updating the cabinetry and counters there as part of the plan.
      - Since the Craft Room cabinets were unique, Vern had contacted Bob Dunovsky to request a quote from him to at least replace the sliding doors and their components.
      - Dave inquired about just getting factory stock, but Becky explained that custom would be a requirement.
      - Bob is waiting to watch lumber prices before providing a quote, as he has recently seen a slight downward trend.
  - Foundation Board Request to sell advertising space/signage on diamond outfields.
    - Dave has previously expressed his concern about signage being an eyesore.
    - Becky asks the Board to consider the notion as it brings in thousands of dollars per year for many different venues and are commonly seen in sporting arenas.

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- Gary explained that the Foundation Board had researched various options and detailed how it had been executed previously when the baseball program was separate from the district.
    - A handout with 4 photos of example displays was included in the packet.
    - The proposed cost would be \$500 the first year and \$300 each subsequent year per sign.
    - Signs would be aluminum with a vinyl decal added, per the advertiser's logo.
    - Gary asked if the Board would leave the signs up year-round, but Bob stated that they would not last as long as taking them down in the off season.
  - It was stated that even LCHS has advertising signs on the fence surrounding the track/field.
  - Dave opined that uniformity was important.
  - Vern recommended a 4' x 4' size with even spacing between signs.
  - Gary explained that the higher price for the first year is to cover set up/manufacturing fees.
  - Dave expressed his concern that signs would be illegible if posted that far out, to which Bob agreed that was a concern, adding that the Fairground signs were 6' x 4'.
  - Angie explained that there was to be no action taken on the matter, as it was not included on the Agenda for the meeting, but it can be added to December's agenda.
- Alcohol for Events:
- The Board had previously requested some research on other facilities' policies and if they required Board and/or Director approval.
  - Becky has since attended an Illinois Park District meeting of Directors, where she asked about their policies and procedures on the matter.
    - She found that the majority had Boards that authorized the Director's approval with criteria that had to be met prior to approval, and did so on a case-by-case basis.
    - Springfield's Director explained that they previously used the same policy as LPD but found the need to transition to the proposed policy, as it was found to be a mere formality.
  - Becky explained that the other districts were looking to have more comprehensive policies put into place to "change with the times".
    - Becky continued to explain that even having a pre-approved vendor/caterer list was becoming passé as more unique menus were being requested.
    - Springfield also has different parameters depending on the number in the party, such as no hard alcohol and requiring district staff to man the bar during the party.
  - Becky will review the policies with Val to discuss requests and present a plan next month.
  - Dave stated that he doesn't remember having any issues with any previous parties that had alcohol approved.

**SUPERVISOR OF OPERATIONS - Vern Haseley**

- The concession stands, and pool have been winterized for the off-season.
- Staff have been helping the Elks by mulching leaves out at Memorial Park.
- The ride-on floor scrubber is in the shop for repair.
- The golf cart needed work done, as the leaf springs were bad, and the front end had been damaged by hitting a curb. They have spoken with staff about overloading the cart in the future.
- The John Deere tractor has been paid off and purchased.

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**PROGRAM REPORT – ALLISON BAKER**

- Letters from Santa is open for registration, and so far, we have received 121 submissions, with 75 on the first night alone. She expects there to be around 400 total this year.
- Saturday with Santa is scheduled for November 30<sup>th</sup> and the event has been shared on Facebook 52 times already with 113 people showing their interest.
- Ornament decoration is scheduled for December 7<sup>th</sup>.
- Spooky Treats went over well and a Christmas Treat event is scheduled for December.
- Halloween Fun Fest went smoothly this year. We estimated around 600 people attended the event. We had 15 LCHS NHS volunteers help with games. The Foundation Board also provided a few volunteers, as Jayne and Curtis both ran a game. The new VIP option was a success. We sold 44 out of the 50 available tickets. A few families expressed their joy at being able to bring their children with special needs to play the games in peace. Dave inquired about the fee charged, and Angie explained that it basically covered the cost of the simple meal provided.
- Jr. Railers registration ended with 121 participants, 67 of which were boys and the remaining 54 were girls. The numbers are close to last year, but local schools are now allowing 5<sup>th</sup> graders to play on the Jr. High teams, which accounts for a few less registrations. Also, a few local schools are reportedly creating their own teams for 3<sup>rd</sup> & 4<sup>th</sup> grade basketball this year to play each other in town. The skills session is coming this Saturday, and the Coaches' meeting to draft teams is planned for the following Tuesday. The first game is scheduled for Saturday, December 7<sup>th</sup>. Allison still needs to order shirts and get them made. This year, Allison will be managing the league, and Michael will be helping her each Saturday.
- The Swing Dance Fundraiser made around \$600 in ticket sales.

**FITNESS MANAGER: JENNIFER PRATHER**

- Group Fitness Class attendance for October was 822.
- Health & Wellness had a last-minute cancelation by the presenter, so Becky and Val collaborated to speak to the 10 attendees on the benefits of plants.
- The most recent Meet & Mingle had 7 attendees, and the next one is Thursday from 2-4p.m.
- The Foundation IGA Fundraiser also had a bake sale, which was located inside, that sold goods made by members.
- Josh, the Intern with the Foundation, has been making slides to improve marketing on social media.
- October's Spin® for a Cure raised \$295 in donations.
- The Thanksgiving Turkey Burner is scheduled for November 26<sup>th</sup>.
- December will have a Spirit week, with a different theme each week.
- Active Agers have a potluck scheduled for December 13<sup>th</sup>.
- The Wellness Expo has 19 vendors already registered for a table.
- The 2025 Wellness Walk will begin to celebrate the Route 66 200 year anniversary in 2026.

**CORRESPONDENCE:**

Becky informed the Board that CIVC, LEAD Board and United Way have all sent thank you notes for LPD's participation in their events.

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**UNFINISHED BUSINESS:**

- A. Capital Improvements:
  - 1. Park Improvement Projects: See Executive Director's Report.
  - 2. Ballroom Remodel/Cold Storage Project:
    - a. Becky has scheduled a date to walk through the final punch list with Dustin.
    - b. For example, the stage still needs caulk in a few areas and the doors need adjusted.
  - 3. North Parking Lot Improvement Project: See Executive Director's Report.
- B. Aquatic Center: See Operation Supervisor's Report.
- C. City Parks: Nothing new to report.
- D. Boundary Issues:
  - 1. Becky informed the Board that the McFadden family has decided to move their fence so that it does not cross the boundary of Exchange Club Park.
  - 2. They did call to inquire about help locating the pin, since the construction has changed things in the park.
- E. Authorization of sale/conveyance of Park District Property: None.

**NEW BUSINESS:**

- A. Ordinance#360: An Ordinance providing for the issue of not to exceed \$815,000 General Obligation Limited Park Bonds of the Park District for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the Park District and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.
- B. Fiscal Year 2023 Annual Audit Report.

**Executive Session: None**

Becky reminded the Board that the annual Christmas party was scheduled for Friday, December 13<sup>th</sup>, to be held in the newly remodeled ballroom.

**ADJOURNMENT:** Seeing no further business, Dave Perring moved to adjourn the meeting, Bob Thomas moved to second the motion. Motion carried. Adjournment: 7:28 P.M.

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