

OFFICIAL PROCEEDINGS OF A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE PLEASURE DRIVEWAY AND PARK DISTRICT OF PEORIA, ILLINOIS, HELD AT 6:00 P.M., WEDNESDAY, JANUARY 10, 2018, AT THE NOBLE CENTER FOR PARK DISTRICT ADMINISTRATION, 1125 WEST LAKE AVENUE, PEORIA, ILLINOIS.

President Cassidy presided and called the meeting to order at 5:58 p.m.

ROLL CALL:

TRUSTEES PRESENT: Trustees Johnson, Petty, Ryan, and President Cassidy.

TRUSTEES ABSENT: Trustees Harant, Snowden, and Vice President Rayford.

STAFF PRESENT: Executive Director Cahill, Deputy Director Wheeler, Attorney Streeter, Attorney Day, Jan Budzynski, Chief Bush, Mike Friberg, Matt Freeman, Shalesse Pie, Nick Conrad, Scott Loftus, Mike Miller, Trish Blattenberger, Mike Friberg, Sue Wheeler, Nicole Staley, JD Russell, Yvonne Strode, Brenda O’Russa, Joe Atkinson, Karrie Ross, Doug Silberer, Aimee McLaughlin, Meg Boyich, Katie VanCleve, and Carley Allensworth.

PRESS PRESENT: None.

OTHERS PRESENT: None.

PLEDGE OF ALLEGIANCE: All stood and recited the Pledge of Allegiance.

MINUTES: **TRUSTEE JOHNSON MOVED TO APPROVE THE MINUTES FOR REGULAR PARK BOARD MEETING HELD DECEMBER 13, 2017. Motion seconded by Trustee Petty and carried on unanimous voice vote. (Results: 4 Ayes; 0 Nays)**

EXECUTIVE DIRECTOR REPORT: Executive Director update reports were presented for December 12 & 19, 2017.

PLANNING DIVISION: Mike Friberg presented the December 2017 monthly report and the October 2017-December 2017 quarterly report.

POLICE DIVISION: Chief Bush presented the November 2017 report.

FINANCE COMMITTEE: **TRUSTEE JOHNSON MOVED TO RATIFY THE TELEPHONE POLL OF DECEMBER 28, 2017 FOR THE APPROVAL OF THE 2017 FINAL BILLS DATED DECEMBER 21, 2017. Motion seconded by Trustee Petty and carried on unanimous voice vote. (Results: 4 Ayes; 0 Nays)**

FINANCE COMMITTEE: **TRUSTEE PETTY REPORTED THE FINANCE COMMITTEE HAD EXAMINED THE BILLS AND MOVED THAT THE PRESIDENT AND SECRETARY BE AUTHORIZED TO ISSUE ORDERS ON THE TREASURER FOR THE SEVERAL AMOUNTS:**

| | |
|-------------------|------------------|
| GENERAL | 378,712.25 |
| RECREATION | 86,953.03 |
| LIABILITY | 91,078.11 |
| MUSEUM | 8,644.84 |
| POLICE | 1,253.58 |
| WORK COMP & U C | 72,545.88 |
| BONDED PROJECTS | 96,240.74 |
| RIVERFRONT EVENTS | 1,170.67 |
| DETWEILLER MARINA | 883.72 |
| GOLF | 7,020.84 |
| HISRA | 17,366.15 |
| RIVERPLEX | <u>12,819.66</u> |
| TOTAL PAYABLES | \$774,689.47 |
| | |
| PAYROLL #25 | \$438,954.29 |
| PAYROLL #26 | \$439,540.28 |

Motion seconded by Trustee Johnson and carried on unanimous voice vote. (Results: 4 Ayes; 0 Nays)

GOLF AD HOC COMMITTEE: Trustee Petty presented minutes of the December 4, 2017 meeting.

NEW BUSINESS:

Election of 2018 Vice President of the Board of Trustees

In accordance with Policies, Rules and Regulations, Section II, 2.00, RULES OF THE PARK BOARD, President Cassidy called for the election of a Vice President TRUSTEE PETTY MOVED TO ELECT TRUSTEE ROBERT L. JOHNSON, SR. TO SERVE AS VICE PRESIDENT OF THE BOARD IN 2018. Motion seconded by Trustee Ryan and carried on unanimous voice vote. (Results: 4 Ayes; 0 Nays)

Appointment of Officers and Advisors – 2018

TRUSTEE RYAN MOVED TO APPOINT OFFICERS AND ADVISORS FOR 2018 AS FOLLOWS:

| | |
|--|-----------------------|
| Secretary | Carley M. Allensworth |
| Treasurer/Assistant Secretary | Emily G. Cahill |
| Assistant Treasurer | Karrie A. Ross |
| Assistant Treasurer | Aimee K. McLaughlin |
| Executive Director of Parks & Recreation | Emily G. Cahill |

Attorney

William P. Streeter
Hasselberg Grebe
Snodgrass Urban and
Wentworth

**Motion seconded by Trustee Petty and carried on unanimous voice vote.
(Results: 4 Ayes; 0 Nays)**

Historic Preservation and Landmarks Act

Staff recommends a “No Action” position. No action will be taken by the Board at this time. By taking no action, the District is supporting the concept of rehabilitation of historically significant homes located within the District. Since 1983, the Board has supported this Act and the freeze on assessed valuation by taking no action; thus, allowing the assessed valuation single-family property freeze to take place.

Trustee Ryan asked staff to look into how many homes this Act affects in the District. Staff will research to find out how many homes are affected.

Approval of Revisions to the Peoria Park District’s Sexual Harassment Policy

Superintendent Pie stated that this is the same version of the revised policy that was presented to the Board for review at the December 13, 2017 Board meeting. The revised policy was created to comply with a new law passed by Governor Rauner.

Vice President Johnson asked staff if the Park District’s policy needed much updating to comply with the new laws. Attorney Streeter stated that the policy was updated a lot but most of the updates related to whistleblower information and whistleblower rights. Superintendent Pie stated that the District had a harassment policy but this is a specific sexual harassment policy. She also stated that staff will be working to create a separate harassment policy and will present it to the Board for review and approval when it is completed.

With staff recommendation, **VICE PRESIDENT JOHNSON MOVED TO APPROVE THE REVISIONS TO THE PEORIA PARK DISTRICT’S SEXUAL HARASSMENT POLICY. Motion seconded by Trustee Petty and carried on unanimous voice vote. (Results: 4 Ayes; 0 Nays)**

Adoption of Resolution #136-1 Designating Freedom of Information Officers

Executive Director Cahill stated that this resolution coincided with the appointment of a new Board Secretary. She added that the resolution designates Board Secretary Carley Allensworth as the District’s Freedom of Information Officer and Trish Blattenberger as the back-up Freedom of Information Officer.

With staff recommendation, **TRUSTEE RYAN MOVED TO ADOPT RESOLUTION #136-1 DESIGNATING FREEDOM OF INFORMATION OFFICERS.** Motion seconded by Trustee Petty and carried on unanimous voice vote. (Results: 4 Ayes; 0 Nays)

Approval of Extension of Contract with Central States Media

Executive Director Cahill asked the Board to renew the current contract with Central States Media. She added that the District is not changing any of the terms of the current contract and that this extension asks the Board to continue to work with Central States.

Vice President Johnson asked staff why the contract is broken up into a three month package and a nine month package. Executive Director Cahill stated that the District asked Central States for a hybrid package because the first quarter is typically slower for the District than the rest of the year so there was less of a need for that level of marketing.

With staff recommendation, **VICE PRESIDENT JOHNSON MOVED TO APPROVE THE EXTENSION OF THE CONTRACT WITH CENTRAL STATES MEDIA.** Motion seconded by Trustee Petty and carried on unanimous voice vote. (Results: 4 Ayes; 0 Nays)

Approval of Addendum to Agreement to Provide Media Buying (Purchase Order No. P7639563, Proposal 16-13-RFQ, and Response Thereto)

The proposed addendum does not renegotiate the terms of the original Agreement with Central States Media but sets forth the terms by which Central States Media will be able to interact on the District's behalf with media vendors. Executive Director Cahill advised the Board that standard practice across the marketing industry is to pay commissions for media buying. She added that during 2017, the media buy accounts for the District were all in the District's name so Central States Media had to deviate from their standard practice of having the accounts in their name. Ms. Cahill explained that the District has negotiated a deal so that Central States Media has the opportunity to work with media vendors in a traditional matter but that keeps the District informed administratively.

With staff recommendation, **TRUSTEE RYAN MOVED TO APPROVE THE ADDENDUM TO AGREEMENT TO PROVIDE MEDIA BUYING (PURCHASE ORDER NO. P7639563, PROPOSAL 16-13-RFQ, AND RESPONSE THERETO).** Motion seconded by Vice President Johnson and carried on unanimous voice vote. (Results: 4 Ayes; 0 Nays)

Approval of District Media Buys for 2018

Executive Director Cahill stated staff is asking the Board to approve the media buys for 2018 as follows:

Alpha Media - \$30,000
Cumulus Peoria - \$43,200

Advanced Media Partners - \$24,000
Adams Outdoor - \$46,500
Online Display Marketing – Central States Media - \$24,000
Online Video Pre-Roll – Central States Media - \$24,000

Ms. Cahill added that the costs for these media buys will be line items allocated through different departments of the District.

Trustee Petty asked staff if the media vendors listed above cover the District's whole market. Executive Director Cahill stated that this list only includes those vendors whose contract costs exceed \$10,000.

With staff recommendation, **VICE PRESIDENT JOHNSON MOVED TO APPROVE THE DISTRICT MEDIA BUYS FOR 2018.** Motion seconded by Trustee Ryan and carried on unanimous voice vote. (Results: 4 Ayes; 0 Nays)

Approval of Peoria Park District Personal Expense Report

With staff recommendation, **TRUSTEE PETTY MOVED TO APPROVE THE PEORIA PARK DISTRICT PERSONAL EXPENSE REPORT.** Motion seconded by Trustee Ryan and carried on unanimous voice vote. (Results: 4 Ayes; 0 Nays)

Adoption of Ordinance #355 Identifying Work Contracts to an Installment Purchase Agreement – 2015 Debt Certificates

Superintendent of Finance Jan Budzynski advised the Board that as part of the process of spending the proceeds for debt certificates, the Board is required to adopt ordinances that specifically identify what the money is going to be spent on. Ms. Budzynski added that the Board has previously approved two ordinances in this regard and that this ordinance is specific to work at Lakeview Recreation Center.

With staff recommendation, **VICE PRESIDENT JOHNSON MOVED TO ADOPT ORDINANCE #355 IDENTIFYING WORK CONTRACTS TO AN INSTALLMENT PURCHASE AGREEMENT – 2015 DEBT CERTIFICATES.** Motion seconded by Trustee Ryan and carried on the following roll call vote: Trustees Petty and Ryan, Vice President Johnson and President Cassidy. (Results: 4 Ayes; 0 Nays)

Review of Changes to Scholarship Award Procedure

Executive Director Cahill thanked all staff members who worked on getting the new RecTrac software up and running. She introduced Kevin Davis to discuss the changes to the District's scholarship award procedure.

Kevin Davis stated that the staff began reviewing the District scholarship forms about a year ago to make it easier for people to access the forms and scholarships. He added that the District is keeping all of the current scholarship opportunities but that the award process is changing to utilize the new software staff has implemented. Mr. Davis stated that this change in procedure is not applicable to the RiverPlex. He stated that prior to this change, a household received a scholarship and each member of the household was allowed to

register for two programs throughout the District. The change in award procedure will change the award to a dollar amount for the household to be used in any way they choose. Mr. Davis explained that the dollar amount can be used by any member of the household so it allows more flexibility in using the award. Members of the household will be able to redeem the scholarship award at any District facility with RecTrac registration.

Trustee Johnson asked Mr. Davis if the RecTrac software allowed people to register for classes from home. Mr. Davis stated that users can register from home because the award money will be set up like a debit account and will show up in their RecTrac regardless of them being at a RecTrac facility or at home. He went on to state that, if a user registers for a class at home they will have to calculate the 5% copay on their own because the software is not yet capable of calculating it automatically.

Trustee Ryan suggested to staff that they mention on the scholarship form that the RiverPlex is not included as to avoid any confusion.

Overview of New Park District Website

Executive Director Cahill provided the Board with a brief overview of the Park District's new website. She stated that the new website went live on Monday and is aimed to be more user friendly. Ms. Cahill explained that the homepage features upcoming events and allows staff to make announcements to the community. She added that staff has tried to distill down all of the information on the old website to simplify things and make information easier to find for users.

Ms. Cahill showed the Board the features of the new website pages for Parks, Facilities, and Programs which include maps of each location and descriptions of the amenities available.

Ms. Cahill also showed the Board the "About Us" page which features administrative information like Board meeting dates, Board meeting agendas, Freedom of Information Act information, as well as employment and volunteer opportunities and a Contact Us form.

President Cassidy asked staff who designed the new website. Ms. Cahill stated that Central States Media designed the website after staff performed an informal bidding process. Ms. Cahill stated that Central States Media's pricing was competitive and the website design fell within a change order to the original agreement the District had with them.

Trustee Petty inquired as to the number of staff employed by Central States Media. Ms. Cahill stated that they have between 15 and 20 employees and that the District has two people directly assigned to the account. She added that the District has access to a larger team depending on the project.

**CALENDAR OF
CONSENT:**

Trustee Ryan asked if there was IT help available for website users. Ms. Cahill stated that users can contact staff with any questions or problems by using the Contact Us form on the website. She added that, if a user is not comfortable using the new website to register for classes, they are still able to register in person.

STATE CONTRACT: Purchase of 2018 Dodge Grand Caravan for HISRA

With staff recommendation, TRUSTEE RYAN MOVED TO APPROVE THE PURCHASE OF A 2018 DODGE GRAND CARAVAN FOR HISRA. Motion seconded by Trustee Petty and carried on unanimous voice vote.

(Results: 4 Ayes; 0 Nays)

QUOTE: Postage Machine Lease and Maintenance Agreement

With staff recommendation, TRUSTEE RYAN MOVED TO ACCEPT THE LOW QUOTE FOR POSTAGE MACHINE LEASE AND MAINTENANCE AGREEMENT. Motion seconded by Trustee Petty and carried on unanimous voice vote.

(Results: 4 Ayes; 0 Nays)

Request for Use of Rock Island Trail

With staff recommendation, TRUSTEE RYAN MOVED TO APPROVE THE REQUEST FOR USE OF ROCK ISLAND TRAIL TO CONDUCT FUNDRAISER RUNNING WITH THE DOGS 5K RUN/3K WALK, SATURDAY, SEPTEMBER 29, 2018. Motion seconded by Trustee Petty and carried on unanimous voice vote.

(Results: 4 Ayes; 0 Nays)

Request for Use of Grandview Drive

With staff recommendation, TRUSTEE RYAN MOVED TO APPROVE THE REQUEST FOR USE OF GRANDVIEW DRIVE TO CONDUCT FUNDRAISER RUN TO REMEMBER FALLEN POLICE OFFICERS, SATURDAY, MAY 5, 2018. Motion seconded by Trustee Petty and carried on unanimous voice vote.

(Results: 4 Ayes; 0 Nays)

Request for Use of Grandview Drive

With staff recommendation, TRUSTEE RYAN MOVED TO APPROVE THE REQUEST FOR USE OF GRANDVIEW DRIVE TO CONDUCT FUNDRAISER CYSTIC FIBROSIS ANNUAL GREAT STRIDES WALK, SATURDAY, OCTOBER 6, 2018. Motion seconded by Trustee Petty and carried on unanimous voice vote.

(Results: 4 Ayes; 0 Nays)

Request for Use of Donovan Park

With staff recommendation, TRUSTEE RYAN MOVED TO APPROVE THE REQUEST FOR USE OF DONOVAN PARK TO CONDUCT FUNDRAISER FOR NO CHILD WET BEHIND 5K, SATURDAY, MAY 26, 2018. Motion seconded by Trustee Petty and carried on unanimous voice vote.

(Results: 4 Ayes; 0 Nays)

PENDING BUSINESS: None.

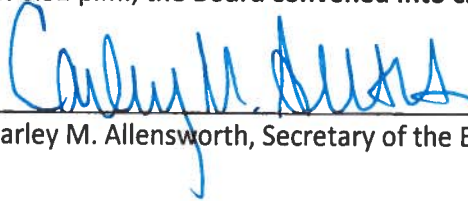
CITIZEN REQUEST TO ADDRESS THE BOARD: None.

COMMUNICATIONS: Communications were received as submitted.

OTHER BUSINESS: **President Cassidy asked for a motion to convene into closed session under the Open Meetings Act section 2c)(2) Collective Bargaining and section 2C)(1) Personnel Matters. Trustee Petty moved to convene into closed session. Motion seconded by Trustee Ryan and carried on the following roll call vote: Trustees Petty and Ryan, Vice President Johnson, and President Cassidy voting "Aye," no "Nays". (Results: 4 Ayes; 0 Nays)**

President Cassidy stated that the Board would adjourn the meeting from closed session and would not return into open session.

At 6:52 p.m., the Board convened into closed session.



Carley M. Allensworth, Secretary of the Board