

**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 9, 2019, AT THE NOBLE CENTER FOR PARK DISTRICT ADMINISTRATION, 1125 WEST LAKE AVENUE, PEORIA, ILLINOIS.**

**ROLL CALL:**

**TRUSTEES PRESENT:** Trustees Petty and Rayford, Vice President Johnson, and President Cassidy.

**TRUSTEES ABSENT:** Trustee Harant, Ryan, and Snowden.

**STAFF PRESENT:** Executive Director Cahill, Deputy Director Wheeler, Attorney Streeter, Attorney Day, Chief Bush, Karrie Ross, Matt Freeman, Shalesse Pie, Mike Miller, Becky Fredrickson, Joe Atkinson, Sue Wheeler, JD Russell, Greg Walker, Nick Conrad, Mike Friberg, Meg Boyich, Nicole Staley, Melinda Huett, Doug Silberer, Trish Blattenberger, and Board Secretary Carley Allensworth.

**PRESS PRESENT:** None.

**OTHERS PRESENT:** Brian Buralli and Ali Hogan of Central States Media; Katie Kim of The Kim Group; Attorney Bob Hall of Miller, Hall, & Triggs; Dr. Charles Hostetler and Chris Coulter of Peoria Disposal Company; Mike Van Cleve, 1111 W. Armstrong Avenue, Peoria; Rick and Tracy Fox, 15215 N. Ivy Lake Road, Chillicothe.

**1) CALL TO ORDER**

President Cassidy presided and called the meeting to order at 6:04 p.m.

**2) ROLL CALL**

**3) PLEDGE OF ALLEGIANCE**

All stood and recited the Pledge of Allegiance.

**4) MINUTES:**

**4.A Approval of Park Board Minutes of December 12, 2018**

Jacqueline Petty MOVED TO approve the Park Board minutes of December 12, 2018. Motion seconded by Warren Rayford and carried on unanimous voice vote. (Results: 4 Ayes; 0 Nays).

**5) STAFF REPORTS:**

**5.A Executive Director's Weekly Updates of December 11 & 18, 2018**

Executive Director Cahill presented the Weekly Updates of December 11 & 18, 2018.

**5.B Planning Division Monthly Report**

Superintendent Becky Fredrickson presented the planning division monthly report for December 2018.

**5.C RiverFront Division: Overview of New Food Vendor Policies and Application Process**

Melinda Huett presented the Board with the Park District's new food vendor policy and application process. Ms. Huett explained that changes were made to the food vendor policy and application process in order to establish a formal way of working with food vendors who are interested in participating in Park District events. District staff met with a focus group of local food vendors who work with the District on a regular basis to discuss a new application process. Ms. Huett stated that the new application process will begin in February and will be open until March 31, 2019. RiverFront staff will begin selecting vendors on April 1, 2019. She added that vendors will still be able to submit an application if they miss the original deadline.

Ms. Huett stated that District staff will be communicating with all current and prospective food vendors to explain the changes in the application process. Staff hopes that the new process will bring more food vendors to other District programs and facilities, outside of RiverFront events.

Trustee Petty asked how staff decides which vendors are used at District events. Staff stated that they previously didn't have a formalized process in place and that the number of vendors interested has increased, which led to the development of this formalized process.

Vice President Johnson asked how staff determines who gets the best location at each event. Staff stated that placement is determined by a vendor's power needs and the size of their setup.

Trustee Rayford asked if there are standards that have to be met to become a food vendor with the District. Staff stated that there are standards in place and that this new process makes those standards more easily accessible. Staff added that food vendors also have to go through the fire department and health department to make sure their setups and products are safe.

Trustee Petty suggested that staff also ask food vendors for references as part of the application process. Staff agreed that references are a good idea and added that the District will be asking for a security deposit which can be returned at the end of the season, if applicable.

Trustee Rayford asked staff how they decide who gets to be a vendor if there are more applications than spots available. Staff explained they are forming a committee who looks beyond the RiverFront events so the District can support more food vendors throughout various facilities. Staff is setting up an objective and fair process.

Vice President Johnson stated that he wants to be sure the process does not become too cumbersome so that the District does not get a reputation of being difficult to work with. He added he wants to make sure the District is looking at this process realistically. Staff stated that members of the food vendor focus group were brought in to make sure the application process is user friendly.

**5.D Central States Media Marketing Report**

Brian Buralli and Ali Hogan of Central States Media presented the Board with the 2018-Q3 marketing report. (Full report attached.)

**6) COMMITTEE REPORTS:**

**6.A Finance Committee: Approval of Accounts Payable and Payroll**

TRUSTEE RAYFORD 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                        | 555,715.47       |
| RECREATION                     | 205,711.41       |
| LIABILITY                      | 95,043.82        |
| MUSEUM                         | 18,420.04        |
| POLICE                         | 13,036.64        |
| WORKMAN'S COMP. & UNEMPLOYMENT | 72,110.49        |
| BONDED PROJECTS                | 155,274.06       |
| PAVING & LIGHTING              | 3,355.03         |
| RIVERFRONT EVENTS              | 28,504.78        |
| DETWEILLER MARINA              | 1,688.12         |
| GOLF                           | 31,077.71        |
| HISRA                          | 12,241.43        |
| RIVERPLEX                      | <u>53,636.02</u> |
| TOTAL PAYABLES                 | \$1,245,815.02   |
| <br>                           |                  |
| PAYROLL #25                    | \$420,699.88     |
| PAYROLL #26                    | \$408,460.32     |

Warren Rayford MOVED TO approve accounts payable and payroll. Motion seconded by Jacqueline Petty and carried on unanimous voice vote. (Results: 4 Ayes; 0 Nay)

**7) NEW BUSINESS:**

**7.A Election of Vice-President of the Board - 2019**

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 Johnson moved to elect Trustee Nancy Snowden to serve as Vice President of the Board in 2019. Motion seconded by Warren Rayford and carried on unanimous voice vote. (Results: 4 Ayes; 0 Nays).

**7.B Appointment of Park Board Officers and Advisers - 2019**

Trustee Petty moved to approve the appointment of the following Officers and Advisors:

SECRETARY - Carley M. Allensworth

TREASURER/ASSISTANT SECRETARY - Emily G. Cahill

|   |   |  |
|---|---|--|
| ASSISTANT TREASURER                         | - | Karrie A. Ross   |
| EXECUTIVE DIRECTOR<br>OF PARKS & RECREATION | - | Emily G. Cahill  |
| ATTORNEY                                    | - | William P. Streeter<br>Hasselberg, Grebe,<br>Snodgrass, Urban and<br>Wentworth |

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

**7.C Historic Preservation and Landmarks**

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 as supported this Act for the freeze on assessed valuation by taking no action; thus, allowing the assessed valuation single-family property freeze to take place.

**7.D Approval of Lease Agreement with 6035 Knoxville LLC for Parcel Located at 6035 N. Knoxville, Peoria, IL 61615**

As Trustee Harant was unable to attend tonight’s meeting, Executive Director Cahill shared her questions about The Kim Group’s adherence to prevailing wage rules and diversity requirements. Katie Kim of The Kim Group stated that her company will be held to prevailing wage standards. Further, she stated that The Kim Group is committed to diversity efforts and looks to hire local and participate in diverse hiring practices.

Robert Johnson MOVED TO approve the lease agreement with 6035 Knoxville LLC for parcel located at 6035 N. Knoxville, Peoria, IL 61615. Motion seconded by Jacqueline Petty and carried on unanimous voice vote. (Results: 4 Ayes; 0 Nays).

**7.E Approval of Addendum to Agreement with Central States Media to Provide Media Buying**

Robert Johnson MOVED TO approve the Addendum to Agreement with Central States Media to Provide Media Buying. Motion seconded by Warren Rayford and carried on unanimous voice vote. (Results: 4 Ayes; 0 Nays).

**7.F Approval of District Media Buys for 2019**

Robert Johnson MOVED TO approve the District Media Buys for 2019. Motion seconded by Jacqueline Petty and carried on unanimous voice vote. (Results: 4 Ayes; 0 Nays).

**7.G Adoption of Ordinance #373 Authorizing the Conveyance of Personal Property**

Warren Rayford MOVED TO adopt Ordinance #373 Authorizing the Conveyance of Personal Property. Motion seconded by Robert Johnson and carried on the following roll call vote: Jacqueline Petty, Warren Rayford, Robert Johnson, Timothy Cassidy. (Results: 4 Ayes; 0 Nays).

**8) CALENDAR OF CONSENT ITEMS:**

**8.A Quote: Grand View Drive Street Lights**

Warren Rayford MOVED TO approve the quote for Grand View Drive street lights. Motion seconded by Robert Johnson and carried on unanimous voice vote. (Results: 4 Ayes; 0 Nays).

**8.B Quote: 2019 Zogics Wellness Center Wipes**

Warren Rayford MOVED TO approve the quote for 2019 Zogics Wellness Center Wipes. Motion seconded by Robert Johnson and carried on unanimous voice vote. (Results: 4 Ayes; 0 Nays).

**8.C Quote: Pre-Owned Fitness Equipment**

Warren Rayford MOVED TO approve the quote for pre-owned fitness equipment. Motion seconded by Robert Johnson and carried on unanimous voice vote. (Results: 4 Ayes; 0 Nays).

**8.D Engineering Proposal: Storage/Chemical Building Newman Golf Course**

Warren Rayford MOVED TO approve the engineering proposal for the storage/chemical building at Newman Golf Course. Motion seconded by

Robert Johnson and carried on unanimous voice vote. (Results: 4 Ayes; 0 Nays).

**8.E Engineering Proposal: Storage/Chemical Building Kellogg Golf Course**

Warren Rayford MOVED TO approve the engineering proposal for the storage/chemical building at Kellogg Golf Course. Motion seconded by Robert Johnson and carried on unanimous voice vote. (Results: 4 Ayes; 0 Nays).

*Trustee Johnson left the meeting at 6:35 p.m.*

**7.H Update and Request from Peoria Disposal Company regarding Vicary Bottoms Wetland**

Representatives from Peoria Disposal Company (“PDC”), Chris Coulter and Dr. Charles Hostetler, provided the Board with an update on the progress of the Vicary Bottoms Wetland project. (Full presentation attached.) Mr. Coulter and Dr. Hostetler stated that there needs to be a few changes made to the original agreement for the project. Specifically, PDC will need to expand the wetland area by an additional one acre to comply with requirements of the project. PDC will come back to the Board for approval of the revised agreement.

Trustee Rayford asked if the testing of the wetland by PDC will be ongoing after the project is completed. Dr. Hostetler stated that, upon the start of construction, the piezometers will be removed. He added that the wetland design itself becomes the test.

President Cassidy asked if the modifications to the original agreement are just because of the required increase in size. Mr. Coulter and Dr. Hostetler confirmed that the need for the additional acre is the only reason for the modification.

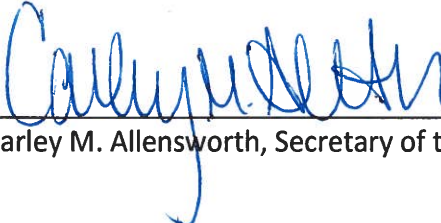
Trustee Petty asked if the required maintenance for the wetlands would be handled by PDC or the Park District. Mr. Coulter and Dr. Hostetler stated that, after construction is completed on the project, the Army Core of Engineers requires PDC to perform monthly monitoring until the project stabilizes. After that time period, the District will be performing routine annual maintenance.

Trustee Rayford asked when PDC anticipated turning over the project to the District. Mr. Coulter and Dr. Hostetler stated that there is a mandatory

minimum of five years that PDC monitors the project. They added that this project will probably take longer and estimate a six or seven year time frame.

- 9) **PENDING BUSINESS:** None.
- 10) **CITIZEN REQUEST TO ADDRESS THE BOARD:** None.
- 11) **COMMUNICATIONS:** None.
- 12) **OTHER BUSINESS:** None.
- 13) **ADJOURNMENT**

At 6:57 p.m., Jacqueline Petty MOVED TO adjourn. Motion seconded by Warren Rayford and carried on unanimous voice vote. (Results: 3 Ayes; 0 Nays)



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Carley M. Allensworth, Secretary of the Board