

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., AUGUST 28, 2019 AT THE NOBLE CENTER FOR PARK DISTRICT ADMINISTRATION, 1125 WEST LAKE AVENUE, PEORIA, ILLINOIS.

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

TRUSTEES ABSENT: Vice President Snowden.

STAFF PRESENT: Executive Director Emily Cahill, Deputy Director Brent Wheeler, Attorney Bill Streeter, Attorney Kevin Day, Chief Sylvester Bush, Shalesse Pie, Matt Freeman, Becky Fredrickson, Mike Miller, JD Russell, Mike Friberg, Scott Loftus, Nick Conrad, Greg Walker, Willie Howe, Katie McLuckie, Andrea Steffans, Doug Silberer, Meg Boyich, Matt Majors, Trish Blattenberger, and Board Secretary Carley Allensworth.

1) CALL TO ORDER

President Johnson presided and called the meeting to order at 6:02 p.m.

2) ROLL CALL

3) MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

All stood for a moment of silence and recited the Pledge of Allegiance.

4) MINUTES:

4.A Approval of Park Board Minutes of August 14, 2019

Joyce Harant MOVED TO approve the Park Board minutes of August 14, 2019. Motion seconded by Jacqueline Petty and carried on unanimous voice vote. (Results: 5 Ayes; 0 Nays)

5) STAFF REPORTS:

5.A Executive Director's Weekly Updates of August 13 & 20, 2019

Executive Director Cahill presented the Executive Director's Weekly Updates of August 13 & 20, 2019.

5.B Strategic Planning Update

Executive Director Cahill provided the Board with an overview of strategic planning efforts that are currently in progress or that have recently been completed. (See attached presentation.)

5.C Parks Division Monthly Report

Superintendent Matt Freeman presented the parks division monthly report for July 2019.

5.D Summer Camps Overview

Staff provided an overview of the 2019 summer camp season. (See attached presentation.)

Trustee Harant asked if the camps provide activities that involve the parents of the children campers. Staff stated that summer camps do not really provide that type of programming but that parent-child activities are available throughout the District.

6) COMMITTEE REPORTS:

6.A Golf Committee Meeting Minutes of June 10, 2019 and July 8, 2019

Trustee Petty presented the minutes of the June 10, 2019 and July 8, 2019 Golf Advisory Ad Hoc Committee meetings.

7) NEW BUSINESS:

7.B Approval of Certified Resolution for Bike Trail Connection in Glen Oak Park

Matt Ryan MOVED TO approve the certified resolution for a bike trail connection in Glen Oak Park. Motion seconded by Joyce Harant and carried on the following roll call vote: Joseph Cassidy, Joyce Harant, Jacqueline Petty, Matt Ryan, Robert Johnson voting aye, none voting nay. (Results: 5 Ayes; 0 Nays)

7.C Approval of Temporary Construction Easement and Affidavit of Title for Bike Trail Connection in Glen Oak Park

Matt Ryan MOVED TO approve the temporary construction easement and affidavit of title for a bike trail connection in Glen Oak Park. Motion seconded by Joyce Harant and carried on the following roll call vote: Joseph Cassidy, Joyce Harant, Jacqueline Petty, Matt Ryan, Robert Johnson voting aye, none voting nay. (Results: 5 Ayes; 0 Nays)

7.D Approval of Waiver of Appraisal and Donation of Temporary Construction Easement for Bike Trail Connection in Glen Oak Park

Matt Ryan MOVED TO approve the waiver of appraisal and donation of temporary construction easement for bike trail connection in Glen Oak Park. Motion seconded by Joyce Harant and carried on the following roll call vote: Joseph Cassidy, Joyce Harant, Jacqueline Petty, Matt Ryan, Robert Johnson voting aye, none voting nay. (Results: 5 Ayes; 0 Nays)

7.E Approval of Pre-Travel Expenses for President Johnson's Attendance at the Regional Neighborhood Network Conference

Jacqueline Petty MOVED TO approve the pre-travel expenses for President Johnson's attendance at the Regional Neighborhood Network Conference. Motion seconded by Joseph Cassidy and carried on unanimous voice vote. (Results: 5 Ayes; 0 Nays)

8) CALENDAR OF CONSENT ITEMS: Trustee Petty requested that agenda item 8.A be removed from the Calendar of Consent.

8.A Bid: Sommer Park Tennis Court Color Coating and Crack Repair

Trustee Petty asked if this project as being paid for with extra funds from another project. Staff stated that, yes, this project was being paid for with residual funds from other projects.

Trustee Petty stated that she has never seen staff list out whether or not they receive response from organizations that were contacted. Staff explained that they have always listed those responses with the contact they spoke to at each organization. This list is compiled in an effort to help build capacity for future projects.

Trustee Petty asked where the company with the winning bid is located. Staff stated the group is out of Dawson, IL, which is outside of Springfield, IL.

Jacqueline Petty MOVED TO approve the bid for Sommer Park tennis court color coating and crack repair. Motion seconded by Joyce Harant and carried on unanimous voice vote. (Results: 5 Ayes; 0 Nays)

8.B Request for Use of Luthy Botanical Garden on September 26, 2019 for Keep Peoria Beautiful

Matt Ryan MOVED TO approve the request for use of Luthy Botanical Garden on September 26, 2019 for Keep Peoria Beautiful. Motion seconded by Joyce Harant and carried on unanimous voice vote. (Results: 5 Ayes; 0 Nays)

8.C Request for Use of Bradley Park on October 19, 2019 for Autism Walk/5k

Matt Ryan MOVED TO approve the request for use of Bradley Park on October 19, 2019 for Autism Walk/5k. Motion seconded by Joyce Harant and carried on unanimous voice vote. (Results: 5 Ayes; 0 Nays)

8.D Request for Use of Sommer Park on September 14, 2019 for Walk for Suicide Prevention 2019

Matt Ryan MOVED TO approve the request for use of Sommer Park on September 14, 2019 for Walk for Suicide Prevention 2019. Motion seconded by Joyce Harant and carried on unanimous voice vote. (Results: 5 Ayes; 0 Nays)

8.E Request for Use of Sommer Park on September 22, 2019 for Woofstock 2019 Fundraiser

Matt Ryan MOVED TO approve the request for use of Sommer Park on September 22, 2019 for Woofstock 2019 Fundraiser. Motion seconded by Joyce Harant and carried on unanimous voice vote. (Results: 5 Ayes; 0 Nays)

9) PENDING BUSINESS: None.

10) CITIZEN REQUEST TO ADDRESS THE BOARD: None.

Gary Nehaus addressed the Board requesting that a new sidewalk be installed on Grandview Drive at the Bishop Avenue right-of-way to Tanglewood Lane. Mr. Nehause suggests the District use an arborist to check the remaining trees along that area and determine which trees would be harmed by a sidewalk. Further, he believes a good solution would be to install sidewalks where the trees do not prevent it. The Board thanked Mr. Nehaus for

attending the meeting and sharing his thoughts. The Board will take the suggestion under consideration.

11) COMMUNICATIONS:

Communications were received as submitted.

Trustee Petty requested that the nice thank you note from Rosemary Wiltz be placed in the employee personnel files of those staff members that she referenced in the note.

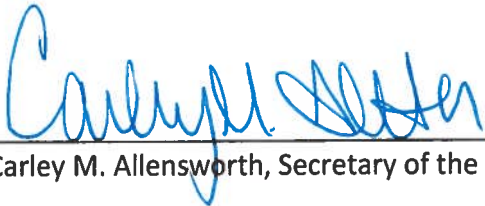
12) OTHER BUSINESS:

Superintendent Matt Freeman introduced Matt Majors as the District's new Supervisor of Maintenance and Repair.

Executive Director Cahill reminded everyone that the September 11, 2019 Board meeting would resume the District's traveling meeting schedule. The meeting will be held at Lakeview Recreation Center at 6pm and will be preceded by a facility open house from 4:30pm to 6pm.

13) ADJOURNMENT

At 6:55 p.m., Jacqueline Petty MOVED TO adjourn. Motion seconded by Matt Ryan and carried on unanimous voice vote. (Results: 5 Ayes; 0 Nays)



Carley M. Allensworth, Secretary of the Board

Peoria Park District Park Board Meeting

Wednesday, August 28, 2019

Peoria**Parks**.org



Approval of Minutes

*August 14, 2019 Meeting Minutes



Staff Reports

- Executive Director's Weekly Updates of August 13 and 20, 2019





STRATEGIC PLANNING

OUR PRIORITIES

- We will be responsible stewards of all District resources.
(Long-term sustainability of the District.)
- We will focus on services that make the greatest impact.
(What do we do? What should we be doing?)
- We will create a culture that values and supports each other, those we serve, and our community.
(Communication, collaboration, customer service.)



STRATEGIC PLANNING

PROGRESS OVERVIEW

- **38** Action Steps Assigned to the first year of the Strategic Planning Process:
 - **12** completed
 - **5** deferred to 2019/20
 - **21** still in progress



STRATEGIC PLANNING

2019 PROGRESS OVERVIEW

- 28 Action Steps
 - (7 new this year)
- 9 completed tasks that have been operationalized



STRATEGIC PLANNING

1.a.i. Create a development department/program focused on creating revenue streams independent of fees and charges.

Team Lead: Emily Cahill

Team Members: Brittany Moldenhauer, Rebecca Herz, Brenda O'Russa, rep(s) of Friends groups, Melinda Huett, Jake Hermann, Carrie Bottrell, Emily Cahill, CSM



STRATEGIC PLANNING

IN PROGRESS:

- Coordination of Corporate Asks
 - Eliminate/Reduce multiple asks to same organization
 - Better celebrate donors across multiple programs
- Legacy Fund
 - Developing a network of supporters
 - Bremer Jewelry Fundraiser



what kind of ancestor do **you** want to be?

what **legacy** will **you** leave?

Your gift to the Peoria Park District **Legacy** Fund will support the long-term sustainability of our community's unique natural areas and trail system and ensure that future generations learn about nature and our ecosystem...

donate today!

To learn more, please visit PeoriaParks.org





STRATEGIC PLANNING

Bremer Jewelry Diamond Ring Raffle

Sponsored by **BREMER**
JEWELRY



Learn **More**



Peoria**Parks**.org



STRATEGIC PLANNING

1.a.ii. Develop a cost recovery philosophy that accounts for all costs of doing business and implement it in an understandable way.

Team Lead: Emily Cahill

Team Members: Karrie Ross, Becky Fredrickson, Matt Freeman, Brent Wheeler, Emily Cahill

Service Category Team: Scott Loftus, Meg Boyich, Kadar Hefner, Jonelle McCloud, Vernon Johnson, Nick Conrad, Greg Walker, Doug Silberer, Steve Montez, Jessica Slater, Jacob Mol, Buzz Frazee, Mike Friberg, Erica Zimmerman, Katie Van Cleve, and Kristi Shoemaker



STRATEGIC PLANNING

IN PROGRESS:

- Data has been entered into the Amilia software; staff to participate in training on system in next two weeks.
- THEN, begin analysis...



STRATEGIC PLANNING

1.b.i. Create an asset management strategy (e.g., inventory of assets, lifecycle, replacement costs, condition).

Team Lead: Becky Fredrickson

Team Members: Planning Staff, Meg Boyich, Joe Atkinson/Erich Zimmerman, Willie Howe



STRATEGIC PLANNING

IN PROGRESS:

- PubWorks training this fall and then implementation.



STRATEGIC PLANNING

1.b.iii. Conduct an analysis of volunteer coordination across the District. Based on recommendations, develop a comprehensive volunteer system in partnership with other community organizations (e.g., volunteer days in parks, volunteer conservation corps).

Team Lead: Emily Cahill

Team Members: Senior staff, Mike Miller, David Gray, Lanada Cunningham, Jessica Slater, Susie Ingram, PenniaBardos.org, Kuban, Nick Conrad, Kristin Vannatta



STRATEGIC PLANNING

IN PROGRESS:

- Coordinating applications to streamline from 5 to 1!



STRATEGIC PLANNING

1.c.ii. Investigate renewable resources and invest in associated capital projects accordingly.

Team Lead: Mary Harden

Team Members: Planning staff, Matt Freeman, Emily Cahill, Mike Miller



STRATEGIC PLANNING

IN PROGRESS:

- Finalizing agreements for four solar projects in 2020!



STRATEGIC PLANNING

1.c.iii. Further develop a maintenance and management plan for the caring of green space that supports our commitment to environmental stewardship.

Team Lead: Matt Freeman

Team Members: Matt Freeman, JD Russell, Mike Miller, Becky Fredrickson, Bob Streitmatter, All Park Managers and Golf Course Managers



STRATEGIC PLANNING

IN PROGRESS:

- In Q2, 3.43 acres of now-mow area was added to an existing no-mow area of Donovan Park. This is a positive addition to a low use area of the Park that will have a walking/jogging trail mowed through the space for Park users to enjoy. The no-mow areas at Newman Golf Course were expanded to include 2+ more acres. To date there have been no negative comments reported on the additional no-mow area. Next steps include projects getting started in the conservation areas at Donovan Park, Robinson Park, and Detweiller Riverside.



STRATEGIC PLANNING

1.c.iv. Create a Green Team to establish and implement more environmentally friendly practices in the District, including a uniform, District wide recycling program, a public education strategy about the same, and reduce energy consumption.

Team Lead: Kristi Shoemaker

Team Members: Environmental Unit, Mary Harden, JD Russell, Erich Zimmerman or designee, Steve Dunham, Nicole Staley, Jacob Kuban, Andrea Steffens, Peoria Parks.org, Petefish, Jake Hermann



STRATEGIC PLANNING

IN PROGRESS:

- There is now a hazardous material recycling/disposal form on the intranet to facilitate this- common items are listed, and if the form is filled out for one time items, risk management will decide how to dispose of them.
- We are trial running “green” cleaning products at a few locations. The warehouse staff researched products that are both more environmentally friendly and more cost effective than those we were using before. If the test run goes ok, the warehouse may order the products to have them on hand, and/ or replace current products as



STRATEGIC PLANNING

- We discussed changes to the PDC recycling program (no more glass), and worked to get the word out to facilities by updating recycling posters.
- Things we are currently working on are:
 - 1- how to use social media/ PDQ to reach staff and patrons with “green tips”,
 - 2- How to get PPD events to the point where recycling is an option for them.



STRATEGIC PLANNING

1.d.iii. Develop a comprehensive onboarding program for all new employees and Trustees that includes use of operational/procedural manuals.

Team Lead: Shalesse Pie and Carley Allensworth

Team Members: Shalesse Pie, Carley Allensworth, Emily Cahill, Matt Freeman, Karrie Ross, Katie Van Cleve



STRATEGIC PLANNING

IN PROGRESS:

Begin work to combine individual onboarding manuals in to one consistent and comprehensive manual used throughout the District.



STRATEGIC PLANNING

2.c.i. Create a staff survey that focuses on satisfaction of our workforce and gather input focused on increased accountability and improved service to and for District staff.

Team Lead: Emily Cahill

Team Members: Senior Staff



STRATEGIC PLANNING

IN PROGRESS:

- 2019 Survey now open!



STRATEGIC PLANNING

3.c.v. Review and update process for recruitment of applicants for jobs and volunteers to improve the depth and diversity of our applicant pools.

Team Lead: Shalesse Pie

Team Members: Shalesse Pie and Diversity Committee (Cahill, Wheeler, Budzynski, Ross, Freeman, Cannon, Montez, Fredrickson, Staley), Carley Allensworth, Bill Streeter



STRATEGIC PLANNING

IN PROGRESS:

- Developed Peoria Park District Commitment to Diversity documents (to be presented to the Board on September 11, 2019)