

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 25, 2021 HELD AT THE BONNIE NOBLE ADMINISTRATION BUILDING.

TRUSTEES PRESENT: Trustees Timothy Bertschy, Laurie Covington, Jackie Petty, Alex Sierra, and Vice President Joyce Harant, President Robert Johnson (v)

(v) = Attending virtually

TRUSTEES ABSENT: None

STAFF PRESENT: Executive Director Emily Cahill, Deputy Director Brent Wheeler, Attorney Bill Streeeter, Attorney Kevin Day, Becky Fredrickson, Matt Freeman, Mike Friberg, Chief Todd Green, Mary Harden (v), Willie Howe, Peter Kobak, Scott Loftus, Mike Miller, Karrie Ross, Shalessie Pie, Tiffany Shipley, Doug Silberer (v), Nicole Staley (v), Yvonne Strode, Alicia Woodworth, and Erich Zimmerman (v).

(v) = Attending virtually

OTHERS PRESENT: Lesley Green, Steve Montez, David Pittman, Luan Railsbad, Yolanda Wallace and Danny Wallace

1) CALL TO ORDER:

Vice President Joyce Harant presided and called the meeting to order at 6:05 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 Minutes of August 11, 2021

Trustee Alex Sierra MOVED TO APPROVE the minutes of August 11, 2021. Motion seconded by Trustee Jackie Petty and carried on the following roll call vote: Trustees Timothy Bertschy, Laurie Covington, Jackie Petty, Alex Sierra, Vice President Joyce Harant and President Robert Johnson. (Results: 6 Ayes; 0 Nays)

5) STAFF REPORTS:

5.A. Executive Director's Report

Executive Director Emily Cahill thanked everyone who participated in the Park Possible community feedback process to date. The next session will be Wednesday, September 1 at 6:00 pm at the Glen Oak Park amphitheater. It is being held at the amphitheater due to the effectiveness of meeting in the actual space being discussed and people seem to really appreciate the process. Staff is beginning to put clarity around some of the ideas that the District continues to hear. She would like to emphasize that the initial conversation about removing the current bandshell is still current; however, the new bandshell will be moved within the space to make the entire space more accessible. The District is working to clarify potential locations within that space for the new bandshell.

On Thursday, September 2nd, Parks on Tap will be at Morton Square Park as part of the Moonlight markets and Talk About it Thursday will be held there. People are encouraged to come talk with Emily Cahill about anything Park District related. The feedback and relationships

being built with community members are really appreciated. It would also give people the opportunity to check out the awesome new playground at Morton Square Park.

President Robert Johnson asked if the District is planning on removing the amphitheater at Glen Oak Park. Emily Cahill stated that the plan presented about 3 weeks ago was in broad strokes i.e., adding 2 shelters, a fully accessible playground, adding basketball courts, etc. As conversations progressed, the list of amenities is still the same however, community members were asked to reimagine what kind of concerts they would like at the amphitheater. The staff recommendation will be presented to the Board in September based on the community feedback and conversations and the District will recommend removing the current bandshell and installing a new, modern, flexible use type bandshell within the same location to provide more flexible use of the green space. These potential changes would be presented on a large map so everyone can see exactly where the proposed changes are and would look like. Because of the changes and renovations required for the current bandshell in order to allow it to host the type of programming the community is interested in, it is more cost effective and it helps structurally to tear down the bandshell and install a new one in a new location within the amphitheater space. The plan to be presented will be representative of the community feedback received during the input sessions. It is hoped the final plan would be presented to the Board ideally at the first Board meeting in September. Community feedback will continue with a goal of finalizing a plan by the end of September so the District is able to budget accordingly and plan a bond ordinance in support of the strategies the Board authorizes staff to continue with.

An invitation to the Park District Golf Outing – Playing Fore Our Parks - to be held on Thursday, September 30 at Kellogg Golf Course was sent. More information can also be found at the Peoria Park District Foundation Facebook page. This is a new venture for the District and the golf outing allows us to celebrate all the different kinds of things we do as a park district and hope everyone is able to participate.

She would like to express gratitude to all staff who helped make possible Jehan Gordon Booth's 40th birthday celebration last Saturday. The District hosted the celebration at the Luthy Botanical Garden and Peoria Zoo and was a great way to showcase the District's facilities and offerings. Jehan Gordon Booth has expressed her appreciation to the District and stated that many people attended from all areas of the state of Illinois and they were in awe of the Peoria Park District.

Trustee Timothy Bertschy stated that an acquaintance of his commented to him how much he appreciated the responsiveness of staff to an issue he encountered. The staff member in particular was Matt Freeman, Superintendent of Parks and much appreciation was expressed.

5.B. Superintendent of Parks

Matt Freeman, Superintendent of Parks, presented the July 2021 Closed Service Request Report.

Vice President Joyce Harant stated there have been emails exchanged with a patron concerning herbicide use at Glen Oak. She asked Matt Freeman to please help everyone understand how the District uses the herbicide in question. Matt Freeman stated that in this particular instance, a park patron witnessed a District employee apply herbicide for weed control in a woodchipped area near the parking lot of the Peoria Zoo. It was applied using a hand tank carrier and spot application. Staff did not spray the herbicide in an open grass area. The District is open and transparent about how and where herbicides are used and is used very sparingly. Open grass areas in District parks are not treated with herbicides.

Trustee Timothy Bertschy stated he was recently at the FC soccer field in Mossville and asked if that facility is a District facility. Matt Freeman stated the Mossville soccer field is a District facility, not the sports complex. It appeared there were several hundred people there and he did not see a single portable toilet provided. Trustee Bertschy asked how is it decided where and how many portable toilets are available for events. Scott Loftus, Superintendent of Recreation Services, stated that when scheduling events such as the one Trustee Bertschy is referring to, the event organizer requesting use of the facility provides to District staff everything needed including portable toilets, and how many.

Trustee Alex Sierra asked that in reference to line item 2715 of the Service Request Report, why is the District relocating 40 benches to the CEFCU center stage from the Glen Oak amphitheater. Matt Freeman stated that the transfer was in support of CEFCU center stage events. The benches were not being currently used at the amphitheater and they will be returned when done.

6) COMMITTEE REPORTS:

6.A. Finance Committee – Approval of Accounts Payable

Trustee Laurie Covington reported the Finance Committee has examined the bills and moves that the Vice President and Secretary be authorized to issue orders on the Treasurer for the several amounts. Trustee Timothy Bertschy stated he is abstaining from any and all matters relating to this listing of accounts payable including voting, deliberation or consideration as he owns 1% or less of holdings in an assortment of companies included on the current listing of accounts payable.

Trustee Laurie Covington MOVED TO APPROVE the current listing of accounts payable. Motion seconded by Trustee Alex Sierra and carried on the following roll call vote: Trustees Laurie Covington, Jackie Petty, Alex Sierra, Vice President Joyce Harant and President Robert Johnson. (Results: 5 Ayes; 1 Abstention; 0 Nays)

7) NEW BUSINESS:

7.A. Recommendation for Review and Adoption of Peoria Park District Financial Policy

Trustee Timothy Bertschy stated that in the course of the Finance Committee meeting just held, the Peoria Park District Financial Policy was discussed in some detail.

Trustee Timothy Bertschy MOVED TO APPROVE, subject to staff returning to the Board on or before the November budget meeting, with suggestions for clarifying the financial policies to ensure that they represent what the District is doing at present by virtue of past Board actions, the recommendation for review and adoption of Peoria Park District Financial Policy. Motion seconded by Trustee Jackie Petty and carried on the following roll call vote: Trustees Timothy Bertschy, Laurie Covington, Jackie Petty, Alex Sierra, Vice President Joyce Harant and President Robert Johnson. (Results: 6 Ayes; 0 Nays)

7.B. Recommendation to Receive and File Debt Post Issuance Compliance Report

Karrie Ross, Superintendent of Finance & Administrative Services and Compliance Officer, presented the Compliance Report. The report is in relation to the District's compliance in debt issuance. She worked with finance attorneys Chapman and Cutler to draft policy language and as Compliance Officer, she has no issues to report. The District is in possession of appropriate

records and is not subject to arbitrage nor has it received any IRS examination inquiries relative to debt issuance.

Trustee Timothy Bertschy asked if the language of this document was drafted by Chapman and Cutler to which Karrie Ross stated yes.

Trustee Timothy Bertschy MOVED TO APPROVE to receive and file the Debt Post Issuance Compliance Report. Motion seconded by Trustee Alex Sierra and carried on the following roll call vote: Trustees Timothy Bertschy, Laurie Covington, Jackie Petty, Alex Sierra, Vice President Joyce Harant and President Robert Johnson. (Results: 6 Ayes; 0 Nays)

7.C. Disposal Ordinance #390

Karrie Ross stated that Park Code requires Board approval for any ordinance of disposal of fixed asset properties. A listing of items staff has identified to be disposed of at this time was provided.

Trustee Timothy Bertschy asked if District staff determines whether to send an item for auction either in-person or online, conduct a sealed bid, or scrap the item. Also, is there a particular staff person who makes this determination or decision? Karrie Ross stated that it is not one particular District person who makes these determinations; it depends on what the item(s) are. Purchasing works with the area disposing of the item to determine the best method of disposal. Trustee Bertschy asked that when the decision is made, is there another person that reviews the decision? Karrie Ross stated yes. Nicole Staley, Purchasing Supervisor, collects all recommendations for disposal from staff and reviews it. She has a full District perspective and can help determine if the item can be used in another area in the District, should be sold, or disposed of.

Trustee Alex Sierra asked if the District ever considers donating some of the items. Karrie Ross stated yes, some items can be donated. For example, the last disposal ordinance included the donation of garden boxes to John H. Gwynn Jr. Park. When the donation of an item is considered, it is still listed on the disposal ordinance. Trustee Sierra requested that in the future if there are vehicles on the disposal ordinance to be auctioned off, please consider donating them. Karrie Ross stated yes that can be done. A discussion took place on the condition of District fleet vehicles when it is determined to be disposed of.

Trustee Laurie Covington MOVED TO APPROVE Disposal Ordinance #390. Motion seconded by Trustee Jackie Petty and carried on the following roll call vote: Trustees Timothy Bertschy, Laurie Covington, Jackie Petty, Alex Sierra, Vice President Joyce Harant and President Robert Johnson. (Results: 6 Ayes; 0 Nays)

7.D. Allocation of Funds for Security Camera Illuminators

Deputy Director Brent Wheeler stated this item was originally presented at the last meeting for approval however, the actual bid for review was omitted. The bid from Kern Group is now included for review.

Trustee Timothy Bertschy inquired as to whether the District should obtain any other competing bids. Brent Wheeler stated that due to the fact this bid is for technology, it is not necessary according to policy. Also, Kern Group is the vendor that started this particular project and it

would be best to have them see it through fruition. This bid includes infrared night lighting. The option on the bid totaling \$39,007 is requested for approval.

Trustee Alex Sierra MOVED TO APPROVE allocation of funds for security camera illuminators. Motion seconded by Trustee Timothy Bertschy and carried on the following roll call vote: Trustees Timothy Bertschy, Laurie Covington, Jackie Petty, Alex Sierra, Vice President Joyce Harant and President Robert Johnson. (Results: 6 Ayes; 0 Nays)

7.E. Approval of Golf Point of Sale License Agreement

Kevin Davis, Business Systems Supervisor presented the Golf Point of Sale License Agreement from foreUp for approval. He oversees the point of sale systems within the District. Staff is recommending the golf point of sale system from foreUp to serve the District golf courses and facilities.

Trustee Timothy Bertschy asked for clarification on why the staff is recommending the agreement from foreUp for almost \$57,000 as opposed to GolfTrac's cost of \$8,490. A discussion took place concerning the currently-used GEN inventory exchange model system from GolfNow and how it works. It will be discontinued in January 2022. GolfTrac is a recreational software package, not specific to golf. GolfTrac's add on golf module is not optimal for meeting the District's golf facility needs. The foreUp software is specific to golf and will greatly improve the District's golf operations. While it carries a higher cost than GolfTrac, the District estimates that foreUp will constitute a savings over the inventory exchange revenue currently being paid to GolfNow. The foreUp system will also necessitate the purchase of ten credit card terminals across the District's four golf locations and compatible hardware costs for these terminals are estimated to be less than \$10,000. This compatible hardware would be necessary regardless of the software product chosen. It is anticipated the foreUp system will provide the best overall customer golf experience.

Trustee Alex Sierra asked Brent Wheeler what is the amount of the projected additional revenue this system would bring. Brent Wheeler apologized if he said the system would bring in revenue as this is incorrect. What the system will do is help to retain our current customers and refrain from them having a negative experience. It is hoped the ease of use for the new system would attract new customers as well.

Trustee Timothy Bertschy MOVED TO APPROVE the golf point of sale license agreement. Motion seconded by Trustee Laurie Covington and carried on the following roll call vote: Trustees Timothy Bertschy, Laurie Covington, Jackie Petty, Alex Sierra, Vice President Joyce Harant and President Robert Johnson. (Results: 6 Ayes; 0 Nays)

7.F. New Policy – 42.00 Process and Procedures for Reporting Improper Governmental Action

Trustee Alex Sierra MOVED TO APPROVE the new policy 42.00 Process and Procedures for Reporting Improper Governmental Action. Motion seconded by Trustee Jackie Petty and carried on the following roll call vote: Trustees Timothy Bertschy, Laurie Covington, Jackie Petty, Alex Sierra, Vice President Joyce Harant and President Robert Johnson. (Results: 6 Ayes; 0 Nays)

7.G. Lease Renewal Agreement – Body Fitness at Lakeview Recreation Center

Scott Loftus, Superintendent of Recreation, stated that in August 2019, Body Fitness, Inc. entered into an agreement with the Peoria Park District to lease space at Lakeview Recreation Center to conduct personal training, group exercise, and physical therapy. As part of this lease renewal agreement, Body Fitness, Inc. will pay \$22,440 plus utilities to lease the space for a year and

includes three rooms: Training 1 (496 sq. ft.), Training 2 (2301 sq. ft.), and Parent Fitness (358 sq. ft.) for a total of 3,155 sq. ft. This lease renewal is for a one-year term and will be revisited annually so that changes can be made each year.

Lesley Green, in attendance, addressed the Board stating that she and her husband, as of July 2021, are the new owners of Body Fitness. They are looking forward to partnering with the Peoria Park District in offering additional fitness classes at Lakeview.

Trustee Timothy Bertschy stated that section 11 of the agreement states *Insurance and Indemnification* however, there is insurance provided in the lease agreement but no indemnification. The liability insurance requirement currently in the lease agreement is \$2,000,000 and he would like to see it be more. Karrie Ross stated that a \$3,000,000 liability insurance requirement was in the original lease agreement as this amount is the standard insurance requirement in the District's lease agreements. However, during negotiations, due to the significant cost difference, the tenant requested they provide \$2,000,000 coverage and the District conceded to this. Trustee Bertschy asked should we not have the indemnification clause? Karrie Ross agreed that the indemnification clause can be added in the lease contract. Boilerplate best-practice indemnification language provided by the Park District Risk Management Agency (PDRMA) should be used.

Trustee Alex Sierra MOVED TO APPROVE the Body Fitness at Lakeview Recreation Center lease renewal agreement with the addition of the indemnification language which would be found acceptable by the District's attorney and Executive Director. Motion seconded by Trustee Jackie Petty and carried on the following roll call vote: Trustees Timothy Bertschy, Laurie Covington, Jackie Petty, Alex Sierra, Vice President Joyce Harant and President Robert Johnson. (Results: 6 Ayes; 0 Nays)

8) CALENDAR OF CONSENT ITEMS:

8.A. Request for Use - Woofstock Fundraiser - Sommer Farm on 9.19.21
Trustee Alex Sierra MOVED TO APPROVE Calendar of Consent items 8.A. and 8.C. Motion seconded by Trustee Timothy Bertschy and carried on the following roll call vote: Trustees Timothy Bertschy, Laurie Covington, Jackie Petty, Alex Sierra, Vice President Joyce Harant and President Robert Johnson. (Results: 6 Ayes; 0 Nays)

8.B. Purchase of 2022 Chevrolet Equinox AWD
Trustee Alex Sierra asked if the District usually purchases brand new vehicles off the market? Matt Freeman explained that when the District is purchasing fleet vehicles, they are purchased new. Karrie Ross stated that when purchasing new vehicles, the District utilizes state contracts where better pricing is already set. An exception would be if the District were to need a non-fleet non-spec vehicle that does not have a state contract applied to it, the bid would go out to local dealers.

Trustee Alex Sierra MOVED TO APPROVE Calendar of Consent item 8.B. Motion seconded by Trustee Timothy Bertschy and carried on the following roll call vote: Trustees Timothy Bertschy, Laurie Covington, Jackie Petty, Alex Sierra, Vice President Joyce Harant and President Robert Johnson. (Results: 6 Ayes; 0 Nays)

8.C. Bid - Grain Products for the Peoria Zoo

Trustee Timothy Bertschy inquired if he understood correctly that the yearly cost of grain products is anticipated to be approximately \$50,000 and the District will be buying different grain products. If that is the case is staff really asking the Board to create a budget of \$50,000 for these items that can then be purchased from an established list of grain items and not exceed \$50,000? Yvonne Strode, Director of Peoria Zoo, stated no, the supplier listed on the bid, Wineinger's Country Feed and Supply, was the only bid received and would supply all of the grain during the year. As Trustee Bertschy noted, the costs could fluctuate in price and availability and are not set agreed-upon prices or type of grain.

9) **PENDING BUSINESS:** None

10) **CITIZEN REQUEST TO ADDRESS THE BOARD:**

Yolanda Wallace representing the John Buckley Memorial Garden behind the RiverPlex on Water St. inquired about acquisition of the garden by the Peoria Park District.

Via Facebook Live, Erica Louise expressed interest in preserving in a different location, some piece of the old bandshell for those that are nostalgic about it. Perhaps if not prohibitive, the brick wall could be incorporated into new shelters or basketball court.

David Pittman of 2422 W. Moss Ave. spoke in opposition of a possible Donovan Park Pavilion Arts Center.

11) **COMMUNICATIONS:**

11.A. **Thank You from Trustee Timothy Bertschy**

12) **OTHER BUSINESS:**

Trustee Alex Sierra stated he has seen staff on two occasions very recently not wearing masks and encouraged upholding CDC mask mandates. He thanked Emily Cahill for hosting Park Possible public input sessions which are very helpful and insightful and thanked patrons and constituents that have been involved in those conversations. He encourages everyone to continue to participate. Congratulations to Shalesse Pie, Superintendent of Human Resources for 18 years of service.

13) **ADJOURNMENT:**

At 7:36 p.m. Trustee Jackie Petty MOVED TO ADJOURN. Motion seconded by Trustee Timothy Bertschy and carried on the following roll call vote: Trustees Timothy Bertschy, Laurie Covington, Jackie Petty, Alex Sierra, Vice President Joyce Harant and President Robert Johnson. (Results: 6 Ayes; 0 Nays)

Full discussion can be viewed at the following link: <https://fb.watch/7RXUKb2u9J/>

Respectfully Submitted by Alicia Woodworth
Executive Assistant and Secretary to the Board