

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. ON WEDNESDAY, JUNE 22, 2022 HELD AT THE BONNIE NOBLE ADMINISTRATION BUILDING.

TRUSTEES PRESENT: Trustees Timothy Bertschy (v), Kyle Bright, Laurie Covington, Joyce Harant, Alexander Sierra, Vice President Jacqueline Petty, and President Robert Johnson.

Note: (v) = Attended Virtually

TRUSTEES ABSENT: None

STAFF PRESENT: Executive Director Emily Cahill, Attorney Bill Streeter, Rebecca Fredrickson, Nick Conrad (v), Matt Freeman, Mike Friberg, Becky Fredrickson, Chief Todd Green, Mary Harden, Scott Loftus, Shalessie Pie, Karrie Ross, Nicole Staley (v), Jenny Swanson, Greg Walker, and Alicia Woodworth.

Note: (v) = Attended Virtually

OTHERS PRESENT: Katie Bermingham, CPA, Manager, CliftonLarsonAllen, Beth Crider, Regional Superintendent of Schools

1. CALL TO ORDER

President Robert Johnson presided and called the meeting to order at 6:04 pm.

2. ROLL CALL

3. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

4. MINUTES

4.A. Approval of Minutes of June 8, 2022 Regular Board Meeting

Vice President Petty MOVED TO APPROVE the minutes of June 8, 2022. Motion seconded by Trustee Sierra and carried on the following roll call vote: Trustees Timothy Bertschy, Kyle Bright, Laurie Covington, Joyce Harant, Alexander Sierra, Vice President Jackie Petty and President Robert Johnson. (Results: 7 Ayes; 0 Nays).

5. PRESENTATION AND RECEIVE AND FILE OF 2021 AUDIT

Katie Bermingham of CliftonLarsonAllen to presented the results and overview of the audit. She stated the audit was issued as unmodified which means it was a clean audit opinion on the financial statements. In addition, there were no internal control deficiencies or issues of noncompliance based on the audit in accordance with Government Auditing Standards. CliftonLarsonAllen issued a Letter to Governance stating there were no disagreements or difficulties with management, no audit adjustments, and that there were significant estimates of liability and related deferrals for pension and other postemployment benefits and liability for compensated absences. Also issued was a GAS Internal Control and Compliance letter noting no findings.

Vice President Petty thanked Ms. Bermingham for doing a great job presenting and explaining everything to the Board and that the audit confirmed the fact that the District has a great staff doing wonderful things and they are to be commended.

Trustee Bertschy stated that at the end of the internal control letter, it states “The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity’s internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity’s internal control and compliance. Accordingly, this communication is not suitable for any other purpose.” As such, who is it that is to determine the effectiveness of the entity’s internal control system and compliance? Katie Bermingham stated this is a standard report that is required by *Government Auditing Standards* and they compiled that language. If there was an issue with the internal controls, CLA would report it. CLA performs specific testing throughout the year and relies on those internal controls to ensure compliance by both the Board and staff. Trustee Bertschy stated that in upcoming Finance Committee meetings, discussions should be had about how the Trustees addressed the portion of Board responsibility.

Trustee Bertschy stated that in the management control letter there was a discussion concerning uncorrected misstatements as related to Post Employment Benefit Estimate (OPEB) issues in the audit. Trustee Bertschy understands this to mean that working together with staff, the fact that the misstatement was 5% or less means that it was something that was not material and not addressed in the audit? Katie Bermingham stated yes.

Trustee Bertschy asked Katie Bermingham – the statements that CLA audited were not prepared by the District. They were statements that were prepared by CLA is that correct? Katie Bermingham stated yes, they are financial statements based off the trial balances that were received from PPD. Trustee Bertschy stated that some organizations feel it would be better to have the auditor auditing statements prepared by someone other than the auditor. Some of these agencies go so far as to hire a second company to prepare the statements that are then audited by the outside auditor. Have you seen this before and what are your thoughts on doing this? Katie Bermingham – We usually do not see an entity go to a completely separate third party unless they are already using that third party. It’s not common for an organization that has knowledgeable staff to prepare the financial statements and then hire a third party to prepare the statements for audit. The only thing that CLA provided in this case is the opinion. PPD staff provided everything else.

Trustee Bertschy MOVED TO RECEIVE AND FILE the 2021 Audit. Motion seconded by Trustee Sierra and carried on the following roll call vote: Timothy Bertschy, Kyle Bright, Laurie Covington, Joyce Harant, Alexander Sierra, Vice President Jackie Petty and President Robert Johnson. (Results: 7 Ayes; 0 Nays)

6. STAFF REPORTS
6.A. Executive Director

Emily Cahill recognized the first three weeks of the District's Summer of Fun funpass. As of the end of the first three weeks, total redemptions, i.e. people who have access any of the facilities offered through the funpass, total 3,426. That is remarkable as compared to last summer's total of 3,838. The District is very pleased with the response and engagement with the community and with the pro-social activity the District is able to support in the community.

A big thank you to Karrie Ross and Meg Boyich for all of their hard work on the audit report presented tonight. They have been outstanding and the District knows how much extra this adds to their plate during this time of year. Their hard work and professionalism working with CLA to make the District work through this process efficiently and effectively is most appreciated.

Today was Peter Kobak's last day of employment with the District. The District has been honored to work with him for the past two years. He has become an essential part of the District team and even though he is leaving the area, he will continue to work with the District on a part time basis remotely.

7. COMMITTEE REPORTS

7.A. Finance Committee – Approval of Accounts Payable

Trustee Bertschy reported the Finance Committee has examined the bills and moves that the President and Secretary be authorized to issue orders on the Treasurer for the several amounts shown in the agenda and **MOVED TO APPROVE** the current listing of accounts payable.

Motion seconded by Trustee Sierra and carried on the following roll call vote: Timothy Bertschy, Kyle Bright, Laurie Covington, Joyce Harant, Alexander Sierra, Vice President Jackie Petty and President Robert Johnson. (Results: 7 Ayes; 0 Nays)

7.B. Golf Advisory Committee – May 9, 2022 Minutes

The approved May 9, 2022 Golf Advisory Committee meeting minutes were presented by Vice President Jackie Petty for review. She stated she has received excellent comments concerning the conditions and staffing at the courses this year and she too is very pleased.

8. NEW BUSINESS

8.A. Franciscan Recreation Center – Regional Office of Education Lease Agreement

Scott Loftus stated that after a forced closure due to COVID constraints and financial concerns of the Peoria Park District and the establishment of a working group focused on the future of the facility, in May of 2021, the Peoria Park District put out a RFP for a Franciscan Recreation Center lease agreement. After being posted for several weeks with multiple marketing efforts, no responses were received.

In March of 2022, members of the FRC working group directed Peoria County Regional Office of Education to contact staff about the possibility of using FRC as their new location for the Peoria Regional Learning Center. After consultation with the board and working group, staff requests approval to lease the building to ROE for exclusive use of the lower level and shared use of the main floor starting on November 1, 2022.

ROE seeks authorization to use the building as their new Peoria Regional Learning Center, which provides secondary education to students who are at risk of not successfully completing their high school academic career. In this fifty-seven-month collaboration, the District will charge Peoria County Regional Office of Education \$185,274.

Staff recommends the approval of the fifty-seven-month Lease Agreement between Pleasure Driveway and Park District of Peoria, IL and Peoria County Regional Office of Education for use of space at Franciscan Recreation Complex.

Tonight, we are joined by Beth Crider, Regional Superintendent of Schools and George McKenna, Assistant Regional Superintendent. Beth Crider stated it is an honor to be a part of the vision of the Peoria Park District and part of the West Peoria community.

Trustee Sierra MOVED TO APPROVE the Franciscan Recreation Center – Regional Office of Education Lease Agreement. Motion seconded by Trustee Harant and carried on the following roll call vote: Trustees Timothy Bertschy, Kyle Bright, Laurie Covington, Joyce Harant, Alexander Sierra, Vice President Jackie Petty and President Robert Johnson. (Results: 7 Ayes; 0 Nays)

Emily Cahill expressed gratitude to the FRC Working Group who has been with the District for almost two years and trying to define what FRC should be and the District appreciates their passionate support of that facility. Trustee Harant agreed and expressed her gratitude to the West Peoria residents and leadership that helped bring the ROE to FRC.

8.B. Redistricting Maps Presentation

Emily Cahill stated the marketing team put together a presentation video that will be posted on the PPD website and Facebook page for public viewing. Please see <https://www.youtube.com/watch?v=F2h-x3m9jMQ>. Public Input meetings will be held on Monday, June 27 at 6:00 pm at the Gateway Building and Thursday, June 30 at 6:00 pm at the Noble Center. The public is welcome to attend in person or virtually as a Zoom link will be provided. The public is also welcome to submit their feedback at redistricting@peoriaparks.org.

8.C. Public Input Process

Emily Cahill stated as presented at the last board meeting, following is the formal process for public input for redistricting.

6/22: formal presentation at Board meeting

6/23: video and maps will be posted to the District's website at peoriaparks.org/parkpossible for review by the public

6/27 at 6pm: public input session (in-person and virtual) hosted at Gateway Building

6/30 at 6pm: public input session (in-person and virtual) hosted at Noble Center

7/13: Board vote

Those interested in sharing feedback may participate in any of the meetings above or email trustees at redistricting@peoriaparks.org or at ppd@peoriaparks.org. Special thanks and

recognition to staffer Mike Friberg for his efforts during this process and to the Planning Committee for hosting preliminary discussions on the topic.

8.D. Appointment of Diversity Equity and Inclusion Committee Members

Vice President Petty requested this item be pulled from the agenda at this time. She requested a list of individuals that attend the DEI Committee meetings. She would like to review the list and help determine the committee members for recommendation at the next Board meeting.

8.E. Appointment of Peoria Grown Ad Hoc Committee Members

President Johnson stated that in addition to the standing committee appointments made earlier this year, the following additional appointments are effective immediately through the end of 2022:

Vice President Jackie Petty
Trustee Alexander Sierra

This Ad Hoc Committee will support staff in the evaluation and implementation of a memorandum of understanding between the District and Peoria Grown to address food insecurity.

Trustee Harant expressed her concern that Peoria Grown has their own program using the District's facility. She wants to ensure that the District is not involved in telling Peoria Grown what their business is. Emily Cahill stated that that language was used because a requirement of the grant that they have been conditionally awarded from the National Recreation and Parks Association requires collaboration. The NRPA Wellness Hub Grant requires park district participation. The Memorandum of Understanding (MOU) language is used around the cooperation between the public entity (Peoria Park District) and the private entity (Peoria Grown). There will be some sort of a lease agreement as well but at this point, the District wants to clarify what their use and what the impact of that use will look like. From a staff perspective, the MOU is a place to start to clarify that relationship and subsequent documents will come depending on the what that use looks like.

9. CALENDAR OF CONSENT ITEMS

- 9.A. Allocation of Funds for Security Camera Illuminators**
- 9.B. Bid - Trewyn Park Improvements**
- 9.C. Quote - Proctor Roof Tile**
- 9.D. Quote - Kellogg Storage Building**
- 9.E. Quote - Newman Storage Building**
- 9.F. Quote - Lakeview Park After Dark**
- 9.G. Proposal – Alarm System Cellular Upgrades at Multiple Facilities**
- 9.H. Request for Use - Detweiller at Dark - Detweiller Park**
- 9.I. Request for Use - John Gwynn Jr. Park - Vendor Fair**
- 9.J. Request for Use - Peoria in Bloom Festival - Luthy Botanical Gardens**
- 9.K. Change Order - Gwynn Basketball Courts**

Trustee Bertschy requested 9.B. and 9.I be discussed. In regard to the minority contractor information provided by the responding party in item 9.B., is that required? Becky Fredrickson stated yes, it is required for bids \$100,000 or more.

Due to the inability to obtain the proper documentation in time for tonight's Board meeting, Item 9.C. is being pulled at this time and will be presented for approval at the next Board meeting.

In regards to item 9.I., Trustee Bertschy asked what exactly is a pop-up shop? Emily Cahill explained that this is a vendor fair with a series of different vendors all in one place where they are renting space to other vendors. This is an interesting new phenomenon where those kinds of vendor fairs are requesting park rental space to be in one spot for people to come and shop and have all the smaller businesses there. While this will need to be addressed in a future policy revision potentially, staff has treated this as a fundraiser here because it is specific to local vendors and sponsored by a local business. It is an appropriate use for this park. The requirements within the Conduct Ordinance are outlined in rental agreements and renters are bound by those requirements. The person or vendor that signs the rental agreement is responsible for providing the required insurance and the responsible party. The liability insurance would have to specifically cover all the other vendors. Trustee Bertschy stated he would like to see a policy developed about what vendors and what aren't. Staff will work on this for a future meeting.

Trustee Sierra MOVED TO APPROVE Calendar of Consent Items 9.A., 9.B. and 9.D thru 9.K. Motion seconded by Trustee Bright and carried on the following roll call vote Trustees Timothy Bertschy, Kyle Bright, Laurie Covington, Joyce Harant, Alexander Sierra, Vice President Jackie Petty and President Robert Johnson. (Results: 7 Ayes; 0 Nays)

10. PENDING BUSINESS

None

11. CITIZEN REQUEST TO ADDRESS THE BOARD

None

12. COMMUNICATIONS

12.A. Springdale Cemetery Management Authority May 17, 2022 Meeting Minutes

The May 17, 2022 Springdale Cemetery Management Authority meeting minutes were presented for review.

12. OTHER BUSINESS

The District will celebrate Carl Cannon and ELITE at the July 13 Board meeting.

President Johnson expressed his displeasure about his treatment by staff at an event this past weekend that he was very uncomfortable with. He stated he does not feel the staff member that he had an issue with will be dealt with properly. He asked Attorney Streeter, as a Board member, what are the options if you see an employee doing things that are not cordial or not helpful to the public. President Johnson stated he was also told by his own attorney to contact the State Attorney's office

to obtain an Order of Protection. Attorney Streeter stated that if you see an employee engaging in improper conduct, the appropriate thing to do is report it to the Executive Director. It is wise to speak to PDRMA. Very recently, PDRMA reaffirmed a letter they issued a few years ago, cautioning Board members not to get involved in employment issues. This is because there is a good chance the Board member would not be covered by the Park District's insurance which puts the Board member's own assets at risk and of course, we don't want that to happen. Attorney Streeter stated he would be happy to be on the call between President Johnson and PDRMA if he would find that helpful.

Trustee Sierra stated that during his visit to John Gwynn Aquatics Center, he realized there is a need for proper swimwear for youth. Emily Cahill stated that an order for swimwear has been placed and hopefully received soon. If anyone is interested in donating, please see the donation page on the PPD website and note the designation of swimwear.

13. ACTION STEPS REVIEW

1. Pull the DEI Committee list. The District will work with Chair Petty to review and revise to be brought to the Board at a later time.
2. Staff is looking at the policy manual and language around rentals and Board approval. Staff will bring back some clarifications for Board review.
3. Staff will be looking at pop-up vendor fair insurance requirements or if language needs to be changed.
4. There are still some committees that are working to establish. Staff will be reaching out to chairs to set some goals and targets for the District over the next 6-9 months and begin the process.
5. Action steps given in the Finance Committee meeting that met prior to tonight's Board meeting:
 - Staff will evaluate the District's debt load and bring back information about the viability of taking on additional debt to cover some of the potential Glen Oak Park capital cost.
 - Staff will evaluate the operating costs that would be incurred ongoing for any capital improvements.
 - Staff will evaluate the internal control process for the Finance Committee
 - Staff will present information on investment policy.

14. ADJOURNMENT

At 7:30 p.m. Trustee Harant MOVED TO ADJOURN. Motion seconded by Trustee Bright and carried on the following roll call vote: Trustees Timothy Bertschy, Kyle Bright, Laurie Covington, Joyce Harant, Alexander Sierra, Vice President Jackie Petty and President Robert Johnson. (Results: 7 Ayes; 0 Nays)

Full discussion can be viewed at the following link: <https://fb.watch/dPq2cePlo0/>

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