OFFICIAL PROCEEDINGS OF A MEETING OF THE STRATEGY AD HOC COMMITTEE/BOARD OF THE WHOLE OF THE PLEASURE DRIVEWAY AND PARK DISTRICT OF PEORIA, ILLINOIS, AT 4:30 P.M. ON WEDNESDAY, MAY 28, 2025 HELD AT THE BONNIE NOBLE ADMINISTRATION BUILDING, 1125 WEST LAKE AVENUE, PEORIA IL

TRUSTEES PRESENT: Trustees Joyce Harant, Steve Montez, Alexander Sierra, Ron Silver, Vice President Reagan Leslie Hill (in at 4:39 pm), and President Robert Johnson

TRUSTEES ABSENT: Mark Slover

STAFF PRESENT: Executive Director Emily Cahill, Brianna Cobb, Nick Conrad, Becky Fredrickson, Matt Freeman, Scott Loftus, Shalesse Pie, Karrie Ross, Jenny Swanson, Attorney Kevin Day, Attorney Justin Gunn, Mary Harden, Mike Friberg, Kristi Shoemaker, and Alicia Woodworth.

1. CALL TO ORDER

President Johnson presided and called the meeting to order at 4:35 pm.

2. ROLL CALL

3. MOTION TO PERMIT TRUSTEE TO ATTEND MEETING ELECTRONICALLY

No request to attend meeting electronically was received.

4. MINUTES

4.A. Approval of Minutes of April 9, 2025 Strategy Ad Hoc Committee Meeting

Trustee Sierra MOVED TO APPROVE the minutes of the April 9, 2025 Strategy Ad Hoc Committee meeting. Motion seconded by Trustee Harant and carried on the following roll call vote: Trustees Harant, Montez, Sierra, Silver, and President Johnson. (Results: 5 Ayes; 0 Abstain; 0 Nays)

5. POLICY/PROCESS UPDATES

5.A. Travel Policy Update

Executive Director Cahill stated that as discussed in the April 9, 2025, Strategy Committee meeting, Trustees Montez and Harant provided additional edits as noted below in blue that accompany staff's redlines that were presented at that meeting:

10.00 TRAVEL MEAL AND LODGING EXPENSES

The following policy is established in compliance with the Local Government Travel Expense Control Act (50 ILCS 150/1, et seq.)

.01 "Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Travel" means any expenditure directly incident to official travel by Trustees of the Park District involving reimbursement to travelers or direct payment to

private agencies providing transportation or related services.

.02 Any travel expenses/reimbursements for any member of the Board of Trustees, regardless of the amount, must be approved by a roll-call vote of the Board of Trustees.

.03 No reimbursement of travel, meal, incidentals or lodging expenses incurred by a Park District Trustee shall be authorized unless the "Pre-Travel, Meal, Incidentals & Lodging Expense Approval Form", in substantially the same form as Exhibit A, has been submitted and approved. All documents and information submitted with the form shall be subject to disclosure under the Freedom of Information Act (5 ILCS 140/1 et seq.).

.04 The maximum allowable amount for expenses associated with physical travel for the Board of Trustees shall be as follows:

a. Vehicular Travel: No Trustee reimbursement is allowed for travel within the Peoria MSA. If the Trustee travels outside the MSA using a personal automobile, the District shall reimburse the Trustee at the then prevailing rate allowed by the Internal Revenue Service (maximum allowed amount) for per-mile travel expense. If the Trustee travels outside the MSA using a District vehicle, the District shall reimburse the Trustee for the cost of gas. If applicable, the District shall reimburse the Trustee for the cost of parking fees and/or tolls.

b. Air or Rail Travel: Travel by air or rail is allowable where permitted in advance by a board vote, and generally will be booked and paid directly by the District on behalf of the Trustees. The District will pay the lower of IRS allowance or economy/coach fare for air or rail. The maximum allowable expense reimbursement for any travel required by air or rail shall be restricted to economy/coach seating.

c. **Hotel/Motel Accommodations** - The traveler will be reimbursed for a standard single-room at locations convenient to the business activity. Hotel/motel accommodations are to be reserved in advance and secured at a moderate or conference, meeting, or seminar rate. Reimbursement for lodging shall be limited to the number of nights required to conduct the assigned Park District business. If a conference, meeting, or seminar, for example, opens on a Sunday evening and closes Thursday noon, reimbursement for Sunday through Wednesday night would be allowed.

d. Within 10 days after completion of the travel, if the Trustee believes they are due reimbursement for physical travel expenses personally incurred, the Trustee shall submit receipts to substantiate reimbursement applicable expenses.

e. To the fullest extent possible, and to reduce potential loss, all travel arrangements should be made to allow for refunds in the case of cancellation.

.01 The maximum allowable amount for lodging for the Board of Trustees shall be as follows:

Lodging generally will be booked and paid directly by the District for Trustees and shall be limited to hotel accommodations at the facility hosting the conference, meeting, seminar or similar activity, or the prevailing room rate for a standard room at mid-level hotel or motel accommodations in the area at the air or rail www.gsa.gov/perdiem. If the Trustee pays for their accommodations, the maximum reimbursable expense is prevailing room rate for a standard room at mid-level hotel or motel accommodations in the area as set forth at www.gsa.gov/perdiem.

.02 Reimbursement for meals and incidentals (M&IE) for the Board of Trustees shall be as follows:

a. M&IE will only be reimbursed if they are not covered by the conference, seminar, or meeting.

b. M&IE expenses may be advanced to a Trustee on a per diem basis where approved by the Board. The per diem advance will be at the U.S. General Services Administration's (GSA) location-specific area as set forth at www.gsa.gov/perdiem, reduced by the amount of expense covered by the conference, seminar, or meeting for that day.

c. Unadvanced M&IE paid by the Trustee for which reimbursement is sought shall be limited to the per diem of the U.S. General Services Administration's (GSA) location-specific area as set forth at www.gsa.gov/perdiem, less any advanced M&IE monies for that day.

d. Within 10 days after completion of the travel, the Trustee shall submit actual receipts to substantiate the total value of the travel expenses being claimed by the Trustee.

i. If Trustee was not paid an M&IE advance for the travel, the District shall issue to the Trustee a reimbursement check up to the applicable GSA M&IE limit, within 10 days of receiving Trustee's post travel receipts.
ii. If the Trustee received an M&IE advance in the amount of the GSA M&IE limit, and the Trustee's actual travel expenses were more than advance, the District will not reimburse additional sums, unless approved according to Section 10.09. If the Trustee received an M&IE advance, and the Trustee's actual travel expenses were less than any amounts paid by the District or advanced to the Trustee, it shall be the Trustee's responsibility to account for any unexpended dollars and make repayment to the District. Such repayment shall be made within 10 days from completion of the travel.
iii. A Trustee shall not be allowed advances on any travel M&IE, if prior advanced travel has not been fully substantiated with actual receipts, and if applicable, reimbursement has not been made to the District.
iv. No advance shall be made to a Trustee, and a Trustee shall not be allowed to book any District travel if the Trustee has outstanding balances owed to the District related to any District expense (rental, tickets, etc.)

v. Where appropriate, owed amounts by a Trustee may be subtracted from a reimbursement due to the Trustee.

.03 The Park District shall not advance or reimburse any Trustee for any activities which would be considered entertainment. Activities which would otherwise be considered entertainment, but which are excluded from the prohibition on reimbursement due to being ancillary to the purpose of the program or event, maybe reimbursed in accordance with the provisions of this section.

.04 Alcoholic beverage expense shall not be advanced or reimbursed by the District.

.05 The Board of Trustees has the right to approve expenses meeting or exceeding the maximum allowable travel, meal, or lodging expenses because of an emergency or other extraordinary circumstance.

.06 If a Trustee indicates his/her intention to attend approved conference, meeting, or seminar and subsequently notifies the district of his/her intention not to attend such conference, meeting, or seminar, or fails to attend such conference, meeting, or seminar, he/she shall reimburse the District in full for all expenses incurred or monies advanced by the District in connection with the expected attendance at such conference, meeting, or seminar. This reimbursement must be made within thirty (30) days after a written request is made by the District.

This reimbursement may be waived, all or in part, by a roll call vote of the Board of Trustees. Criteria for waiver include, but are not limited to, ~~exemptions~~ reasons allowed for by the Open Meetings Act for public meeting attendance by a means other than physical presence, as follows:

(i) personal illness or disability;
(ii) employment purposes or the business of the public body;
(iii) a family or other emergency; or
(iv) Unexpected childcare obligations.

Trustee documentation will be required stating the reason for their not attending a pre-requested intention to attend a pre-approved conference, meeting, etc., in which Park District expense payments cannot be refunded. The Trustee must submit to the Board Secretary within 30 days of the first day of the missed event, a written and signed statement of circumstances that caused them to not attend the event. If a third party is involved, including but not limited to an employer, child care provider or medical provider, that party should issue in writing a note documenting the reason for the Trustee missing the event. This may be a signed written statement or via email from the third party's email, and given to the Board Secretary. The Board may consider this documentation in their decision in granting a waiver in part or in whole of expense payment by the Trustee.

In discussion, Trustee Sierra and President Johnson expressed their concerns about the policy update, citing potential legal risks and personal privacy issues. Trustee Sierra stated that administrative procedures can handle unrecoverable expenses without requiring the updated policy. Trustee Harant stated that the need for the updated policy is to handle

unrecoverable expenses and that the policy is important in order to address significant financial losses.

Trustee Sierra requests the two sentences of the proposed update be removed: *"If a third party is involved, including but not limited to an employer, child care provider or medical provider, that party should issue in writing a note documenting the reason for the Trustee missing the event. This may be a signed written statement or via email from the third party's email, and given to the Board Secretary."*

Trustee Sierra MOVED TO GIVE CONSENSUS to place the updated Travel Policy with the removal of the above-noted sentences and full edits noted below, on the Regular Board agenda for first read on June 11 and approval on June 25. Motion seconded by Vice President Hill and carried on the following roll call vote: Trustees Harant - Nay, Montez - Nay, Sierra - Aye, Silver - Aye, Vice President Hill – Aye, and President Johnson. – Aye. (Results: 4 Ayes; 0 Abstain; 2 Nays)

<u>To be placed on June 11 Regular Board meeting agenda for first read and June 25 agenda for approval:</u>
Trustee documentation will be required stating the reason for their not attending a pre-requested intention to attend a pre-approved conference, meeting, etc., in which Park District expense payments cannot be refunded. The Trustee must submit to the Board Secretary within 30 days of the first day of the missed event, a written and signed statement of circumstances that caused them to not attend the event. ~~If a third party is involved, including but not limited to an employer, child care provider or medical provider, that party should issue in writing a note documenting the reason for the Trustee missing the event. This may be a signed written statement or via email from the third party's email, and given to the Board Secretary.~~ The Board may consider this documentation in their decision in granting a waiver in part or in whole of expense payment by the Trustee.

6. NEW BUSINESS

6.A. Planning – Memorial Bench - FPNC

Jenny Swanson stated that staff received a request from Robert "Bob" Grabel to place a memorial bench at Forest Park Nature Center (FPNC) on the Wake Robin Trail in memory of his late wife Kathy Grabel. Bob and Kathy spent close to 40 years hiking at FPNC, and Bob thinks this would be a fitting tribute to Kathy. I worked with the Mr. Grabel to confirm his interest in the memorial bench, and confirmed with FPNC staff that placing the bench on the Wake Robin Trail would be an acceptable location. The bench will also include a standardized plaque, with language agreed upon by the District and family. As such, staff recommends approval of this request and will ensure the bench and plaque matches the Memorial and Tribute guidelines. All expenses will be incurred by Mr. Bob Grabel.

Trustee Sierra MOVED TO GIVE CONSENSUS to send the Planning – Memorial Bench – FPNC to the Full Board for approval. Motion seconded by Vice President Hill and carried on the following roll call vote: Trustees Harant, Montez, Sierra, Silver, Vice President Hill, and President Johnson. (Results: 6 Ayes; 0 Abstain; 0 Nays)

6.B. Planning – Memorial Bench – Glen Oak Park

Jenny Swanson stated that staff received a request from Mrs. Jane Jones to place a memorial bench at Glen Oak Park Lagoon in memory of her late husband, Don Jones. Jane and Don had only moved to Peoria relatively recently in order to be closer to their children and grandchildren before Don passed. Mrs. Jones stated that Don was very excited about creating memories with his grandchildren at the various parks of the Peoria Park District, and a memorial bench at the Glen Oak Park Lagoon would be a fitting tribute to him. I worked with Mrs. Jones to confirm her interest in the memorial bench. The bench will also include a standardized plaque, with language agreed upon by the District and family. If the Glen Oak Park Lagoon location will not work, Mrs. Jones stated that her secondary choice would be Luthy Botanical Garden. As such, staff recommends approval of this request and will ensure the bench and plaque matches the Memorial and Tribute guidelines. All expenses will be incurred by Mrs. Jane Jones.

Trustee Sierra MOVED TO GIVE CONSENSUS to send the Planning – Memorial Bench – Glen Oak Park to the Full Board for approval. Motion seconded by Trustee Harant and carried on the following roll call vote: Trustees Harant, Montez, Sierra, Silver, Vice President Hill, and President Johnson. (Results: 6 Ayes; 0 Abstain; 0 Nays)

6.C. Trustee Travel Request to 2025 Illinois Municipal League Conference in Chicago, IL September 18-20, 2025

This item was pulled at the request of Trustee Sierra.

6.D. Camp Wokanda Request

Kristi Shoemaker stated that over the past year, Camp Wokanda has received an increasing number of requests for long term camping (1 week+). While Camp Wokanda's facilities were designed for recreational use, the longer reservations have been made as temporary housing solutions. In March, the PPD enacted an administrative policy limiting the length of stay to 14 days within the calendar month to be in line with state residency statutes. The increased volume of long-term camping has put a strain on staffing and camp resources as it is outside of the intended scope of the facility and its purpose. Additionally, staff has seen an increase in concerns over patron safety during severe weather events and in maintenance needs in the shower house. Further, when campers are on site, a staff member is assigned to be on call for after-hours emergencies, and long-term rentals require us to alter staffing patterns that put a strain on resources and staff capacity. This change in availability will have no material impact on the facility's budget. As such, in order to keep Camp Wokanda available to the public for recreational use, staff recommends limiting camping reservations to Thursday through Sunday nights and no reservations would be taken from Monday through Wed nights for cabins and tent sites, with exceptions for special events.

Trustee Harant MOVED TO GIVE CONSENSUS to staff to limit camping reservations to Thursday through Sunday nights and no reservations taken from Monday through Wed nights for cabins and tent sites, with exceptions for special events. Motion seconded by Trustee Silver and carried on the following roll call vote: Trustees Harant - Aye, Montez - Aye, Sierra - Abstain, Silver - Aye, Vice President Hill - Aye, and President Johnson - Aye. (Results: 5 Ayes; 1 Abstain; 0 Nays)

7. PENDING BUSINESS

7.A. Committee Structure

Due to time restraints, this item was not discussed and will be placed on a future agenda for discussion.

8. CITIZEN REQUEST TO ADDRESS THE BOARD

None at this time.

9. ACTION STEPS REVIEW

None noted at this time.

10. OTHER BUSINESS

10.A. Approval to Convene into Closed Session Pursuant to Section 2(c)(5) Concerning the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired, and, Section 2(c)(6) Concerning the setting of a price for sale or lease of property owned by the public body.

At 5:29 pm, Trustee Harant MOVED TO CONVENE into Closed Session Pursuant to Section 2(c)(5) Concerning the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired, and, Section 2(c)(6) Concerning the setting of a price for sale or lease of property owned by the public body. Motion seconded by Trustee Silver and carried on the following roll call vote: Trustees Harant, Montez, Sierra, Silver, Vice President Hill, and President Johnson. (Results: 6 Ayes; 0 Nays).

At 6:04 pm, President Johnson reconvened the Strategy Ad Hoc Committee meeting.

11. ADJOURNMENT

At 6:05 pm, Trustee Sierra MOVED TO ADJOURN. Motion seconded by Trustee Silver and carried on the following roll call vote: Trustees Harant, Montez, Sierra, Silver, Vice President Hill, and President Johnson. (Results: 6 Ayes; 0 Nays).

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Respectfully Submitted by Alicia Woodworth
Executive Assistant and Board Secretary