

**OFFICIAL PROCEEDINGS OF A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE PLEASURE DRIVEWAY AND PARK DISTRICT OF PEORIA, ILLINOIS, AT 6:00 P.M. ON WEDNESDAY, JUNE 28, 2023 HELD AT THE BONNIE NOBLE ADMINISTRATION BUILDING, 1125 WEST LAKE AVENUE, PEORIA IL.**

**TRUSTEES PRESENT:** Trustees Timothy Bertschy, Joyce Harant, Reagan Leslie Hill, Steve Montez, Vice President Laurie Covington, and President Robert Johnson.

**TRUSTEES ABSENT:** Trustee Alexander Sierra

**STAFF PRESENT:** Executive Director Emily Cahill, Attorney Kevin Day, Nick Conrad, Lin Du, Clara Ferguson, Becky Fredrickson, Matt Freeman, Chief Todd Green, Willie Howe, Scott Loftus, Jonelle McCloud, Karrie Ross, Kristi Shoemaker, Jenny Swanson, Greg Walker (v), and Alicia Woodworth.

Note: (v) = Attended Virtually

**OTHERS PRESENT:** Scholarship recipient Maurice Brown, son of staff member Clara Ferguson.

**1. CALL TO ORDER**

President Johnson presided and called the meeting to order at 6:05 pm.

**2. ROLL CALL**

**3. MOTION TO PERMIT TRUSTEE TO ATTEND MEETING ELECTRONICALLY**

No request to attend meeting electronically was received.

**4. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE**

**5. MINUTES**

**5.A. Approval of Minutes of May 10, 2023 Regular Board Meeting**

Trustee Harant MOVED TO APPROVE the June 14, 2023 Regular Board meeting minutes. Motion seconded by Trustee Hill and carried on the following roll call vote: Trustees Bertschy, Harant, Hill, Montez, Vice President Covington, and President Johnson. (Results: 6 Ayes; 0 Nays).

**6. STAFF REPORTS**

**6.A. Executive Director**

Emily Cahill expressed sincere gratitude to staff who have done an amazing job in being responsive the last couple of days, making sure staff and patrons are safe during the current air quality situation caused by the Canadian wildfires. As many are aware, pools and the Peoria Zoo were closed today. The air quality alert has now been extended through 5:00 am tomorrow. As such, summer camps will determine tomorrow morning if they will be open. President Johnson extended his gratitude to staff as well, stating that he certainly appreciates all staff has done in keeping patrons safe.

**6.B. Superintendent of Human Resources**

Shalesse Pie presented the 2023 scholarship recipients. Prospective candidates submitted information about themselves including past grades, career expectations and a general overview of their goals and extracurricular activities. The Employee Contribution Fund

Committee reviews and selects recipients each year. The following six students were selected for scholarships:

Chelsey Pauli - is currently attending Illinois Central College. She is currently a part of the Culinary Arts Management Program. She is the daughter of Luke Pauli, Carpenter Foreman - Maintenance Repair Team.

Thomas Cahill – is currently attending Washington University in St. Louis, MO. He is pursuing his degree in Finance and Economics. He is the son of Emily Cahill, Executive Director of Parks and Recreation.

Molly Friberg – will be attending University of Wisconsin-Madison. She will be pursuing her degree in Mechanical Engineering. She is the daughter of Mike Friberg, Planner III– Planning Division.

Sarah Wheeler – will be attending University of Illinois-Champaign. She will be pursuing her bachelors’ degree in Political Science and Data Science. She is the daughter of Brent Wheeler, Deputy Director.

Ellie Cahill – will be attending Illinois Wesleyan University. She will be pursuing her degree in Nursing. She is the daughter of Emily Cahill, Executive Director of Parks and Recreation.

Maurice Brown – will be attending Illinois State University. He is pursuing his degree in Behavioral Clinical Phycologist. He is the son of Clara Ferguson, Receptionist – Proctor Recreational Center.

Total amount of scholarships given this year is \$4,500. Congratulations to all of this year’s recipients.

Shalessie Pie read notes of gratitude from the scholarship recipients that could not attend tonight’s meeting.

Maurice Brown addressed the Board, expressing his gratitude for the scholarship. He stated that he was born and raised in Peoria’s southside and he wants to give back to the southside community as a counselor at Woodruff High School. Growing up, he often times utilized Proctor Rec Center and he currently works there. This is a great chance for him to give back to the community. He stated that he believes there are really great people that live in the southside that want to make it better and he wants to be a part of that.

## **7. COMMITTEE REPORTS**

### **7.A. Finance Committee - Approval of Accounts Payable**

Trustee Bertschy reported that the Finance Committee met and has examined the bills and found without exception. Therefore, as Chair of the Finance Committee, Trustee Bertschy moves that the President and Secretary be authorized to issue orders to the Treasurer for the several amounts shown in the agenda and **MOVED TO APPROVE** the current listing of accounts payable. Motion seconded by Trustee Hill and carried on the following roll call vote: Trustees

Bertschy, Harant, Hill, Montez, Vice President Covington, and President Johnson. (Results: 6 Ayes; 0 Nays).

**8. PRESENTATION AND RECEIVE AND FILE OF 2022 AUDIT REPORT**

**8.A. 2022 Annual Comprehensive Financial Report**

Brian Mateas, Director at CliftonLarsonAllen (CLA) presented the Park District’s external audit results for year ending December 31, 2022. There were three audit deliverables: audited financial statements (ACFR), governance communication letter, and single audit reports and data collection form.

The Governance Communication Letter included the following information: Accounting Policies – one significant new accounting policy was adopted; GASB 87 leases, Estimates – net pension liabilities (assets) and OPEB liability, Difficulties – no difficulties with management and no disagreements encountered in accounting practices/audit procedures, and Other – uncorrected misstatements were attached and no material audit adjustments were necessary. CLA assisted with the new GASB 87 adjustments.

The financial statement report and single audit report (major federal program report) was submitted as an unmodified (clean) opinion with \$785,587 federal expenditures reported. The major program contributing to this was the Community Development Block Grant (City of Peoria).

Trustee Bertschy stated that the audit findings were presented by Hope Wheeler and Brian Mateas of CLA to the Finance Committee at its last meeting. During that presentation, they made very positive and complementary comments about the Finance staff. As such, the public should know that the District’s auditors were quite complementary of the work done by the Finance staff.

Trustee Bertschy asked Mr. Mateas if there are any particular concerns or trends, positive or negative, that are worthy of bringing to the Board’s attention or commenting on? Mr. Mateas stated that from an audit perspective, he doesn’t believe there is anything that is concerning. Karrie Ross stated that in the back of the financial statements, there is a statistical section that is unaudited that staff prepares and the auditors receive it. The auditors include it in the document as it is a required component in order to receive the GFOA achievement of excellence for the report. The schedules include ten-year trends for things like the District’s tax levy, population, and major employers in the area. To her, the last few years’ EAV and population decline have been of interest. She finds the large employers of the area and largest taxpayers interesting as well.

Trustee Bertschy MOVED TO RECEIVE AND FILE the 2022 Audit Report. Motion seconded by Trustee Harant and carried on the following roll call vote: Trustees Bertschy, Harant, Hill, Montez, Vice President Covington, and President Johnson. (Results: 6 Ayes; 0 Nays).

**9. NEW BUSINESS**

**9.A. Policy Revision – Purchasing/Sales (Bids/Quotations/Requests for Proposal)**

Karrie Ross stated that District staff have been struggling with various supply chain and inflation issues since the COVID pandemic began in 2020. During this time staff has

generally been able to fulfill the District's purchasing needs; but, have found that some elements of the District's purchasing policy do not allow for the most efficient procurement. In response to the recent stressors, staff worked with Attorney Streeter to research procurement regulations, best practices, and other municipality policies, as they relate to the District's policy. This research determined that several items of the District's current purchasing policy are out of date and/or slightly ambiguous. Therefore, staff worked with Attorney Streeter to prepare the attached proposed revisions Peoria Park District Policy Section 3.00 Purchasing/Sales (Bids/Quotations/Requests for Proposals). Note, the proposed updates do not impact the policy, process, or reporting contained in the recently approved Section 5.00 Solicitation and Hiring for Qualifying Construction Contracts. These revisions are presented to the Board for discussion and review as follows:

- Section 3.04(A) Expenditures in excess of \$30,000: Raises the bid threshold from \$25,000 to \$30,000. In 2022, State Park Code was amended to increase the competitive bidding threshold to \$30,000. This suggested update better aligns the District policy with current Park Code. Approval for purchases at this level remains within board authority.
- Section 3.04(B): Expenditures in excess of \$20,000 through \$30,000: Correspondingly, the ceiling for this level of purchasing, which requires three quotes, was raised to \$30,000. Purchasing at this level remains at Board authority. Additionally, the floor of this level has adjusted based on the below section explanation.
- Section 3.04(C): Expenditures in excess of \$7,500 through \$20,000: Commensurate with the upper limits of spending, we are proposing an increase in the maximum for this level of purchasing. This level of would require two quotes and Executive Director's authorization. This level has not increased since early 2000, during that time CPI has increased 86%.
- Section 3.04(H): Purchases Exempt from Bidding: The District's current policy provided direction for emergency purchases at the bid threshold, as allowed in Park Code; however, it did not provide specific direction on the policy for emergency purchasing at the quote level. Historically, staff has had a general procedural knowledge of purchasing approvals during an emergency. This was noted as an item for policy revision and discussed as staff was working with grantors of COVID relief dollars (FEMA and CURE).
- Section 3.04(I): Purchases Exempt from Bidding: Park Code articulates that some purchases are not adapted to award by competitive bid, and are thus exempt from bidding. The District's current policy noted some of these exemptions in various sections of the policy. Attorney Streeter suggested that the District more clearly articulate these items in an identified section.

In seeking clarification, Trustee Bertschy stated that currently, the Executive Director has authority to approve expenditures of \$10,000 or less. With this proposed policy revision, that approval limit would be changed to \$20,000 correct? Karrie Ross stated yes. Trustee Bertschy asked if there were a subsequent change order of for example, \$25,000, so long as the original change order was \$20,000 or less, the Executive Director could still approve that correct? Becky Fredrickson stated correct. But, if it was a significant change, staff

would bring it to the Board for approval. If it were a significant expenditure and timing was an issue, the Board would be polled.

**10. CALENDAR OF CONSENT ITEMS**

**10.A. CSM Website Redesign**

**10.B. Quote – RiverPlex Pool Chemical Controllers**

**10.C. Proposal – Design Services for Newman Irrigation System**

Trustee Bertschy MOVED TO APPROVE Calendar of Consent items 10.A. thru 10.C. Motion seconded by Trustee Montez and carried on the following roll call vote: Trustees Bertschy, Harant, Hill, Montez, Vice President Covington, and President Johnson. (Results: 6 Ayes; 0 Nays).

**11. PENDING BUSINESS**

None at this time.

**12. CITIZEN REQUEST TO ADDRESS THE BOARD**

None at this time.

**13. COMMUNICATIONS**

None at this time.

**14. OTHER BUSINESS**

None at this time.

**15. ACTION STEPS REVIEW**

None at this time.

**16. ADJOURNMENT**

At 6:52 pm Trustee Hill MOVED TO ADJOURN. Motion seconded by Trustee Montez and carried on the following roll call vote: Trustees Bertschy, Harant, Hill, Montez, Vice President Covington, and President Johnson. (Results: 6 Ayes; 0 Nays).

Full discussion can be viewed at the following link: <https://fb.watch/ltkE9BJmmE/>

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