

PEKIN PARK DISTRICT
MINUTES OF
THE REGULAR BOARD MEETING OF PARK COMMISSIONERS
6:00 p.m. Thursday, March 17, 2022
At the Mineral Springs Park Robert N. Blackwell Building
1701 Court Street, Pekin, IL 61554

1. Call to Order:

President Brown called the meeting to order at 6:00 p.m. and the Pledge of Allegiance was recited.

2. Roll Call:

The following Commissioners were present: Marv Brown, Kyle Cain (arrived 6:04 p.m.), Gary Gillis, Paula Helm, Sue McMillan, Greg Ranney and Kristen Walraven. Also in attendance were; Cameron Bettin, Executive Director; Dori Smith, Board Secretary/Asst to the Executive Director; Cory Proehl, Director of Golf, Scott Clausen, Superintendent of Parks; Shawn Powers, Superintendent of Recreation; Luke VonDerHeide, Chief of Park Police; Keith Knox, Parkside Fitness Manager; Alisha Dault, Miller Center Administrator; Chip Hill; Business Manager; and Casey Smith, Superintendent of Marketing and Advertising.

3. Additions to and/or Deletions from the Agenda, if any: None

4. Comments from the public: None

5. Consent Agenda and Approval of the same:

A. Approval of March 3, 2022 meeting Minutes.

B. Approval of the February Treasurer's Report.

C. Approval of the bills and payroll for 3/1/22 thru 3/14/22 in the amount of \$72,097.13

D. Approval of bills to paid 3/18/22 in the amount of \$143,966.88

Move to accept the Consent Agenda as presented.

Motion: Gary Gillis 2nd: Greg Ranney

All ayes by a voice call vote – motion carried

Move to pass all items of business listed in the Consent Agenda by omnibus vote.

Motion: Paula Helm 2nd: Kristen Walraven

All ayes by a roll call vote – motion carried

6. Budget Performance Summary Report: None
7. Illinois River Valley SRA Representative Report: No Report
8. Fair Board Representative Report:

Cameron Bettin reported that most of the meeting was discussion on projects. He indicated that drainage at the LRB was one in particular. He noted that he and Scott Clausen met and were working on cost estimates for repairs and applying for a Grant. He also indicated that he and Shawn Powers talked about the Vikings Hockey request and he reported the Fair Board approved moving forward. He indicated they would be working with Mike Seghetti to work out details and try to solidify an arrangement. It was noted the first phase of construction was 1.7 million and the Vikings group had raised \$950,000 so far. Commissioner McMillan noted concerns with seating.

9. Pekin Park Foundation Report:

Commissioner Gillis reported that Cameron Bettin is working with Enterprise Company's Foundation. They need additional documentation to determine if the Park Foundation is eligible for their donation. He noted that they have run into problems with bench deliveries. Wabash Valley is the vendor used by NuToys and they claim up to 55 weeks for delivery of benches. He noted Cameron is looking for a new bench vendor. He also reported the band shell group met the week of February 7th. Discussed targeted support groups. He noted that Cameron Bettin, Scott Clausen and Dori Smith met with Amy Wilson regarding potential locations for the band shell and Cameron will take choices to the committee. There was continued discussion regarding outline of a spending plan. It will likely center around percentage limits on available funds – both discretionary and endowment that can be spent. A certain percentage of assets must be retained to allow the Endowment to grow. When the Foundation adopts a plan, they will share it with the Park Board. The Sunken Garden Fountain was also discussed. Hydro Dramatics cost is \$6,000 as original quoted. However, hard water and vault flooding issues of concern so the scope of the problem is much broader than just changing out lights. The only long term answer is creating a whole new fountain. It was stated that first thing we need to do is change out lights to satisfy community desire for changing colors and then consider changing the internal operating apparatus in the vault. Commissioner Gillis also noted they have worked on a marketing piece for the Foundation and now have a rough draft of their future marketing brochure. Their next scheduled meeting is March 21st.

10. Executive Director's (ED) Report:

The ED reminded commissioners the next scheduled meeting was Saturday, April 9th at 9:00 a.m. and that it would be a touring meeting.

The ED reported he had met with Dr. Owens regarding the Arena parking lot issue and indicated that the PCHS staff has stepped up and are out in the morning early watching. It was noted the situation has improved.

The ED reported construction of playgrounds for Kiwanis Park North and Southside Business Association Parks would begin soon.

The ED reported he attended a meeting at the library regarding Court Street. He indicated the plans are the same as previously presented but that more information will be coming forward.

The ED reported he, Dori Smith and Scott Clausen met with Amy Wilson regarding locations for the proposed band shell for the committee to discuss. Amy Wilson prepared a document on the proposed locations and listed the pros/cons. He indicated they had a small group but a good discussion and the hill bathroom area is where they would like to see it erected. They will meet next in May.

The ED reported the Leadership Academy group met at the Miller Center today. He indicated that TCRC fed the group. The ED spoke to group and so did Alisha Dault and Shawn Powers. They toured the Miller Center and Arena and Keith Knox spoke to the group at Parkside Fitness. The ED also talked about the Park Foundation.

Commissioner Ranney asked if there was anything further on the Soldwedel Program Center. The ED answered no.

The ED reported that Parkside Fitness will have new competition coming to town. He noted that Titan Fitness is coming to Pekin as a new build ground up out in the area of the Avanti's Dome. It was noted that it will be very similar to Parkside Fitness and open 24 hours a day.

11. Attorney's Report: No Report

12. Staff Reports:

Alisha Dault reported she attended a Pekin City Council meeting Monday and was awarded \$10,000 from tourism to use for a Farmer's Market marketing campaign.

Scott Clausen reported he put down \$1,200 worth of cold patch on park roads. He expects the dump truck the end of April and plans to do more with the arrival of the dump truck.

13. Commissioner Comments:

Commissioner Walraven stated to Luke VonDerHeide she noticed the basketball courts being pretty crowded. He replied that he had ordered signs and they will go up as soon as he receives them.

14. Unfinished Business:

1. Strategic Plan – Update and Discussion –

Cameron Bettin reviewed the updates to the 2022-2027 Strategic Plan and discussion took place regarding the Strategic Plan and SWOT Analysis. The 2022-2027 Strategic Plan is attached as part of the Minutes.

15. New Business: None

16. Closed Session:

1. Move to convene into Closed Session for the appointment, employment, compensation, discipline, performance, litigation or personal status of employees, officers and legal counsel for the Park District.
Motion: Gary Gillis 2nd: Sue McMillan
All ayes by a roll call vote – motion carried

2. Move to reconvene into Open Session.
Motion: Kyle Cain 2nd: Greg Ranney
All ayes by a roll call vote – motion carried

3. Action on Closed Session.

1. Approval of an employee gifting sick days to another employee per the guidelines in the Employee Handbook –

Move to approve an employee gifting sick days to another employee per the guidelines in the Employee Handbook.

Motion: Gary Gillis 2nd: Kyle Cain

All ayes by a voice call vote – motion carried

17. Adjourn:

Move to adjourn this meeting.

Motion: Greg Ranney 2nd: Kristen Walraven

All ayes by a voice call vote – motion carried

Time: 8:06 p.m.

Respectfully Submitted,

A handwritten signature in black ink that reads "Dori Smith". The signature is written in a cursive, flowing style.

Dori Smith, Secretary
Board of Commissioners
Pekin Park District

**2022-2027 Strategic Plan
SWOT Analysis, Believed Values, Vision, Goals and Objectives**

<u>Strengths</u>	<u>Weaknesses</u>	<u>Opportunities</u>	<u>Threats</u>
Staff	\$	Scholarships	Social Economic Direction
Variety	Equipment	Grants	Direction
Programming	Pay Equity	Renovations	Economy
Facilities	Staff Retention	Community/	Minimum Wage
Knowledge	Communication	Regional Partnerships	Covid
History		Free Recreation	Community Competition

Believed Values

Responsible; Adaptable; Empowerment; Integrity; Preservation; Accommodate

2022-2027 Vision

Through proactive and sustainable approaches methods and partnerships, balance affordability and practicality in our provision of capital development, mental and physical wellness, and preservation.

The Vision (2018-2021)

“To progressively meet the changing needs and desires of the community, while embracing cherished traditions.”

The Park District’s mission statement is:

“To improve the quality of life for the district’s residents by providing both active and passive recreational opportunities in recreational facilities, parks and areas.”

Summarization of Break Out Groups on 11-18-21 and 12-2-21

The below bolded items is the information obtained from the various break out group discussions. We will be reviewing this for further clarification and refinement. We will also be discussing the priority order of the objectives so that the ED can begin the process of determining which staff will be responsible to fulfill these tasks, working with staff to figure the actions/implementation strategies to accomplish the objectives in order to meet the goals, and determining the placement of these items into a schedule/timeframe order.

Goals

1. Hire and maintain dedicated and innovative staff

- a. Develop a recognition program that encourages staff to take ownership of their duties and responsibilities
 - i. Recognize years of service
 - ii. Staff Appreciation Events – District wide – Department Centered
 - iii. Keep consistent

- iv. Consider honoring time versus “employee of the month”
- b. Compensate employees fairly and justly so comparable to industry standards at the state and national levels
 - i. Rethink compensation and ways to recruit. Currently to advance, our employees will likely seek employment at another Park District
 - ii. Highlighted
- c. Modify the organizational structure for areas of advancement
 - i. Crossed off with ? and word can’t read?
- d. Consider hiring key positions such as Human Resource/Risk Manager and Natural Resource Manager
 - i. Make Human Resource/Risk Manager position more critical
 - ii. Keep; Highlighted

2. Plan budgets so they are strategic and sustainable

- a. Utilize the Smart Approach to Cost Recovery and Resource Allocation to develop a sustainable business model
- b. Departments shall develop annual goals and objectives during the budget process.
 - i. a. and b. above were highlighted

3. Improve public relations

- a. Focus on customer retention
 - i. On-going – high energy
 - ii. Face to face contact
- b. Give back to the community through customer appreciation days, expos, open houses, free clinics, special events
 - i. Customer Appreciation Days (?renaming the free days?)
 - ii. Expo (already happens at Miller Center, elsewhere?); Keep
 - iii. Highlighted Open Houses
 - iv. On-going Events
 - v. ?Dudigant? or handling events?
- c. Make social media postings more intriguing
 - i. Define ?
 - ii. Push out; more clear; pictures; short statements; IRVSRA posts are too much
 - iii. ?To be profitable?
 - iv. Yes; ?more – C & D both?
- d. Keep the website up to date and refreshed
 - i. Highlighted
 - ii. Casey could do this; in process
 - iii. State of the park annually; f. below feeds into same thing
- e. Improve transparency informing the community where the Park District is at, where it needs to be and why; get buy in regarding short and long range plans

and changes (this would be in regard to educating the community regarding our aging equipment, facilities and infrastructure)

- i. **Crossed off**
 - ii. **Information to all; Continue**
- f. Inform the community better where the Park District is at financially and regarding the levy/budget process
 - i. **Website – informative; transparency**
 - ii. **Continue**
- g. Develop an internal newsletter to recognize employees and new hires, encourage input, inform of upcoming events and programs, inform of policy changes, provide health/wellness/safety information, improve staff relations and communications to educate all employees of who others are and what their roles are, educate staff on the history of the Park District and City of Pekin
 - i. **Highlighted and noted to move to Goal #1**
 - ii. **Casey and information to make**
 - iii. **Monthly Showcase?**
 - iv. **Wrong category; Staff newsletter great but not under here**

4. Update and maintain infrastructure and facilities (One Groups notes indicated that All Apply)

- a. Develop a Capital asset inventory, replacement cost and implementation plan
 - i. Inventory assets and determine improvement/replacement costs of Mineral Springs Park's assets
 - 1. **Who? A/E Consultant?**
 - ii. Inventory assets and determine improvement/replacement costs of assets for all neighborhood parks, outer parks, and Pekin Park Sports Complex
 - 1. **Who? A/E Consultant?**
 - 2. **Park (? Neighborhood) Park – Park Foundation**
 - 3. **"Each park attempts to look like each park" (? Similarities in appearance/amenities/features? ? No distinctive characteristics or differences?)**
 - 4. **Return area – Helmig Park – to Housing Authority**
 - iii. Work with the City of Pekin to inventory assets and determine improvement/replacement costs for Riverfront Park.
 - 1. **The following comments are for all three above and b.i. below:**
 - a. **Replacement Costs not realistic; use replacement Date instead**
 - b. **Examine converting some areas to more natural spaces (prairie grasses, etc.)**
 - c. **Keep; Highlighted**
 - 2. **Riverfront – Grants?**

- b. Increase efforts to improve historical and natural areas for preservation and leisure recreational opportunities
 - i. Determine management costs of Land and Water Reserve sites to plan accordingly
 - 1. **Question mark ? (What does this mean? Why?)**
- c. Increase revenues of Special Use Facilities in order to operate, maintain and make improvements
 - i. Evaluate and determine feasibility of a new focus for Parkside Fitness (i.e. utilizing Parkside for tournaments other than tennis and pickle ball)
 - 1. **Crossed off with the word What?**
 - 2. **Keep – Is this an option for Mission collaboration?**
 - ii. Evaluate and determine new focus of the Arena Ice Rink for use in the summer
 - 1. **Highlighted**
 - 2. **Keep – Is this an option for Mission collaboration?**
 - iii. Operate tournaments at the Pekin Sports Complex and Mineral Springs Park
 - 1. **Highlighted**
 - 2. **Keep – Is this an option for Mission collaboration?**
 - iv. Consider incorporating a dog memorial location at Happy Tails Dog Park to offset costs of maintaining
 - 1. **Foundation ? (Should do?)**
 - 2. **Keep**
- d. Encourage the Pekin Park Foundation to run Capital Improvement Campaigns
 - i. **Crossed off (Foundation been talking about it)**
 - ii. **Keep**
- e. Develop “Friends of the Parks” volunteer program
 - i. **For what?**
 - ii. **Keep**

5. Fulfill the recreational needs and wants of the community

- a. Conduct a community interest/needs survey (similar to what was done in 2017)
 - i. **Maybe, but cheaper; Should not spend such a large amount**
- b. Promote the scholarship offerings for Recreation and Junior Golf
 - i. **Yes**
- c. Continue collaboration/partnership efforts with the Archers Club, Radio Control Airfield Club, Disc Golf Groups, Peoria Mountain Bikers Association and the Horse Stables Concessionaire
 - i. **City – work together**
 - ii. **And School Districts**

6. Plan for the future (One group noted to combine Goal #6 and Goal #7)

- a. Investigate feasibility and develop plans for new park amenities and facilities development
 - i. The sports complex expansion
 - 1. Financially not feasible
 - 2. Have a concept Master Plan and cost estimates
 - ii. Indoor/outdoor banquet facility at Lick Creek tennis courts and improving the old clubhouse for golf events
 - 1. Donor to move in for (? Restaurant Owner Entrepreneur to build/operate?)
 - 2. Restaurant versus Caterer?
 - iii. Campground at McNaughton Park
 - 1. Three (3) to Five (5) year project
 - 2. Highlighted
 - iv. Add Pekin Riding Club; move to Broadway field behind Jack's Dog House (see Scott)

7. Plan for new revenue generators

- a. Investigate the feasibility of new revenue streams
 - i. Hunting in the Outer Parks
 - 1. No hunting!
 - 2. Liability; Ecological; Lucrative
 - ii. Allowing alcohol at certain rental facilities and special events
 - 1. Agree!
 - 2. Charge more – Events ; ?Can't get it?
 - 3. Parks on Tap; Mobile Tap (Outdoor); Band, Patrons of All backgrounds
 - 4. Mini-golf
 - 5. Rotten Easter Egg Hunts
 - 6. Adult camps (overnight)
 - 7. Yoga and bourbon
 - 8. Baby Shower Rentals (Other shower rentals)
 - 9. Proven examples/testimonials (to justify)
 - iii. Franchising/leasing the concessions at the Pekin Sports Complex
 - 1. Not a bad thing.
 - 2. Mobile food cart instead.
 - 3. Lease highlighted; ?Sub/McD?
 - 4. Focus on
 - 5. Highlighted
 - iv. Allowing charity events which a percentage of the revenue is collected, or assess a fee to allow
 - 1. Not a fan of.
 - 2. Permit fee? Instead

- 3. **Focus on**
- v. Allowing outside groups to fundraise, for a fee, as part of the special use permit
 - 1. **Focus on**
- vi. Holding a 5K run
 - 1. **Crossed off (Funds for what? where?)**
 - 2. **Take out**
- vii. Utilizing the Tazewell County Veteran's Memorial Fair Association buildings throughout the summer for markets or shows
 - 1. **Antique market – Third Sunday market**
 - 2. **Hold off - ?extend? – more staffing**
- viii. Having food truck days at Mineral Springs Park
 - 1. **Crossed off**
 - 2. **Rethink**
- ix. Naming rights of a facility if a business/sponsor's mission meets the Pekin Park District's mission and vision (except at the Pekin Park Sports Complex)
- x. Holding events/shows at Happy Tails Dog Park with vendor booths and partnering with local animal shelters
 - 1. **Foundation**
- xi. **Something new for the Lagoon**
 - 1. **Electric bumper boats**
 - 2. **Beer from docks**
- xii. **Shooting Range was discussed again**