

PEKIN PARK DISTRICT  
MINUTES OF  
THE REGULAR BOARD MEETING OF PARK COMMISSIONERS  
6:00 p.m. Thursday, December 1, 2022  
At the Mineral Springs Park Robert N. Blackwell Building  
1701 Court Street, Pekin, IL 61554

1. Call to Order:

President Cain called the meeting to order at 6:00 p.m.

2. Roll Call:

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

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

4. Comments from the public:

Performance Arts Venue Presentation:

Amy Wilson of the Farnsworth Group and Rich Kriegsman gave a presentation to the board regarding the construction of a performance arts venue in Mineral Springs Park. Rich Kriegsman spearheaded the group of volunteers that have been meeting for almost a year working on the project. Amy Wilson gave a virtual tour of the venue and of the area of MSP they would like to see it constructed. Previous meetings have been held with Cameron Bettin, Scott Clausen and Dori Smith regarding the proposed location. The venue proposed would be where the old restroom on the hill is and be approximately 45' W x 55' D and would include an audio system and lighting. The board was in agreement with their proposal, which allows the group to go forward with fundraising for the project.

5. Consent Agenda and Approval of the same:

- A. Approval of Regular Meeting Minutes of November 17, 2022.
- B. Approval of the bills and payroll for 11/15/22 thru 11/28/22 in the amount of \$62,678.98
- C. Approval of bills to be paid 12/2/22 in the amount of \$13,738.80

Move to accept the Consent Agenda.

Motion: Gary Gillis 2<sup>nd</sup>: Sue McMillan

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: Greg Ranney 2<sup>nd</sup>: Paula Helm

All ayes by a roll call vote – motion carried

6. Executive Director's (ED) Report:

The ED reported the following:

Scott Clausen received a thank you note from Steve Saal for use of bleachers for the County's Veterans Day ceremony at the courthouse.

Keith Knox received a thank you from the Brett Englebright Memorial 3 on 3 Tournament Committee for a donation for the tournament. They raised \$14,900 for local hockey programs, the Brett Englebright Scholarship and the Concussion Legacy Foundation. In three-years they have donated over \$34,900 to these causes.

He will be meeting with Amp Electrical Services regarding security cameras for the pavilion in Mineral Springs Park. Commissioner Gillis had reported in a previous meeting he knew someone that had an interest in a donation for the pavilion.

7. Attorney's Report: No report.

8. Staff Reports:

Scott Clausen reported the maintenance department completed work on McNaughton Park Road where the paved road meets the gravel road. He also reported they completed all work on the emergency access down by the turn around. He indicated Byron Paulsen from the Illinois Nature Preserves Commission inspected the road and gave approval.

9. Commissioner Comments:

Commissioner Gillis reported he found out from the Unity Point Pekin that they are unable to support renovation of the sunken garden fountain at this time. He indicated they didn't realize they were responsible for the signage change in the Carle Hospital purchase.

Commissioner Helm thanked Casey Smith for the drone fly over of the Winter Wonderland opening ceremonies. The video is great. She also thanked Scott Clausen for the work on all the trees. All trees were sold. Commissioner Gillis noted he was curious to know how many park districts are venues for Christmas celebrations that the public can take ownership.

10. Unfinished Business: None

11. New Business:

1. Review of the 2022 Tax Levy –

The ED stated that 2022 Tax Levy would be on the December 15<sup>th</sup> agenda for approval. He reviewed the Pekin Park District 2022 Tax Levy Presentation that was sent in board packets He also indicated that the Levy met standards and was under Truth & Taxation requirement. The total Levy increase is \$104,441 – 3.77% increase. It was also noted the homeowner tax impact comparison of a \$100,000 home was a \$1.96 decrease. The ED also mentioned the revenue recapture that is now available. This is based on the prior year's levy adjustment when an assessment decrease results in a refund from the taxing district of a portion of the property tax revenue distributed to the taxing district. It can either be for a revenue recapture amount or a bond 1% increase amount. Last year we took the \$21,934 recapture amount because it was more than the bonds. This year the bonds are more. The ED is checking with Speer Financial and Chapman/Cutler on what is best to do.

2. Presentation of the 2023 Recreation Fund Budget –

Shawn Powers indicated 2022 has been a pretty good year. He made the following observations on the Recreation Fund Budget:

Administration: 21-20100

- 21-20100-534000: Dues, Subs & Conferences
  - Sending 4 new full-time staff members to the 2023 Chamber of Commerce Leadership Academy.

- Sending 3 staff members to the 2023 IPRA State Conference.
  - Renewal of the E&A Lifeguard Instructor License for the Superintendent of Recreation and a new E&A Lifeguard Instructor License for the Aquatics Manager.
  - Sending 1 staff member to a local American Camp Association Conference.
  - Sending the Superintendent of Recreation to the Indiana University Executive Development Program Year 2.
  - IPRA dues
- 21-20100-544001: Equipment Expense
    - New desk and blinds for the Superintendent's office
    - Miscellaneous technology and equipment replacements

Day Camps: 21-20210

- 21-20210-421006: Holiday Camp Revenue
- 21-20210-421010: Summer Day Camp Revenue
  - Weekly rate will be \$170 which matches the anticipated Childcare Connections daycare assistance program weekly rate for 2023.
- 21-20210-501040: Holiday Camp Salaries
- 21-20210-501044: Summer Day Camp Salaries
  - Starting payrate for Day Camp Counselors will be \$15.00/hr. to stay highly competitive in today's job market in effort to keep the current staff and attract more to meet the demand for participation in the Day Camps.

Youth Sports Programming: 21-20230

- 21-20230-421008: Misc. Youth Sports Revenue
  - The lacrosse program is struggling to have enough players to make up teams and the league the program players in is having a difficult time attracting enough teams for play. The Recreation Department is making one last effort to attract more players for the 2023 season with early registration which is open now, strategic placement of yard signs, and some open house type Q&A sessions.
- 21-20230-421026

- Cheer Camp returned in 2022 which was unexpected. It returns to the budget for 2023. This program splits revenue 60/40 with the PCHS Boosters. Their share of the revenue is shown in 21-20230-532026: Cheer Camp Program Expense.
- 21-20230-501070: Soccer Program Salaries
  - 61% increase due to the addition of referees to all games at \$13.00/hr.
- All other youth sports programs running similar to 2022
- Adult Sports Leagues: 21-20250
  - 21-20250-421040: Fall Softball Leagues
  - Fall Softball will return in the fall of 2023. The last fall league was in 2018.

Misc. Other Programming: 21-20290

- 21-20290-421800: Misc. Programming
  - This line is for various special events and one-off programs. New for 2023 is the Rotten Easter Egg Hunt on the Friday after Easter. This event is an Easter Egg Hunt for adults and the eggs are rotten because they have been sitting there for a week overlooked by the kids or maybe because the Easter Bunny isn't going to waste the good eggs on grown-ups.

Veterans Memorial Arena: 21-20300

- 21-20300-422100: Arena – Daily Skate Admissions
  - Public Skate continues to see increasing attendance. 2023 budget holds the current admissions price at \$8.
- 21-20300-42300: Concessions Stand
  - Revenue estimate based on 2022 forecast actuals
  - 2022 budget was \$30,000
- 21-20300-427007 through 427013
  - 2023-24 Season Ice Rate will be \$235/hr. and will run from August 21, 2023 through March 24, 2024.
- 21-20300-581000: Capital Improvements Arena
  - \$10,000 for the purchase of new rental skates to replace some heavily worn pairs and increase inventory of

popular sizes to meet the increased attendance demands.

- \$8,500 for a new electric edger for ice maintenance.
- \$12,000 for ice making equipment. Currently the equipment needed to lay the ice at the beginning of the season is rented. This season the ice sheet was almost lost and relaying the ice would have been delayed by availability of the rental equipment which is reserved well in advance.
- \$12,000 for the purchase of an on-ice sled hockey bench dasher board system. Portable dasher board system that is placed on ice to mark off the on-ice player bench and eliminates play stoppages due to puck being hit into the bench area.

#### DragonLand Water Park: 21-20310

- 21-20310-422101: Water Park Admissions
  - 2023 admissions rate will be \$7.50. This is within market price on the lower end.
- 21-20310-422102: Family Nights
  - This budget line is being eliminated but Family Nights will continue. Revenue will be recorded under the Admissions GL Code. The point-of-sale system can breakout revenue earned in any block of time making 2 separate GL Codes unnecessary.
- 21-20310-501114: DragonLand PT Salaries
  - New lifeguards starting pay will be \$15.00. Retuning lifeguards pay will be \$15.50. The lifeguard shortage continues and these payrates are necessary to stay competitive.
- 21-20310-541116: Repair and Maintenance
  - Added \$3200 for annual degreasing and demineralization chemicals for the filter.
- 21-30310-58100: Capital Improvements
  - \$5,000 for the purchase of lane lines, storage reel, and misc. parts.
  - \$5,000 for new waterslide tubes.

Miniature Golf: 21-20320

- 21-20320-422100: Mini Golf Admissions
  - 2023 rate will be \$7.00

Paddle Boats: 21-20330

- 21-20330-531022: Boats Operations
  - \$11,000 for the purchase of 2 new boats if the OSLAD Grant is not received

PSC Concessions: 01-25161

- Budget similar to 2022 but adjusted to reflect minimum wage increase to \$13.00

2022 Highlights

- Youth Soccer and Tee Ball hit their respective revenue goals.
- Summer Swim Team still missed but showed growth and the switch to the Jeff Ellis Swimming Learn to Swim Program has already made a noticeable difference in the swimming ability of first-time swim team participants.
- Little Stars Youth Hockey saw a 20% increase in participation and revenue.
- 2022 Summer Day Camp was very popular this year. A cap of 100 participants was placed on registration due to staff limitations.
- Gym and Dance continued its upward revenue trend exceeding the budget goal by over \$10,000.
- Adult Softball exceeded its revenue goals slightly for the second season in a row.
- The Arena floor saw more off-season use than ever.
  - Summer Day Camp used it daily.
  - The Cheerleading classes were moved to the Arena floor for the summer to take advantage of the large open space.
  - The Pekin High School Hockey Club used the floor for dryland training on Sunday evenings in June and July.
  - The Tazewell County 4H Fair utilized the Arena floor for a greater number of events including bring some of the outdoor events indoors due to thunderstorms.

- The Pekin Concert Band held a practice
- Veterans Memorial Arena continued to be a busy place
  - Public Skate Admissions saw a sharp increase meeting the 2022 budgeted revenue goal by March 2022
  - Staff and users powered through a rough opening to the 22-23 season due to multiple equipment failures. All issues have been addressed and the season continues on.
  - Concessions exceed revenue goals by over \$20,000.
- Mini Golf and Boating on the Lagoon both exceeded their revenue and profit goals.
- DragonLand had another busy season.
  - Completed the pool basin resurfacing project and began phase one of the dragon slide replacement project.
  - All available times for private rentals were sold out by late June.
  - Concessions exceeded revenue goals by nearly \$20,000
  - At the beginning of the last week of July, DragonLand was on-pace to exceed admissions revenue goals despite a slow start due to many Facebook posts thinking DragonLand had closed. This also slowed down swim lesson registration until mid-June when the community noticed that DragonLand was alive and well. Unfortunately, the weather for the last two weeks of the season were very cool. 2 days didn't break 70 degrees. So, attendance plummeted which made for a slight miss on admissions goals.
- The Pekin Park Sports Complex turned a small profit.

Shawn's goals for 2023:

- Launching a new Birthday Party program that will have a Party Attendant as a host. All Recreation Department facilities that host birthday parties will operate off of the same script.
- Fall Softball will return in Aug/Sept 2023.
- A few new special events will be offered.
- Addition of a theater program to our arts offerings.



- Veterans Memorial Arena will co-host the 2023 USFS Synchro Skating Championships.
- Will work to increase the efficiency of our Concessions operations.
- Plan to increase the use of the Arena floor during the off season.

3. Presentation of the 2023 Parkside Fitness Budget –

Keith Knox presented the 2023 Parkside Fitness Budget and gave the following highlights:

**2023 budgeted revenue versus 2022 actual revenue:**

\$2200 increase in “Sponsorships” – anticipate selling additional tv advertising sponsorships with Casey’s assistance in creating updated materials for presentation to potential sponsors.

100% increase in “Pickleball Court Rental” as the original group went from utilizing one tennis court to two.

5% increase in “Facility Rentals” on all existing agreements, Bradley University, Little by Little Fitness, Reclaim Essential Living and Essentially Marien (new renter as of October 1).

“Club Memberships”, “Club Corporate Memberships” and “Junior Fitness Passes” membership categories increasing a total of \$40,000 due to the new rate structuring/increases.

8% increase in “Tennis Lessons Juniors” and “Tennis Lessons Private” due to rate increase and increased enrollments.

Several small increases and decreases in multiple areas based on 2022’s performance better/worse than budget and anticipation of 2023 being similar.

**2023 budgeted expense versus 2022 actual expense:**

Salaries and FICA increasing for “Administration”, “Member Account Coordinator”, “Desk”, “Group Exercise” and “Tennis Lessons” at minimum wage or adjustments.

Salaries and FICA decreasing for “Fitness Instructors” due to reduce the number of hours per week they are scheduled. Going back to pre-COVID schedule.

\$2700 increase for “Cleaning Service” for wage increases plus some additional tennis court scrubbing.

“Maintenance Agreements” expense moved to “Contractual Services” expense.

“Building Repair & Maintenance” includes three new Parkside Fitness signs to replace the ones near both parking lots and a small one on the building near the fire escape and adding two walls and doors at the top of the stairs above the racquetball hallway. Also includes removing the floor refinishing that is every other year project.

\$4910 increase in “Health Insurance Transfer” due to new premium.

“Les Mills License Fees” slightly less expense and added back in Les Mills Virtual programming.

Several small increases and decreases in multiple areas based on 2022’s performance better/worse than budget and anticipation of 2023 being similar.

Keith’s goals for 2023:

Continue to increase revenue into the facility through revamped membership pricing and options as well as sponsorship, tennis and pickleball so that we can get back to producing revenue over operating expenses.

Continue to update smaller pieces of equipment and areas in the facility within the confines of the budget while paying back the Foundation loan.

Complete a new contract with Tivity Health where we collect more revenue per visit and/or a higher cap per month for members that utilize Silver Sneakers & Prime. This would take effect in May 2023.

Have a solar energy contract in place to begin saving money on our electric bills.

Continue to look for new ways for us to operate more efficiently and effectively while not sacrificing service and quality.

12. Executive 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 2<sup>nd</sup>: Sue McMillan  
All ayes by a roll call vote – motion carried Time: 7:46 p.m.
2. Move to reconvene in Open Session.  
Motion: Gary Gillis 2<sup>nd</sup>: Sue McMillan  
All ayes by a roll call vote – motion carried Time: 8:17 p.m.

3. Action on Closed Session –

Move to approve salary and hourly rate adjustments and increases of various employees throughout the district. Departments include; Administration, Recreation, Miller Center, Par Department, Pekin Park Sports Complex, Park Police, Parkside Fitness and Golf.

Motion: Gary Gillis 2<sup>nd</sup>: Greg Ranney

All ayes by a roll call vote – motion carried

16. Adjourn:

Move to adjourn.

Motion: Gary Gillis 2<sup>nd</sup>: Sue McMillan

All ayes by a voice call vote – motion carried

Time: 8:18 p.m.

Respectfully Submitted,

Dori K. Smith, Secretary  
Board of Commissioners  
Pekin Park District