

PEKIN PARK DISTRICT
MINUTES OF
THE REGULAR BOARD MEETING OF PARK COMMISSIONERS
6:00 p.m. Thursday, December 15, 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. and all stood to recite the Pledge of Allegiance.

2. Roll Call:

The following Commissioners were present: Marv Brown, Kyle Cain, 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; Michael Seghetti, Park District Attorney; Scott Clausen, Superintendent of Parks; Cory Proehl, Director of Golf; Greg Funk, Superintendent of Golf; Casey Smith, Superintendent of Marketing and Communications; Keith Knox, Parkside Fitness Manager; Absent was: Alisha Dault, Miller Center Administrator, Chip Hill; Business Manager; Shawn Powers, Superintendent of Recreation and Steve Fitzanko, Chief of Park Police Division.

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 Regular Meeting Minutes of December 1, 2022.
- B. Approval of the bills and payroll for 11/29/22 thru 12/12/22 in the amount of \$181,657.73
- C. Approval of bills to be paid 12/16/22 in the amount of \$45,984.90

Move to accept the Consent Agenda as presented.

Motion: Greg Ranney 2nd: Gary Gillis

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: Gary Gillis 2nd: Paula Helm

All ayes by a roll call vote – motion carried

6. Illinois River Valley SRA Representative Report:

Commissioner Ranney stated no meeting – no report.

7. Fair Board Representative Report:

Commissioner Sue McMillan stated no report.

8. Pekin Park Foundation Report:

Commissioner Gillis reported their next meeting would be Monday, December 19th.

9. Executive Director's (ED) Report:

The ED reported the following:

He met with Dr. Owens of District #303 regarding their property request and is waiting to receive more detailed information.

He met with Austin Engineering and Illinois American Water Company regarding their property request and is waiting to receive more detailed information. He indicated they will most likely submit a couple of options.

Cameron Bettin, Kyle Cain, and Greg Ranney met with Mayor Luft and Bruce Marston regarding the splash pad at the Riverfront Park. He indicated the mayor was interested in working together. He also noted that he made it clear that if the city decides they are not going to support renovation of the splash pad, he'll let it be known it's was the City's decision to not make renovations. He indicated he sent Bruce the information previously sent to Justin Reeise.

10. Attorney's Report: No report.

11. Staff Reports:

Cory Proehl reported he received State of Illinois gaming license last week for Parkview and Lick Creek Golf Courses. He stated machines should be delivered to Parkview Golf Course next week.

12. Commissioner Comments:

Commissioner Gillis acknowledged staff for the great work they do.

Commissioner McMillan commented that she liked the calendar in the IRVSRA brochure and complimented Casey Smith.

Cameron Bettin stated he meant to report marketing commercials for Parkside Fitness are currently running on a variety of television networks.

13. Unfinished Business: None

14. New Business:

1. Presentation of the 2023 Golf Fund Budget –

Cory Proehl gave the following 2023 Golf Fund Budget highlights:

1. State of Golf in general at both of our facilities

Total Rounds **2022:** 37584 **2021:** 38416

LC 2022 = 17,062 PV 2022 = 20522

First time in over 20 years we hosted a CDGA (Chicago District Golf Association) Qualifier

Golf Outings in 2021 = 41

Golf Outings in 2022 = 48

Golf Outings expected in 2023 = 51

2021 Coupon Books = 64

2022 Coupon Books = 78

2021 Golf Passes = 356

2022 Golf Passes = 332

2. Our **NEW** rate sheets

3. Green Fees & Cart Fees

*Raise all Cart Fees \$1.00 at each facility (20 New carts & Gas Prices)

*Raise all Resident Green Fees \$1.00 except Adult Non-Res raise \$2.00

*Raise range balls \$2 per bucket

2021 Range revenue = \$25,831 2022 Range Revenue = \$34,168

*First time ever an Adult Non-Resident fee on weekend is \$57

*Average Green fee in America with cart is \$62

4. 2022 Coupon Books 15 Rounds up \$30 30 Rounds up \$30

5. 2022 Golf Passes All classifications up \$20

Competitor 2023 Pricing:

Peoria Park District 2022 Rate increases: Golf Passes up \$15

Green Fees up \$2 for 18 Holes & \$1 for 9 Holes

Cart Fees up \$1.00

Range Balls up \$1.00

Weaver Ridge is now at \$79 Green Fee and Cart and Metamora Fields is \$74.

Budget items to discuss:

1. Page 2 & 4 *Golf Cart lease - 20 new carts billing May – October
Page 2 & 5 *New Equipment at Each Maintenance Facility

Equipment repair & maintenance in 2021 = \$62,939 budget was = \$41,609

2022 = \$50,256 budget was = \$21,000 *new equipment did not arrive* 2023 Budget = \$21,000

The Director of Golf also noted the following Goals and Objectives for 2023:

Goals and Objectives:

1) Continue to improve and invest in our facilities: other area courses/competitors have done bunker work (Weaveridge, Pekin CC) work we need bunker work at Lick Creek to keep up with the times and keep making us better than everyone else!
Fix controllers at Lick and some specialized areas that need added irrigation and improve irrigation coverage.

Lighting work at each clubhouse and maintenance facilities we need updating from non-energy efficient tube lights to LED.

Flooring at Lick Creek is also much needed.

Have a plan in place for a new irrigation system at Lick Creek (47 years old) and plan in place for Parkview (25 years old).

2) Continue to grow more outing(s)

3) Keep promoting the game of golf to women, children, and families!

4) Sunday – Family Day kids play free with a full paying adult after

2pm

5) Junior Clubs from River Cup Grant 4 sets from \$800 Grant

6) Steve Funk Junior Foundation Grant – Subsidize half of the junior fee from \$60 to \$30 to continue to grow golf. We are also adding the Pekin Junior City tournament to be included in the Junior Golf Camp fee. First time in over 20 years.

7) Impact gaming machines could have on capital projects.

2. Presentation of the 2023 General Fund Budget –

Cameron Bettin presented the 2023 General Fund Budget and made the following observations:

Revenue

- Property Tax - Increase due to increase in what is being levied.

- Replacement Tax Revenue - Increase due to increase from what receive from the State.
- Grants – State - \$497,400 is budgeted if we are awarded our 2022 OSLAD grant applied for. The other \$200,000 is reimbursement from the 2020 OSLAD grant.
- Donations – Increase based on what has been typically received in the past prior to the pandemic.
- Outer Parks Revenue – Moved this line item from Outer Parks Subcenter to Admin Subcenter.
- Lease Income – Annual 3% increase.
- Other Receipts – Decrease due to Marketing Revenue account being created.
- Marketing Revenue – New account. Brochure advertising.

Expense

- Salaries-Admin. – Increase due to annual salary increases and adjustments.
- Legal Expense – Increase due to new legal counsel's fees being higher and utilizing new counsel more.
- Software Expense – Tyler Software increase. Software for budgeting and accounts payable.
- Alarm Monitoring – Decrease due to install of new alarm system at Admin. and IRVSRA being completed.
- Contractual Services – Increase due to cleaning service for Admin. and IRVSRA; Google phones; Archive Social to back-up our social media posts and content; remaining contract amount for Midwest Engineering for the Mineral Springs Park parking lot and roads study.
- Paychex, Inc. – Increase due to annual increase, as well as keeping seasonal employees longer than have in the past. Services and software for payroll, W-2's, time record keeping, time-off requests, etc.
- Dues, Subscriptions, Conferences-Admin. – Increase due to budgeting of two Park Board Commissioners attending IPRA/IAPD State Conference.
- Postage and Freight – Increase due to postage costs, and more mail going out.
- Marketing – Increased amount for new Department. Have a better handle on what they need after one year. This account will continue to change and develop most likely the next couple of years.
- Grant Expenditures-State – Expenses for 2022 OSLAD grant applied for.
- Capital Improvements – Increase due to more projects being budgeted. See other memo (attached to Minutes).

Cameron Bettin also noted \$545,000 was budgeted for Capital Improvements that are included in the budget. Commissioner Gillis

commented that he would like to see the public informed of the demolition of Soldwedel Program Center before demolition takes place. Cameron Bettin also indicated he is working on developing a replacement plan to be a part of the Strategic Plan. Commissioner Gillis asked if it was possible to begin to set aside money for Lick Creek Golf Course irrigation. Cameron Bettin indicated he is hoping to in the Park Improvement Fund.

- Lease/License Payments - \$68,000 is for the Golf equipment lease with Toro.
- Miscellaneous – Increase to offset decrease in Admin. Building Repair & Maintenance.
- Admin. Building Repair & Maintenance – Decrease due to flooring done last year in restrooms and vestibules.
- Gas-Admin. Building - Increase due to increase in utility rates.

Goals

- To oversee the other Departments and assist them where needed to meet their goals.
- To oversee the implementation of the 2022-2027 Strategic Plan, and keep all Departments on task.

Parks Department

Scott Clausen gave the following budget highlights for the Parks Department and Pekin Sports Complex.

- Salaries:
 - Adjusted salaries closer to a competitive range for the current market
- 01-10110-529000: Contractual Services
 - Adjusted current items to 2023 pricing, including snow removal to estimated \$15,000
 - Added porta potties that will be placed next to Royal Ave. Restrooms for the period from winter shutdown of water service to end of the Winter Wonderland Grand Opening
 - Added Rootamatic service to jet MSP outdoor restrooms septic lines the week prior to Marigold Festival
- 01-10110-534000: Dues, Subs, Conferences
 - Pesticide Licenses for Scott Clausen, Jason Jacob, Dave Lannert, and Steve Stout
- 01-10110-541202: General Repairs
 - Added \$8,625 for replacement of Royal Ave. Shelter 200-Amp electrical service panel

- 01-10110-544000: Equipment Replacement
 - Purchase two New Holland tractors \$49,273
- 01-15145-591800: Outer Parks Expense
 - Decreased from \$13,000 to \$3,800 due to 2022 completion of McNaughton Park Emergency Vehicle Access (EVA) Road repairs
- 01-10110-615700: Utility Cart Lease Payments
 - Reflects a full year of payments – 2022 was a partial year
- Utilities & Consumables:
 - Adjusted to anticipated inflated market rates

Sports Complex

- Salaries:
 - Adjusted salaries closer to a competitive range for the current market
- 01-25160-534000: Dues, Subs, Conferences
 - Three-year term of pesticide applicators license for Tom Kennemer is due; added operator's license for Chris Golladay
- 01-25160-541121 Building Repairs & Maint.; 01-25160-541203 General Repairs & Maint.
 - Adjusted these two accounts to reflect actual historical usage by sweeping some funds from General Repairs over to Building Repairs
- 01-25160-615700 Utility Cart Lease Payments:
 - Reflects a full year of payments – 2022 was a partial year
- Utilities & Consumables:
 - Adjusted to anticipated inflated market rates

2023 Goals

Park Maintenance is not the progressive body of the Park District, rather, we are the reactionary force within that body.

Therefore, we do not really have goals such as the other departments do. Instead, we have a mission statement that would be along the lines of:

To conserve and preserve the existing through care and foresight.

To assist in planning and development by presenting facets of impacts and implementation. To bring the physical to the cerebral.

Once given the mission, to ensure its completion to the best of our abilities.

3. Approval of Ordinance 22-12 -

Move to approve Ordinance 22-12 - "A SUPPLEMENTAL BUDGET AND APPROPRIATION ORDINANCE FOR THE PEKIN PARK DISTRICT, TAZEWELL AND PEORIA COUNTIES FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2022 AND ENDING DECEMBER 31, 2022.

Motion: Gary Gillis 2nd: Sue McMillan

All ayes by a roll call vote – motion carried

4. Approval of Ordinance 22 – 11 -

Cameron Bettin noted that he had talked with Aaron Gold of Speer Financial regarding revenue recapture and said that Chapman and Cutler recommend taking the 1% bond increase amount. He noted it would give the Park District additional funds for Capital Improvements.

Move to approve Ordinance 22-11 "AN ORDINANCE FOR THE LEVY AND ASSESSMENT OF TAXES FOR PEKIN PARK DISTRICT, TAZEWELL AND PEORIA COUNTIES, ILLINOIS FOR THE YEAR 2022".

Motion: Greg Ranney 2nd: Marv Brown

All ayes by a roll call vote - motion carried

5. Approval of the IAPD Certificate of Credential for the 2023 State Conference –

Move to approve the Credentials Certificate designating Gary Gillis to serve as delegate, Greg Ranney to serve as 1st Alternate and Cameron Bettin to serve as 2nd Alternate to the Annual Business Meeting of the IAPD on Saturday, January 28, 2023.

Motion: Marv Brown 2nd: Paula Helm

All ayes by a roll call vote – motion carried

15. Adjourn:

Move to adjourn.

Motion: Gary Gillis 2nd: Sue McMillan

All ayes by a voice call vote – motion carried

Time: 7:12 p.m.

Respectfully Submitted,

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

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



To: Pekin Park Board of Commissioners
 From: Cameron Bettin, Executive Director
 Date: December 15, 2022
 Re: 2023 Capital Improvement Projects in the General Fund

The following are projects that the ED is planning to budget for and get completed in the 2023 Fiscal Year Budget.

Capital Improvement Projects Currently in 2023 Budget

Soldwedel Program Center Demolition	\$100,000
Dragon Slide – Remaining Purchase 50%	\$ 17,188
Blenkiron and Willow Park Playground Installs	\$ 68,550
Arena Lobby Renovation/Remodel for New Front Desk Area	\$ 14,000
Painting Ice Rink Ceiling Beams	\$ 18,500
Exercise Room Light Replacement at Parkside	\$ 7,500
Arena Doors – Install of Automatic Openers	\$ 10,580
Pavilion Exterior Painting	\$ 24,900
Lick Creek Clubhouse Floor Replacement	\$ 24,000
Lick Creek Light Replacement	\$ 13,320
Kiwanis Park North Walk	\$ 24,300
Kiwanis Park Shade Structure	\$ 15,600
Coal Miner’s Park Lot Engineering (50% with PCHS Dist. 303)	\$ 6,000
Coal Miners’ Parking Lot Improvements (50% with PCHS Dist. 303)*	<u>\$200,000</u>
	\$544,438

*This number could be eliminated or reduced depending on negotiations with PCHS Dist. 303 regarding the potential land purchase

Additional Capital Improvement Projects for 2023

Soldwedel Program Center Demolition – Additional \$’s to Cover Any Environmental Testing and Remediation (maybe \$50,000)	\$ 25,000
Replacement of Administration Doors	\$ 13,500
Administration Vestibule Doors – Install of Automatic Openers	\$ 7,000
Improve Sand Traps at Lick Creek	\$300,000
Replace Heads and Pumps at Lick Creek	\$120,000
Playground Equipment for Rotary and Kiwanis Park South	\$100,000

Skate Park Phase II Purchase and Install**	\$155,000
Mineral Springs Park Roads, Parking Lots and Curbs - Phase I	\$500,000
Contingency/Misc. Projects (i.e. Parkside Locker Rooms, Accessibility, Riverfront Splash Pad)	<u>\$100,000</u>
	\$1,320,500
Proposed 2023 General Fund Ending Cash	<u>\$1,938,187</u>
	\$617,687

**This number could be eliminated if the Park District receives the 2022 OSRAD Grant applied for which includes the purchase and installation of the Skate Park's Phase II and III.

Future Projects 2024 and Beyond

Mineral Springs Park Roads, Parking Lots and Curbs - Phase II, III, IV, and V \$TBD

Neighborhood Playgrounds

- 2022 – KPN and SBA
- 2023 – Blenkiron and Willow (Purchased 2022/Install budgeted 2023)
- 2024 – Rotary and KPS (Purchase budgeted 2023/Install budget 2024) \$TBD
- 2025 – Railsplitters and Miller Park (Purchase in 2024/Install 2025) \$TBD

Riverfront Splash Pad \$TBD

Locker Room Remodeling at Parkside \$TBD

Fencing (Perimeter)

Fencing (Ballfields)

Lights (Ballfields, Tennis Courts, Skate Park, Roads, Parking Lots)

Bath House at DragonLand

Irrigation at Lick Creek

Irrigation at Parkview

Irrigation at Pekin Park Sports Complex

Parking Lot at Pekin Park Sports Complex

Tennis Courts and Old Clubhouse at Lick Creek

Window Replacement at Administration Building

Roof Repair/Replacement at Administration Building

Brick Tuck Pointing/Replacement at Administration Building

Brick Tuck Pointing/Replacement at Pavilion

Foundation at Pavilion

Mineral Springs Park Well/Pump

Splash Pad at DragonLand (new project)

Restrooms at McNaughton by Turnaround (new project)

Rental Shelter, Restrooms and Improved Parking at Soldwedel Location (new project)