

MINUTES OF THE SPECIAL BOARD MEETING CHAMPAIGN PARK DISTRICT BOARD OF COMMISSIONERS

September 11, 2013

The Champaign Park District Board of Commissioners held a Special Board Meeting on Wednesday, September 11, 2013 at 5:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to notice duly given. President Petry presided over the meeting.

Present: President Joseph Petry, Vice President Alvin Griggs, Commissioners Barbara Kuhl, Jane Solon and Timothy McMahon, Treasurer Gary Wackerlin and Attorney Guy Hall.

Staff: Bobbie Herakovich, Executive Director/Secretary, and Cindy Harvey, Executive Assistant.

Others: Keith Frankland, Senior Associate, and Jane Hodgkinson, Associate, with Hazard, Young, Attea & Associates, and Patrick Wade, reporter with *The News-Gazette* were also in attendance.

Call to Order

President Petry called the meeting to order at 5:30 p.m.

Comments from the Public

President Petry called for comments from the audience. There were none.

Action Items

Consideration of Approval of an Agreement with Executive Search Firm, Hazard, Young, Attea & Associates (HYA)

Ms. Herakovich presented the agreement between the Park District and HYA for Board consideration. It was determined that the Commissioners take a few moments to review the contract. Discussion ensued and certain revisions to the agreement were recommended by Commissioners.

Commissioner Kuhl made a motion to approve the agreement as revised with the firm of Hazard, Young, Attea & Associates to conduct the executive director search. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Discussion Items

Executive Search Planning Process, HYA

Mr. Frankland and Ms. Hodgkinson held a lengthy planning session with the Board to discuss and decide Board and consultant responsibilities during the executive director search. Notebooks of information about the search process were distributed to the Board members. Discussion ensued about the Leadership Profile Report which will summarize the input from the Board, staff and stakeholders. It will be used to develop qualifications for the new executive. They also addressed the interview process; determined salary and fringe benefits; addressed options and preference for advertisements; and finalized the search calendar. Discussion also ensued about search expenses. The consultants answered questions posed by Commissioners about the process, including timeline, possible candidates and reference checking.

The Board thanked the consultants for their efforts.

Adjourn

There being no further business to come before the Board, Vice President Griggs made a motion to adjourn the meeting. The motion was seconded by Commissioner Solon. The motion passed unanimously and the meeting was adjourned at 8:28 p.m.

Approved:

Jane L. Solon, President Pro Tem

Cindy Harvey, Assistant Secretary

**CHAMPAIGN PARK DISTRICT
MINUTES OF THE REGULAR BOARD MEETING
BOARD OF PARK COMMISSIONERS**

September 11, 2013

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, September 11, 2013 immediately following the Special Board meeting at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to notice duly given. President Petry presided over the meeting.

Present: President Joseph Petry, Vice President Alvin Griggs, Commissioners Barbara Kuhl, Jane Solon, and Timothy McMahon, Treasurer Gary Wackerlin and Attorney Guy Hall.

Staff present: Bobbie Herakovich, Executive Director/Secretary, Joe DeLuce, Deputy Director, Andrea Wallace, Director of Finance, J. R. Pope, Superintendent of Planning and Operations, Laura Auteberry, Director of Development & Marketing, Andrew Weiss, Park Planner, Tammy Hoggatt, Human Resources Manager, and Cindy Harvey, Executive Assistant.

Call to Order

President Petry called the meeting to order immediately following the Special Board meeting.

Comments from the Public

President Petry called for comments from the public. There were none.

Communications

President Petry circulated the communications.

Treasurer's Report

Consideration of Acceptance of the Treasurer's Report for the Month of August 2013

Treasurer Wackerlin presented the Treasurer's Report for the month of August 2013. He stated that the Park District's finances have been reviewed and found to be in appropriate order.

Commissioner Solon made a motion to accept the Treasurer's Report for the month of August 2013. The motion was seconded by Vice President Griggs. The motion passed 5-0.

Executive Director's Report

General Announcements

Ms. Herakovich reported that the Leonhard Recreation Center concrete walls will be delivered on September 30, 2013. She stated that hopefully a steel beam signing ceremony can be held the 2nd or 3rd week in October. Staff will notify the Board of the event.

Ms. Herakovich reported that the Park District received \$500 for Kaufman Lake from the Optimist Club and \$5,000 for CUSR from Parkland College Volleyball Team. She also reported that staff is working on a gift agreement that is being reviewed by Attorney Hall for \$10,000 for dressing room naming rights at the Virginia Theatre. Ms. Herakovich stated that the Red Grange event was successful and a big note of thanks goes to Lou Liay and Charlie Finn. Proceeds from the event will net the Champaign Parks Foundation approximately \$18,000 toward the Virginia Theatre restoration.

Ms. Herakovich reported that the request for proposal for the digital project is due this week. She stated that it appears that the UC2B fiber optic will be connected to the theatre very soon. Ms. Herakovich reported that the Park District has been selected to receive the 2013 Helen Doria Arts Award for Arts in the Parks. The Award will be presented at the IAPD Best of the Best Award Gala on September 27, 2013 at the Wheeling Park District.

Report of Officers

Attorney's Report

None

President's Report

President Petry reported that there was an article in The News-Gazette about the proposed Tax Increment Finance District (TIF for Kraft). He stated that staff recopied and distributed the information about the TIF for the Board's review. President Petry asked the Board to consider sending a letter of support to the City of Champaign from the Park District, supporting the idea, and thanking the City for including us in the process. Discussion ensued. It was the consensus of the Board (with Commissioner Solon abstaining) that a letter of support and thank you be sent, but suggesting a limit of no more than 15 years, with the understanding that the City could request an extension if needed.

President Petry suggested implementing a Commissioners Award. The award would be from the Board to recognize a staff member or members for a notable staff effort. Initially, this would be for the individual or individuals involved in the life saving event at Sholem Aquatic Center. President Petry asked if Commissioners were supportive of the idea.

Commissioners Solon and McMahon, and Vice President Griggs were supportive of the idea. Commissioner Kuhl stated that she was only supportive of the idea if there was a process in place with parameters set. Commissioner Solon stated that she agreed with Commissioner Kuhl's comments.

Ms. Herakovich related the current Impact Award which is awarded to employees that go above and beyond their job descriptions.

President Petry suggested that staff work on the process and that any ideas or suggestions be sent to Ms. Herakovich. President Petry also suggested two possibilities for naming the award: Commissioners Excellence Award or the Excellence Achievement Award. Finally, he suggested attaching a monetary amount to the award. He suggested that the item be presented to the Board for discussion at the next regular Board meeting.

President Petry reported that he attended the IAPD Legislative Awareness Picnic in Joliet. The event was an experiment to do something other than a golf outing, and he thought it was successful. He also reported that Ms. Herakovich and he attended the Scott and Donna Anderson fundraising event for the Roger Ebert statue proposed to be placed in front of the Virginia Theatre.

Consent Agenda

President Petry stated that all items on the Consent Agenda are considered routine and shall be acted upon by one motion. If discussion is desired, that item shall be removed and discussed separately. The items are as follows:

1. Minutes of the Special Board Meeting, July 24, 2013
2. Minutes of the Closed Session Meeting, July 24, 2013
3. Minutes of Regular Board Meeting, August 14, 2013
4. Minutes of the Closed Session Meeting, August 14, 2013
5. Approval of the Renewal of an Agreement with Kiwanis Little League for a three year term and authorization for the Executive Director to execute the agreement
6. Approval of the Revised Safety Manual

Commissioner Solon made a motion to approve the Consent Agenda items with clerical corrections to Items No. 6 as suggested by staff. The motion was seconded by Vice President Griggs. The motion passed 5-0.

President Petry stated that he would have preferred to see the edit version of the Safety Manual as he was unable to identify the changes.

New Business

Consideration of Approval of Disbursements as of August 15, 2013

President Petry reported that staff recommended approval of disbursements for the period beginning August 15, 2013 and ending September 11, 2013.

Vice President Griggs made a motion to approve disbursements for the period beginning June 13, 2013 and ending July 10, 2013. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Consideration of Approval to Change the Public Hearing and October Regular Meeting Date

Ms. Herakovich reported that no change in the date of the public hearing and the October Regular meeting date was necessary if Commissioners Solon, McMahon and Kuhl commit to being in attendance on October 9, 2013 as President Petry and Vice President Griggs would be attending the NRPA Congress.

It was determined that a quorum would be available for a meeting October 9, 2013 so no change in the date of the meeting is needed.

Commissioner Kuhl made a motion to approve the public hearing and the regular board meeting be held on October 9, 2013 and a special meeting on October 16, 2013. The motion was seconded by Vice President Griggs. The motion passed 5-0.

Commissioner Solon volunteered to act as President Pro Tem at the October 9, 2013 public hearing and Board meeting.

Consideration of Approval to Transfer Funds to the Bond Proceeds Fund from the General Fund

Commissioner Solon made a motion to approve a transfer of \$500,000 to the Bond Proceeds Fund from the General Fund to cover expenditures until the bond and grant proceeds are received. The motion was seconded by Commissioner McMahon. The motion passed 5-0.

Consideration of Approval of a Resolution Initiating the 2013 General Obligation Bond Issue

Vice President Griggs made a motion to approve a resolution initiating the 2013 General Obligation Bond issue. The motion was seconded by Commissioner Kuhl. The motion passed 5-0.

Consideration of Approval of a Resolution Setting a Public Hearing on Proposed Bond Issue

President Petry reported that staff requested Board approval of a Resolution to set a Public Hearing for Wednesday, October 9, 2013 at 7:00 p.m. at the Bresnan Meeting Center to discuss the issuance of \$1,068,000 of bonds for the purpose of providing funds for capital improvements.

Commissioner Solon made a motion to approve a resolution setting a public hearing on the proposed bond issue for Wednesday, October 9, 2013 at 7:00 p.m. at the Bresnan Meeting Center. The motion was seconded by Commissioner Kuhl. The motion passed 5-0.

Consideration of Approval of the Renewal of an Agreement with JMC Serve, Inc. for Janitorial Services

Commissioner Kuhl made a motion to approve extending the agreement with JMC Serve, Inc. for janitorial services for one year in an amount not to exceed \$55,464 and authorization for the Executive Director to execute the agreement. The motion was seconded by Vice President Griggs. The motion passed 5-0.

Consideration of Approval of a List of Firms for On-Call Engineering Services

Vice President Griggs made a motion to approve the list of firms for on-call engineering services for the next three years as presented by staff. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Consideration of Approval of a Bid for General Concrete

Vice President Griggs made a motion to approve accepting the low bid from A&R Services, Inc. in the amount of \$66,728, and authorizing the Executive Director to enter into a contractual agreement for the work. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Consideration of Approval of a Bid to Replace the Operations West Shed Roof

Vice President Griggs made a motion to approve accepting the low, responsive bid of \$28,980 from Adkisson Construction Contractors, and authorizing the Executive Director to enter into a contractual agreement for the work. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Consideration of Approval of a Bid for Replacement of Light Fixtures in West Side and Mayfair Parks

Mr. Pope reported that the new fixtures will be similar to the existing fixtures. Board members asked staff to make sure that new lights have the same amount of wattage that currently exists in Mayfair Park because it is surrounded by homes.

Commissioner Solon made a motion to approve awarding the bid to purchase light fixtures in West Side and Mayfair Parks and authorizing the Executive Director to execute a contract to purchase the Metal Halide Light Fixtures from the responsive bidder for a total of \$67,000. The motion was seconded by Vice President Griggs. The motion passed 5-0.

Consideration of a Bid for Replacement of the Gutter and Downspout System on the Douglass Center

Commissioner Solon made a motion to approve a bid for replacement of the gutter and downspout system on the Douglass Center to Advanced Wayne Cain & Sons Roofing and Sheet Metal, Inc. for a total cost of \$36,755. The motion was seconded by Vice President Griggs. The motion passed 5-0.

Consideration of a Bid to Purchase and Install an Aquatic Structure

Ms. Herakovich reported that the structure will replace the existing buckets and will include slides as well as buckets. She stated funds will be used from savings on other projects.

Vice President Griggs made a motion to approve accepting the low bid of \$191,000 from Vortex Midwest and authorizing the Executive Director to enter into a contractual agreement. The motion was seconded by Commissioner Kuhl. The motion passed 5-0.

Comments from Commissioners

Commissioner Kuhl commented on the process for the executive search. She hopes the process will become a bit more efficient, progress faster and not be as labor intensive. President Petry agreed that the process is pretty intense and feels that it may not need to be as lengthy as anticipated. Commissioner Kuhl favors streamlining the process if possible.

Closed Session

No Closed Session was held.

Adjourn

There being no further business to come before the Board, Vice President Griggs made a motion to adjourn the meeting. The motion was seconded by Commissioner Solon. The motion passed unanimously and the meeting was adjourned at 8:36 p.m.

Approved:

Jane L. Solon, President Pro Tem

Cindy Harvey, Assistant Secretary