

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

**September 25, 2013**

The Champaign Park District Board of Commissioners held a Special Board Meeting on Wednesday, September 25, 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 and Jane Solon, Treasurer Gary Wackerlin and Attorney Guy Hall.

Absent: Commissioner Timothy McMahon

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

## **Call to Order**

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

## **CPD Highlights**

Commissioner Griggs presented highlights of his long history of park involvement which started in elementary school, continued through high school and college, where he received a degree in Physical Education and Recreation, to his current position as a park commissioner. He recapped the history of the development of the Robert Porter Family Park. Commissioner Griggs reported on the first meeting with Dennis Schmidt to discuss the prospective park and how the Urbana-Champaign Sanitary District, Porter Family and Park District reached an agreement on the land amount and cost. Planning started and grant funds were applied for and received. He also reported that he was involved with the Park District with regard to the Virginia Theatre acquisition and planning from the beginning. Commissioner Griggs stated that he has had and continues to have a positive experience with the Champaign Park District.

## **Comments from the Public**

None.

## **Action Items**

### Consideration of Approval of a Request for Proposal for a Digital Cinema Projection System

Ms. Herakovich presented the staff report. She reported that the Park District received non-responsive bids for this project but later sought requests for proposals due to unaddressed wiring needs to allow the Virginia Theatre to show old classic films as well as digital films. She updated the Board on the difference between soliciting request for proposals and bids. Ms. Herakovich reported that Full Aperture Systems, Inc. renovated and installed the 25 mm projector at the Theatre in 2000. She stated that staff recommends accepting the request for proposal from Full Aperture Systems, Inc. in the amount of \$168,145.06 and authorizing the Executive Director to enter into a contract for the project.

Commissioner Solon made a motion to approve authorizing the Executive Director to enter into a contract with Full Aperture Systems, Inc. for the design, purchase, installation and wiring of a digital projection system in the amount of \$168,145.06 for the Virginia Theatre. The motion was seconded by Vice President Griggs. The motion passed 4-0.

Ms. Herakovich noted that Full Aperture Systems, Inc. is donating a 4k Core Digital Cinema Projector at a cost of \$47,200.

#### Consideration of Approval of a Request for an Easement at Robeson Meadows West Detention

Ms. Herakovich reported that the City of Champaign is requesting an easement at Robeson Meadows West Detention. She stated that the City is in the design phase of a project to widen Windsor Road from Briar Cliff Drive to Fields South Drive in 2014. The widening project will involve dedicated bicycle lanes and sidewalks on both sides of Windsor Road.

Mr. Weiss indicated the request is for a temporary construction easement, which will take approximately two months.

Commissioner Solon made a motion to approve a request for an easement at Robeson Meadows West Detention. The motion was seconded by Vice President Griggs. The motion passed 4-0.

President Petry suggested that the agenda be reordered to discuss the proposed Commissioners Excellence Award. There were no objections from the Board.

#### Commissioners' Excellence Award

President Petry reported that he was asking for feedback to determine if the proposed Commissioners' Excellence Award as suggested by staff was acceptable conceptually.

Ms. Herakovich reported that the Board discussed the possibility of a Commissioners Excellence Award at the August 21, 2013 Board meeting. She stated that this discussion came about as a result of a recent incident at Sholem Aquatic Center where a drowning was prevented. Ms. Herakovich provided a draft policy with revisions as suggested by Attorney Hall for Board discussion. She stated that the policy as written would enable the Board to recognize employees, volunteers or residents.

Discussion ensued about placing names on a plaque in the lobby, the procedures and process for nominating individuals for a Commissioners Excellence Award, and whether the individual should receive a certificate or plaque or monetary award. After lengthy discussion, it was decided that the lifeguards involved in the recent incident at Sholem Aquatic Center be presented Commissioners' Excellence Award certificates and \$50 gift certificates. It was also decided that the Board and staff continue to work on formalizing the policy and procedures governing the Commissioners' Excellence Award, that it be limited to employees, and that a Commissioners' Excellence Award plaque be placed in the lobby.

#### Consideration of Approval Awarding a Commissioners' Excellence Award

Commissioner Solon made a motion to approve awarding a Commissioners' Excellence Award to the lifeguards involved in the preventative drowning incident at Sholem Aquatic Center and that each individual receive a \$50 gift certificate. The motion was seconded by Vice President Griggs. The motion passed 4-0.

## **Discussion Items**

### Illinois Metropolitan Investment Fund Update

Ms. Wallace presented an update on the Park District's investment in the Illinois Metropolitan Investment Fund (IMET). She reported that the Park District joined the Illinois Metropolitan Investment Fund in 2009 and invested in the 1-3 Year Fund and the Convenience Fund. Ms. Wallace reported that the Board may want to consider investing more into the IMET Convenience Fund rather than the Illinois Fund, and possibly consider doing so with regard to CD's that are approaching maturity, if the interest rates do not improve.

Discussion ensued. The Board asked staff to work with Treasurer Wackerlin and make a recommendation for Board consideration on moving funds.

### Purchasing Card Procedure

Ms. Wallace reported that staff has been researching a purchasing card (P-card) program for the majority of Park District purchases. CIB/Elan, PNC, Chase and Commerce Bank are the only banks in the area which provide P-card programs. She reported that after researching the various programs, staff determined that Commerce Bank was able to meet the Park District's needs. Ms. Wallace reviewed the primary reasons for implementing this program. She stated that staff has received a preliminary contract which has been reviewed by an attorney with Robbins Schwartz and Commerce Bank. A resolution for the attorney's review is in progress such that the formal agreement can be presented to the Board for formal consideration at the October Board meeting.

Discussion ensued about fees involved, impact on vendors, and whether a request for proposal was requested for the P-card program. Staff will follow up and provide feedback to questions posed by the Board.

### Treasurer Departed

Treasurer Wackerlin departed meeting at 6:50 p.m.

### Spalding Park Conceptual Design Ideas

Ms. Herakovich recapped the response by residents to the Needs Assessment conducted by Leisure Vision for Spalding Park. She reported that 47% of the neighbors wanted to see more walking paths; 46% a swimming pool; and other amenities mentioned included picnic shelters, large playground, ballfield, basketball court, spray water, playground and skatepark. Discussion ensued. Ms. Herakovich presented background information about the proposed conceptual plans for Spalding Park, money allocated toward redevelopment of the Spalding and Douglass Parks, and the future aquatic study completed in January 2013. She stated that the demolition of Spalding pool was completed in March 2013. Discussion occurred about extra revenue for Spalding Recreation Center in April 2013. Since that time staff has conducted studies and looked at different opportunities for Spalding Park. Ms. Herakovich updated the Board about communications with an individual interested in putting a BMX course in Spalding Park. She reported that staff met with Caius Jennison with Farnsworth Group to discuss the Spalding Recreation Center and Park. Mr. Jennison informed the staff that the recreation center was nearing its life expectancy. He provided conceptual designs for the park. Ms. Herakovich noted that this was a discussion item only.

Andrew Weiss presented three prospective Spalding Park master plan ideas. All three master plans concepts included estimates or opinions of costs. One plan, dated June 2012, was developed internally by Mr. Weiss and former park planner Terri Gible, while the other two were developed by Farnsworth Group (Caius Jennison) in August of 2013. The plan developed by Mr. Weiss and Ms. Gible centered on expanded park pathway connections, a spray ground,

and expanded playground and skate area. The two plans developed by Farnsworth Group were identical in programming, but differed in their formal arrangement. The two plans developed by Farnsworth Group also included a spray ground, expanded playground and skate area, as well as a 20,000 square foot recreation building.

Discussion ensued about the conceptual plans and the amenities that should be included in Spalding Park. The Board shared comments and views for redevelopment of Spalding Park. Staff addressed questions and comments posed by the Board. The Board favors improving Spalding Park, including the possibility of a multi-purpose building to use for various sports and activities.

### **Comments from Commissioners**

Commissioner Kuhl updated the Board on the Focus Group list. She stated that an open invitation has been sent regarding a session that will be held at the Bresnan Meeting Center on October 1, 2013 at 7 p.m. Commissioner Kuhl indicated that Commissioners are welcome to attend the session if desired. Staff asked the Commissioners to let them know if they planned to attend so a notice could be posted. Commissioner Kuhl discussed having the Commissioners follow up with potential invitees. She also reported that the staff has worked with HYA on the position announcement. Commissioner Kuhl stated that the survey is available on the Park District's website for residents to provide feedback. She stated that the goal is to remain on schedule and possibly by the end of November make a decision on the new executive director. Discussion issued.

Staff was directed to post a notice of Commissioners attendance at the Open Forum scheduled for October 1, 2013 at 7 p.m.

President Petry thanked Commissioner Kuhl and staff for their efforts during this process.

### **Closed Session**

Commissioner Solon made a motion as set forth below to convene in Closed Session. The motion was seconded by Vice President Griggs. The motion passed 4-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Vice President Griggs – yes; President Petry – yes; and Commissioner Kuhl – yes. The Board convened in Closed Session under the Illinois Open Meetings Act, specifically 5 ILCS, Par. 120/2(c)(1) for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body; and (c)(11) litigation affecting the public body that has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent.

### **Reconvene into Open Session turn to Regular Meeting**

Following the adjournment of the Closed Session, the Board reconvened in open meeting.

### **Adjourn**

There being no further business to come before the Board, Commissioner Solon made a motion to adjourn the meeting. The motion was seconded by Vice President Griggs. The motion passed unanimously and the meeting was adjourned at 7:50 p.m.

Approved:

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Joseph A. Petry, President

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Bobbie Herakovich, Secretary