

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

January 8, 2014

The Champaign Park District Board of Commissioners held a Regular Meeting on Wednesday, January 8, 2014 at 7:00 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: Joseph DeLuce, Executive Director, J.R. Pope, Superintendent of Planning and Operations, Laura Auteberry, Marketing and Development Director, Andrew Weiss, Planner, Megan Kuhlenschmidt, Sports & Aquatics Manager, Tony Oligney-Estill, Facilities Supervisor, and Cindy Harvey, Executive Assistant.

Other staff and members of the public were present.

Call to Order

President Petry called the meeting to order at 7:00 p.m.

CPD Highlights

Commissioner Solon stated that staff has done a good job of clearing the paths in our parks. She appreciated the e-mail letting the Commissioners know that the Park District was going to be closed on Monday.

Commissioner McMahon commended Mr. DeLuce on his first days on the job. He stated that communication has been excellent and that it has been a smooth transition.

President Petry and Commissioner Kuhl stated that they received positive comments on selecting Mr. DeLuce as Executive Director.

Comments from the Public

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

Communications

President Petry circulated the communications.

Appointment of Officer

Appointment of Secretary and Assistant Secretary

Commissioner Kuhl made a motion that Cindy Harvey be appointed as Secretary of the Champaign Park District. The motion was seconded by Vice President Griggs. There were no other nominations. The motion passed 5-0.

Commissioner Kuhl made a motion that Joseph DeLuce be appointed as Assistant Secretary of the Champaign Park District. The motion was seconded by Vice President Griggs. There were no other nominations. The motion passed 5-0.

Attorney Hall then administered the Oaths of Office to Secretary Cindy Harvey and Assistant Secretary Joseph DeLuce.

Treasurer's Report

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

President Petry reported that for reasons beyond Finance Director Andrea Wallace's control, the Treasurer's Report for December 2013 was not prepared for Board's acceptance.

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

President Petry recommended that Item No. 11, "Consideration of Approval of a Request for Proposal for the Existing Leonhard Recreation Center" be moved up on the agenda after Report of Officers. There were no objections from the Board.

Executive Director's Report

Volunteer of the Month

Ms. Kuhlenschmidt reported that Matt Champion was chosen as Volunteer of the Month for December. Mr. Champion was chosen for volunteering to coach youth basketball. He was unable to attend the meeting and will be presented with a certificate of appreciation and a bag of goodies at a later date.

General Announcements

Mr. DeLuce reported that the Illinois Department of Natural Resources has notified the Park District that it has been approved for a reimbursement \$1,250,000 for the Leonhard Recreation Center.

Mr. DeLuce reminded the Board that the 2014 IAPD/IPRA Annual Conference will be held January 23-25, 2014. He asked the Commissioners to let him know if they plan to attend the Awards Luncheon. Mr. DeLuce also reported that President Petry will be sworn in as chair of the IAPD Board of Trustees at the Business Meeting on Saturday at 3:30 p.m.

Mr. DeLuce distributed the updated organization chart and a report on the history of full-time and part-time positions the Park District has had the past two years. Also on the table was an updated memo for Change Order No. 3 for the Sunset Ridge. The report includes language as recommended by Attorney Hall.

Report of Officers

Attorney's Report

None

President's Report

President Petry suggested that as part of the new Executive Director orientation Mr. DeLuce and he meet with each Commissioner individually. There would only be three individuals meeting at a time over the next 2 to 3 weeks. The idea is to address expectations and establish good clear communication. After those meetings are concluded there will be a summary of that information. There will then be a discussion with Mr. DeLuce to summarize an understanding among everyone about performance and expectations going forward. It was the consensus of the Board to move forward as proposed.

President Petry reported that as part of his IAPD duties he visited the Urbana Park District (UPD) to thank them for their support of the Illinois Association of Park Districts (IAPD). He noticed that UPD videotapes its meetings, which are aired on the Urbana Public TV. President Petry stated that as a part of a move to increase transparency he thought that was something the Park District should consider. He asked for comments from the Commissioners.

Commissioner Solon stated that she is not in favor of airing the meetings on TV. Commissioner Kuhl did not object discussing the option. Vice President Griggs questioned whether the UPD tapes were used and whether there would be costs associated with airing meetings on TV. Commissioner McMahon did not object to exploring the matter; however, he questioned whether it was worth the added expense.

President Petry suggested that staff be authorized to provide the Board with details about airing meetings on TV. Discussion ensued. There was consensus by the Board to have staff follow up and provide the Board with options. It was also suggested that staff follow up with UPD to find out the number of people who watch their aired meetings and gather information from other park districts.

New Business

President Petry reported that there was no objection from the Board to reorder the agenda to consider or approve Item 11.

Consideration or Approval Awarding a Request for Proposal (RFP) for Existing Leonhard Recreation Center

Mr. DeLuce reported that the Board directed staff to seek proposals for a community partner to utilize the existing Leonhard Recreation Center in a manner that will benefit the residents of the Park District. Four proposals were received in the response to the RFP: Champaign-Urbana Special Recreation (CUSR), Standard High Volleyball, The Cage, LLC, and the Champaign Table Tennis Club. Mr. DeLuce reported that CUSR withdrew its proposal. He reviewed the criteria that the Park District was seeking in a partner, which included a partner that will provide compatible programming and services complimentary to the Park District but not directly compete with its services. Such a partner would service the most residents and have the ability to rent or cover all anticipated costs of operation. An evaluation committee comprised of Mr. Pope, Ms. Wallace, Planner Max Giese and Mr. DeLuce evaluated each proposal. Each respondent presented their proposal to the committee.

Mr. DeLuce noted that Shawn Tabeling, The Cage, LLC, and Brian Evans, Champaign County Table Tennis Club, were in attendance at the meeting. He highlighted the proposals submitted by the proposers. He reported that the review committee agreed that The Cage, LLC submitted the best overall proposal. Mr. DeLuce stated that the Board has the option to accept one of the proposals or the option to reject all proposals, and direct staff to have the building demolished, and possibility pursue the option to develop a tennis support facility. Staff was seeking Board direction.

Shawn Tabeling and Brian Evans addressed the Board about their proposals for use of the Leonhard Recreation Center. Discussion ensued.

Staff responded to questions and comments from the Board. After discussion, there was a general consensus that the Board favored the proposal submitted by The Cage, LLC. However, no final decision would be made until questions raised by the Board were answered. The Board directed staff directed to follow up on questions posed including addressing public perception, lease options, rental or sharing revenue option, insurance requirements, type of business, tax roll status, and naming rights for the building. The Board is not interested in any additional expenses for the Park District. This item will be placed on the February 12, 2014 Board agenda for consideration or approval.

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 addressed separately. The items are as follows:

1. Approval of Minutes of the Special Board Meeting, November 22, 2013
2. Approval of the Minutes of the Closed Session Meeting, November 22, 2013
3. Approval of the Minutes of the Special Board Meeting, November 23, 2013
4. Approval of the Minutes of the Closed Session Meeting, November 23, 2013
5. Approval of the Minutes of the Special Board Meeting, November 24, 2013
6. Approval of the Minutes of the Closed Session Meeting, November 24, 2013

7. Approval of Minutes of the Special Board Meeting, December 4, 2013
8. Approval of Minutes of the Closed Session Meeting, December 4, 2013
9. Approval of Minutes of the Special Board Meeting, December 9, 2013
10. Approval of Minutes of the Closed Session Meeting, December 9, 2013
11. Approval of Minutes of the Regular Board Meeting, December 11, 2013

Commissioner Solon made a motion to approve the Consent Agenda items. The motion was seconded by Vice President Griggs. The motion passed 5-0.

New Business

Consideration of Approval of Disbursements as of December 12, 2013

President Petry reported that staff recommended approval of disbursements for the period beginning December 12, 2013 and ending January 8, 2014.

Commissioner Solon made a motion to approve disbursements for the period beginning December 12, 2013 and ending January 8, 2014. The motion was seconded by Vice President Griggs. The motion passed 5-0.

Approval Authorizing Staff to Apply for a Public Museum Grant

Ms. Auteberry presented the staff report. She reported that the Illinois Department of Natural Resources has announced the next round of capital grants under the Illinois Public Museum Capital Grants Program. She discussed the eligibility requirements for applying for the grant. Ms. Auteberry reported that the deadline for submitting the grant is February 3, 2014 by 5 p.m. The maximum grant award for qualifying projects is \$750,000 and no match is required. Changes that have been implemented include a new application fee with a minimum fee of \$100 and a maximum fee of \$300, and a new Grant Award fee equaling 1% of total award which is a reimbursable expense. Ms. Auteberry stated that staff recommended approval to pursue a Public Museum Grant in the amount of \$750,000 for the following Virginia Theatre projects: sound equipment at a cost of \$450,000; lighting at a cost of \$140,000; men's restroom (main level) at a cost of \$134,000.

In response to a question by Commissioner Solon, Mr. DeLuce stated that the Park District does not have to continue to use the current architect.

President Petry reported that the Illinois Association of Park Districts was instrumental in getting the reimbursable fees reduced. Discussion ensued.

President Petry asked if it was possible to submit multiple applications per agency. Ms. Auteberry stated that she will find out if it is possible.

Commissioner Solon made a motion to approve authorizing staff to apply for a Public Museum Grant up to \$750,000 for Virginia theatre renovation. The motion was seconded by Vice President Griggs. The motion passed 5-0.

Approval of Summer 2014 Part Time Position Pay Rates

Ms. Hoggatt presented the staff report. She reported that annually staff request Board approval of part-time position pay rates. Ms. Hoggatt presented the history of pay rates since 2010. She reported that the proposed changes from 2013 to 2014 seasonal positions include the additional of two positions: the head lifeguard and the day camp leader II. Another change include the elimination of the scorekeeper position as the duties will be absorbed by the sports officials which will result in a savings to the Park District. Ms. Hoggatt reported staff recommended increasing the pay rates for day camp staff, the assistant director position at Prairie Farm and soccer officials. She also reported that staff is recommending increases to the CUSR camp positions, inclusion assistant and sports and community program leader positions. The CUSR proposed increase will need to be approved by the CUSR Administrative Board. No additional pay rates increases are recommended. Pay rates for returning seasonal staff have not been increased since 2009 and will likewise not increase for 2014.

Commissioner Solon noted an error in the report for the day camp leader 2014 pay rate cap amount. Ms. Hoggatt stated that the pay rate cap should be \$9.

Commissioner Kuhl made a motion to approve the summer 2014 part-time position pay rates. The motion was seconded by Vice President Griggs. The motion passed 5-0.

Approval of the Ratification of Change Order Nos. 1-2 to the Sunset Ridge Park Contract

President Petry reported that staff was requesting approval of the ratification of Change Order No. 1 as it relates to additional interpretive signs at a cost of \$2,147 and Change Order No. 2 as it relates to the wetland plugs at a cost of \$27,796 to the Sunset Ridge Park contract as the work is germane to the original project and in the best interest of the Park District.

Mr. Weiss presented background on Change Order Nos. 1 and 2. He reported that the original contract called for one interpretive sign and that a change order was issued to design, furnish, and install two additional signs to meet the standard set by Porter Family Park's walking path for Sunset Ridge Park. This brings the total signs in Sunset Ridge Park to three. Mr. Weiss reported that the original IDNR OSLAD grant application was for \$720,000. The winning bid was \$25,950 below that mark. He stated that a change order was issued to use the difference to upgrade the plant material from seeds to plugs in the wetland area. Mr. Weiss addressed the timeline in getting this project completed. Discussion ensued.

Attorney Hall noted that the Board was ratifying previous action. Commissioners Solon and Kuhl stated that change orders over \$20,000 should be approved by the Board. Mr. Hall discussed the laws related to change orders.

Commissioner Kuhl made a motion to approve the ratification of Change Order Nos. 1-2 to the Sunset Ridge Park contract. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Approval of Change Order No. 3 to the Sunset Ridge Park Contract

President Petry reported that staff requested approval of Change Order No. 3 as it relates to native area maintenance and management for a total deduct of \$30,000 as this work is germane to the original contract as signed, in the best interests of the Park District and not reasonably foreseeable at the time the contract was signed. Authorization would be for the Executive Director to execute the change order, and authorization for staff to investigate entering into a maintenance contract with Rainey Nursery directly.

Mr. Weiss presented the background on Change Order No. 3. He reported that staff would like to pursue a maintenance contract directly with Rainey Nursery. He stated that this will allow the Park District to present final billing to IDNR. Discussion ensued.

Commissioner Solon made a motion to approve Change Order No. 3 to the Sunset Ridge Park contract. The motion was seconded by Commissioner McMahan. The motion passed 5-0.

Approval of the Ratification of Change Order Nos. 5-8 to the Virginia Theatre Projector Room Contract

Staff is requesting approval of Change Order No. 5 as it relate to plaster substrate modifications at projection room windows at a cost of \$1,455; Change Order No. 6 as it relates to encapsulating the tile areas at a cost of \$375; Change Order No. 7 as it relates to installing a new acoustical door and frame at a cost of \$2,323; and Change Order No. 8 as it relates to an expanded viewport at a cost of \$2,955 as it this work is germane to the original project, in the best interests of the Park District and unforeseen at the time the contract originated. Discussion ensued. The net amount of the change orders is \$7,108.00.

Commissioner Solon made a motion to approve the ratification of Change Order Nos. 5-8 to the Virginia Theatre projector room contract. The motion was seconded by Vice President Griggs. The motion passed 5-0.

Approval of the Ratification of Change Order Nos. 9-15 to the Leonhard Recreation Center Contract

President Petry reported that staff requested approval of Change Orders as follows: Change Order No. 9 as it relates to scoreboard ad panels at a cost of \$1,426; Change Order No. 10 as it relates to fire alarm

transmitter at a cost of \$1,361; Change Order No. 11 as it relates to staff office plumbing at a cost of \$3,309; Change Order No. 12 as it relates to exterior signage at a cost of \$5,098; Change Order No. 13 as it relates to donor brick substrate at a cost of \$1,150; Change Order No. 14 as it relates to concrete floors in a credit of \$5,823; and Change Order No. 15 as it relates to damp proofing in a credit of \$1,296 as it this work is germane to the original project, unforeseen at the time the contract originated and in the best interests of the Park District. Discussion ensued. Commissioner Kuhl stated she would like to see the signage change shop drawings for the Leonhard Recreation Center. The net amount of the change orders is \$5,225.00

Vice President Griggs made a motion to approve the ratification of Change Order Nos. 9-15 to the Leonhard Recreation Center contract. The motion was seconded by Commissioner McMahan. The motion passed 5-0.

Approval of Bids for Mowing Services

Mr. Pope reported that the Park District solicits bids annually for contract mowing services for various parks. He stated that staff requested the Board accept bids as proposed by staff and authorizes the Executive Director to enter into contracts with the low bidder on each respective site for mowing services as presented. He also recommended that the Board authorize the Executive Director to enter into a contract with the next lowest responsive bidder in the event of a contractor forfeiting his contract prior to its completion for the remainder of the original contract.

Vice President Griggs made a motion to approve authorizing the Executive Director to enter into contracts for mowing services with the low bidder on each respective site, and in the event a contractor forfeits a contract prior to its completion, authorizing the Executive Director to enter into a contract with the next lowest responsive bidder for the remainder of the original contract. The motion was seconded by Commissioner McMahan. The motion passed 5-0.

Approval of Bids for 2014 Bedding Plants

Mr. Pope reported that the Park District solicits bids annually for the bedding plants. Staff is requesting that the Board accept the bids and authorize the Executive Director to execute contracts to purchase 2014 bedding plants as follows: Park Flower Order for 2,626 flats to Connie's Country Greenhouse for a total of \$37,058.00; Flower Island Order #1 for 2,314 flats to Jones Country Gardens for a total of \$35,664.25; and Flower Island Order #2 for 704 flats to Country Arbors Nursery for a total of \$9,211.00. The total cost of the three recommended orders for 2014 will be \$81,933.25 and funds will be allocated in the FY14-15 operating budget.

Commissioner Solon made a motion to accept the bids for 2014 bedding plants as stated above and authorize the Executive Director to execute contracts. The motion was seconded by Vice President Griggs. The motion passed 5-0.

Approval of Bid for Fitness Equipment for the new Leonhard Recreation Center

Ms. Kuhlenschmidt reported that staff is requesting that the Board accept the bid and authorize the Executive Director to enter into a contract with the lowest responsible bidder, ProMaxima, for the Strength Equipment (alternate) for a total cost of \$3,094, and accept the bid and authorize the Executive Director to enter into a contract with the second lowest responsible bidder, LifeFitness, for the Cardio Equipment and Circuit Weight Equipment for a total of \$55,293.27.

Commissioner Kuhl made a motion to approve the bids as stated above. The motion was seconded by Vice President Griggs. The motion passed 5-0.

Old Business

None

Discussion Items

None

Comments from Commissioners

Vice President Griggs thanked Commissioner Kuhl for taking the lead as the liaison during the executive search process. Commissioner Kuhl noted that it was a pleasure. She stated that the Board deserved a hand as well. Commissioner Kuhl stated that she thinks the Board Members learned a lot and became better Commissioners with a stronger Park District as a result.

Commissioner Kuhl referenced the new organizational chart. She congratulated staff members for what they have done and what they have to do going forward. Commissioner Kuhl stated that she looks forward to working with staff. She suggested that in the future the Board have a meeting session with the management team to bond and understand each other's perspectives.

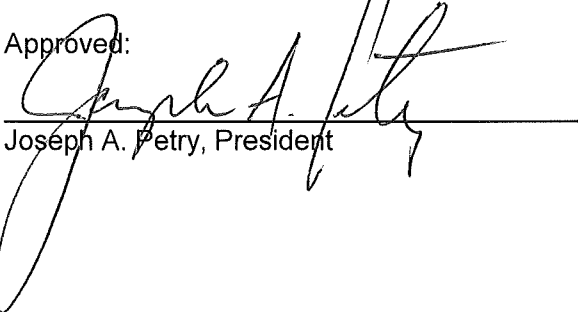
Reconvene into Closed Session

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 McMahon. The motion passed unanimously and the meeting was adjourned at 8:24 p.m.

Approved:



Joseph A. Petry, President



Cindy Harvey, Secretary