

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

**April 23, 2014**

The Champaign Park District Board of Commissioners held a Special Meeting on Wednesday, April 23, 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 and Jane Solon, Treasurer Gary Wackerlin and Attorney Guy Hall.

Absent: Commissioner Timothy McMahon.

Staff: Joseph DeLuce, Executive Director, Andrea Wallace, Director of Finance, J.R. Pope, Director of Operations, Megan Kuhlenschmidt, Director of Recreation, Tammy Hoggatt, Director of Human Resources, Kevin Crump, Director of Planning, Design and Construction, Cindy Harvey, Assistant to the Executive Director/Board Secretary, and Stacey Cornell, Administrative Specialist.

**Call to Order**

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

**CPD Highlights**

President Petry thanked the staff for politely and respectfully insisting on the parking area at the new Leonhard Recreation Center. It is certainly of value to the facility.

**Comments from the Public**

Tom Lockman, 3798 Thornhill, Champaign, addressed the Board as the attorney for the Champaign Unit 4 School District. Also in attendance were Laurie Bonnett, School Board President, and Matt Foster, Executive Director of Business Services for the School District. Mr. Lockman discussed School District's growing enrollment and the capacity issues it has created for their facilities. He spoke of Unit 4's interest in exploring opportunities related to Spalding and Dodds Parks and how those might be able to fit into the School District's future facility needs. Unit 4 is committed to examining all of its options and welcomes the opportunity to engage in a collaborative conversation with the Park District to that end.

President Petry reported that he and Mr. DeLuce were meeting with Ms. Bonnett and Superintendent Judy Wiegand on April 24, 2014.

**Action Items**

Approval of a Request for Proposal for Website Redesign

Ms. Hoggatt presented the staff report. Mr. DeLuce and she responded to questions from the Board. Once the website has been completed, the Park District can choose an ongoing maintenance program or use the company on an hourly basis. The new website would be hosted off-site. Training for staff is included in the initial fee. She stated that the Park District would own the rights to the site content.

Commissioner Kuhl suggested stringent procedures and policies be adopted with more staff having access to the site. Ms. Kuhlenschmidt reported that marketing will develop a style guide.

Ms. Hoggatt reported that there should be no down time when the switch to the new website is made. The planned "go live" date is October 15, 2014.

Commissioner Griggs made a motion that the Board authorize the Executive Director to negotiate an agreement with Thunderstruck Design to update the Champaign Park District's main website as well as redesign the Virginia Theatre website. The motion was seconded by Commissioner Solon. The motion passed 4-0.

#### Approval of Amended 2014-15 Capital Budget

Ms. Wallace presented the staff report and responded to questions from the Board. Since the 2014-15 capital budget was approved on February 12, 2014, additional information has become known thereby allowing the modification and adjustment of the approved CIP document. Data was updated regarding projects slated to be completed this fiscal year that will not be and thus be added to the 2014-15 schedule as carry forward items. Most notable was the decision not to demolish the existing Leonhard Recreation Center, with those funds being redirected for park trails and pathways.

Commissioner Kuhl requested discussion on the goal and mission of the Champaign Parks Foundation. She questioned whether it was an appropriate allocation for Foundation funds to be used for repairs of a statue. Commissioner Solon reported that she did ask the Foundation Board why they would approve \$15,000 for Prayer for Rain maintenance, but not allocate funds for maintenance of the Roger Ebert statue. Commissioner Kuhl sees the Foundation as an endowment to set aside money for buying land. Commissioner Solon reported the Foundation's thought process was the Prayer for Rain appropriation was a one-time expense that was necessary to keep a statue in West Side Park looking good. The Foundation did not want to put money in a special fund for the maintenance of the Ebert statue. However, they are not opposed to putting money aside for park land. Commissioner Solon stated that currently the Foundation's focus is on raising money for program scholarships.

Ms. Wallace explained that the \$650,000 listed for Douglass Park was an expenditure, and therefore the full amount was recorded as an expenditure irregardless of any grant money received. Since the project will be bid out in several components, staff can prioritize the amenities and select the most desirable to keep within budget. Ms. Wallace reported that carry-over funds of \$115,000 have also been set aside for either Douglass Park lighting or Parkland Way repaving out of the Paving and Lighting Fund.

Ms. Wallace reported that the CUSR fund increased partly due to matching current tax year revenue assigned to ADA. It will be used to further implement the ADA transition plan. She stated that originally the work was going to be completed contractually, but that the decision was made to hire a part time person to complete the work. The Park District has many ADA items that need to be addressed. Ms. Wallace reported that aside from the \$400,000 that went toward construction of the new Leonhard Recreation Center, there remains approximately \$1 million budgeted for ADA improvements. Mr. Pope reported that it has been difficult to use existing staff to complete the work due to workloads.

Commissioner Kuhl suggested in the future the Capital Budget be identified as the Capital Plan.

Vice President Griggs made a motion to approve the revised 2014-2015 Capital Improvement Budget. No changes were made to the 4-year plan through fiscal year 2018-2019, previously approved at the February 12, 2014 meeting. The motion was seconded by Commissioner Kuhl. The motion passed 4-0.

#### Approval of Purchase of Vehicles through the Illinois Joint State Purchasing Program

Mr. Pope presented the staff report and responded to questions from the Board. He reported that warranty work does not have to be completed where the vehicle was purchased, but may be completed at any manufacturer dealership during the warranty period. The warranty is

based on the product and not location of purchase. Mr. Crump stated that in the past, the bids received were lower than the Illinois Joint State Purchasing Program price with Geiser Ford usually being the lowest. That is not the case this year as indicated in the two quotes received.

Vice President Griggs made a motion to approve purchases through the Joint Purchasing Program as follows: one (1) replacement Ford F-450 with a Forestry Dump Body from Bob Ridings at a cost of \$47,016.00 and two (2) new Ford F-150 trucks from Wright Automotive at a cost of \$17,159.00 each for a total of \$34,318.00. The total cost of the purchase is \$81,334.00. The motion was seconded by Commissioner Solon. The motion passed 4-0.

Approval of Ordinance No. 579: An Ordinance Providing for the Disposal of Personal Property Owned by the Champaign Park District of Champaign County

Mr. Pope presented the staff report. He reported that that Ordinance No. 579 would allow for disposal of two vehicles no longer useful to the Park District.

Commissioner Solon moved that the Board adopt Ordinance No. 579: An Ordinance providing for disposal of personal property owned by the Champaign Park District, which will allow for the disposal of one 1989 GMC Sierra with Dump Body and one 1997 Ford Ranger. The motion was seconded by Vice President Griggs. The motion passed 4-0.

**Discussion Items**

FY 14-15 Budget Presentation

Ms. Wallace presented the staff report and responded to questions from the Board. She reported that the assessed value decreased 1.67% to the lowest it has been since 2007 EAV levels. The biggest decrease was in farm land which fell 50%. President Petry noted the Park District's Tax Rate was \$0.7645 for 2013 and that it has continually risen the past five years. Ms. Wallace explained that much of the increase is related to the debt service on refunded bonds. In addition, the tax rate formula is based such that as the assessed value decreases the tax rate increases. Mr. DeLuca stated Urbana's tax rate is at \$1.18. The Consumer Price Index increased 1.7%.

Ms. Wallace reported that the current year's primary focus was tying the budget to the strategic plan goals and Board initiatives while continuing to move towards a program budget. She reported that 75% of marketing expenditures were moved out of the general fund and into recreation and museum funds as the majority of marketing time is related to advertising programs. Additionally, 25% of operations expenditure was moved to reflect maintaining facilities for programming.

Ms. Wallace reported that general fund expenditures decreased slightly, while recreation and museum funds increased slightly. In trying to maximize efficiencies within the Park District, more is being invested in IT and contractual work. She reported that included within this is the website and possible new accounting software to help with getting reporting completed more timely and efficiently rather than using a manual process. Other substantial initiatives are the projects of Douglass Park redevelopment and possibly Spalding. In addition, staff is focusing on making the program revenue goal of 125% of direct costs. Ms. Wallace noted that some barriers to watch are the increase in health insurance, benefit costs, decreasing assessed values and the economy in general.

Ms. Wallace reported that the beginning fund balance reserve for May 1, 2014 is estimated at \$9,032,161. She stated that the budgeted revenues for FY 2014/2015 are \$15.9 million with expenditures about the same. The projected reserve on April 30, 2015 is expected to be \$9,109,079 with a net increase of \$76,918 if everything budgeted is spent.

Ms. Wallace presented an overview of the general, recreation and museum funds. She stated that the general fund decreased slightly from prior year in revenues and expenditures due to capital grant money having been moved to other funds. Expenditures increased over \$1 million from the prior year budget due to repairs and maintenance being included in the operating costs along with contractual expenditures, additional marketing and technology expenses and a possible new accounting system. Also, \$600,000 is being transferred from the general fund carry-over reserve into IMRF to help pay off unfunded liability. The general fund surplus will be \$358,600.

Ms. Wallace reported that the recreation fund surplus balance from prior years was utilized to pay for the new Leonhard Recreation Center, and is therefore, much lower. The fund has a budgeted surplus of \$110,311. In moving toward a program budget, routine maintenance and repairs for all facilities has been moved into recreation and museum from the general fund.

Ms. Wallace reported that the museum fund revenues are approximately 5% higher than the prior year. Expenditures are up mainly due to the Virginia Theatre being programmed to be open all year. This fund has a surplus of \$561,973.

Ms. Wallace updated the Board on the Illinois Municipal Retirement Fund (IMRF). She presented a chart that showed the Park District's contribution rate for the employer. The Park District's unfunded liability at the end of 2013 is just under \$800,000. Currently the Park District pays 7.5% interest on the unfunded liability. Ms. Wallace reported that a transfer from the general fund surplus of \$600,000 has been included in the budget to make a lump sum payment towards the unfunded liability, which would result in a substantial decrease in the contribution rate.

Ms. Wallace reported that each area contained a program budget. She stated that each program budget contains a description, budgeted positions, goals and performance indicators.

President Petry commented that the Park District is making progress on a program budget. He stated that the graphs were helpful in absorbing the information more quickly. Mr. DeLuce stated staff is doing a better job of getting their information to accounting in advance. Ms. Wallace encouraged Commissioners to e-mail her with any additional questions.

### **Comments from Commissioners**

Vice President Griggs reported the Champaign County Design and Conservation Foundation (CCDC) annual meeting will be Sunday, May 4, 2014 at the Urbana Country Club. Mr. DeLuce stated he will attend and share information to celebrate the benefits the Park District has received from CCDC over the past 50 years.

### **Closed Session**

Commissioner Kuhl made a motion as set forth below to convene in Closed Session. The motion was seconded by Commissioner Solon. 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 into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 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, 120/2(c)(5) for the purchase or lease of real property for the use of the public body, and 20/2(c)(6) and the setting of a price for sale or lease of property owned by the public body.

### **Return to Regular Meeting**

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

## **Closed Session Action Items**

### Affirm Exploring Future Arrangements for the Use of Public Parks

There was no action taken on this item.

### **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 9:08 p.m.

Approved:

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Joseph A. Petry, President

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Cindy Harvey, Secretary