

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

**November 12, 2015**

**PUBLIC HEARING**

The Champaign Park District Board of Commissioners held a Public Hearing on Wednesday, November 12, 2015 at 7:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to published notice duly given. President McMahon presided over the hearing.

Present: President Timothy P. McMahon, Vice President Craig Hays, Commissioners Alvin S. Griggs, Barbara J. Kuhl, and Jane L. Solon, and Treasurer Gary Wackerlin.

Staff Present: Joseph DeLuce, Executive Director, Cindy Harvey, Assistant to the Executive Director/Board Secretary, Andrea Wallace, Director of Finance, Kevin Crump, Director of Operations and Planning, and Andrew Weiss, Park Planner/Landscape Architect.

Other staff were in attendance as well as members of the public.

**Open the Public Hearing**

President McMahon opened the Public Hearing at 7:00 p.m. He stated that the purpose of the Public Hearing was to discuss and receive comments on the proposed Property Tax Levy for the year commencing May 1, 2016 and ending April 30, 2017. A notice of the proposed 2016-2017 Tax Levy was published in The News-Gazette on November 5, 2015 in compliance with state law.

President McMahon called for comments from the public. There were no comments received.

Commissioner Griggs made a motion to adjourn the Public Hearing. The motion was seconded by Vice President Hays. The motion passed 5-0.

**REGULAR BOARD MEETING**

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, November 12, 2015 immediately following the Public Hearing at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to notice duly given. President McMahon presided over the meeting.

The Commissioners, Officers, staff and public present at the Public Hearing were in attendance at the Regular Meeting. Attorney Guy Hall arrived at 8:15 p.m.

**Call to Order**

President McMahon called the meeting to order at 7:02 p.m.

**Comments from the Public**

None.

**Presentations**

Development Plan for the 20 acres at Abbey Fields and Set Time for Public Hearing

Mr. Weiss presented the report and responded to questions from the Board. He stated that the Park District is evaluating the conversion process regarding the 20 acres at Abbey Fields with the Illinois Department of Natural Resources (IDNR). Mr. Weiss stated that the purpose of the drawing was to solicit comments and to set the date for the public meeting. The comments will not be binding, but are required by IDNR. Mr. Weiss reported regarding the process.

Discussion ensued about the farming contract, the total acres and related issues. Staff was directed to follow up with IDNR.

After discussion, it was the consensus of the Board to hold the public meeting on January 13, 2016 at 6:30 p.m.

### **Communications**

President McMahan circulated the communications.

### **Treasurer's Report**

Treasurer Wackerlin presented the Treasurer's Report for the month of October 2015. He stated 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 October 2015. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

### **Executive Director's Report**

#### Volunteer of the Month

Claudia Christy, Special Events & Volunteer Coordinator, reported that Sandy and Mark Williams were chosen as November Volunteers of the Month. They were recognized for their efforts at shows and events at the Virginia Theatre. The Williams were presented with a bag of gifts in appreciation. The Board thanked them for their efforts.

#### Sola Gratia Farm

Katherine Hicks introduced Traci Barkley, Program Coordinator, from Sola Gratia Farm. She reported that Sola Gratia Farm was presented with the Best Friend of Illinois Parks – Small Business award at the Illinois Association of Park Districts Best of the Best Awards Gala. Ms. Hicks reported that staff was appreciative of the efforts by Ms. Barkley.

Ms. Barkley stated that it was a pleasure to educate the children about how to grow their own food. She also enjoyed working with Ms. Hicks and staff. Ms. Barkley stated that she hopes to see the program continue, as well as seek grants and additional volunteers.

Mr. DeLuce reported that Ms. Hicks has done an outstanding job at the Douglass Center. Ms. Hicks stated it was great to see the community take an interest in gardening at Douglass. Mr. DeLuce reported that Jameel Jones was absent due to a family matter.

#### General Announcements

Mr. DeLuce reminded the Board that the Joint CPD/UPD Board meeting will be held on December 3, 2015 at 5:30 p.m. at the Hays Center. He also reminded the Board that no Study Sessions are scheduled in November or December.

#### Board Meeting Schedule

Mr. DeLuce reported that a Study Session is currently scheduled for January 27, 2016, the day that staff leave for the IAPD/IPRA Annual Conference. Discussion ensued about rescheduling. It was the consensus of the Board that the study session be scheduled for Monday, January 25, 2016 at 5:30 p.m. There was discussion about whether to have a study session on December 28, 2016. It was the consensus of the Board to schedule it with the understanding that it could be cancelled if it is not needed.

## **Committee and Liaison Reports**

### Champaign Parks Foundation

Vice President Hays reported the Foundation Board met and approved recommended changes to the Foundation by-laws. He reported that the Foundation will increase the number of committee members and the committee will meet once a month, with the Board meeting every other month. The by-laws will be presented to the Park Board for approval at its December meeting. Mr. Hays reported that he asked Foundation Board if it was interested in donating to the Kickapoo Rail Trails project. He stated that the Board discussed whether it was consistent with the Foundation's mission. Vice President Hays reported that the Foundation will participate in the Giving Tuesday on December 1, 2015. He also reported that the annual appeal letter will be sent out in December to piggyback off the Giving Tuesday campaign. Vice President Hays reported that Chair Scott Miller won the Dancing with the Stars contest. He stated that the Foundation is looking for a signature event and that more events are needed to raise funds.

## **Report of Officers**

### Attorney's Report

None.

### President's Report

President McMahon reported that Mr. DeLuce and he are scheduled to meet with Unit 4 in the near future.

Mr. DeLuce reported that a Freedom of Information Request was received from Bobbie Herakovich for IMRF contracts and audit reports. He asked for direction from the Board on how it wish to proceed in responding to the retirees request to place this item on a future agenda. Discussion ensued. Mr. DeLuce stated that he thinks it would be appropriate to respond.

President McMahon requested that the Board receive a copy of the response to the FOIA request from Ms. Herakovich. Discussion ensued. Ms. Wallace reported that IMRF conducted an informational audit in 2008. No copy of the informal audit exists. She also reported that the first formal IMRF compliance audit was recently conducted and a copy of that audit does exist. During the previous information audit it was discovered that a resolution to include the Section 125 Flexible Spending had not been approved. Once discovered, a resolution was adopted. Ms. Harvey stated that staff will conduct further review of Park District records for any documentation.

Commissioners addressed and discussed the subject, as well as the course of action regarding the FOIA request, and further information for consideration and evaluation.

## **Consent Agenda**

President McMahon 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.

1. Minutes of the Public Hearing and the Regular Board Meeting, October 14, 2015
2. Minutes of the Study Session, October 28, 2015
3. Approval Inserting Timothy McMahon as Delegate, Craig Hays as 1<sup>st</sup> Alternate, Alvin Griggs as 2<sup>nd</sup> Alternate and Joseph DeLuce as 3<sup>rd</sup> Alternate to the IAPD Credentials Certificate

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

## **New Business**

### Approval of Disbursements as of November 10, 2015

Staff recommended approval of the list of disbursements for the period beginning October 15, 2015 and ending November 10, 2015.

Discussion ensued. Commissioner Solon expressed concern about setting a precedent by replacing a personal cellphone which had been lost by a staff person while working a Park District event. Mr. DeLuce stated that it doesn't happen often. Recently, two Park District staff members have had personal items stolen.

Vice President Hays noted that the Park District had purchased snowplows and were disposing of old snow plows. He inquired about the disposal process. Mr. Crump indicated that they would be sold outright. Vice President Hays expressed concern about garments bids and asked staff to find out why local companies no longer respond. He asked if the Little League would contribute to the cost of the fence to be installed at Douglass Park. Mr. Crump responded that the Park District has never received funding from Little League for major capital items.

Commissioner Solon made a motion to approve the list of disbursements for the period beginning October 15, 2015 and ending November 10, 2105. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

### Approval to Pay Off 2014 Bond Issue

Staff recommended that the Board approve payment of the 2014 bond issue in the amount of \$1,084,000.00 due by November 30, 2015.

Commissioner Solon made a motion to approve payment of the 2014 bond issue in the amount of \$1,084,000.00 by November 30, 2015. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

### Approval of a Bid for General Obligation Bonds

Staff recommended that the Board accept the low bid from Commerce Bank of 0.72% plus a \$600 fee for the annual \$1,092,700.00 General Obligation Bond issue.

Commissioner Solon made a motion to accept the low bid from Commerce Bank of 0.72% plus a \$600 fee for the annual \$1,092,700.00 General Obligation Bond issue. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

### Approval of Adoption of Ordinance No. 602: Bond Ordinance

Staff recommended adoption of Ordinance No. 602: An ordinance authorizing the issuance of General Obligation Park Limited Bonds, Series 2015, of the Champaign Park District, Champaign County, Illinois, and providing the details of such Bonds and for the levy of direct annual taxes to pay such bonds, and related matters.

Commissioner Kuhl made a motion to adopt Ordinance No. 602: An ordinance authorizing the issuance of General Obligation Park Limited Bonds, Series 2015, of the Champaign Park District, Champaign County, Illinois, and providing the details of such Bonds and for the levy of direct annual taxes to pay such bonds, and related matters. The motion was seconded by Commissioner Griggs. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Griggs – yes; Vice President Hays – yes; President McMahon – yes; and Commissioner Kuhl – yes. The motion passed 5-0. A copy of Ordinance No. 602 is attached to the minutes.

### Approval of Adoption of Ordinance No. 603: Tax Levy Ordinance

Ms. Wallace presented the staff report and responded to questions by the Board. She stated that staff recommended adoption of Ordinance No. 603: An ordinance to levy property taxes in the amount of \$11,561,383.00 for fiscal year beginning May 1, 2016 and ending April 30, 2017.

Commissioner Kuhl made a motion to approve adoption of Ordinance No. 603: An ordinance to levy

property taxes in the amount of \$11,561,383.00 for fiscal year beginning May 1, 2016 and ending April 30, 2017.

Discussion ensued. Commissioner Solon asked about the tax rate compared to last year. Ms. Wallace stated that it is slightly higher due to the debt service fund because the Park District abated money in the prior year. She also stated that the final EAV is unknown at this time. The final notice will be received the first week in April with the final calculation on it. Commissioner Solon asked if it was possible for the Park District to limit the tax rate as it did last year. After further discussion, it was Attorney Hall's opinion that if the Board desired to set a rate not to exceed that it is not necessary to defer the item.

Commissioner Kuhl amended and clarified the motion to adopt Ordinance No. 603: An ordinance to levy property taxes in the amount of \$11,561,383.00 for fiscal year beginning May 1, 2016 and ending April 30, 2017 to indicate that the tax rate not exceed .7443, which was the 2016 tax rate. The motion was seconded by Vice President Hays. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Griggs – yes; Vice President Hays – yes; President McMahon – yes; and Commissioner Kuhl – yes. The motion passed 5-0. A copy of Ordinance No. 603 is attached to the minutes.

Approval of Ordinance No. 604: An Ordinance Providing for Disposal of Personal Property Owned by the Champaign Park District of Champaign County

Staff recommended adoption of Ordinance No. 604: An Ordinance Providing for Disposal of Personal Property owned by the Champaign Park District, which allow for disposal of disposal of one Nursery Jaws Jr. Loader attachment, one Vicon PS 602 shaker spreader, one Meyer truck mounted snow plow, one Snowdog truck mounted snow plow, one Big Max Model TC 130 truck mounted crane, one Pioneer 1200 club car, and one 42" auger bit. Staff responded to questions by the Board about the sale of the items.

Commissioner Griggs made a motion to adopt Ordinance No. 604: An Ordinance Providing for Disposal of Personal Property owned by the Champaign Park District as identified herein and in the ordinance. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Approval of a Professional Service Agreement for Spalding Park Master Plan

Staff recommended approval authorizing the Executive Director to enter into a Professional Service Agreement with Hitchcock Design Group for preliminary design for the Spalding Park Master Plan for a fee not-to-exceed \$18,100.

Vice President Hays expressed concern with bidding out planning services when the Park District has three planners on staff. He also noted that a master plan exists for Spalding Park and questioned the need for a new master plan.

Mr. Crump reported that when the pool was removed a preliminary master plan for Spalding Park was prepared. The master plan of Spalding Park was included in the Board priorities. He stated that during the McKinley Aquatic Center discussion, BLDD presented a different plan at no cost to the Park District. Discussion ensued about future use of Spalding Park, the need for a final master plan, and. Discussion continued about the current master plans that exist and why finalizing the master plan could not be completed by the Park District planners.

Commissioner Kuhl made a motion to table approval of a Professional Service Agreement for Spalding Park Master Plan. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Approval of an Agreement and Addendum for Heritage Park Master Plan

Staff recommended approval authorizing the Executive Director to enter into the contract with SmithGroupJJR to complete the Heritage Park Master Plan for a fee of \$20,000. Discussion ensued.

Commissioner Solon asked if staff knew the City of Champaign's plans for the drainage detention and also how firms were selected for the various projects. Mr. DeLuce stated that staff prefers to create a

master plan for Heritage Park and have the City work around the Park District plan. Mr. Weiss discussed the staff's process for selecting companies for the various projects.

Commissioner Kuhl made a motion to approve a Professional Service Agreement for Heritage Park Master Plan. The motion was seconded by Commissioner Solon. The motion passed 5-0.

#### Approval of an Easement from BLDD for the Swann Special Care Center Renovation

Staff recommended Board approval granting a temporary construction easement to BLDD for the Swann Special Care Center Renovation. Discussion ensued about the total fees. Staff responded that the total fee charged \$1,000.00, which included attorney's fees.

Commissioner Griggs made a motion to approve an easement from BLDD for the Swann Special Care Center renovation. The motion was seconded by Commissioner Kuhl. The motion passed 5-0.

#### **Old Business**

None.

#### **Discussion Items**

None.

#### **Comments from Commissioners**

Vice President Hays shared highlights from the Legal Symposium. Highlights included information on the need for a check list for special events, wages, Open Meetings Act, and overview on the proposed property tax freeze. He stated he has a binder with the information and would be willing to provide it to Commissioners.

Mr. DeLuce responded to questions by Commissioner Solon about the Youth Sports Concussion Act. Mr. DeLuce reported that staff is in the process of updating the Personnel Policy Manual, which will include updated labor laws requirements.

Vice President Hays reported that the governor vetoed the bill to raise the bid threshold to \$25,000 for seeking bids. It remains at \$20,000.00. Attorney Hall reminded the Board that the Park District's ordinance was revised to state that formal bids are required to coincide with state limit.

#### **Executive Session**

Commissioner Solon moved as set forth below to convene into Executive Session. The motion was seconded by Commissioner Griggs. The motion passed 5-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Griggs – yes; Vice President Hays – yes; President McMahon – 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, 120/2(c)(6) for the setting of a price for sale or lease of property owned by the public body, and 120/2(c)(11) litigation affecting the public body.

#### **Return to Regular Meeting**

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

#### **Adjourn**

There being no further business to come before the Board, Commissioner Griggs made a motion to adjourn the meeting. The motion was seconded by Vice President Hays. The motion passed 5-0 and the meeting was adjourned at 9:30 p.m.

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Timothy P. McMahon, President

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Cindy Harvey, Secretary