

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

**December 9, 2015**

**REGULAR BOARD MEETING**

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, December 9, 2015 at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to notice duly given. President McMahon presided over the meeting.

Present: President Timothy P. McMahon, Vice President Craig Hays, Commissioners Alvin S. Griggs, Barbara J. Kuhl, and Jane L. Solon, Attorney Guy Hall, 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, Jameel Jones, Director of Recreation, Tammy Hoggatt, Director of HR, Risk and IT, Steven Bentz, Director of the Virginia Theatre, and Laura Auteberry, Development Director.

Tim Mitchell, reporter with The News-Gazette and other staff were in attendance as well as members of the public.

**Call to Order**

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

**Presentations**

**Comments from the Public**

Steve Lemke, 318 Paul Avenue, Champaign, addressed the Board about the bid for Lighting and Sound Equipment at the Virginia Theatre. He expressed his concerns about his company being disqualified due to him being a current Park District employee. He reported that he works via the union that has stagehands work at the Virginia Theatre, but has also worked for the Park District at other events. He asked the Board to reverse the decision disqualifying his bid.

Commissioner Jane Solon arrived to the meeting at 7:04 p.m.

Mr. DeLuce reported that this item was on the agenda for Board approval and that Attorney Hall would provide clarification about the matter.

CPD Youth Theatre

Mr. Bentz introduced Patty Dudley, Director of CPD Youth Theatre. She introduced two students with the Youth Theatre: Wade Schacht who sang "Hard to be the Bard" from Broadway show Something Rotten and Angelynn Huang who sang "Something Wonderful" from The King and I.

President McMahon thanked Ms. Dudley for her service and the students for the performance on behalf of the Board. Commissioner Kuhl thanked Mr. Bentz and Ms. Dudley for their efforts with youth theatre.

**Communications**

President McMahon circulated the communications.

## **Treasurer's Report**

Treasurer Wackerlin presented the Treasurer's Report for the month of November 2015. He stated the Park District's finances have been reviewed and found to be in appropriate order.

Commissioner Griggs made a motion to accept the Treasurer's Report for the month of November 2015. The motion was seconded by Commissioner Kuhl. The motion passed 5-0.

## **Executive Director's Report**

### Volunteer of the Month

Mr. Jones reported that the University of Illinois' Pi Kappa Phi Fraternity was chosen as November Volunteer of the Month. The young men were recognized for their efforts volunteering with Champaign-Urbana Special Recreation Program for the past five years. Members of the fraternity were unable to attend the meeting.

### Annual Volunteer Hours Report

Mr. DeLuce reported on the past two years of volunteer hours. He reported that in 2014 there were a total of 2,020 individuals who volunteered a total of 16,572 hours at the national value hourly rate of \$22.14 for a total savings of \$366,904.08. In 2015, there were a total of 2,699 volunteers who volunteered a total of 21,322 hours at the national value hourly rate of \$23.01 for a total saving of \$491,898.54. Mr. DeLuce reported that Claudia Christy, Special Events and Volunteer Coordinator, is doing a fantastic job. He stated that she held a volunteer appreciation recognition night and is working on several new plans for the volunteer program.

### Hessel Park Playground Update

Mr. Crump updated the Board and responded to questions on the status of the Hessel Park playground project. He provided a rendering of the proposed playground. Mr. Crump reported that the project should be ready to bid in January and present to Board for approval in February. The new playground will have components for children ages 1-5 and 5-12. Commissioner Solon stated that she receives communication from patrons that the Park District's playgrounds are better suited to younger children but not children 9 years of age and older. Mr. Crump updated the Commissioners regarding changing playground standards.

Commissioner Kuhl stated her concern about the location of the playgrounds at Hessel. At its current location, there are numerous trees to provide shade whereas the proposed new location for the playground has only smaller trees that will not provide any shade. She asked if consideration was given to moving the water playground to the proposed location for the new playground and keeping the playground in its current location to take advantage of the larger shade trees. Discussion ensued.

Mr. Crump responded that staff considered this option. He addressed the need to add tile and bring in fill to the area as it is the lowest in the park. The final decision to relocate the playground was to prevent the loss of play space while a new playground is being built. Commissioner Kuhl stated that she would give up the availability of the playground as the shade trees are valuable in today's environment. Mr. Crump stated that the water playground is scheduled to be built in Phase II in FY16-17 and the bathroom in Phase III in FY 17-18. President McMahon concurs with Commissioner Kuhl's comments.

Mr. Crump will have staff revisit the project keeping in mind the shade trees. Mr. Crump talked about the bidding of the project and expressed concern about timeliness. Staff will try to have different options to present to the Board by January. Commissioner Solon encouraged staff to follow up with the City before make final decisions about improvements concerning drainage.

### General Announcements

Mr. DeLuce updated the Board regarding mold in the basement at the Bresnan Meeting Center. All staff have been relocated temporarily to different offices. Abatement of the mold will be let for bid and presented to the Board for approval in the near future. Discussion ensued.

### **Committee and Liaison Reports**

#### Champaign Parks Foundation

None.

### **Report of Officers**

#### Attorney's Report

None.

#### President's Report

President McMahon reported that he attended the Champaign-Urbana Special Recreation Joint Board meeting along with Commissioners Griggs and Solon. Also, he attended the REO Speedwagon concert at the Virginia Theatre.

### **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. Approval of Minutes of the Regular Board Meeting, November 12, 2015
2. Approval of Minutes of the Executive Session, November 12, 2015
3. Approval of Board Meeting Dates for 2016

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

### **New Business**

President McMahon asked if there were any objections to moving Item No. 5 up on the agenda. There were no objections from the Board.

#### Approval of Bid for Sound and Light Equipment for the Virginia Theatre

Attorney Hall reported that Mr. Lemke is designated as an employee of the Champaign Park District. He works part time, is on the Park District's payroll, has taxes withheld, and union dues withdrawn. Attorney Hall stated that in accordance with the Park District's Conflict of Interest Policy, employees are prohibited from having separate contractual arrangements with the Park District where they will gain financially from those arrangements. This means that none of the employees working for the Park District can also have independent contracts with the Park District and then profit through such contracts. Therefore, Mr. Lemke as an employee cannot be a contractor with the Park District.

President McMahon summarized the matter for Commissioner Solon who arrived after Mr. Lemke's comments.

Commissioner Kuhl made a motion to accept the bid and authorize the Executive Director to enter into a contract with the low responsible bidder, Knox Array, LLC, Champaign IL, in the amount of \$27,000.00 for the purchase of audio and lighting equipment for the Virginia Theatre. The motion was seconded by Vice President Hays. The motion passed 5-0.

#### Approval of Disbursements as of December 8, 2015

Staff recommended approval of disbursements for the period beginning November 10, 2015 and ending December 8, 2015. Discussion ensued. Staff responded to questions posed by the Board.

Vice President Hays inquired about the final cost of the Dodds Tennis Center parking lot project and several other items. Mr. DeLuce stated that he will send this information to the Board. Ms. Wallace reported that the report will be improved, include page numbers, and is working on providing the report to the Board in advance of the Board meeting.

Vice President Hays made a motion to approve the list of disbursements for the period beginning November 10, 2015 and ending December 8, 2015. The motion was seconded by Commissioner Solon. The motion passed 5-0.

#### Approval of Amendments to the Champaign Parks Foundation By-Laws

Mr. DeLuce presented the staff report. He reported that the Foundation Board will meet every other month and the committees will meet on off months.

Commissioner Solon asked if a time limit to return votes by email was required in the by-laws. Attorney Hall stated that it could be helpful. However, he limited his revisions to the by-laws as presented because any further detailed revisions would have to be returned to the Foundation Board.

Commissioner Solon made a motion to approve changes to the Champaign Parks Foundation by-laws. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Vice President Hays thanked the Board for allowing the changes which will help expand participation of the Board and allow the utilization of committees.

Discussion ensued. Ms. Auteberry responded to questions about the formation of the committees. Commissioner Kuhl stated that it would be beneficial to receive the information about the committee members. She also requested that information about committee members not currently on the Foundation Board be shared with the Park Board. Ms. Auteberry will make sure the Board receives the information.

#### Approval of Bids for 2016 Bedding Plants

Mr. Crump presented the staff report and responded to questions from the Board. The bids presented are for the Park Flower and Flower Island Orders. The costs have increased approximately 13%. He stated that the lowest bidders cited the escalating cost of materials as the reason for the price increase. Mr. Crump reported that staff was looking at other options to reduce the cost, including adding more perennial beds.

Commissioner Solon made a motion that the Board accept the bids and authorize the Executive Director to execute contracts to purchase the 2016 bedding plants from the respective low responsible bidders as follows: Park Flower Order with 2,928 flats to Ropp's Flower Factory for a total of \$48,499.00 and Flower Island Order with 2,765 flats to Jones Country Gardens for a total of \$47,519.25. The total cost of the two recommended orders for 2016 will be \$96,018.25 and funds will be allocated in the FY16-17 operating budget. The motion was seconded by Commissioner Griggs.

Discussion ensued. Commissioner Kuhl stated that a 13% price increase is unreasonable. She inquired whether it was possible to reject the bids presented and rebid the flowers. She also questioned whether the increase was passed on to the businesses buying the plants. Staff has been encouraged to consider selecting different plants to reduce cost. It was noted that the flower islands are magnificent and the Park District receives numerous favorable comments. Further discussion ensued. Mr. Crump responded that staff is considering more natural type areas and perennial plant; seeking new bidders and they will look at design changes for next year.

Commissioner Solon commented that she felt the money is well spent. The flowers help beautify the parks. She encouraged cutting cost of other items to compensate for the increase in the flowers.

Vice President Hays asked for a history of the flower island costs passed on to businesses. Staff will provide the information to the Board.

The motion passed 4-1 with Commissioner Kuhl voting nay due to the significant increase in costs.

#### Approval of Bid for Hays Center Roof Project

Mr. Crump presented the staff report and responded to questions from the Board. He reported that the next buildings on the roof replacement list include, Hays Recreation Center, Springer Cultural Center, Dodds Tennis Center, and Virginia Theatre. Discussion ensued.

Commissioner Solon made a motion to accept the Base Bid – Lower Roof, and reject the Base Bid – Upper Roof for the Hays Recreation Center roof project, and authorize the Executive Director to enter into a contract with the lowest responsible bidder, Craftmasters, Inc. of Decatur IL, in the amount of \$45,600.00, plus a not-to-exceed estimate of \$8,700.00 for replacement of any damaged areas. The motion was seconded by Vice President Hays. The motion passed 5-0.

#### License Agreement to Use Real Property between the Champaign Park District and Champaign Telephone Company, Inc.

Mr. DeLuce presented the staff report and responded to questions. Discussion ensued.

Mr. DeLuce stated that staff will research payment and ownership of the fiber optic lines after expiration of the contracts and provide the information to the Board.

Commissioner Griggs made a motion to approve authorizing the Executive Director to execute a real property License Agreement between the Champaign Park District and Champaign Telephone Company, Inc. The motion was seconded by Commissioner Kuhl. The motion passed 5-0.

#### Approval of an Alcoholic Beverage Policy

Mr. DeLuce presented the staff report and responded to questions from the Board. Discussion ensued.

Commissioner Kuhl made a motion to approve the Alcoholic Beverage Policy with grammatical corrections as noted. The motion was seconded by Commissioner Solon. The motion passed 5-0.

### **Old Business**

None.

### **Discussion Items**

#### Summer Programs Report

Mr. Jones highlighted the summer program reports and responded to questions and comments from the Board.

The Board thanked Mr. Jones for the update on the programs.

**Comments from Commissioners**

Commissioner Solon congratulated and thanked Mr. Crump and the operations staff for the dinner they prepared for Courage Connection. She also thanked staff who walked in the Christmas Parade.

**Executive Session**

Commissioner Solon moved pursuant to the bases 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 Solon made a motion to adjourn the meeting. The motion was seconded by Commissioner Kuhl. The motion passed 5-0 and the meeting was adjourned at 10:08 p.m.

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Timothy P. McMahon, President

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Cindy Harvey, Secretary