

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

January 13, 2016

The Champaign Park District Board of Commissioners held a Regular Board meeting on Wednesday, January 13, 2016 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 meeting.

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

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, and Tammy Hoggatt, Director of Human Resources, Risk and Information Technology.

Tim Mitchell, *The News-Gazette* reporter 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

Proposed Operations Facility Plan

Mr. DeLuce reported that the future improvements of the Operations facility is being presented tonight and is one of several major projects being considered in 2016 along with the Heritage Park master plan which will be presented to the Board next month. Other major projects to be considered are The Trails of Abbey Fields and Spalding Park. Mr. DeLuce reported that it is hoped that in March a decision can be made on the major projects.

Mr. Crump reported that the Park District contracted with Gorski-Reifsteck Architects (GRA) to undertake a preliminary cost analysis for improvements to the Operations facility. He introduced Chuck Reifsteck with GRA.

Mr. Reifsteck introduced Jim Gleason with GHR and Tom Overmyer with Phoenix Consulting Engineers. The three firms helped compile the study. Mr. Reifsteck summarized the reported which addressed the feasibility of expanding the existing building on the current site verses relocating the facility to a site, acres needed if the facility were to be relocated on a different site, estimated cost to remodel existing site verses a new site, and adding additional storage. Park District staff provided the architect with a site plan indicating the scope of future required additions. This site plan was used as the building program for both the existing and new sites. Discussion ensued regarding storage, sprinklers, efficiency study on current and new site, traffic flow, water runoff, and staging improvements. Mr. Reifsteck and staff answered questions from the Board.

The Board thanked Mr. Reifsteck for his work and his comments.

Comments from the Public

None.

Communications

President McMahon circulated the communications.

Treasurer's Report

Treasurer Wackerlin presented the Treasurer's Report for the month of December 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 December 2015. The motion was seconded by Vice President Hays. The motion passed 5-0.

Executive Director's Report

Staff Introductions

Ms. Hoggatt introduced Debbie Sage, Human Resources Coordinator. Mr. Jones introduced Cody Evans, Youth Sports Coordinator and Matter Silver, Adult Sports Coordinator.

Volunteer of the Month

Mr. Jones reported that Phyllis Williams was chosen as December Volunteer of the Month. She was recognized for her volunteer efforts at the Virginia Theatre. Ms. Williams was unable to attend the meeting.

General Announcements

Mr. DeLuce reported that the second Trails Master Plan public meeting will be held on January 21, 2016 at 6 p.m. at the Springer Cultural Center and the Study Session on Monday, January 25, 2016 at 5:30 p.m. at the Bresnan Meeting Center. He announced that the Million Dollar Quartet will be held at the same time as the Board meeting on February 10, 2016 at 7:00 p.m. at the Virginia Theatre. Discussion ensued. It was the consensus of the Board to change the time of the February 10th Regular Board meeting to 5:30 p.m. and that staff publish the appropriate notice of the time change.

Committee and Liaison Reports

Champaign Parks Foundation

Vice President Hays reported the Foundation now has its committees set: resources and development; finance and bylaws; events; and nominating. He encouraged Commissioners to let him know if they knew of anyone interested in serving on the Board or the committees. Vice President Hays reported that remaining AMDOCs funds are being transferred to the scholarship fund. He stated that this year's annual appeal was slightly less than last year. Vice President Hays noted that the Giving Tuesday may have impacted the annual appeal. Mr. DeLuce reported that the Foundation received the donation for scholarships from Midland States Bank.

Report of Officers

Attorney's Report

None.

President's Report

None.

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 the Minutes of the Regular Board Meeting, December 9, 2015
2. Approval of Minutes of the Executive Session, December 9, 2015

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

New Business

Approval of the List of Bills as of January 12, 2016

President McMahon reported that staff recommended approval of the list of disbursements for the period beginning December 10, 2015 and ending January 12, 2016.

Commissioner Kuhl made a motion to approve the list of disbursements for the period beginning December 10, 2015 and ending January 12, 2016. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Approval of Summer 2016 Part-Time and Seasonal Position Pay Rates

Ms. Hoggatt presented the Board report and answered questions asked by the Board. She reported that the recommended wage increases are estimated to increase seasonal and part-time wages by \$17,250 in 2016. Discussion ensued about the various positions and pay rates. Staff was directed to provide the Board with a prior year's wage amounts as a reference point and also the percentage increase. Staff recommended approval of the summer 2016 pay rates and year round part-time pay rates as presented. Discussion ensued regarding the licenses and certifications of sports officials.

Commissioner Solon made a motion to approve the summer 2016 pay rates and year round part-time pay rates as presented. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Approval of Bids for Mowing Services

Mr. Crump presented the Board report and answered questions asked by the Board. He reported that the total budgeted for FY16-17 for contractual mowing will be \$126,000, which is \$15,000 more than budgeted in FY15/16. Discussion ensued about how often the parks are mowed, the increase in the price and percentage (13%), as well as the total number of acres mowed by Park District staff. Mr. Crump stated that staff would like to resume mowing Douglass and Zahnd Parks, which would require additional staff and more equipment.

Commissioner Kuhl made a motion to approve authorizing the Executive Director to enter into contracts with the low bidder on each respective site for mowing services for a period beginning May 1, 2016 through April 30, 2017, except projects 2, 5, 6, 10, 11, and 12. Staff recommended awarding the bids for these sites to the second lowest bidder as the low bidder is not capable of meeting the specifications required. It is also requested that in the event of a contractor forfeiting his contract prior to its completion, the Park Board authorize the Executive Director to proceed to the next, lowest responsible bidder and enter into a contractual arrangement for the remainder of the original contract. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Approval of a Bid for Mold Abatement

Mr. DeLuce presented the Board report and responded to questions asked by the Board. Discussion ensued. Mr. Crump discussed the affected areas in the Bresnan basement, the eradication process, and the repair of the areas which will be completed by staff in-house. He reported that it will take one week to complete the bid work.

Commissioner Solon made a motion to accept the Base Bid, Alt. 1-4 (conditionally), and reject Base Bid 2, and authorize the Executive Director to enter into a contract with the lowest responsible bidder, NES, Inc. of Mokena, IL, in the amount of \$14,625.00. The motion was seconded by Vice President Hays. The motion passed 5-0.

Approval of a Bid for Site Investigation – Soil/Groundwater

Mr. Crump presented the Board report and responded to questions asked by the Board. Discussion ensued. He explained the process and history of the tank removal, as well as reference checks on the low bidder. Commissioner Solon inquired about references for the low bidder.

Vice President Hays made a motion to accept the Base Bid and authorize the Executive Director to enter into a contract with the lowest responsible bidder, Professional Environmental Engineers, Inc. of St. Louis, MO, in the amount of \$11,733.00. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Approval of a Request for Proposal for Audit Services

Ms. Wallace presented the Board report and responded to questions by the Board. Although not required to do so, GFOA recommends issuing a Request for Proposal every 3 to 5 years. Staff recommended the Board accept the proposal for auditing services from CliftonLarsonAllen and authorize the Executive Director to enter into a contract for the initial contract term of three (3) years (or FY2016-18) in the amount of \$78,000.00. Discussion ensued about the cost of audits last year.

Commissioner Solon made a motion to accept the proposal for auditing services from CliftonLarsonAllen and authorize the Executive Director to enter into a contract for the initial contract term of three (3) years (or FY2016-18) in the amount of \$78,000.00. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Approval of an Addendum to the Agreement with CCRPC for the Trails Master Plan

Mr. DeLuce presented the Board report and responded to questions by the Board. He stated that staff recommended approval of an Addendum to the Agreement between the Champaign County Regional Planning Commission (CCRPC) to extend the contract from December 31, 2015 to March 31, 2016. Discussion ensued about the final payments for the plan.

Commissioner Kuhl made a motion to approve and authorize the Executive Director to execute an Addendum to the Agreement with CCRPC to extend the contract from December 31, 2015 to March 31, 2016. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Approval of an Agreement between Parkland College and the Park District

Mr. DeLuce presented the Board report and responded to questions by the Board. He stated that staff recommended approval of the agreement between Parkland College and the Park District for the removal of students in the need of an evacuation.

Commissioner Griggs made a motion to approve a three (3) year agreement between Parkland College and the Park District for a provision during evacuation of the Parkland College property. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Approval of an Agreement between The High School of Saint Thomas More and the Park District

Mr. DeLuce reported that The High School of Saint Thomas More has made arrangements with a facility closer to it to evacuate students if the need arises and no longer needs to utilize a Park District facility.

Commissioner Kuhl made a motion to remove from the agenda the agreement between The High School of Saint Thomas More and the Park District. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Approval of an Agreement with Kiwanis Little League

Mr. DeLuce recommended that this item be tabled to a future meeting.

Commissioner Kuhl made a motion to table approval of an agreement between Kiwanis Little League and the Park District. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Old Business

None.

Discussion Items

Capital Budget

Mr. DeLuce stated that staff will provide an overview of the proposed capital budget and answer questions. It will be presented to the Board at the January 25, 2016 Study Session for follow up and presented to the Board for approval at the February 10th meeting.

Ms. Wallace reported that capital improvements plan is a 6-year plan which identifies the project, whether it is a Board priority, the study in which it was included, the goals for FY2017 and the plan for the next five years. The plan also includes replacement schedules for equipment and vehicles. The plan only includes small capital projects. Large capital projects will be presented separately to allow time for more in depth discussion. She discussed the major funds and the reserves. In response to a question by President McMahon about the \$7,324,300 reserve portion, Ms. Wallace reported that she will follow up and let the Board know.

Discussion ensued about the roof replacement projects, vehicles, generators, and other proposed projects. Mr. DeLuce encouraged the Board to follow up with staff with questions. It is staff's desire for the Board to approve the 6-year plan. Ms. Wallace reported that GFOA requirements call for at least a 5-year plan. The plan should be reviewed and updated annually.

The Board thanked and complimented staff on enhancing the report with additional helpful information.

Comments from Commissioners

None.

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 Meeting 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)(21) for the discussion of minutes of meetings lawfully closed under this Act, whether for purpose of approval by body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

Return to Special Meeting

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

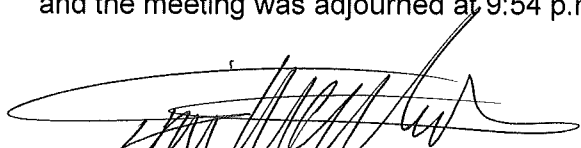
Executive Session Items – Action

Approval to Make Available for Public Viewing Executive Session Minutes

Commissioner Solon made a motion to approve making available for public viewing entire minutes from the Executive Session meeting on July 8, 2015. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

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 Griggs. The motion passed 5-0 and the meeting was adjourned at 9:54 p.m.



Timothy P. McMahon, President

Cindy Harvey, Secretary