

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

**March 9, 2016**

The Champaign Park District Board of Commissioners held a Regular Board meeting on Wednesday, March 9, 2016 at 7:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to published notice duly given. President McMahan presided over the meeting.

Present: President Timothy P. McMahan, Vice President Craig Hays, Barbara J. Kuhl, and Jane L. Solon, and Attorney Guy Hall.

Absent: Commissioner Alvin S. Griggs 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, and Tammy Hoggatt, and Director of Human Resources, Information Technology and Risk.

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

**Call to Order**

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

**Comments from the Public**

None.

**Communications**

President McMahan circulated the communications.

**Treasurer's Report**

Ms. Wallace reported that Treasurer Wackerlin reviewed the Treasurer's Report for the month of February 2016 and found to be in appropriate order.

Commissioner Solon made a motion to accept the Treasurer's Report for the month of February 2016. The motion was seconded by Vice President Hays. The motion passed 4-0.

**Executive Director's Report**

Volunteer of the Month

Mr. Jones reported that Peter McFarland was chosen as February Volunteer of the Month. He was recognized for his efforts with the Douglass First String Basketball Program, including officiating games, coaching, securing sponsorships, among other things. Mr. McFarland is passionate about the Douglass Park area and is a well-known and respected member of the community.

Intern Introductions

Mr. Jones introduced interns Damian Marshall, Anthony Keener and Nathan Blackburn who are working in the Recreation Department this semester. The interns provided brief background statements about themselves.

Mr. Jones recognized Claudia Christy, Volunteer and Special Events Coordinator, who has been very helpful with the interns. Mr. DeLuce recognized Tiffany White, Douglass Park Manager. Ms. White acknowledged her mother and daughter who were in attendance. She attended in order to congratulate Mr. McFarland, whom she nominated as the February Volunteer of the Month.

### General Announcements

Mr. DeLuce announced that the IAPD Legislative Conference will be held May 3<sup>rd</sup> and 4<sup>th</sup> in Springfield, Illinois. The Champaign Parks Honors will take place on May 12<sup>th</sup> at 5 p.m., at the Hilton Garden Inn. The Garden Hills Park Path Dedication Ceremony is set for May 21<sup>st</sup> in Garden Hills Park, and a Joint Park District/City Council meeting is scheduled for June 1<sup>st</sup> at 7 p.m. at the Virginia Theatre.

Mr. McFarland arrived at the meeting. Ms. White introduced him and his wife, Deborah. Mr. Jones restated the reasons Mr. McFarland was chosen as the Volunteer of the Month for February. Mr. McFarland was presented with a Certificate of Appreciation and a bag of goodies.

Commissioner Solon noted that Mr. and Mrs. McFarland do a great deal for the community and they are both passionate in their efforts to help others. The Park District appreciates all that the McFarlands do in this community, especially for youth.

Mr. McFarland thanked the Board for the award and the assistance received from the staff at Douglass. He also thanked the Board for the recent improvements to Douglass Park. Mr. McFarland stated that he was thrilled with the accomplishments and renovations that have been made there. The improvements make a big difference not only to the baseball program, but to the community as a whole. Mr. McFarland expressed his appreciation to the Board for its efforts.

The Board thanked Mr. McFarland for his efforts.

### **Committee and Liaison Reports**

#### Champaign Parks Foundation

Vice President Hays reported that Foundation will meet on March 14, 2016.

### **Report of Officers**

#### Attorney's Report

None.

#### President's Report

President McMahan reported that Commissioner Griggs was ill and unable to attend the meeting. He asked if there were any objections to having the Study Session on March 30, 2016. There were no objections from the Board. The Study Session will be held on March 30, 2016 at 5:30 p.m.

### **Consent Agenda**

President McMahan 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 Executive Session Meeting, January 13, 2016
2. Approval of the Minutes of the Study Session Meeting, January 25, 2016
3. Approval of the Minutes of the Executive Session Meeting, January 25, 2016
4. Approval of the Minutes of Regular Board Meeting, February 10, 2016
5. Approval of the Minutes of the Executive Session Meeting, February 10, 2016
6. Approval of an agreement with Kiwanis C-U Little League for a three year period

Commissioner Kuhl made a motion to approve Consent Agenda Items, with applicable changes to the minutes and to the Kiwanis C-U Little League agreement as noted. The motion was seconded by Commissioner Solon. The motion passed 4-0.

## **New Business**

### Approval of Disbursements as of March 8, 2016

President McMahon reported that staff recommended approval of the list of disbursements for the period beginning February 10, 2016 and ending March 8, 2016. Discussion ensued. Ms. Hoggatt, in response to questions by Commissioners, reported that background checks are conducted through the State of Illinois police at a charge of \$10 each. The checks are conducted on all employees and volunteers. She stated that old laptop computers are reused throughout the Park District. Commissioner Solon asked for that a synopsis be prepared of the amount that has been spent on computer equipment for the fiscal year.

Commissioner Solon made a motion to approve the list of disbursements for the period beginning February 10, 2016 and ending March 8, 2016. The motion was seconded by Vice President Hays. The motion passed 4-0.

### Approval of a Bid and Award of Contract for Portable Toilets

President McMahon reported that staff recommended approval of a bid and award of a contract for portable toilets. Discussion ensued. Mr. Jones reported that the bid covered the Park District's needs for special events, programs, and parks.

Commissioner Kuhl made a motion to accept the bid for rental of portable toilets and authorize the Executive Director to execute a contract with the lowest responsible bidder, Midwest Pottyhouse, Inc., in the amount of \$15,255.50 per year for a two (2) year period with the option to renew for one (1) additional year. The motion was seconded by Vice President Hays. The motion passed 4-0.

### Approval of Dental and Life Insurance Plans

Ms. Hoggatt presented the report covering these benefits for the upcoming year. She stated that no changes are proposed to the current benefits.

Commissioner Solon made a motion to approve continuing dental and life insurance benefits at the current cost with The Principal Financial Group beginning May 1, 2016 and ending April 30, 2017. The motion was seconded by Vice President Hays. The motion passed 4-0.

### Approval of 2017-2022 Capital Improvement Plan

Mr. DeLuce recommended Board approval of the 6-year Capital Improvement Plan. The plan includes the FY16-17 Capital Budget and the projected plan for the next five years. He reported that staff reduced the capital budget to only include new money. Priorities include maintaining existing parks and facilities, and maintaining the replacement schedules. Priorities are subject to change if grants are received in the future. Mr. DeLuce reviewed funds for certain projects that were removed from the budget including funding for the Dodds 3-plex lights. He stated that \$100,000 has been set aside for land acquisition and \$700,000 for park development. Mr. DeLuce reported that hopefully at the next meeting a discussion about large capital projects will occur and the Board set priorities on projects moving forward.

President McMahon inquired about the status of the Master Trails Plan. Mr. DeLuce reported that the plan should be finalized and presented to the Board in May 2016.

Commissioner Solon addressed the Capital Improvement Plan being an item on the agenda for action at this point in time. She addressed items listed as safety related, and funding for the next five years to address the issues. Discussion ensued about safety issues and setting aside funds to address safety related issues. Mr. Crump addressed those matters in the programming context.

President McMahon acknowledged comments made by Commissioner Solon. He suggested that Mr. DeLuce and Mr. Crump meet with Commissioner Solon and other Commissioners interested in discussing the capital budget process and answer questions related to it.

Commissioner Kuhl expressed her point of view about meeting with staff to discuss the budget. She distributed to the Board a report showing the cash balance, the 120-day reserve and the surplus funds. Based on the significant amount of surplus funds, she questioned whether it was reasonable to limit the capital budget to \$2 million and suggested the Board look at funding further some of the capital projects.

Commissioner Solon commented about the 120-day reserve. She addressed concerns about unknown future issues and potential future facilities. Commissioner Solon commented about the need to repair Parkland Way.

Commissioner Kuhl encouraged the Board to direct staff members to compile the list of projects and enable them to proceed with what the Board asks them to do.

Vice President Hays made a motion to approve the 2017-2022 Capital Improvement Plan. The motion was seconded by Commissioner Kuhl. The motion passed 4-0.

### **Old Business**

None.

### **Discussion Items**

None.

### **Comments from Commissioners**

Commissioner Solon praised the Virginia Theatre staff on bringing great shows for all age groups to the theatre. She stated that it was great to see the number of people attending the shows. President McMahon echoed her comments and stated that the Little Mermaid was very well attended.

### **Executive Session**

Commissioner Solon moved as set forth below to convene into Executive Session. The motion was seconded by Vice President Hays. The motion passed 4-0. Upon roll call vote, the vote was as follows: Commissioner Solon – 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)(2) collective negotiating matters involving 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) to address litigation that is probable or imminent.

### **Return to Regular Meeting**

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

### **Action Items from Executive Session**

A motion was made by Commissioner Solon to approve a 2.5%/\$73,955 merit pool for fiscal year 2016-2017 staff compensation. The motion was seconded by Vice President Hays and unanimously approved. The motion passed 4-0.

### **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 Vice President Hays. The motion passed 4-0 and the meeting was adjourned at 8:05 p.m.

---

Timothy P. McMahon, President

---

Cindy Harvey, Secretary