

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

**April 13, 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, 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, and Tammy Hoggatt, and Director of Human Resources, Information Technology and Risk.

Members of the public were in attendance.

**Call to Order**

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

**Comments from the Public**

Ronald R. Hermann, 515 S. Ridgeway Avenue, Champaign, addressed the Board about a warm water therapy pool. He asked the Board for assurance that it will make a warm water pool facility a priority and develop a plan for it. He congratulated and thanked the Commissioners for their service.

Mr. McMahan thanked Mr. Hermann and Theresa Truelove for keeping the need for a warm water therapy pool in the minds of the Commissioners. President McMahan asked for a contact person to relay information to about this topic.

Chad Schwenk, 1207 N. Charter Oaks Circle, Mahomet, IL, business agency with IATSE Local 482, addressed the Board about current contract negotiations. He thanked the Commissioners for their patience, time and consideration.

**Communications**

President McMahan circulated the communications.

**Treasurer's Report**

Treasurer Wackerlin reviewed the Treasurer's Report for the month of March 2016 and found it to be in appropriate order.

Commissioner Solon made a motion to accept the Treasurer's Report for the month of March 2016. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

**Executive Director's Report**

Volunteer of the Month

Mr. DeLuce reported that the Volunteer of the Month for March was unable to attend the meeting. Staff will present the certificate and bag of gifts at a later date.

### General Announcements

Mr. DeLuce updated the Board on the Park Review group comprised of six staff members. The group is working on a report card for the parks. Mr. DeLuce provided the Board with a copy of the materials that will be used to grade the parks. He stated that Commissioners Kuhl and Solon will be assisting staff with the project. The group will focus on the five signature parks first and complete the report card for each between now and May 1, 2016. Then between May and November they will complete cards for the remaining parks. Mr. DeLuce reported that the goal is to have a final report by the end of the year.

### **Committee and Liaison Reports**

#### Champaign Parks Foundation

Vice President Hays reported that there is an item for Board consideration under New Business related to the Foundation.

Mr. DeLuce reported that the events committee met and is working on ideas for events which will be addressed after they are finalized.

### **Report of Officers**

#### Attorney's Report

##### Ordinance No. 605

Attorney Hall recommended approval of Ordinance No. 605, Annexing Territory Pursuant to Petition (411 Wallace Avenue).

Commissioner Kuhl made a motion to approve Ordinance No. 605. A copy of the ordinance is attached to the minutes. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

#### President's Report

None.

### **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 regarding any item, that item shall be removed and discussed separately. Vice President Hays asked that Item 6 be removed for further discussion. The Consent Agenda items were then as follows:

1. Approval of Minutes of the Study Session Meeting, March 2, 2016
2. Approval of Minutes of the Executive Session Meeting, March 2, 2016
3. Approval of Minutes of the Regular Board Meeting, March 9, 2016
4. Approval of Minutes of the Executive Session Meeting, March 9, 2016
5. Approval of a Public Participation Policy

Commissioner Griggs made a motion to approve Consent Agenda Items 1 through 5, with applicable changes to the Public Participation Policy as noted. The motion was seconded by Commissioner Solon. The motion passed 5-0.

6. Approval of a Resolution Adopting Revisions to the Employment Policies and Procedures Manual

Vice President Hays asked about the process for updating the Employment Policies and Procedures Manual if there is a change in the law whether it be city, state or federal, or if a situation arises that requires a change. He wanted to make sure that everyone understands that if there is a change in the law or other applicable circumstance that suggest a need to change policies, it is possible to address it. Discussion ensued. Staff assured the Board that changes at any time are possible in light of changing circumstances.

Mr. DeLuce reported that individual policies will be presented to the Board for approval to satisfy the Distinguished Accreditation Program requirements.

Commissioner Solon made a motion to approve the resolution adopting revisions to the Employment Policies and Procedures Manual. The motion was seconded by Vice President Hays. The motion passed 5-0.

## **New Business**

### Approval of Disbursements as of April 12, 2016

President McMahon reported that staff recommended approval of the list of disbursements for the period beginning March 9, 2016 and ending April 12, 2016. Commissioner Solon suggested a change to a description of a Park District event.

Commissioner Kuhl made a motion to approve the list of disbursements for the period beginning March 9, 2016 and ending April 12, 2016. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

### Approval of Champaign County Community Coalition Membership Dues

Mr. DeLuce presented the report and responded to questions from the Board. He reported that he serves on the Champaign County Community Coalition's Executive Committee. He stated that the Coalition is asking each organization to pay \$5,000.00 for 2016 Annual Membership dues. Mr. DeLuce discussed the benefits and relationships between the organizations on the committee. Discussion ensued. Commissioner Kuhl asked who governs the Coalition. Mr. DeLuce stated that the City of Champaign is the lead agency over the Coalition. The City has hired and is funding a coordinator. The funds will be used to help fund programs in Champaign.

Commissioner Kuhl made a motion to approve the disbursement of \$5,000.00 for 2016 Annual Membership dues in the Champaign County Community Coalition's Executive Committee contingent upon Park District funds being used only for programs in Champaign. The motion was seconded by Commissioner Solon. The motion passed 5-0.

### Approval of a Resolution Appointing and Reappointing Directors to the Champaign Parks Foundation

Vice President Hays reported that background information and resumes were provided in the Board packet. He stated that the Board and staff recommended that A.J. Thoma, Patrick Harrington, and Amanda Porterfield be appointed to the Board of Directors for the Champaign Parks Foundation to fill the vacant, two year terms, expiring in May 2017; and Art Thoma and Tom Whooley be re-appointed for three year terms expiring in May 2019.

Vice President Hays made a motion to approve a resolution appointing A.J. Thoma, Patrick Harrington, and Amanda Porterfield to the Board of Directors for the Champaign Parks Foundation to fill the vacant, two year terms, expiring in May 2017; and reappointing Art Thoma and Tom Whooley for three year terms expiring in May 2019. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Commissioner Kuhl suggested that on behalf of the Board thank you letters be sent to Bryan Banks and Scott Miller for their service on the Foundation Board.

### Approval of Bids for Garments

Mr. DeLuce presented the staff report and responded to questions. The tabulations were included in the Board packet. He reported that the increase in the bids was due to increases in unit costs of garments, increases in number of various garments, and addition of new items due to new programs. Mr. DeLuce stated that the Park District may spend less than the "not to exceed" amount because garments may not be purchased if there are low, insufficient, or non-enrollment in a program, activity, or event for which the item is to be used. The quantities bid are approximate only. Discussion ensued. Mr. Hoggatt updated the Board on past and current bidders. Commissioner Kuhl asked if staff anticipates the

purchase to be in the \$40,000 range. Mr. DeLuce responded yes.

Commissioner Kuhl made a motion to approve the bids for garments from the lowest responsible bidder for each item that meets specifications for a total amount not to exceed \$52,085.68, and rejecting the bid from Keifer because it did not meet the specifications. The successful bidders are as follows: Sunburst Sportswear, Inc. in the amount of \$29,522.48; Project Te in the amount of \$17,746.00; Martin One Source in the amount of \$3,242.20; Original Waterman in the amount of \$99.00; and Marathon Sportswear in the amount of \$585.00. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

#### Approval of a Bid for Park Lights

Mr. Crump presented the report and answered questions. He stated that staff recommended accepting the only bid received which was from Tepper Electric and authorize the purchase of 25 new LED light fixtures, in the amount of \$40,475. Discussion ensued. Commissioner Solon asked about the cost and budget for the lights. Mr. Crump stated that the funds are budgeted in the paving and lighting line and the increase in cost is for LED light fixtures. He stated that the goal is to have all the lights be mechanically universal.

Commissioner Solon made a motion to approve the bid from Tepper Electric and authorized the purchase of 25 new LED light fixtures in the amount of \$40,475.00. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

#### Approval of Bid for the Hessel Park Playground Construction

Mr. Crump presented the report and answered questions. He reported that funds were included in the capital budget. Nine bidders submitted bids. Mr. Crump stated that staff recommended that the Board accept the bid for the Hessel Park Playground Replacement Project and authorize the Executive Director to enter into a contract with the lowest responsible bidder, Petry-Kuhne Company of Champaign, in the amount of \$377,581.00. He reported that the playground will cover all age groups, 2 to 5, 5 to 12 and overlapping, with a third pod for independent play. Discussion ensued about the bidding process.

President McMahon asked for a copy of the schematic design and the timeline for the project. Mr. Crump stated that construction start date is June 1, 2016 and completion date of September 1, 2016.

Commissioner Griggs made a motion to accept the bid for the Hessel Park Playground Replacement Project and authorize the Executive Director to enter into a contract with the lowest responsible bidder, Petry-Kuhne Company of Champaign, in the amount of \$377,581.00. The motion was seconded by Commissioner Solon. The motion passed 5-0.

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

Mr. Crump presented the report and answered questions. He stated that staff recommended the waiver of formal bidding and approve the purchases through the Illinois State Joint Purchasing Program as follows: one (1) replacement 2016 Ford F-150 truck from Wright Automotive at a cost of \$21,705, one (1) new 2016 Ford F-150 truck from Wright Automotive at a cost of \$22,205, one (1) replacement 2017 Ford Explorer SUV at a cost of \$26,262, and one (1) new 2016 Ford F-250 w/ service body truck from Morrow Brothers at a cost of \$36,390. Discussion ensued. Mr. Crump stated no additional vehicles would be purchased this year. He talked about the process for rotating vehicles to make the best use of them.

Commissioner Kuhl made a motion to approve the waiver of formal bidding and approve the purchases through the Illinois State Joint Purchasing Program as follows: one (1) replacement 2016 Ford F-150 truck from Wright Automotive at a cost of \$21,705, one (1) new 2016 Ford F-150 truck from Wright Automotive at a cost of \$22,205, one (1) replacement 2017 Ford Explorer SUV at a cost of \$26,262, and one (1) new 2016 Ford F-250 w/ service body truck from Morrow Brothers at

a cost of \$36,390. The motion was seconded by Vice President Hays. The motion passed 5-0.

Approval of Ordinance No. 606: An Ordinance Providing for Disposal of Personal Property Owned by the Champaign Park District of Champaign County

Mr. Crump presented the report and answered questions from the Board. He stated that staff recommended approval of Ordinance No. 606: An Ordinance Providing for Disposal of Personal Property owned by the Champaign Park District, which allows for disposal of or conveyance through trade in of one 1994 Chevrolet 1500 pick-up truck, one 1998 Ford Taurus, and one Hako-Hamster 800E Walk-Behind Sweeper.

Commissioner Griggs made a motion to adopt Ordinance No. 606: 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.

**Old Business**

None.

**Discussion Items**

Conceptual Drawing of Hessel Park Restroom

Mr. Crump presented the conceptual drawing of the new Hessel Park restrooms. He spoke about the proposed plans and the location of the new restroom. He also reported that an analysis of the existing building will be conducted to see if it is feasible to add on to it. He then reviewed the map of Phase 1 and Phase 2 and 3 improvements for Hessel Park. Discussion ensued.

**Comments from Commissioners**

Commissioner Solon stated that the Ebertfest reception was great. Commissioner Griggs stated that he may have a conflict attend the May 27<sup>th</sup> Board meeting.

**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 pursuant to 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**

Commissioner Solon made a motion to approve awarding the Executive Director a bonus in the amount of \$10,000 for his performance in FY15-16 and setting his salary for FY16-17 at \$127,000. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Commissioner Kuhl made a motion that the following resolution be approved: “Based on the draft illustration prepared by Champaign Unit 4 School District, the Champaign Park District Board has agreed to discuss the development of potential shared facilities within Spalding Park.” The motion was seconded by Vice President Hays and unanimously approved. The motion passed 5-0.

**Adjourn**

There being no further business to come before the Board, Vice President Hays made a motion to adjourn the meeting. The motion was seconded by Commissioner Solon. The motion passed 5-0 and the meeting was adjourned at 9:00 p.m.

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Timothy P. McMahon, President

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Cindy Harvey, Secretary