

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

May 11, 2016

The Champaign Park District Board of Commissioners held an Annual Meeting on Wednesday, May 11 2016 at 7:00 p.m. 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, 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.

Staff and other members of the public were in attendance.

Call to Order

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

Election of Officers

Election of President

Vice President Hays made a motion to nominate and elect Timothy P. McMahon for the office of President. The motion was seconded by Commissioner Solon. There were no other nominations. The motion passed 4-0.

Election of Vice President

Commissioner Solon made a motion to nominate and elect Craig Hays for the office of Vice President. The motion was seconded by Commissioner Griggs. There were no other nominations. The motion passed 4-0.

Appointment of Officers

Appointment of Secretary Assistant Secretary and Treasurer

Commissioner Solon made a motion that Cindy Harvey be appointed as Secretary, Joseph C. DeLuce be appointed as Assistant Secretary and Gary Wackerlin be appointed as Treasurer of the Champaign Park District. The motion was seconded by Vice President Hays. There were no other nominations. The motion passed 4-0. Attorney Hall then administered the Oaths of Office to Secretary Cindy Harvey, Assistant Secretary Joe DeLuce, and Treasurer Gary Wackerlin.

Commissioner Kuhl arrived at the meeting at 7:03 p.m.

Appointment of Board Member to Boards and Committees

Commissioner Solon made a motion to nominate Vice President Hays to the Champaign Parks Foundation Board. The motion was seconded by Commissioner Griggs. There were no other nominations. The motion passed 5-0.

Adjourn

There being no further business to come before the meeting, upon a motion duly made by Commissioner Solon, seconded by Commissioner Griggs and unanimously approved, the Annual Meeting was adjourned at 7:04 p.m.

Approved:

Timothy P. McMahon, President

Cindy Harvey, Secretary

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

May 11, 2016

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, May 11 2016 at 7:04 p.m. 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, 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.

Staff and other members of the public were in attendance.

Call to Order

President McMahon called the meeting to order at 7:04 p.m.

Comments from the Public

None.

Communications

President McMahon circulated the communications.

Treasurer's Report

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

Ms. Wallace noted that the Treasurer's Report includes two new funds to segregate funds approved by the Board for park and development, as well as trails.

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

Executive Director's Report

Volunteer of the Month

Mr. Crump reported that Elizabeth Kirby was chosen as April Volunteer of the Month. She is a master naturalist and steward of natural lands in Champaign and Urbana parks, and Champaign County Forest Preserve sites. Ms. Kirby was recognized for her efforts in natural areas where her focus for the past few years for the Park District has been Heritage Park. She was presented with a Certificate of Appreciation and a bag of goodies. The Board thanked Ms. Kirby for her efforts.

General Announcements

Mr. DeLuce reported that the training with Beth Michaels has been scheduled for Monday, July 25, 2016 at 5:30 p.m. He stated that the Champaign Park Honors will be held on May 12, 2016 from 5 to 6:30 p.m. at the Hilton Garden Inn. The ribbon cutting ceremony for the Garden Hills path will take place at noon on May 21, 2016. Mr. DeLuce showed a preview of a video that will be introduced as part of Champaign Parks Honors. He is working on dates and times for Heritage and Shop project team meetings. Mr. DeLuce reported that staff is finalizing report card grades for the first five parks, and that report cards on the remaining parks will be completed by end of 2016.

Committee and Liaison Reports

Champaign Parks Foundation

Vice President Hays reported that the Foundation Board elected Newton Dodds for office of President; Laura Shapland for office of Vice President; and Art Thoma for office of Secretary at its annual meeting. He stated that the Board discussed Virginia Theatre ticketing fees. Vice President Hays reported that the Board approved spending up to \$30,000.00 for Virginia Theatre furniture and spending funds designated for Eisner Park ballfield for batting cages. He announced that the Board would like to resume meeting monthly. Vice President Hays reported that Scott Miller and Bryan Banks opted not to be reappointed to the Board. Two new members, Patrick Harrington and AJ Thoma, were appointed to the Board.

Mr. DeLuce reported that staff was working on plaques to present to the outgoing Board members. Vice President Hays thanked former Board President Scott Miller and Board Member Bryan Banks for their time and efforts on the Board.

Vice President Hays reported that the Foundation Board decided not to have a car raffle. He stated that the Board is working on three events, and he will share details once they have been finalized.

Report of Officers

Attorney's Report

None.

President's Report

President McMahon updated the Board on the Legislative Reception. He reported that the Board and staff had dinner with Carol Ammons, Scott Bennett, Urbana Park District Board and staff, and Champaign Country Forest Preserve District Board and staff.

He offered condolences to Ms. Wallace and family on the passing of her father.

President McMahon reported that talks continue with Champaign School District Unit 4.

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 regarding any item, that item shall be removed and discussed separately. Mr. DeLuce asked that Item 9. d. be removed from the consent agenda and the Board concurred by consensus. The Consent Agenda items were then as follows:

1. Minutes of the Study Session Meeting, March 30, 2016
2. Minutes of the Executive Session Meeting, March 30, 2016
3. Minutes of the Regular Board Meeting, April 13, 2016
4. Minutes of the Executive Session Meeting, April 13, 2016
5. Minutes of the Special Board Meeting, April 27, 2016
6. Approval of a Bid for the Hard Court Surface Refurbishment of Hessel Park Tennis Courts, and authorizing the Executive Director to enter into a contract with the lowest responsible bidder, Harris-Barrier Corporation of Indianapolis IN, in the amount of \$34,658.00
7. Approval of a Bid for the purchase of playground surfacing mulch and authorizing the Executive Director to enter into a contract with the lowest responsible bidder, Stillwater Enterprises, at the bid price of \$16.90 per cubic yard
8. Approval of a Bid for replacement of fencing at Hazel Park from the lowest responsible bidder, S.K. Service Corporation, at the bid price of \$19,750.00
9. Policies
 - a. Participation in Professional Conferences and Seminars Policy
 - b. Cooperation Policy
 - c. New Employee Reporting Policy
 - e. Soccer Goal Safety and Education Policy

Commissioner Griggs made a motion to approve Consent Agenda Items 1 through 9. a, b, c. and e. The motion was seconded by Vice President Hays. The motion passed 5-0.

9. Policies

d. Criminal Background Investigation Policy

Mr. DeLuce reported that staff would like to review the policy and return it at a future meeting for Board consideration.

New Business

Approval of Disbursements as of April 13, 2016

President McMahon reported that staff recommended approval of the list of disbursements for the period beginning April 13, 2016 and ending May 10, 2016

Vice President Hays made a motion to approve the list of disbursements for the period beginning April 13, 2016 and ending May 10, 2016. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Approval Setting a Public Hearing on the Budget and Appropriation Ordinance

Ms. Wallace presented the staff report and responded to questions. She reported that this is an annual requirement to set the date for the budget and appropriation ordinance. Discussion ensued. Ms. Wallace discussed the process for making changes to the budget and appropriation ordinance. She reported that the budget book will be distributed to the Board at the May 25, 2016 Special Board meeting.

Commissioner Griggs made a motion to approve setting a public hearing on the proposed Budget and Appropriation Ordinance for Wednesday, June 22, 2016 at 5:30 p.m. at the Bresnan Meeting Center to receive public comments. The motion was seconded by Commissioner Solon. The motion passed 5-0. Ordinance No. 598, the proposed Budget and Appropriation Ordinance is available at the Bresnan Meeting Center for public viewing.

Approval of a Bid for American with Disabilities Act (ADA) General Accessibility Projects

Ms. Crump presented the staff report and responded to questions. He indicated that after reviewing the ADA Transition Plan adopted by the Board in 2012, staff selected a number of projects to include in the capital projects. Mr. Crump stated that this year, accessibility to project amenities in certain parks were chosen. Discussion ensued. Mr. Crump reported that a small shelter will be added in Morrissey Park.

Vice President Hays made a motion to accept the lowest responsible bid for ADA General Accessibility Projects and authorized the Executive Director to enter into a contract with Shaw Brothers Concrete in the amount of \$70,140.00. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Approval of the Bid to Purchase a New Backhoe

Mr. Crump presented the staff report. He reported the old backhoe has several safety concerns. One bid did not meet the specifications and staff recommended accepting the lowest responsible bid.

Commissioner Solon made a motion to accept the second lowest responsible bid that met all specifications and authorized the purchase of one (1) new 2016 Case 580 Super N from Birkey's Farm Store in the amount of \$78,840. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Approval of Ordinance No. 607: An Ordinance Providing for Disposal of Personal Property

Mr. DeLuce presented the staff report. He reported that the old backhoe will be used as trade-in.

Commissioner Griggs made a motion to approve Ordinance No. 607: An Ordinance Providing for Disposal

of Personal Property owned by the Champaign Park District, which authorized and approved disposal of one of one 1986 Case 580E Backhoe Loader. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Approval of a Request for a Temporary Easement in Scott Park from the Urbana-Champaign Sanitary District

Mr. Crump presented the staff report and responded to questions. He reported that the Illinois Department of Natural Resources agreed to the 18 month period to complete the project. The time frame will allow for completion of construction and plantings.

Commissioner Solon made a motion to approve granting a temporary easement in Scott Park to the Urbana-Champaign Sanitary District and requesting payment of fees in accordance with Ordinance No. 459. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Approval of an Agreement between the Park District and Micro Systems International, Inc.

Ms. Hoggatt presented the staff report. She reported that Micro Systems has consulted with the Park District since 2012. Ms. Hoggatt shared the history of the relationship with Micro Systems and the work accomplished to date.

Commissioner Kuhl made a motion to approve an agreement between the Park District and Micro Systems International, Inc. for a one year period at the rate of \$2,500.00 per month. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Old Business

None.

Discussion Items

FY16-17 Operating Budget

Ms. Wallace updated the Board on the estimated revenues and appropriations. Expenses are projected to be \$16,949,810.00. She noted that the large increase in capital outlay is due to adding two projects: Heritage Park Phase 1 and Hessel Park Phase 3. Ms. Wallace discussed reasons for increases in supplies and commodities. She reported that general utilities and storm water utility expenses are projected to increase. Discussion ensued. Staff will account for an increase in water and sanitary fees. Ms. Wallace will forward to the Board a summary sheet which shows percentages projected over next year. Commissioner Solon commented regarding the proposed rate increase from Ameren and how it is reflected in the budget.

Vice President Hays inquired about the status and effect of the IMET matter. Discussion ensued.

Comments from Commissioners

Commissioner Hays complimented Virginia Theatre Director Steven Bentz and the volunteers for doing an excellent job during the Jack Hanna show.

Commissioner Griggs reported on the Legislative Conference. He stated that the morning session was great and that Scott Bennett was on a panel that addressed parks.

Commissioner Solon echoed Commissioner Hays' comments regarding the Virginia Theatre staff. She sent kudos to the Virginia Theatre staff.

Executive Session

No Executive Session was held.

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 5-0 and the meeting was adjourned at 7:40 p.m.

Timothy P. McMahon, President

Cindy Harvey, Secretary