

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

July 13, 2016

The Champaign Park District Board of Commissioners held a Regular Board meeting on Wednesday, July 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, Commissioners Alvin S. Griggs, Barbara J. Kuhl, and Jane L. Solon, and Attorney Guy Hall.

Absent: Vice President Craig Hays 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, Steven Bentz, Director of the Virginia Theatre, and Tammy Hoggatt, and Director of Human Resources, Information Technology and Risk.

Call to Order

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

Comments from the Public

There were no comments from the public.

Communications

President McMahon circulated the communications.

Treasurer's Report

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

Executive Director's Report

Volunteer of the Month

Mr. Bentz reported that the Volunteer of the Month for June is Kevin Warner. He was chosen for his volunteer efforts at the Virginia Theatre. He was presented with a certificate and gift bag. The Board thanked Mr. Warner for his efforts.

Claudia Christy, Special Events and Volunteer Coordinator, announced that that this was her last Board as she will be relocating to Minnesota. She stated that she is sad to be leaving and has had a wonderful experience at the Park District.

Project Updates

Mr. DeLuce reported that the Heritage Park project team is making progress. He also reported that the Operations Expansion and Shop project team reviewed RFPs received from architects and narrowed the list to consider to three. The architects will make presentations to the Board at the August meeting.

General Announcements

Mr. DeLuce distributed to the Board copies of the new strategic plan, 2015-16 performance measurement report, results of an employee feedback survey, and the 2016 park report card survey. Commissioner Kuhl suggested that the employee feedback survey be added to a future agenda for Board discussion since it was a Board objective for staff.

Committee and Liaison Reports

Champaign Parks Foundation

Mr. DeLuce reported that newly appointed Board member Amanda Porterfield stepped down as a member due to other commitments and her residential relocation out of state. He also reported that a possible concert fundraiser is being planned at the City Center for March 2017.

Report of Officers

Attorney's Report

None.

President's Report

President McMahon reminded the Board of the Special meeting on July 25, 2016. He reminded the Commissioners to fill out their questionnaires.

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 Public Hearing and Regular Board Meeting, June 8, 2016
2. Approval of Minutes of the Executive Session, June 8, 2017
3. Policies
 - a. Drug Free Workplace Policy
 - b. Communicable Disease Policy
 - c. Scholarship Policy
 - d. Illinois Identity Protection Act Policy and Procedures
 - e. Smoke Free Illinois Policy
 - f. Distinction between Board Policies and Administrative Procedures
 - g. Prospective Board Candidate and Packet Policy
 - h. Bond Rating Policy
 - i. Payment of Bills Policy
 - j. Economizing Purchases and Resources Policy

Commissioner Griggs made a motion to approve the consent agenda. The motion was seconded by Commissioner Kuhl. The motion passed 4-0.

New Business

Approval of Disbursements as of June 8, 2016

President McMahon reported that staff recommended approval of the list of disbursements for the period beginning June 8, 2016 and ending July 12, 2016.

Commissioner Solon suggested removing the invoice for reimbursement for a cellphone which she felt was contrary to Board policy approved in April. Staff stated that the policy did not prohibit this reimbursement. Discussion ensued. It was suggested that this policy be reviewed again by the Board.

Commissioner Kuhl made a motion to approve the list of disbursements for the period beginning June 8, 2016 and ending July 12, 2016 as presented. The motion was seconded by Commissioner Griggs. The motion passed 3-1 with Commissioner Solon opposed.

Approval of an Extension of Contract for Janitorial Services at the Dodds Tennis Center

Mr. Jones presented the report. He reported that staff has been satisfied with the service provided by ESS Clean, Inc. and recommended Board approval of the one-year renewal option with ESS Clean, Inc. for Dodds Tennis Center janitorial service in 2016-17.

Commissioner Solon made a motion to approve the one-year renewal option with ESS Clean, Inc. for Dodds Tennis Center janitorial service in 2016-17. The motion was seconded by Commissioner Griggs. The motion passed 4-0.

Approval of Bid for Janitorial Services at the Virginia Theatre

Mr. Bentz presented the report. He reported that staff recommended that the Board accept the bid and authorize the Executive Director to enter into a contract with the lowest responsible bidder, ServiceMaster, Champaign, IL, at the hourly rate of \$20.15 to provide cleaning services at the Virginia Theatre for one year.

Commissioner Kuhl made a motion to approve the bid and authorize the Executive Director to enter into a contract with the responsible bidder, ServiceMaster, Champaign, IL, at the hourly rate of \$20.15 to provide cleaning services at the Virginia Theatre for one year. The motion was seconded by Commissioner Griggs. The motion passed 4-0.

Approval of Bid for Spalding Park Tennis Courts Refurbishment

Mr. DeLuce presented the report and answered questions. He reported that staff recommended that the Board accept the bid for the Spalding Park Tennis Courts Refurbishment Project, and authorize the Executive Director to enter into a contract with the sole and lowest responsible bidder, Harris-Barrier Corporation of Indianapolis, IN, in the amount of \$26,520.00.

Commissioner Kuhl made a motion to approve the bid for the Spalding Park Tennis Courts Refurbishment Project, and authorize the Executive Director to enter into a contract with Harris-Barrier Corporation of Indianapolis, IN, in the amount of \$26,520.00. The motion was seconded by Commissioner Griggs. The motion passed 4-0.

Approval of Bid for General Concrete

Mr. Crump presented the report. He reported that this was an annual project and that staff recommended accepting the lowest responsible bid from Mid-Illinois Concrete in the amount of \$30,600.00 and authorize the Executive Director to enter into a contract for this work. Discussion ensued. President McMahon suggested that Parkland Way be added to a future agenda for Board discussion.

Commissioner Solon made a motion to approve the lowest responsible bid from Mid-Illinois Concrete in the amount of \$30,600.00 for general concrete work and authorize the Executive Director to enter into the contract. The motion was seconded by Commissioner Griggs. The motion passed 4-0.

Approval of an Agreement with Depke Gases and Welding Supplies, Inc.

Mr. Crump presented the report. He reported that staff recommended approval of a five (5) year lease agreement for seventeen (17) cylinders with Depke Welding Supplies, in the amount of \$2,465.00, and authorize the Executive Director to execute said agreement.

Commissioner Solon made a motion to approve a five (5) year lease agreement for seventeen (17) cylinders with Depke Welding Supplies, in the amount of \$2,465.00, and authorize the Executive Director to execute said agreement. The motion was seconded by Commissioner Griggs. The motion passed 4-0.

Approval of an Agreement with Newberry's Leaders for Life Martial Arts

Mr. DeLuce requested that this item be tabled pending further revisions to the agreement. This item was tabled until the August 10, 2016 Board meeting.

Approval of a Resolution Authorizing the Destruction of Audio Recordings of Executive Sessions

Commissioner Kuhl made a motion to approve a resolution authorizing the destruction of audio recordings of executive sessions listed in the resolution. The motion was seconded by Commissioner Griggs. The motion passed 4-0.

Old Business

None.

Discussion Items

FY16-17 Operating Budget

Mr. DeLuce reported regarding a meeting with President McMahon and Vice President Hays where he shared information in response to questions and concerns about the budget. There was discussion about the philosophy of moving forward on the budget and what is needed going forward with an operating budget that works for both staff and the Board. Mr. DeLuce reported that there was discussion about possibility setting aside more reserve for additional projects and items for the Park District. He stated that staff reviewed the budget and, at his direction, made cuts to line items, reducing the overall budget by \$500,000. Mr. DeLuce requested a future meeting with the Board to discuss the budget philosophy and process. He reviewed the proposed general, recreation and museum funds, as well as the surplus. Discussion ensued.

Commissioner Solon stated that she appreciated that fact that staff found ways to reduce and streamline the budget. She expressed concern about the proposed increase in certain lines items in the original budget. She favors the budget where cuts have been made. Commissioner Griggs stated that he favors the original budget presented. Commissioner Kuhl favors approving the original budget as presented. She also favors having a meeting in the future to discuss the budget process. President McMahon agrees that a special meeting to discuss the budget is needed to provide direction to staff. He stated that he appreciates the reductions in the budget made by staff. President McMahon stated he has a desire to maintain surplus to fund upcoming projects and he favors a tighter budget.

Ms. Wallace stated that the final numbers for the budget is need in order to move forward to prepare the budget in a timely manner.

Commissioner Kuhl suggested approving the original budget as presented with direction to staff that the Board would like to see them be conservative with numbers and strive toward achieving savings presented in the alternative. She stated that there has been a surplus annually. Commissioner Kuhl suggested that the Board and staff began the budget process for FY17-18 soon.

Mr. DeLuce reported that he has implemented a hiring freeze is and requiring staff to get preapproval for expenditures \$2,500 and over to reduce the budget. Discussion ensued.

President McMahon summarized that the Board has agreed to proceed with presenting the original budget book for approval. Staff will continue to work toward the goals of spending less to have the reserve funds for future projects. The budget will be evaluated as the year goes on.

Attorney Hall sought to clarify that the budget and appropriation ordinance and original budget will be presented for approval but with the direction to staff to move toward accomplishing the savings articulated in the alternative version. Ms. Wallace noted that the budget will be amended to include \$30,000 for credit card fees.

Comments from Commissioners

Commissioner Griggs asked for an update on the funds from the OSLAD grant for Douglass Park improvements. Mr. DeLuce stated that the Park District has not received notification that it will receive the funds. No additional information was provided about future grants.

Commissioner Kuhl stated that a resident shared with her the amount of discarded rubbish left in Hessel Park after weekend use. She reported that the resident stated that Park District staff arrives promptly to clean up the park. She commended the staff who do garbage pickup. Commissioner Kuhl stated that playground project is progressing.

President McMahon inquired about programs for Pokémon Go game. Mr. Jones updated the Board on other park districts expressing concerns about the problems the game has generated.

Executive Session

Commissioner Solon moved as set forth below to convene into Executive Session. The motion was seconded by Commissioner Griggs. The motion passed 4-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Griggs – yes; President McMahon – yes; and Commissioner Kuhl – yes. The Board convened into Executive Session under the Illinois Open Meeting Act, specifically 5 ILCS Par. 120/2(c)(2) collective negotiating matters involving the public body; (c)(5) for the purchase or lease of real property for the use of the public body; (c)(6) for the setting of a price for sale or lease of property owned by the public body; and (c)(21) for the discussion of minutes of meetings lawfully closed under this Act, whether for purpose of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

Return to Regular Meeting

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

Action Items from Executive Session

Approval to Make Available for Public Viewing Certain Executive Session Minutes

Commissioner Solon made a motion to make available a portion and/or entire minutes from Closed Session meetings on November 14, 2012 (complete); January 7, 2013 (partial); March 12, 2014 (complete); May 27, 2015 (partial); November 12, 2015 (partial); January 13, 2016 (partial); January 25, 2016 (partial); March 2, 2016 (partial); March 9, 2016 (partial); and April 13, 2016 (partial for public viewing, which were reviewed for that purpose. The motion was seconded by Commissioner Kuhl. 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 Commissioner Griggs. The motion passed 4-0 and the meeting was adjourned at 9:00 p.m.

Timothy P. McMahon, President

Cindy Harvey, Secretary