

**CHAMPAIGN PARK DISTRICT
MINUTES OF SPECIAL MEETING
BOARD OF COMMISSIONERS**

July 27, 2016

PUBLIC HEARING

The Champaign Park District Board of Commissioners held a Public Hearing on Wednesday, July 27, 2016 at 5:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to published notice duly given. President Timothy P. McMahon presided over the hearing.

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

Absent: Attorney Guy C. 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, Tammy Hogatt, Director of Human Resources, Information Technology and Risk, and Steven Bentz, Director of Virginia Theatre.

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

Open the Public Hearing

President McMahon, opened the Public Hearing at 5:30 p.m. The purpose of the Public Hearing is to discuss and receive public comments on the Budget and Appropriation Ordinance for FY16-17. A Notice of Public Hearing was published in *The News-Gazette* on July 18, 2016 in compliance with State law.

Public Comments

President McMahon called for comments from the public. There were no comments received.

Close the Public Hearing

Commissioner Kuhl made a motion to adjourn the Public Hearing. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

SPECIAL BOARD MEETING

The Commissioners, Officer, staff, public and media present at the Public Hearing were in attendance at the Special Meeting.

Call to Order

President McMahon called the meeting to order at 5:32 p.m.

Comments from the Public

There were no comments from the public.

New Business

Approval of Ordinance No. 609: Budget and Appropriation Ordinance

President McMahon reported that staff recommended adoption of Ordinance No. 609, the Budget and Appropriation Ordinance for FY 16-17 in the amount of \$17,167,510.00.

Commissioner Solon made a motion to adopt Ordinance No. 609, the Budget and Appropriation Ordinance for FY 16-17 in the amount of \$17,167,510.00. 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; Vice President Hays – yes; President McMahon – yes; and Commissioner – Kuhl.

Approval of the FY16-17 Annual Budget

President McMahon reported that staff recommended approval of the FY16-17 Annual Budget book.

Commissioner Kuhl made motion to approve the FY16-17 Annual Budget book. The motion was seconded by Vice President Hays. The motion passed unanimously.

The Board thanked staff for their hard work on the budget.

Approval of an Addendum to the Agreement for Independent Contractor Services at the Virginia Theatre

Mr. DeLuce presented the report. He reported that Michael Frederick, Virginia Theatre tech manager, is retiring. The Park District is in the process of hiring a new tech manager. Mr. DeLuce stated that staff recommends approval of an Addendum to the Independent Contract Services at the Virginia Theatre between the Park District and Mr. Frederick to extend the contract from July 31, 2016 to September 30, 2016.

Commissioner Solon made a motion to approve the Addendum to the Independent Contract Services at the Virginia Theatre between the Park District and Michael Frederick to extend the contract from July 31, 2016 to September 30, 2016. The motion was seconded by Commissioner Griggs. The motion passed unanimously.

Approval of an Extension of the Internet Ticketing Services Agreement with SeatAdvisor, Inc.

Mr. DeLuce reported that this is the Park District's third year with SeatAdvisor, Inc. and that staff has been pleased with its services. Mr. Bentz reported that staff has been very happy with the system. It is powerful, flexible and user friendly. He stated that staff recommends entering into a three year agreement with SeatAdvisor, Inc.

Commissioner Solon made a motion to approve entering into an Internet Ticketing Services Agreement with SeatAdvisor, Inc. to provide ticketing for the Virginia Theatre and other Park District events for a three-year period with authorization for the Executive Director to execute the agreement subject to further legal review. The motion was seconded by Commissioner Griggs. The motion passed unanimously.

Discussion Items

Policies

- a. Acknowledgement of Gifts and Donations Policy
- b. Distribution of Board Policy Manual
- c. Distribution of Employment Policies and Procedures Manual
- d. District Wide Comprehensive/Strategic Plan Policy
- e. Employment of Certified/Professionally Trained Staff
- f. Intergovernmental Cooperation Policy
- g. Media Policy
- h. Meeting Agenda Format Policy
- i. Overtime and Compensatory Time Policy
- j. Payment of Employee Wages Policy
- k. Program Evaluations Policy

President McMahon asked for feedback about the policies.

Vice President Hays reported that he shared suggested grammatical changes to policies with staff. Commissioner Solon noted inconsistencies in the Distribution of Board Policy Manual and the Meeting Agenda Format Policy. Ms. Harvey reported that revisions will be made to the policies based on Board comments.

There were no additional comments. The policies will be placed on the August 10, 2016 consent agenda for approval.

Comments from Commissioners

Commissioner Griggs reported that the meeting on Monday with the consultant was positive and that the summary received will be helpful to the Board.

Commissioner Solon echoed Commissioner Griggs' comments about the meeting on Monday. She stated that it was very good and that the Board should continue to have such meetings annually or every other year.

President McMahon commented that it was a great workshop. He stated that it is each of the Commissioners duty to read through the comments on the proper way to address matters. He stated that one of the follow up items the consultant recommended was that the two Commissioners who indicated a concern of unethical activity meet with President McMahon. He encouraged the Commissioner(s) to follow up with him about the matter. He received positive feedback regarding Park District staff on how they went above and beyond what is expected and are very helpful.

Mr. DeLuce reported that Ms. Wallace is working on scheduling a presentation about general obligation bonds in order to answer questions. Discussion ensued. It was the consensus of the Board that David Phillips of Speer Financial, Inc. be scheduled to present at the August 22, 2016 Study Session.

President McMahon reported that he will be out of town on a business trip scheduled on September 14, 2016. He asked if there were any objections to attending the meeting electronically, missing the meeting or attempting to reschedule the meeting. Commissioner Kuhl stated that she would be unable to attend the meeting if it is rescheduled. Discussion ensued. The meeting date will remain the same. President McMahon will make a decision at a later date on whether he will attend the meeting electronically.

Executive Session

Commissioner Griggs moved as set forth below to convene into Executive Session. The motion was seconded by Commissioner Solon. 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 will convene into Executive Session under the Illinois Open Meetings 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; and (c)(6) for the setting of a price for sale or lease of property owned by the public body.

Reconvene into Open Session

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

Action Item from Executive Session, If Any

None.

Adjourn

There being no further items 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 7:47 p.m.

Craig W. Hays, Vice President

Cindy Harvey, Secretary