

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

**August 10, 2016**

The Champaign Park District Board of Commissioners held a Regular Board meeting on Wednesday, August 10, 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 W. 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, Jameel Jones, Director of Recreation, and Tammy Hoggatt, and Director of Human Resources, Information Technology and Risk.

Other staff were present as well as members of the public. Tim Mitchell, a reporter with The News-Gazette was also in attendance.

**Call to Order**

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

**Presentations**

Program Evaluation, Office of Parks and Recreation Resources, University of Illinois

Mr. DeLuce introduced Jarrod Scheunemann, University of Illinois, and Mike Mulvaney, Illinois State University. He reported that they were asked to conduct a study of the Park District's recreation programs and services.

Mr. Scheuneman thanked the Park District for letting them work on this project and assessing our recreation services and needs. Mr. Scheuneman and Mr. Mulvaney reviewed the study purpose; objectives; program analysis observations; program evaluation observations; mystery shopper observations; special events process; financial analysis observations; and global recommendations.

Mr. DeLuce reported that cross department teams using all full-time staff have come together to develop action plans. Mr. Jones will take this report, evaluate it, review it and make recommendations on what the Park District can do moving forward. Mr. DeLuce stated that staff plans on taking the report going forward and will try to put it into action.

President McMahan stated that the report contains good information and he appreciated all the time put into it. He suggested that staff report to the Board on a quarterly basis on the progress.

The Board thanked Mr. Scheunemann and Mr. Mulvaney for their efforts.

Champaign Unit 4 School District (Unit 4)

Chris Kloeppe, Board President, announced that he was joined by Thomas Lockman, Chief Financial Officer and Attorney, Amy Armstrong, Board Vice President, and Dr. Judy Weigand, Superintendent. He thanked the Commissioners for allowing Unit 4 to address the Board about the continued efforts to create a referendum question for the November ballot and the Park District's potential involvement particularly at Spalding Park. Mr. Kloeppe acknowledged receipt of the letter from President McMahan and will address questions raised in the letter. He reported on results of a community wide survey conducted of 500 registered voters within the District regarding the \$157 million dollar referendum concept which would address renovations to the two high schools and the \$257 million dollar referendum concept that would encompass all of the projects at multiple schools. He noted that both of the plans include Central High

School and the potential goal to provide some extracurricular activities after school at Spalding Park and Southside Elementary School. Mr. Kloeppel stated that the final total amount has not been decided yet. He stated that Unit 4 is strongly considering placing a referendum question on the November ballot. The Board will make the final determination within the next 10 days. The projects would largely involve improvements of existing school campuses with some funds dedicated to improving spaces for extracurricular activities at sites near Central High School. Most notably for the Park District, the Board of Education would be interested in improving Spalding Park with a new baseball field as well as additional tennis courts. Unit 4 would be prepared to assume responsibility for those costs pending a successful referendum. In response to the Board's question regarding the Unit 4's ability to fund improvements on the property it does not own, Unit 4 may fund such improvements with bond proceeds so long as it holds some form of interest in the subject property. Unit 4 envisions a form of intergovernmental agreement. If necessary, the nature of the Unit 4's property interest may be incorporated in the intergovernmental agreement. He stated a lease may be needed to establish a suitable interest. If acceptable to the Park Board, it would be Unit 4's desire to involve the representatives of the Park District in the design process that would develop the plans for the proposed improvements. Unit 4 would also welcome the opportunity to have the design and construction team present to the Park Board the design and project schedule. Throughout the process the Park District would be involved just as Unit 4 would approve any plans and designs. Unit 4 would appreciate the Park Board's continued support in working together to accomplish improvements at Spalding Park and proceeding with including these improvements as part of the Unit 4 referendum. Essentially, Unit 4 is looking for a blessing to proceed with the understanding that Unit 4 may be able to enter into an intergovernmental agreement if the referendum passes. He reported that Unit 4 did something similar with the City of Champaign regarding the vacating of certain streets upon approval of a referendum. Mr. Koeppel stated that Unit 4 has appreciated the Park District's involvement in the Tier 2 process.

Discussion ensued. If the Park District does not participate in the project, Unit 4 could build the baseball field and tennis courts elsewhere. It was determined a leasehold interest is possible. If the project is funded using bonds, the lease may need to be for the life of the bonds, possibly 20 years. Unit 4 is prepared to be flexible regarding which contractors to use.

President McMahon asked if a formal vote was required. Attorney Hall stated that he did not believe a formal vote was necessary. He stated that Unit 4 was seeking the position of the Park District regarding the desire to continue the process of supporting Unit 4.

Mr. Koeppel thanked the Board of Commissioners for their time.

### **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 July 2016. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

### **Executive Director's Report**

#### Volunteer of the Month

Zoe Stinson, Special Events Manager, reported that the Volunteer of the Month for July is C-U Sunrise Rotary Club. The club was chosen for its efforts with Decker Garden in Mattis Park, including installing and maintaining the garden. The garden was named in memory of Don Decker. The club was presented with a certificate and gift bag.

Phyllis Mitchell, a member of the club, volunteer gardener and hobby gardener accepted the certificate and gift bag. She provided a brief biography regarding Don Decker and the development of the garden. She thanked the Board on behalf of the C-U Sunrise Rotary.

The Board thanked Ms. Mitchell for the club's efforts.

#### General Announcements

Mr. DeLuce reported that C-U Days will be held on August 11<sup>th</sup> and 12<sup>th</sup>. Tiffany White, Douglass Park Manager, explained the program of events for C-U Days. She invited the Board to attend the event.

Mr. DeLuce reminded the Board that report cards on parks are due. Staff hopes to have the report finalized next month. He asked the Board to provide comments on the prairie garden around the sign at the Bresnan Meeting Center. Mr. DeLuce stated that Randy Hauser, horticulture supervisor, would like Board input on the garden.

#### **Committee and Liaison Reports**

##### Champaign Parks Foundation

Vice President Hays reported that the Foundation will meet on August 15, 2016. He stated that the fundraising committee has met and continues to work on details for future fundraisers. Vice President Hays reported that the Foundation plans to reinstitute donor lunches with current or potential donors to educate them about what the Foundation does, where their dollars could be used best, and actively recruit people to participate on the Foundation Board.

#### **Report of Officers**

##### Attorney's Report

None.

##### President's Report

None.

#### **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 Special Board Meeting, June 22, 2016
2. Approval of Minutes of the Executive Session, June 22, 2016
3. Approval of Minutes of the Regular Board Meeting, July 13, 2016
4. Approval of Minutes of the Executive Session, July 13, 2016
5. Acknowledgement of Gifts and Donations Policy
6. Distribution of Board Policy Manual
7. Distribution of Employment Policies and Procedures Manual
8. District Wide Comprehensive/Strategic Plan Policy
9. Employment of Certified/Professionally Trained Staff
10. Intergovernmental Cooperation Policy
11. Media Policy
12. Meeting Agenda Format Policy
13. Overtime and Compensatory Time Policy
14. Payment of Employee Wages Policy
15. Program Evaluations Policy

Commissioner Griggs made a motion to approve the consent agenda. The motion was seconded by Commissioner Solon. The motion passed 5-0.

## **New Business**

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

President McMahon reported that staff recommended approval of the list of disbursements for the period beginning July 12, 2016, and ending August 9, 2016.

Commissioner Kuhl made a motion to approve the list of disbursements for the period beginning July 12, 2016 and ending August 9, 2016 as presented. The motion was seconded by Commissioner Solon. The motion passed 5-0.

### Approval of Bid for Seal Coating and Line-Striping

Mr. Crump presented the report. He stated that staff recommended awarding the bid for seal coating and line-striping to the lowest responsible bidder, Dunn Company, Decatur IL, at the bid price of \$30,759 and authorize the Executive Director to enter into a contract for the work. Discussion ensued. Only one company from Champaign County submitted a bid.

Commissioner Kuhl made a motion to approve the bid for seal coating and line-striping to the lowest responsible bidder, Dunn Company, Decatur IL, at the bid price of \$30,759 and authorize the Executive Director to enter into a contract for the work. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

### Approval of Bid for Douglass Community Center Gym Floor Replacement

Mr. Crump presented the report. He stated that staff recommends awarding the contract for the Douglass Community Center gym floor replacement to the lowest responsible bidder that meets all specifications, Sport Court Midwest, Elmhurst, IL, at the bid price of \$69,375, and authorize the Executive Director to enter into a contract for the work.

Commissioner Griggs made a motion to accept the bid for the Douglass Community Center gym floor replacement to the lowest responsible bidder that meets all specifications, Sport Court Midwest, Elmhurst, IL, at the bid price of \$69,375, and authorize the Executive Director to enter into a contract for the work. The motion was seconded by Vice President Hays. The motion passed 5-0.

### Approval of an Extension of Contract for Janitorial Services at the Douglass Community Center and the Douglass Annex

Mr. Jones presented the report. He stated that staff recommends approval of an agreement with ServiceMaster Janitorial Cleaning to provide cleaning services at the Douglass Annex and Community Center for one year and authorizing the Executive Director to execute the agreement.

Commissioner Solon made a motion to enter into an agreement with ServiceMaster Janitorial Cleaning to provide cleaning services at the Douglass Annex and Community Center for one year and authorizing the Executive Director to execute the agreement. The motion was seconded Commissioner Griggs. The motion passed 5-0.

### Approval of an Agreement with Central Illinois Taekwondo, Inc. dba Leaders for Life Martial Arts

Mr. Jones presented the report. He stated that staff recommends approval of an agreement with Leaders for Life Martial Arts and authorizing the Executive Director to execute the agreement for a two-year period.

Commissioner Solon made a motion to enter into an agreement with Leaders for Life Martial Arts and authorizing the Executive Director to execute the agreement for a two-year period. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

### Approval of an Agreement for Temporary Display of Artwork

Mr. Crump presented the report. He stated that staff recommends renewing the agreement for an additional three years and authorizing the Executive Director to execute the agreement.

Commissioner Kuhl made a motion to approve an Agreement between the Park District and Public Art League for temporary display of artwork for a period of three years and authorizing the Executive Director to execute the agreement. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Mr. Jones reported that he serves on a committee with the City of Champaign and several entities in town. The Regional Neighborhood Network Conference will be held September 29 – October 1, 2016 in Champaign. Representation from six states and 26 cities will be visiting Champaign. During the tour of Champaign, Andrew Weiss, Landscape Architect, will lead a tour through Champaign parks showcasing the artwork.

Approval of a Resolution authorizing Amendment No. 1 to the MSA Professional Service Agreement for additional services regarding Hessel Park Phases 2 and 3

Mr. Crump presented the report. He reported that staff recommends approval of a resolution authorizing Amendment No. 1 to the Professional Service Agreement with MSA Professional Services for additional services regarding Hessel Park Phases 2 and 3. The proposed changes are due to circumstances which were not reasonably foreseeable at the time of contracting. The amendment is necessary to proceed in the best interests of the Park District. Discussion ensued and staff responded to questions by the Board.

Commissioner Griggs made a motion to approve of a resolution authorizing Amendment No. 1 to the Professional Service Agreement with MSA Professional Services for additional services regarding Hessel Park Phases 2 and 3. The motion was seconded by Vice President Hays. The motion passed 5-0.

Approval of the Revised Joint Champaign-Urbana Special Recreation Agreement

Mr. DeLuce presented the report. He stated that staff recommends approval of the amended Champaign and Urbana Park Districts' Joint Agreement to provide recreational services for people with disabilities. Mr. DeLuce indicated that both Champaign and Urbana Park Districts attorneys reviewed the agreement. He noted that the main change in the agreement was clarification on how funds are maintained.

Commissioner Solon made a motion to approve the amended Champaign and Urbana Park Districts' Joint Agreement to provide recreational services for people with disabilities. The motion was seconded by Vice President Hays. The motion passed 5-0.

Approval of an Intergovernmental Agreement for the Ownership, Maintenance and Use of Property at Glenn Park

Mr. Crump presented the report. He stated that staff recommends entering into the Intergovernmental Agreement for the Ownership, Maintenance and Use of Property at Glenn Park.

Attorney Hall added provision to address stormwater and whether to grant an easement for small areas of land to the City of Champaign. He recommends quit claiming the properties to the City, rather than easements.

Commissioner Solon made a motion to approve entering into an Intergovernmental Agreement for the Ownership, Maintenance and Use of Property at Glenn Park. The motion was seconded by Vice President Hays. The motion passed 5-0.

Approval Adopting the Champaign Park Trails Master Plan

Mr. DeLuce presented the staff report. He indicated that the report has been completed. Mr. DeLuce stated that the draft will be available on the website for 30-days to give people an opportunity to review and make comments. Minor changes were made to the document. He noted that approving or adopting the plan does not mean that all of the items identified must be completed. Mr. DeLuce stated that the plan is a guideline for staff which provides ideas about what can be done. He reported that a staff committee will work on a master plan for the trails, share it with the Board, and perhaps come to a consensus on what should be moved forward. Mr. DeLuce stated that staff recommends accepting the Trails Master Plan as a guideline and for what can be implemented. Discussion ensued.

Commissioner Solon commented that it was acceptable to use as a guideline only. Commissioner Kuhl expressed concerns with adopting the plan. She noted that it is terrific plan with a lot of information in it. Commissioner Kuhl stated it can be determined now that some projects will not be completed by 2020. She noted that the plan calls for committing five percent of capital funds annually to a trail plan which may or may not work. Commissioner Kuhl questioned why the Board would have to accept the plan. The Board has acknowledged that the plan has been prepared for the Park District. She stated that she would rather see the staff take the plan and perhaps condense it into a strategic plan and have a session where the Board and the staff meet to discuss priorities.

Commissioner Solon agreed with Commissioner Kuhl's comments. She stated that not only the number of trails and locations are a factor, but having a place to park bikes is necessary but adding covered bike parking is not necessary. All of it depends on the availability of funds.

Vice President Hays concurred with the comments made and suggested tabling the action on this item. Commissioner Griggs agreed with the comments about tabling the item.

Commissioner Kuhl stated that the plan needs more discussion and interaction with the Board and staff with the highlighted elements before a plan of action is approved.

Mr. DeLuce suggested having the staff committee put together a plan of action to share with the Board.

Gabe Lewis, Planner for Champaign County Regional Planning Commission (CCRPC), stated that the Board can take whatever action it deems appropriate. CCRPC's involvement ceases at this point. This type of plan is with the discretion of the Board and staff to determine any aspects of implementation. The plan simply addresses the priorities based on public input.

Commissioner Kuhl commented that she does not believe that the Board has had a discussion about trail priorities.

Attorney Hall stated that the Board does not need a motion to remove the item from the agenda. He suggested that the Board simply acknowledge receipt of the plan and that it will be considered as part of the trails plan going forward as the Board desires.

### **Old Business**

None.

### **Discussion Items**

#### Hessel Park Phase 2 and 3

Mr. Crump presented the report and responded to questions. He reviewed the bid process for the project. The Park District received only three bids that were at a spread of 2%. Mr. Crump stated that the bids all came in over budget. Discussion ensued. Staff responded to questions about the drawings of the bathroom, ways to reduce costs, costs of fixtures, reducing the size of the building, reducing the size of splash pad, rebidding the project, and precast buildings. Attorney Hall noted that the lowest bid could be identified and the Park District could contact the lowest bidder to negotiate price only. The scope of the project can not be changed. It was the consensus of the Board that staff attempt to negotiate price with the lowest responsible bidder.

#### Spalding Master Plan

Mr. DeLuce reported that staff is working toward a resolution about what to do with Spalding Park. He discussed the plans and community surveys for the park that have been completed. For discussion was a map about how much space is available to work with if the Board decides to build an indoor recreational facility. Discussion ensued. The Board discussed what they would like to see in Spalding Park and the possibility of the proposed School District improvements to the ballfield and additional tennis courts. It is a goal of the Board to bring more activity into the park.

It was the consensus of the Board to endorse the concept of continuing to work with Unit 4. Commissioner Kuhl expressed concern about entering into a 20 year agreement if it doesn't work. She stated that we can work on the details but that element is of concern to her.

Discussion ensued about a feasibility study of an aquatic center. Mr. DeLuce will continue work on this and report to the Board for discussion.

**Comments from Commissioners**

None.

**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 Griggs. The motion passed 5-0 and the meeting was adjourned at 9:15 p.m.

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Craig W. Hays, Vice President

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Cindy Harvey, Secretary