

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

September 14, 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. Vice President Hays presided over the meeting.

Present: Vice President Craig W. Hays, Commissioners Alvin S. Griggs, Barbara J. Kuhl, and Jane L. Solon, Treasurer Gary Wackerlin and Attorney Guy Hall.

Absent: President Timothy P. McMahon.

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.

Call to Order

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

Comments from the Public

Mary Jo Divilbiss, 1912 Robert Drive, Champaign, addressed the Board, on behalf of Theresa Truelove, about the need for an indoor pool, preferably in Spalding Park.

Presentations

Employee Engagement Survey

Mr. DeLuce reported that the Board directed staff to conduct an employee survey to gather feedback from employees about employment with the Park District. He introduced Cindy Breitweiser of Spark Consultant who was contracted to conduct an employee feedback survey. Ms. Breitweiser worked with the Park District to put together the marketing plan for the Leonhard Recreation Center.

Ms. Breitweiser thanked Mr. DeLuce, Ms. Hoggatt and the Board for conducting the survey. She commented that it shows the dedication and commitment to the employees. Ms. Breitweiser presented a summary review of the employee feedback survey. She reported that 52 out of 77 employees participated in the survey, which is a 68% participation rate. The different areas focused on included questions about career development; work engagement; compensation; relationship management; benefits; and work environment. She discussed the results and recommendations of each of the areas. Ms. Breitweiser reviewed a proposed action plan that includes addressing individual employee action plans for all employees; salary survey; employee recognition; cross departmental opportunities; and work order review process. She reported that the overall feedback is that employees are engaged and satisfied with working at the Park District.

Mr. DeLuce reported that committees comprised of all full time employees have been created to work on action items from the employee survey. He also reported that he is having individual meetings with groups of employees to solicit feedback.

Ms. Breitweiser thanked Mr. DeLuce, Ms. Hoggatt and their team for the opportunity to conduct the survey. The Board thanked Ms. Breitweiser for her presentation.

Communications

Vice President Hays circulated the communications.

Treasurer's Report

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

Executive Director's Report

General Announcements

Mr. DeLuce talked about a visioning session he attended on a possible new museum in Champaign. A Park District planning schedule was distributed and Mr. DeLuce asked the Board to let staff know of any changes or comments. Mr. DeLuce reported that upcoming events include Flannel Fest on September 24, 2016 in Centennial Park and the 25th Anniversary Celebration and induction of Paralympic Athletes on October 1, 2016 at the Olympic Tribute in Dodds Park.

Volunteer of the Month

Mr. Jones reported that the Volunteers of the Month for August are Developmental Services Center (DSC) workers. The workers were chosen for their efforts in cleaning in various parks. The workers were unable to attend the meeting.

Committee and Liaison Reports

Champaign Parks Foundation

Vice President Hays reported that the Foundation met on September 12, 2016 and is working diligently on holding an annual fundraising event in April 2017. He noted that the contract has been executed between Jimmy John's and the Foundation for the \$25,000 per year donation five years. Park District staff and the donor's marketing staff are finalizing the press release and marketing material announcing the donation. Ms. Auteberry is coordinating the announcement for the Foundation.

Report of Officers

Attorney's Report

None.

President's Report

None.

Consent Agenda

Vice President Hays 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, July 25, 2016
2. Approval of Minutes of the Special Board meeting, July 27, 2016
3. Approval of Minutes of the Executive Session, July 27, 2016
4. Approval of Minutes of the Public Hearing and Regular Board Meeting, August 10, 2016
5. Approval of Minutes of the Special Board Meeting, August 22, 2016
6. Approval of an amendment to the Subrecipient Agreement between the City of Champaign and the Park District for the 2015/2016 Community Matters Program

Commissioner Griggs made a motion to approve the consent agenda with the grammatical and minor corrections to the three sets of minutes as suggested by Commissioners Kuhl and Solon. The motion was seconded by Commissioner Solon. The motion passed 4-0.

New Business

Approval of Disbursements as of August 10, 2016

Vice President Hays reported that staff recommends approval of the list of disbursements for the period beginning August 10, 2016 and ending September 13, 2016.

Commissioner Kuhl made a motion to approve the list of disbursements for the period beginning August 10, 2016 and ending September 13, 2016 as presented. The motion was seconded by Commissioner Griggs. The motion passed 4-0.

Approval of a Resolution Initiating the 2016 General Obligation Bond Issue

Vice President Hays reported that staff recommends approval of a resolution stating the Park District's need and intent to issue \$1,100,400 of General Obligation Bonds for FY16-17.

Commissioner Solon made a motion to approve a resolution stating the Park District's need and intent to issue \$1,100,400 of General Obligation Bonds for FY16-17. The motion was seconded by Commissioner Griggs. The motion passed 4-0.

Approval of a Resolution Setting a Public Hearing on Proposed Bond Issue

Vice President Hays reported that staff recommends approval of a Resolution to set a Public Hearing for Wednesday, October 12, 2016 at 7:00 p.m. at the Bresnan Meeting Center to discuss the issuance of \$1,100,400 of bonds for the purpose of providing funds for capital improvements. As required by law, a public hearing must be set for the purpose of receiving public comments on the Board proposal to sell bonds.

Commissioner Solon made a motion to approve a resolution to set a Public Hearing for Wednesday, October 12, 2016 at 7:00 p.m. at the Bresnan Meeting Center to discuss the issuance of \$1,100,400 of bonds for the purpose of providing funds for capital improvements. The motion was seconded by Commissioner Griggs. The motion passed 4-0.

Approval of a Contract for Design and Construction for Heritage Park Phase I

Vice President Hays reported that staff recommends approval of a contract between SmithGroupJJR and the Park District for design and construction for Heritage Park Phase I.

Commissioner Kuhl made a motion to approve a contract between SmithGroupJJR and the Park District for design and construction for Heritage Park Phase I. The motion was seconded by Commissioner Griggs. The motion passed 4-0.

Approval Authorizing Staff to Negotiate a Contract with an Architectural Firm for the Operations Facility

Mr. DeLuce presented the report. He reported that the project team met and discussed the architectural firms and their presentations. The project team unanimously ranked the three finalist in the following order: 1. Farnsworth Group, 2. Gorski-Reifsteck Architects and 3. BLDD Architects. The project team agreed that the Farnsworth Group did the better job of presenting the information requested by the project team with various concepts and ideas for the operations facility. Staff also appreciated how the Farnsworth Group team was very effective and easy to work with on the Leonhard Recreation project. Mr. DeLuce reported that staff recommends approval to rank the firms in the following order: 1. Farnsworth Group, 2. Gorski-Reifsteck Architects and 3. BLDD Architects, and allow negotiations to begin with the first ranked firm. If a contract can not be reached with the first ranked firm, staff would continue with the second and third ranked firms. The final contract will be presented to the Board for final approval.

Commissioner Griggs made a motion to proceed with negotiating a contract with an architectural firm for development of a plan for the operations facility as requested above. The motion was seconded by Commissioner Kuhl. The motion passed 4-0.

Approval of Bid to Purchase Turf Aerator

Vice President Hays reported that staff recommends accepting the low responsible bid that meets all specifications and authorizing the Executive Director to approve the purchase of a turf aerator from MTI Distributing at the bid price of \$24,334.48

Commissioner Griggs made a motion to approve the bid to purchase a turf aerator to the lowest responsible bidder, MTI Distributing, at the bid price of \$24,334.48. The motion was seconded by Commissioner Solon. The motion passed 4-0.

Approval of Hays Recreation Center Roof Replacement Bid

Mr. Crump presented the report and responded to questions. He reported that staff recommends that the Board reject the Base Bid – Sloped Metal Roof, accept the Base Bid – Upper Flat Roof and the Base Bid – Window Wall, and authorize the Executive Director to enter into a contract with the lowest responsible bidder for these two items, Top Quality Roofing Co., of Mt. Zion IL, in the amount of \$48,300. Discussion ensued.

Commissioner Kuhl made a motion to reject the Base Bid – Sloped Metal Roof, accept the Base Bid – Upper Flat Roof and the Base Bid – Window Wall, and authorize the Executive Director to enter into a contract with the lowest responsible bidder for these two items, Top Quality Roofing Co., in the amount of \$48,300. The motion was seconded by Commissioner Griggs. The motion passed 4-0.

Approval of Bid for Douglass Community Center Boiler

Vice President Hays reported that staff recommends awarding the bid for the boiler to the lowest responsible bidder that meets all required specifications, A&R Mechanical, Urbana, IL, at the bid price of \$30,950 and authorize the Executive Director to enter into a contract for the work. Discussion ensued.

Commissioner Kuhl made a motion to accept the bid for the Douglass Community Center boiler to the lowest responsible bidder that meets all specifications, A&R Mechanical, Urbana, IL, at the bid price of \$30,950 and authorize the Executive Director to enter into a contract for the work. The motion was seconded by Commissioner Griggs. The motion passed 4-0.

Approval of Bid for Beardsley Park Playground Equipment

Mr. Crump presented the report and responded to questions. He reported that staff recommends the Board accept the bid for Beardsley Park Playground Equipment and authorize the Executive Director to purchase playground equipment from NuToys Leisure Products in the bid amount of \$51,500. Discussion ensued about the playground amenities, installation and storage of equipment.

Commissioner Solon made a motion to approve the bid for Beardsley Park Playground Equipment and authorize the Executive Director to purchase playground equipment from NuToys Leisure Products in the bid amount of \$51,500. The motion was seconded by Commissioner Griggs. The motion passed 4-0.

Approval of Ordinance No. 611: An Ordinance Providing for Disposal of Personal Property

Mr. DeLuce presented the staff report. He reported that staff recommends approval of Ordinance No. 611: An Ordinance Providing for Disposal of Personal Property owned by the Champaign Park District, which authorizes and approves disposal of items listed in "Attachment A." Discussion ensued about the equipment for disposal and the method that will be used to dispose of the equipment.

Commissioner Solon made a motion to adopt Ordinance No. 611: An Ordinance Providing for Disposal of Personal Property owned by the Champaign Park District, which authorizes and approves disposal of items listed in "Attachment A." The motion was seconded by Commissioner Griggs. The motion passed 4-0.

Approval of the Induction of Paralympic Athletes into the Olympic Tribute

Mr. DeLuce presented the report and responded to questions. He reported that staff recommends the Board approve the induction of Paralympic and Olympic Athletes Tatyana McFadden, Amanda McGrory,

Brian Siemann, and Joshua George into the Olympic Tribute at Dodds Park, and adding 2016 to Paralympic Athlete Nichole Millage's recognition. Ms. Millage has already been inducted into the Olympic Tribute and competed in the Rio Paralympics in 2016. Discussion ensued about residency status and requirements.

Commissioner Kuhl made a motion to approve the induction of Paralympic and Olympic Athletes Tatyana McFadden, Amanda McGrory, Brian Siemann, and Joshua George into the Olympic Tribute at Dodds Park, and adding 2016 to Paralympic Athlete Nichole Millage's recognition. The motion was seconded by Commissioner Solon. The motion passed 4-0.

Old Business

None.

Discussion Items

None.

Comments from Commissioners

Commissioner Kuhl stated that she was very proud of the results of the employee survey. She thinks any of the areas that were of the least bit concerning fairly routine areas that will always exist. Commissioner Kuhl commended the management team for having the survey completed and for the outstanding results.

Commissioner Solon echoed Commissioner Kuhl's comments about the survey. She is excited about the Virginia Theatre and complimented the staff on the various performers it continues to attract, which appear to be doing well. Commissioner Solon reported that Park District staff did a fabulous job at the dedication of the plaque at the Rotarian Meditation Garden in Mattis Park.

Executive Session

Commissioner Solon moved as set forth below to convene into Executive Session. The motion was seconded by Commissioner Kuhl. The motion passed 4-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Griggs – yes; Vice President Hays – 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; (c)(6) for the setting of a price for sale or lease of property owned by the public body; and(c)(11) to address litigation that is probable and imminent.

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 business to come before the Board, Commissioner Kuhl 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 8:05 p.m.

Timothy P. McMahon, President

Cindy Harvey, Secretary