

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

October 12, 2016

PUBLIC HEARING

The Champaign Park District Board of Commissioners held a Public Hearing on Wednesday, October 12, 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 hearing.

Present: President Timothy P. McMahon, Vice President Craig Hays, Commissioners Alvin S. Griggs, and Jane L. Solon, Treasurer Gary Wackerlin and Attorney Guy Hall.

Absent: Commissioner Barbara Kuhl

Staff Present: Joseph DeLuce, Executive Director, Cindy Harvey, Assistant to the Executive Director/Board Secretary, Andrea Wallace, Director of Finance, Kevin Crump, Tammy Hoggatt, and Director of Human Resources, Information Technology and Risk, and Steven Bentz, Virginia Theatre Director.

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

Open the Public Hearing

President McMahon opened the Public Hearing at 7:00 p.m. He stated the purpose of the Public Hearing was to discuss and receive comments on the intent to issue \$1,100,400 in General Obligation Bonds. He reported a notice of Public Hearing was published in *The News-Gazette* on October 3, 2016.

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

Vice President Hays made a motion to close the Public Hearing. The motion was seconded by Commissioner Solon. The motion passed 4-0.

REGULAR BOARD MEETING

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, October 12, 2016 immediately following the Public Hearing at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to notice duly given. President McMahon presided over the meeting.

The Commissioners, Officers, staff and public present at the Public Hearing were in attendance at the Regular Meeting.

Call to Order

President McMahon called the meeting to order at 7:02 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 September 2016. The motion was seconded by Commissioner Griggs. The motion passed 4-0.

Executive Director's Report

Volunteer of the Month

Mr. DeLuce introduced Jill Taylor, the new Special Events and Volunteer Coordinator. Ms. Taylor introduced and presented a short biography of herself.

Ms. Taylor reported that the Volunteer of the Month for September is Terry Dudley. Mr. Dudley was chosen for his assistance with building the sets and organizing volunteers for the youth theater shows. He has been valuable to the Youth Theater program for the past four years. Mr. Dudley was presented with a certificate and gift bag. The Board thanked Mr. Dudley for his efforts.

General Announcements

Mr. DeLuce reported that the NAACP Freedom Banquet will be held on October 14, 2016; the Zombie Run will be held October 15, 2016; and the Illinois Association of Park Districts Best of the Best Award on October 21, 2016. Mr. DeLuce informed the Board that staff was working on a plan to recognize Tatyana McFadden, who was unable to attend the 25th Olympic Tribute event.

Committee and Liaison Reports

Champaign Parks Foundation

Vice President Hays reported that the Foundation met on September 12, 2016. He reported that the promotion for the Jimmy John's Scholarship Fund is being finalized and should be released soon. Vice President Hays also reported that the annual appeal is in the final stage and that it will be mailed before Thanksgiving. He stated that the appeal will be on social media, ads in The News-Gazette and Mass Transit District bus advertising. A post card mailing reminding donors about the annual appeal will be mailed after Thanksgiving. Vice President Hays reported the Foundation Special Events Committee has a confirmed a concert scheduled for April 1, 2017 at the City Center. He stated that the headline band will be Mike and Joe. The committee is working on an opening act, identifying a sponsor, and a name for the event.

Report of Officers

Attorney's Report

Ordinance No. 612

Attorney Hall presented Ordinance No. 612, an ordinance annexing territory near Curtis and Staley Roads and recommended Board approval.

Commissioner Solon made a motion to approve Ordinance No. 612: annexing territory pursuant to petition (3802 West Curtis Road, 3401 South Staley Road and 3102 South Staley Road). The motion was seconded by Commissioner Griggs. The motion passed 4-0.

President's Report

President McMahon reported that he attended the Olympic Tribute rededication and that it was a nice, well attended event.

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. He reported that Item No. 2, Approval of Minutes of the Executive Session, September 14, 2016 is being removed from the Consent Agenda and will be considered separately.

1. Approval of Minutes of the Regular Board Meeting, September 14, 2016
3. Administrative Succession Procedure
4. Auditing Services Policy
5. Bonded Indebtedness Policy
6. Capital Improvements Plan
7. Compensation of Officers and Employees Policy
8. Comprehensive Revenue Policy
9. Designation of Depositories
10. Executive Director and Park Board of Commissioners Relationship Policy
11. Investment Policy
12. Primary Functions of Board Policy

Commissioner Griggs made a motion to approve Consent Agenda items no. 1 and 3 through 12. The motion was seconded by Vice President Hays. The motion passed 4-0.

2. Approval of Minutes of the Executive Session, September 14, 2016

Attorney Hall noted the corrections to the Minutes of the Executive Session, September 14, 2016. Commissioner Solon made a motion to approve Consent Agenda item No.2 with changes recommended by Attorney Hall. The motion was seconded by Commissioner Griggs. The motion passed 4-0.

New Business

Approval of Disbursements as of September 14, 2016

President McMahon reported that staff recommended approval of the list of disbursements for the period beginning September 14, 2016 and ending October 11, 2016.

Commissioner Griggs made a motion to approve the list of disbursements for the period beginning September 14, 2016 and ending October 11, 2016 as presented. The motion was seconded by Commissioner Solon. The motion passed 4-0.

Approval to Solicit Bids for Issuance of General Obligation Bonds

President McMahon reported that staff requested confirmation authorizing the Treasurer to solicit bids for the issuance of \$1,100,400 in General Obligation Bonds for the purpose of providing funds to pay for the building, maintaining, improving and protecting the parks and boulevards of the Park District and for the payment of expenses incident thereto, as provided in a resolution adopted by the Board at its Regular Meeting held September 14, 2016.

Commissioner Solon made a motion to approve and confirm authorizing the Treasurer to solicit bids for the issuance of \$1,100,400 in General Obligation Bonds for the purpose of providing funds to pay for the building, maintaining, improving and protecting the parks and boulevards of the Park District, and for the payment of expenses incident thereto, as provided in a resolution adopted by the Board at its Regular Meeting held September 14, 2016. The motion was seconded by Commissioner Griggs. The motion passed 4-0.

Approval of an Agreement with I.A.T.S.E. Local 482

Mr. DeLuce reported that this item was presented for discussion at a prior Study Session.

Attorney Hall discussed the process for finalizing the terms of the agreement. He reported that Attorney Dennis Weedman and he recommend approval of the agreement. Attorney Hall stated that the wage rates will be through July 2019.

Commissioner Griggs made a motion to approve an agreement between the Park District and Local #482 of the International Alliance of Theatrical State Employees, Moving Picture Technicians, Artists and

Allied Crafts of the United States and Canada for three years. The motion was seconded by Vice President Hays. The motion passed 4-0.

Approval of an Agreement with Champaign Unit 4 School District for use of facilities during emergency
Mr. DeLuce reported that an agreement with Unit 4 has been in place for several years. He stated that staff recommends approval of the new agreement with Champaign Unit #4 School District to provide access to certain facilities during times of crisis and authorize the Executive Director to execute the agreement for a three year term.

Commissioner Solon made a motion to approve an agreement with Champaign Unit #4 School District to provide access to certain facilities during emergencies and authorize the Executive Director to execute the agreement for a three year term. The motion was seconded by Vice President Hays. The motion passed 4-0.

Approval and ratification of Participation in and Support of Headwaters Invasive Plant Partnership's proposal for a Natural Resources Conservation Service Regional Conservation Partnership Grant
Mr. DeLuce presented the staff report. He stated that staff recommends Board ratification and approval of the Park District's participation in and support of HIPP's proposal for a Natural Resources Conservation Service Regional Conservation Partnership Program grant by contributing in-kind partner value in the amount of \$110,732 through ongoing volunteer activities at Park District natural area sites over the five years of the project. Discussion ensued.

Commissioner Solon made a motion to ratify and approve of the Park District's participation in and support of HIPP's proposal for a Natural Resources Conservation Service Regional Conservation Partnership Program grant by contributing in-kind partner value contribution in the amount of \$110,732 through ongoing volunteer activities. The motion was seconded by Commissioner Griggs. The motion passed 4-0.

Approval and Ratification of participation in and support of Headwaters Invasive Plant Partnership's proposal for a National Fish and Wildlife Foundation Pulling Together Initiative Grant
Mr. DeLuce presented the report. He stated that staff recommends Board ratification and approval of the Park District's ongoing participation in HIPP's pursuit of a National Fish and Wildlife Foundation Pulling Together Initiative grant by contributing an in-kind partner value in the amount of \$44,292.80 through ongoing volunteer activities.

Commissioner Griggs made a motion to ratify and approve of the Park District's ongoing participation in HIPP's pursuit of a National Fish and Wildlife Foundation Pulling Together Initiative grant by contributing an in-kind partner value in the amount of \$44,292.80 through ongoing volunteer activities at Park District natural area sites over the two years of the project. The motion was seconded by Vice President Hays. The motion passed 4-0.

Old Business

None.

Discussion Items

Fiscal Year 2018 Budget Process

Mr. DeLuce reported that staff was seeking Board feedback on the approaches for each of the various components of the budget cycle ahead of time. He stated that staff would like to discuss the property tax levy process, capital improvement plan, and overall budget document for FY17-18. Mr. DeLuce reported that the General Obligation Bond issue is in process and that the approval to solicit bids for the issuance of General Obligation Bonds was approved earlier on the agenda. He stated that the Board must set the property tax levy for FY18 and would like to know if the Board desires to set the tax at a not to exceed rate.

Ms. Wallace discussed the property tax levy process and answered questions. She stated that the past two years the Board has set a rate not to exceed a certain value. Discussion ensued about new construction, enterprise zone, estimated assessed value and other factors associated with the property tax levy. After discussion, it was the consensus of the Board for the rate to remain the same as last year.

Capital Improvement Plan

Mr. DeLuce reported that staff is working on a list of priorities for next year. He stated that the Heritage Park and Hessel Park Phase 2 and 3 projects will not be completed this year and the funds will be carried over. Mr. DeLuce stated that carryover of funds causes the budget to appear as a deficit. Discussion ensued.

Mr. DeLuce reported that staff will present an update of the current capital projects, proposed for FY17-18 and suggested new projects for discussion with the Board. He stated that staff will present an update at the October 26, 2016 meeting.

Operating Budget

Mr. DeLuce reported that the goal is to have a minimum of \$250,000 carryover. He asked for additional thoughts and suggestions.

There was also discussion about wage increases scheduled to take effect for certain employees based upon a change in law as opposed to merit increases that may otherwise apply to them.

Mr. DeLuce addressed the process for approving the operating budget. Discussion ensued about the clearly defining the budget for contractual services, including professional services and events at the Virginia Theatre. There was discussion about the potential increase in water fees.

Hessel Park Restroom and Splash Pad Redesign

Mr. Crump presented the report and answered questions. Staff has worked with MSA Professional Services to prepare a scaled back design. Mr. Crump reviewed drawings of the original and proposed plan for the restrooms and splashpad and the redesigned splashpad. Discussion ensued about water usage cost; engineering fees incurred and additional fees to redesign the project; pros and cons of reduced scope of the project; rebidding the original plan versus the smaller scale plan; and other concerns associated with the project. Commissioner Griggs supported rebidding the original project. After discussion, it was the consensus of the Commissioners to rebid the smaller scaled redesigned project.

The agreement with MSA Professional Services will be presented to the Board for approval at the October 26, 2016 Special meeting.

Design Development of Shop and Yard Expansion

Mr. DeLuce presented the report and answered questions. He indicated that staff recommends entering into an agreement with Farnsworth Group for the shop and yard expansion design services. Mr. DeLuce also ask the Board to consider allowing the large bins for storage of materials like mulch and soil to be located near the shop. Discussion ensued about the number of meetings that will be held and the completed date of the design.

The agreement with Farnsworth Group will be presented to the Board for approval at the October 26, 2016 Special meeting.

Community Survey on Spalding Park Development

Mr. DeLuce reported that staff was directed to research options for a community-wide survey on Spalding Park. He solicited quotes from five organizations. Mr. DeLuce stated that two organizations who have experience in parks and recreation. He favors working with Office of Recreation & Park Resources.

Commissioner Solon expressed concerns about working with an organization that may have preconceived ideas about what the community needs and consider working an organization that has not worked with the Park District in the past.

The Board will review the surveys and staff will return this matter to the Board for consideration at the October 26, 2016 Special meeting.

Comments from Commissioners

Commissioner Griggs reported on his attendance at the 2016 NRPA Congress. He stated that Tiffany White, Douglass Park District Manager, made an excellent presentation. Commissioner Griggs reported that he attended a session on climate change and shared information with Mr. DeLuce. He commented about the session on parks and tourism presented by Joe and Jayne DeLuce.

Vice President Hays echoed Commissioner Griggs comments. He updated the Board on the various sessions that he attended at the NRPA Conference. Vice President Hays commented that he believes that Hessel Park is used to the maximum and addressed the need to encourage people to utilize other parks such as Porter Park.

Attorney Hall updated the Board on the status of the proposed agreement with SmithGroupJJR for the Heritage Park project. He reported that an addendum to address insurance requirements has been proposed and is being addressed by both parties. Once finalized, the agreement and addendum will be executed by the Executive Director.

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; Vice President Hays – yes; and President Timothy McMahon – yes. The Board will convene into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS Par. 120/2(c)(1) for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body and (c)(5) for the purchase or lease of real property for the use of 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 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 4-0 and the meeting was adjourned at 9:05 p.m.

Timothy P. McMahon, President

Cindy Harvey, Secretary