

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

October 26, 2016

The Champaign Park District Board of Commissioners held a Special Board meeting on Wednesday, October 26, 2016 at 5:30 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: Timothy P. McMahon, Vice President Craig W. Hays, Commissioners Barbara J. Kuhl, and Jane L. Solon, Treasurer Gary Wackerlin, and Attorney Guy Hall.

Absent: Commissioner Alvin Griggs.

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

Other staff were present as well as members of the public.

Call to Order

President McMahon called the meeting to order at 5:30 p.m.

Comments from the Public

There were no comments from the public.

New Items

Approval of a Resolution Estimating Taxes to be Levied for FY17-18

Mr. DeLuce presented the report. He reported that the tax levy ordinance will be presented to the Board at the November meeting for approval and that it will state that the tax rate will not exceed .7443 which is the current year rate. Discussion ensued regarding the estimated increase in the EAV and the total estimated tax levy.

Vice President Hays made a motion to approve a Resolution setting the tax levy for fiscal year beginning May 1, 2017 and ending April 30, 2018 and scheduling a public hearing on the Tax Levy Ordinance for Wednesday, November 9, 2016 at 7:00 p.m. at the Bresnan Meeting Center as required by the Truth in Taxation Act. The motion was seconded by Commissioner Kuhl. The motion passed 3-0.

Approval of Tuition Assistance Agreement

Mr. DeLuce reported that the proposed agreement is with a current employee to attend the Parkland College HVAC program. He stated that the agreement is for more than one year and staff is seeking Board approval. Discussion ensued.

Ms. Hoggatt stated that staff is seeking Board approval of an exception to the current Tuition Reimbursement policy. Discussion ensued about the reimbursement plan and the timeframe for completion of the HVAC program.

Commissioner Solon arrived to the meeting at 5:37 p.m.

Commissioner Kuhl made a motion to approve the Tuition Assistance Agreement. The motion was seconded by Vice President Hays. The motion passed 4-0.

Approval of a Bid for Virginia Theatre Furnishings

Mr. DeLuce presented the report. He reported that the Champaign Parks Foundation Board approved the expenditure of funds from the Foundation Virginia Theatre Restoration Fund for the purchase of the furnishings in an amount not to exceed \$30,000.00. A report regarding the proposal was provided to the Board.

Commissioner Kuhl made a motion to accept the sole bid from Carter's Furniture, Inc. and authorizing the Executive Director to approve the purchase of furnishings for the Virginia Theatre at the total bid price of \$23,300.00.

Approval of an Agreement with MSA for the Hessel Park Restroom and Splash Pad Redesign

Mr. DeLuce presented the report. Staff recommended approval of Professional Services Agreement between MSA Professional Services and the Park District for Hessel Park Restroom and Splashpad Redesign, and authorize the Executive Director to execute the agreement.

Attorney Hall explained that the proposed agreement contains language that caps MSA's liability to the amount of the contract as well as other terms that will be resolved by an amendment. He stated that the Board could approve the agreement subject to the details being finalized by legal counsel.

President McMahon inquired about past payments to MSA and proposed payment for the redesign and construction phase. Discussion ensued about bidding out the original project and the reduced project at the same time, and construction of the restrooms.

In further addressing an amendment, Attorney Hall stated that the general terms and conditions are where MSA limits its liability for errors or omissions. Attorney Hall informed the Board that it could either wait until he prepares an amendment for presentation to the Board at a later date, or approve the contract subject to the amendment being prepared and have Mr. DeLuce sign it.

Commissioner Kuhl expressed concern about the cost being incurred on the project and the restroom facility specifications. Discussion ensued about the proposed final design for the restrooms and its size.

Mr. DeLuce stated that staff will present the final design to the Board before bidding the project.

Commissioner Solon made a motion to approve the agreement subject to the amendment to be incorporated therewith. The motion was seconded by Vice President Hays. The motion passed 4-0.

Approval of Agreement with Farnsworth Group for Design Development of Shop and Yard Expansion

Mr. DeLuce presented the report. He reported that Attorney Hall is addressing issues with the insurance liability. Mr. DeLuce stated that staff recommends that the Board approve the agreement contingent upon final review and an amendment by Attorney Hall. Discussion ensued.

Commissioner Solon made a motion to approve an Agreement between Farnsworth Group for design development of the shop and yard expansion, and authorize the Executive Director to execute the agreement subject to an amendment addressing liability and insurance terms and conditions. The motion was seconded by Vice President Hays. The motion passed 4-0.

Approval to Proceed with a Community Survey

Mr. DeLuce presented the report. He stated that five (5) proposals were received to conduct a community survey regarding Spalding Park. Mr. DeLuce reported that staff recommends working with a firm which has parks and recreation experience. He stated that staff would be comfortable with the Office of

Recreation and Park Resources at the University of Illinois or Ron Vine and Associates.

Commissioner Solon stated that she favors someone who may be would not be too familiar with the community and does not have preconceived notions or biases about community needs or residents interests.

Mr. DeLuce reported that the names of the three (3) firms without parks and recreation experience were provided by Champaign Unit 4 School District.

Commissioner Solon asked if staff has checked with other parks districts to see what firms they have used. He stated that staff will contact other park districts about other potential firms.

Commissioner Kuhl stated that it seems that the scopes presented are different. She suggested more clearly defining the scope the Park District desires to accomplish and then seek proposals. Commissioner Kuhl thought that the Office of Recreation and Park Resources provided a more inclusive proposal and that she would be willing to use its services.

Vice President Hays agreed with both and suggested more clearly defining the parameters.

Commissioner Kuhl favors firms with park district experience.

Mr. DeLuce stated that staff will do further research and present that to the Board for consideration at a later meeting.

Commissioner Solon made a motion to table this item. The motion was seconded by Vice President Hays. The motion passed 4-0.

Discussion Items

Review of 6-year Capital Plan

Mr. DeLuce reported that this is a discussion item. He stated that staff would like to know the Board priorities. Mr. DeLuce reported that staff would like the Commissioners to review the information and share their thoughts and ideas. He presented the Capital Improvement Program update as of September 30, 2016 and FY17 and FY18 Capital Plans.

Commissioner Solon suggested including the over/under budget amounts of completed projects in the Capital Improvement Program update.

Commissioner Kuhl discussed the need to determine the Board priorities, what it would like to see accomplished, the budget, and the definition of "new money."

Vice President Hays stated that he would like to have any health and safety issues highlighted and prioritized. Commissioner Solon concurred and would like to see the health and safety issues before the Board determines how much money to allocate.

President McMahon noted that in his view this process is proceeding properly to discuss future capital expenditures. Discussion ensued about items to be discussed and the possible dates to hold a meeting.

Board Policies

- a. Conflict of Interest Policy
- b. Cyber Security Policy
- c. Environmental Policy

- d. Freedom of Information Act (FOIA) and Fee Schedule
- e. Naming of Parks and Facilities Policy
- f. No Trespass Policy
- g. Payment Card Industry Data Security Standards Policy
- l. Safety Policy
- m. Safety Committee Policy
- o. Tuition Reimbursement Policy

Commissioner Kuhl expressed concern about the Environmental Policy as written. Ms. Harvey stated that staff is in the process of revising the policy.

The policies will be placed on the November 12, 2016 Board agenda.

Comments from Commissioners

Attorney Hall stated that the Board should be prepared to adopt a travel reimbursement policy/ordinance based on a new state law.

Mr. DeLuce presented a Summer Day Camp report and asked the Board to let him know if they have any questions or concerns.

Executive Session

Commissioner Solon moved as set forth below to convene into Executive Session. The motion was seconded by Vice President Hays. The motion passed 4 - 0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Vice President Hays – yes; President McMahon – yes; and Commissioner Kuhl – yes. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 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: (c)(2) collective negotiating matters involving the public body and 120/2(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 6:45 p.m.

Timothy P. McMahon, President

Cindy Harvey, Secretary