

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

November 9, 2016

PUBLIC HEARING

The Champaign Park District Board of Commissioners held a Public Hearing on Wednesday, November 9, 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, 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, Kevin Crump, Director of Operations and Planning, Jamel Jones, Director of Recreation, and Tammy Hoggatt, Director of Human Resources, IT and Risk.

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

Open the Public Hearing

President McMahon opened the Public Hearing at 7:00 p.m. He stated that the purpose of the Public Hearing was to discuss and receive comments on the proposed Property Tax Levy for the year commencing May 1, 2017 and ending April 30, 2018. A notice of the proposed 2017-2018 Tax Levy was published in *The News-Gazette* on November 2, 2016 in compliance with state law.

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

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

REGULAR BOARD MEETING

The Champaign Park District Board of Commissioners then held a Regular Board Meeting on Wednesday, November 9, 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

None.

Presentations

Audit

Hope Wheeler, CPA, Principal with CliftonLarsonAllen, presented the audit. She highlighted areas of the Governance Letter. Ms. Wheeler discussed a significant new accounting standard that was effective in this fiscal year called GASB 68 that relates to the pension standard and sets forth a significant change in the way pensions liabilities are recorded for reporting to IMRF. She highlighted the Management Letter and reviewed recommendations of internal control items. Ms. Wheeler highlighted the Financial Statement. She reported that the Park District received an unmodified (clean) opinion. She reviewed other areas of the Financial Statement.

The Board thanked Ms. Wheeler for the presentation.

Communications

President McMahon circulated the communications.

Treasurer's Report

Treasurer Wackerlin presented the Treasurer's Report for the month of October 2016. He stated the Park District's finances have been reviewed and found to be in appropriate order.

Commissioner Griggs made a motion to accept the Treasurer's Report for the month of October 2016. The motion was seconded by Vice President Hays. The motion passed 5-0.

Executive Director's Report

Volunteer of the Month

Mr. Jones reported that Christine Harvey was chosen as November Volunteer of the Month. He stated she is the Hays Center Senior Program Leader and is being recognized for her efforts at several special events. She was unable to attend the meeting.

General Announcements

Mr. DeLuce distributed a list of project updates to the Board. He suggested a study session be held on November 22 or 28. Discussion ensued. A study session to discuss capital priorities will be held on November 22 at 6:30 p.m.

Committee and Liaison Reports

Champaign Parks Foundation

Vice President Hays reported the Foundation Board will meet on November 14, 2016.

Report of Officers

Attorney's Report

Attorney Hall updated the Board on the Hessel Park matter with MSA Professionals. He reported that a proposal was made to MSA Professionals. He stated that they have concerns with proposed language and are discussing them with their insurance company and legal counsel.

President's Report

President McMahon stated that while walking around Kaufman and Heritage Parks he answered questions about them from two students conducting a survey. He stated that he spoke to a resident who lives in a condominium on the backside of the lake who expressed concern about the pathway going around the lake. President McMahon asked if staff had taken into consideration the impact on residents while going through this process. Mr. DeLuce reported that Park Planner Andrew Weiss met with residents on site and also at the Bresnan Meeting Center to discuss possible improvements. President McMahon noted that MSA Professional was onsite conducting a survey. Mr. Crump updated the Board on a western bank erosion problem and communication with the City of Champaign about the matter. Staff will follow up about the City's control over the Copper Slough drainage ditch in the area.

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 Study Session, September 28, 2016
2. Approval of Minutes of the Executive Session, September 28, 2016
3. Approval of Minutes of the Public Hearing and the Regular Board Meeting, October 12, 2016
4. Approval of Minutes of the Executive Session, October 12, 2016
5. Approval of Conflict of Interest Policy

6. Approval of Cyber Security Policy
7. Approval of Freedom of Information Act (FOIA) and Fee Schedule
8. Approval of Naming of Parks and Facilities Policy
9. Approval of No Trespass Policy
10. Approval of Payment Card Industry Data Security Standards Policy
11. Approval of Safety Policy
12. Approval of Safety Committee Policy
13. Approval of Tuition Reimbursement Policy

Commissioner Solon made a motion to approve Consent Agenda Items. The motion was seconded by Vice President Hays. The motion passed 5-0.

New Business

Approval of Disbursements as of October 12, 2016

President McMahon stated that staff recommended approval of the list of disbursements for the period beginning October 12, 2016 and ending November 8, 2016. Vice President Hays indicated that he had questions and that he will contact staff for follow-up.

Vice President Hays moved to approve the list of disbursements for the period beginning October 12, 2016 and ending November 8, 2016. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Acceptance of FY15-16 Audit

President McMahon stated that staff recommended acceptance of the FY15-16 Annual Audit. Discussion ensued. It was the consensus of the Board that Treasurer Wackerlin discuss the audit findings with Andrea Wallace and make a recommendation to the Board.

Commissioner Kuhl made a motion to accept the FY15-16 audit contingent upon final approval of adjusting entries by Treasurer Wackerlin. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Approval to Pay Off 2016 Bond Issue

President McMahon stated that staff recommended that the Board approve payment of the 2016 bond issue in the amount of \$1,100,545.59 due by November 30, 2016.

Commissioner Kuhl made a motion to approve payment of the 2016 bond issue in the amount of \$1,100,545.59 by November 30, 2016. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Approval of a Bid for General Obligation Bonds

President McMahon stated that staff recommended that the Board accept the low bid from Commerce Bank for the annual \$1,100,400.00 General Obligation Bond issue at the rate of 1.03%.

Vice President Hays made a motion to accept the low bid from Commerce Bank for the annual \$1,100,400.00 General Obligation Bond issue at the rate of 1.03%. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Approval of Adoption of Ordinance No. 613: Bond Ordinance

President McMahon stated that staff recommended adoption of Ordinance No. 613: An ordinance authorizing the issuance of General Obligation Park Limited Bonds, Series 2016, of the Champaign Park District, Champaign County, Illinois, and providing the details of such Bonds and for the levy of direct annual taxes to pay such bonds, and related matters.

Commissioner Griggs made a motion to adopt Ordinance No. 613: An ordinance authorizing the issuance of General Obligation Park Limited Bonds, Series 2015, of the Champaign Park District, Champaign County, Illinois, and providing the details of such Bonds and for the levy of direct annual

taxes to pay such bonds, and related matters. The motion was seconded by Commissioner Solon. 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 motion passed 5-0. A copy of Ordinance No. 613 is attached to the minutes.

Approval of Adoption of Ordinance No. 614: Tax Levy Ordinance

President McMahon stated that staff recommended adoption of Ordinance No. 614: An ordinance to levy property taxes in the amount of \$12,296,376.00 for fiscal year beginning May 1, 2017 and ending April 30, 2018.

Commissioner Kuhl made a motion to adopt Ordinance No. 614: An ordinance to levy property taxes in the amount of \$12,296,376.00 for fiscal year beginning May 1, 2017 and ending April 30, 2018 and to indicate that the tax rate not exceed .7443, which was the 2016 tax rate. The motion was seconded by Vice President Hays. 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 motion passed 5-0. A copy of Ordinance No. 614 is attached to the minutes.

Approval of a Bid for the Hays Center Sloped Roof Project

Mr. Crump presented the report. He stated that this is a rebid and that only one bid was received. Mr. Crump stated that staff recommended authorizing the Executive Director to enter into a contract with the lowest responsible bidder, Top Quality Roofing Co., of Mt. Zion IL, in the amount of \$60,370.00 plus unit price items as needed. Discussion ensued. Commissioner Kuhl asked questions about unit price costs. Mr. Crump assured the Board that the cost will not exceed the approximate \$75,000.00 budget remaining.

Commissioner Solon made a motion authorizing the Executive Director to enter into a contract with the lowest responsible bidder, Top Quality Roofing Co., of Mt. Zion IL, in the amount of \$60,370.00 plus unit price items as needed. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Approval of the Release of the Letter of Credit for Abbey Fields Property Area

President McMahon stated that staff recommended approval to release the letter of credit for the Abbey Fields property area, terminate the associated put agreement and authorize the Executive Director to notify the development group of the decision to develop a park on the 20 acres. Discussion ensued.

Commissioner Kuhl made a motion to approve releasing the letter of credit and terminating the put Agreement for the Abbey Fields property area and authorizing the Executive Director to notify the development group of the decision to develop a park on the 20 acres. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Approval to Proceed with a Community Survey

Mr. DeLuce presented the report. He reported that he followed up and received an additional quote from another firm. Mr. DeLuce stated that he favors working with the U of I Office of Recreation & Park Resources to conduct a community wide survey in the amount of \$8,000.00. Discussion ensued. Commissioner Solon expressed a desire to have someone outside the community conduct the survey.

Commissioner Kuhl made a motion to approve Option 1, work with the U of I Office of Recreation & Park Resources to conduct a community wide survey in the amount of \$8,000.00. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Approval of List of Prequalified Architects and Engineers.

Mr. Crump presented the report. He stated that every three years staff solicits qualifications to establish a prequalified list of architects and engineers. He stated that staff recommended approval of the Prequalified List of Architects and Engineers as shown in *Attachment 1* for a three year period, which will end in November 2019. Discussion ensued about firms collaborating with other firms to complete projects.

Commissioner Solon made a motion to approve the Prequalified List of Architects and Engineers as shown in *Attachment 1* for a three year period, which will end in November 2019. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Approval of Maintenance Agreements with Ricoh USA for Various Copiers

Ms. Hoggatt presented the report. She reported that three copiers were recently purchased from Ricoh USA. She stated that staff recommends approval of a Maintenance Agreement to service and provide supplies for various copiers for a three year term and authorize the Executive Director to add any copier purchased to the Maintenance Agreement during the term of the agreement.

Commissioner Kuhl made a motion to approve the Ricoh Maintenance Agreement to service and provide supplies for various copiers for a three year term and authorize the Executive Director to later add any copier purchased to the Maintenance Agreement during the term of the agreement. The motion was seconded Commissioner Solon. The motion passed 5-0.

Approval of Ordinance No. 615: Declaring Items as Surplus

Ms. Hoggatt presented the report. She stated that staff recommended that the Board adopt Ordinance No. 615: An Ordinance providing for the disposal of personal property owned by the Champaign Park District of Champaign County, which will allow for the disposal of three copiers.

Commissioner Solon made a motion to approve Ordinance No. 615: An Ordinance providing for the disposal of personal property owned by the Champaign Park District of Champaign County, which will allow for the disposal of three copiers. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Old Business

Summer Program Report

Mr. Jones highlighted the Summer Program report. He discussed CUSR programs, recreation and cultural art programs, special events, dance art programs, day camps, and teen camps. Mr. Jones discussed the midnight basketball program and how it continues to grow. He encouraged the Commissioners to schedule a time to "call" the senior Bingo Game. Discussion ensued about trips with only few participants. Mr. Jones reported that those are trips for CUSR participants.

The Board thanked Mr. Jones for compiling the information. Commissioner Kuhl suggested including a highlight of the summer and areas for improvement in the report in the future. She commended Mr. Jones and staff for a job well done. Mr. Jones updated the Board on the collaboration efforts with the Don Moyer Boys and Girls Club and the summer food program. Commissioner Solon inquired about the information regarding the number of residents that attend the various summer concerts, to which Mr. Jones responded.

Discussion Items

None.

Comments from Commissioners

Vice President Hays reported on his attendance to the Legal Symposium. He stated that documentation continues to be very important. Mr. DeLuce stated that drones in the park was discussed at the Legal Symposium and that the Park District will need to address the issue soon.

Executive Session

Commissioner Solon moved as set forth below to convene into Executive Session. 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 – yes; Vice President Hays – yes; President McMahan – 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 and 120/2(c)(5) for the purchase or lease of real property for

the use of the public body.

Return to Regular Meeting

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

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 Solon. The motion passed 5-0 and the meeting was adjourned at 8:35 p.m.

Timothy P. McMahon, President

Cindy Harvey, Secretary