

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

January 11, 2017

The Champaign Park District Board of Commissioners held a Regular Board meeting on Wednesday, January 11, 2017 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 hearing.

Present: President Timothy P. McMahon, Vice President Craig Hays, Commissioners Alvin S. Griggs, Barbara J. Kuhn, 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, Tammy Hoggatt, Director of Human Resources and Zoe Stinson, Special Events Manager.

Tim Mitchell, reporter with *The News-Gazette*, and 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.

Presentations

Operations Expansion, Farnsworth Group

Scott Burge, Architect, and Michael Friend, Engineering Manager, with The Farnsworth Group presented three options for the project, estimated costs for expanding the operations shop and yard facilities, and responded to questions from the Board. The site plans in the three options are very similar and involve extensive renovations and improvements to the existing operations facility and construction of new facilities. All of the options are to the east of the current facilities and would eliminate a portion of Seaman Field. The estimated cost for the options range in cost from \$8.1 million to \$8.5 million. Discussion ensued about various aspects of the plan and whether it called for relocating the current material handling site, and how much current office space exists in light of the drawings showing substantial additional space.

Mr. Crump addressed the current material handling site. It would only be the bins for storage of topsoil, mulch and fibar. There were questions about whether the plans call for relocating all of material handling, how much current office space exists, plans for proposed new office space, current versus proposed space for vehicle storage, proposed square foot cost to build the facility and other matters associated with the proposed plans.

Commissioner Solon was surprised by the proposed scope of the project. She stated the Board had discussed a \$3 to \$4 million facility. She asked about whether all of the additional utility and City fees were included in the cost.

President McMahon also stated that he did not realize the scope of the project and noted the earlier estimated cost of \$3 million. He stated that the previous plans did not include expanding as far to the east so as to impact Seaman Field. He stated that the Board should have had more input into the proposed plans.

Commissioner Kuhl expressed concern about the plans for office spaces. She would need to know how much office space currently exist versus how much is being proposed to make a proper comparison. Commissioner Kuhl also asked about current storage for vehicles versus how much was being proposed.

Vice President Hays inquired about the proposed cost per square foot to build the building. Mr. Burge projected the new building cost at about \$200 a square foot for a precast building. He also discussed other types of building options.

Mr. DeLuce stated that this is the first time the project team has seen the cost estimates. He stated that further discussion about the project was needed.

Commissioner Griggs addressed the importance of the project for the operations department. He stated that the Park District could not operate without adequate operations and maintenance facilities.

President McMahon stated that further discussion on this project was needed and suggested that staff add the item to the agenda for the next meeting. He and the Board thanked the Farnsworth Group for the presentation.

Comments from the Public

None.

Communications

President McMahon circulated the communications.

Treasurer's Report

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

Commissioner Kuhl made a motion to accept the Treasurer's Report for the month of December 2016. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Executive Director's Report

Volunteer of the Month

Jill Taylor, Volunteer Coordinator, reported that Matt Holland was chosen as December Volunteer of the Month. She stated that Mr. Holland has been a volunteer Santa Claus for the Park District's "Calls from Santa" event for three years. He was presented with a certificate of appreciation and a bag of goodies.

The Board thanked Mr. Holland for his volunteer efforts.

Project Updates

Mr. DeLuce distributed a list of project updates to the Board. He reported that the engineering services to provide a study of the Greenbelt Bikeway Trail Connection costs approximately \$15,000.00.

General Announcements

Mr. DeLuce reminded the Board that the 2017 IAPD/IPRA Annual Conference will be held January 19-21. He reported also that Tatyana McFadden will attend the January 25, 2017 Study Session to be presented with an Olympic Tribute award.

Committee Report

Champaign Parks Foundation

Vice President Hays reported the Foundation Board met on January 9, 2017. He stated that the Annual Appeal raised \$20,657.00, slightly less than last year. He also updated the Board on the future fundraising event. The event will be held April 1, 2017. Tickets for general admission will be \$10.00 and for the mezzanine, \$20.00. Contracts with performers are being finalized. He asked the Board to let the Foundation members know of anyone who may be interested in serving on the Foundation Board.

Report of Officers

Attorney's Report

Attorney Hall reported that the proposed agreement with F.E. Moran had not been finalized. He stated that discussion continues between the parties about liability coverage.

Mr. Hall reported that the paperwork for the Liberty on the Lake property donation has been finalized. He discussed the property value and stated he is waiting for the title insurance to be issued. Discussion ensued about the proposed announcement of the donation. Mr. DeLuce stated that a sign indicating the future home of Henry Michael Park will be installed and that a press release would be issued about the donation.

President's Report

President McMahan reported that a baseball booster's meeting with the Champaign Unit 4 School District' will be held January 12, 2017 at 7 p.m.

Consent Agenda

President McMahan 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 Board Meeting, December 14, 2016
2. Approval of Minutes of the Executive Session, December 14, 2016

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

New Business

Approval of Disbursements as of January 13, 2017

President McMahan stated that staff recommended approval of the list of disbursements for the period beginning December 14, 2016 and ending January 13, 2017. Discussion ensued about approving disbursements by roll call vote. Ms. Harvey responded that this was suggested by Attorney Hall to satisfy some changes in State law and for convenience. She also discussed the proposed travel reimbursement ordinance and current travel policy.

President McMahan asked if it would be possible to highlight the travel reimbursement expenses in the list of disbursements.

Further discussion ensued about the proposed reimbursements to employees, including mileage, the current policy for reimbursements, per diems, and requirements to approve reimbursements by roll call vote.

Attorney Hall noted that the statute states the exceeds amount as to officers and employees shall be by roll call vote and any reimbursements for the Board members requires a roll call vote. He addressed the logic, efficiency and statutory requirements.

Discussion continued about the reimbursement for officers and staff that serve in dual roles. Ms. Harvey stated that the staff follows the employee's travel policy.

Attorney Hall explained the intent of the statute and the process for approving travel reimbursements. He suggested that the Board could approve the ordinance and amend it at a later date, if necessary.

Commissioner Solon expressed concern about approving all disbursements by roll call vote and the need to be transparent. Attorney Hall addressed her concerns.

Commissioner Griggs commented that Treasurer Wackerlin reviews the list of disbursements and will note if there are any discrepancies that need to be addressed. Commissioner Kuhl noted that the Board still has a responsibility to oversee the approval of disbursements.

Attorney Hall explained the reason for the mandated statute. He also encouraged the Board to review the current policies and make adjustments as necessary.

Ms. Wallace noted that the list of disbursements includes a list of P-card purchases and the reason for the purchases. She also noted that the list of disbursements also includes the list of employees that receive mileage reimbursements. Discussion ensued about the Park District's travel policy for employees, including the mileage rate and other regulations that govern travel. There was discussion about separately listing all of the items that require roll call vote as well as mileage reimbursement and per diem rates.

Vice President Hays asked questions about the purchase of the sump pump at Sholem Aquatic Center and other purchases. Staff responded to the questions and explained the Park District's safety program and the incentives received from PDRMA.

Commissioner Kuhl made a motion to approve the list of disbursements for the period beginning December 14, 2016 and ending January 13, 2017. The motion was seconded by Vice President Hays. 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 McMahon – yes; and Barbara J. Kuhl – yes.

Approval of a Bid to Purchase Park Lights for Various Parks

President McMahon reported that staff recommends accepting the lowest responsible bid from Tepper Electric and authorizing the purchase of 20 new LED light fixtures in the amount of \$32,180.00.

Commissioner Griggs made a motion to accept the lowest responsible bid from Tepper Electric and authorizing the purchase of 20 new LED light fixtures in the amount of \$32,180.00. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Approval of Bids for Mowing Services

Mr. Crump presented the Board report and answered questions. He reported that there were 12 groups of parks let for bid. Mr. Crump explained that one contract is for one year and the remaining contracts are for two years. Discussion ensued about including the explanation for not awarding the low bid to a contractor on the bidder's sheet and prices compared to last year's prices.

Commissioner Solon made a motion to approve authorizing the Executive Director to enter into contracts with the low bidders on each respective site for mowing services for a period beginning May 1, 2017 through April 30, 2019 as indicated in the respective contracts. Staff recommended awarding to the lowest responsible bidder for each group, except groups 1, 2, 3, 5, 6, 8, 9, 11, and 12. Staff recommends awarding the bids for these sites to the second, third, and/or fourth lowest responsible bidders (described on attached bid results) as the lowest bidders are not capable of performing the scope of work required due to lack of staff or proper equipment to take on additional sites. Accordingly, those bidders are not deemed responsible. The motion also indicated that in the event of a contractor forfeiting his contract prior to its completion, the Park Board authorizes the Executive Director to proceed to the next lowest responsible bidder and enter into a contractual arrangement for the remainder of the original contract term. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Approval of the Adoption of Ordinance No. 619, an Ordinance Regulating Travel Reimbursements

President McMahon reported that staff recommends approval adopting Ordinance No. 619, an ordinance regulating the reimbursement of all travel, meal, and lodging expenses of commissioners, officers and employees of the Champaign Park District in accordance with the Local Government Travel Expense Control Act (Public Act 099-0604).

Ms. Harvey asked the Board if it would like staff to revise the ordinance based on earlier comments and return it for approval at a later meeting. Discussion ensued.

Commissioner Kuhl asked if there could be consistency as to the coverage for Board members, officers and employees. She also suggested that wording in the ordinance should say approval by a majority of the Board and that the Executive Director be responsible for determining if an employee should incur the cancellation fee. Staff will make revisions based upon Board members comments.

Commissioner Kuhl made a motion to table Ordinance No. 619: an ordinance regulating travel reimbursements. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Old Business

None.

Discussion Items

Projected Cash Flow Update

Vice President Hays reported that he had met with Ms. Wallace to discuss the Park District's cash position. Vice President Hays presented and discussed the projected cash flow through April 30, 2017. He stated that having this information will allow for setting priorities for various projects. Discussion ensued about funds set aside for improvements to Spalding Park and allocation of Americans with Disabilities Act (ADA) funds.

Spalding Park

President McMahon noted that status of Spalding Park was included in the Project Updates report.

Capital Budget

Mr. DeLuce stated that staff would like the capital budget to be approved at the February 8, 2017 Regular Board meeting. He asked for feedback and questions from the Board.

David Saam, candidate for Park Commissioners, arrived to the meeting at 6:55 p.m.

Commissioner Solon reminded staff that if changes were made they should be highlighted or redlined. Discussion ensued. Ms. Wallace reviewed the changes that were made to the capital budget and responded to questions from the Board about the funds for development of Trails of Abbey Fields, lights for Dodds 3-plex, Greenbelt Bikeway Path, and Springer Cultural Center roof.

Mr. DeLuce stated that staff would like to know which of the larger projects the Board would like to move forward by using reserve funds. Discussion ensued about allocating funds for development of Trails at Abbey Fields over three years, funds for development of Henry Michael Park, and the Springer Cultural Center roof. Commissioner Kuhl stated that she felt the Springer Cultural Center roof repair should be moved up on the priority list.

Ms. Wallace asked for direction from the Board about the capital budget. She asked if the Board is interested in moving development of Trails of Abbey Fields to the FY18 budget. Discussion ensued. She stated that she will bring a resolution to formally commit \$300,000 for development of the Trails of Abbey Fields for Board approval at a future meeting. Attorney Hall suggested contacting the Department of Natural Resources (IDNR) about the level of progress IDNR would be looking for by certain dates. Ms. Wallace inquired about allocating funding for the Springer Cultural Center roof. It was a consensus of the Board to include funding for the completion of the Springer Cultural Center roof. Commissioner Solon favors setting aside funds for all roof repairs.

President McMahon suggested that the discussion of the 3-plex lights at Dodds Park be discussed at the next meeting. Mr. Crump reported that the Board authorized removal of the existing lights and a bid has been let for that work.

Comments from Commissioners

None.

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 McMahon – yes; and Barbara J. Kuhl – yes. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2(c)(5) for the purchase or lease of real property for the use of the public body including meetings held for the purpose of discussing whether a particular parcel should be acquired and (c)(21) for the discussion of minutes of meetings lawfully closed under this Act, whether for purpose of approval by body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

Return to Regular Meeting

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

Executive Session Items – Action

Approval to Make Available for Public Viewing Executive Session Minutes

Vice President Hays made a motion to approve making available for public viewing a portion of minutes from the Executive Session meeting on July 13, 2016. The motion was seconded by Commissioner Kuhl. The motion passed 5-0.

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 Kuhl. The motion passed 5-0 and the meeting was adjourned at 7:25 p.m.

Timothy P. McMahon, President

Cindy Harvey, Secretary