

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

**February 8, 2017**

The Champaign Park District Board of Commissioners held a Regular Board meeting on Wednesday, February 8, 2017 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 meeting.

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, Tammy Hoggatt, Director of Human Resources and Chelsea Norton, Director of Marketing and Communications.

**Call to Order**

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

**Presentations**

None.

**Comments from the Public**

Erick Johnson, 1014 Kerr Avenue, Urbana, addressed the Board about the need for a longer baseball season for children to play baseball and the need for additional space for baseball.

President McMahon thanked Mr. Johnson for his comments. Mr. DeLuce reported that staff will follow up with Mr. Johnson to discuss his concerns.

**Communications**

President McMahon circulated the communications.

Commissioner Solon arrived to the meeting at 7:10 p.m.

**Treasurer's Report**

Treasurer Wackerlin presented the Treasurer's Report for the month of January 2017. He stated the Park District's finances have been reviewed and found to be in appropriate order.

Vice President Hays made a motion to accept the Treasurer's Report for the month of January 2017. The motion was seconded by Commissioner Solon. The motion passed 5-0.

**Executive Director's Report**

Project Updates

Mr. DeLuce distributed a list of project updates to the Board. He asked the Board members to let him know if they had any questions regarding the projects.

General Announcements

Mr. DeLuce reported that the Illinois Association of Park Districts Legislative Breakfast will be held on March 13, 2017 at 8:00 a.m. at the Urbana Park District's Planning and Operations Facility. He asked the Board members to let Ms. Harvey know if they will be attending the Breakfast.

Mr. DeLuce stated that spring break is the same week as the regularly scheduled study session. Discussion ensued. It was determined the meeting would be scheduled for a different date, if a study session is held.

## **Committee Report**

### Champaign Parks Foundation

Vice President Hays reported the Foundation Board does not meet until March 13, 2017. He stated that the meeting will be held at the Virginia Theatre to see the new furnishings that have been installed.

## **Report of Officers**

### Attorney's Report

Attorney Hall reported that the F.E. Moran contract matters have been resolved and the contract has been finalized.

### President's Report

None.

## **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 Regular Board Meeting, January 11, 2017
2. Approval of Minutes of the Executive Session, January 11, 2017
3. Approval of Health Insurance Rates for 2017/2018
4. Approval of Revision to the Bereavement Policy in the Employment Policies and Procedures Manual
5. Approval of a Website Privacy Policy
6. Approval of a Resolution to Commit Excess Reserves for the Future Development of a Park North of Trails at Abbey Fields Subdivision

Commissioner Griggs 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 February 7, 2017

President McMahan stated that staff recommended approval of the list of disbursements for the period beginning January 11, 2017 and ending February 7, 2017. Discussion ensued. Staff responded to questions about various purchases.

Commissioner Kuhl made a motion to approve the list of disbursements for the period beginning January 11, 2017 and ending February 7, 2017. 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 Barbara J. Kuhl – yes.

### Approval of a Letter to Endorse Age-Friendly Champaign-Urbana

Mr. DeLuce presented the report. He is on a committee that is working with the World Health Organization (WHO) and AARP to designate Champaign-Urbana as an Age-Friendly Community. There is no financial commitment to participate. Mr. DeLuce stated that the committee is requesting a letter of support from the Board to endorse its efforts.

Commissioner Griggs made a motion to approve endorsement of the efforts to obtain the World Health Organization (WHO) and AARP designation as an Age-Friendly Community. The motion was seconded by Vice President Hays. The motion passed 5-0.

### Approval of a Resolution and Authorization to file the Abatement Certificate for Series 2013A Bond

Mr. DeLuce reported that this is an annual matter.

Commissioner Kuhl made a motion to approve a resolution and authorization for staff to file the Abatement Certificate for Series 2013A Bond. The motion was seconded by Commissioner Solon. The motion passed 5-0.

#### Approval of 2017-2018 Program Guide Printing and Mail Preparation Bid

Ms. Norton presented the report. She reported that the low bid was submitted by the same printer who was awarded the bid last year for the full color guide. The overall cost increase is approximately \$500.00. Ms. Norton reported that staff pursued options to improve the guide. A survey conducted two years ago showed that residents responding indicated that they keep the guides for two to three months. She stated that marketing staff determined that having the guide printed on a heavier paper may increase durability and readability. Ms. Norton reported that Alternate A, is for a heavier paper for which the lowest bid is an additional \$3,295.00 annually in addition to the \$47,570.00 for the base bid. Staff recommended approval. Discussion ensued about residents receiving the guide via mail versus electronically, and whether there is a way to exclude certain zip codes where usage is low. Ms. Norton stated that there may be ways to reduce carrier routes and that she will follow-up.

Commissioner Kuhl made a motion to award the base bid for brochure printing and mailing preparation to the lowest responsible bidder, Woodward Printing, in the amount of \$47,570.00 for all three issues with an additional cost of \$3,295.00 for Alternate A, a heavier paper. Total cost for the three issues with Alternate A is \$50, 865.00. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

#### Approval of 2018-2023 Capital Improvement Plan

Mr. DeLuce presented the report. Based on Board feedback, the plan has been revised to move the Springer Cultural Center roof into new funds; added \$98,000 items to next year from future years, and added the 3-plex lights to the large reserve fund. He also reviewed corrected pages 4, 12 and 15.

Vice President Hays stated that most of the corrections or suggestions were initiated by him. He stated that Page 4 was revised to include the breakdown of new funds and from carryover/reserves and Page 15 to place refurbishment of the tennis courts at Spalding Park on hold due to ongoing discussion with Champaign Unit 4. Ms. Wallace reported that on Page 12 the equipment replacement schedule was updated.

Discussion ensued. Commissioner Kuhl asked about the decision to replace the roof at the Dodds Tennis Center before the roof at the Virginia Theatre. She stated that a roof leak would do more damage to the Virginia Theatre than the Dodds Tennis Center. Mr. Crump stated that repairs have been made to the Virginia Theatre over the past years. Commissioner Kuhl expressed concern about whether rental of portable potties can come out of ADA funds. Mr. DeLuce stated that this change was made last year. He stated that ADA portable potties are used at events. All ADA funds are in capital. Commissioner Kuhl inquired about the \$100,000 transfer from general fund to land acquisition that will come from operating budget in FY18. Ms. Wallace stated that the funds will come out of new money for next year and will show as a transfer.

Commissioner Solon inquired about the replacement schedule for Truck #19. She stated that it appears that the Park District has spent considerable dollars on repairing the vehicle. Mr. Crump stated that the will follow up. Commissioner Solon asked for confirmation that items allocated in the capital plan for future years is forecasted, but not final.

Commissioner Griggs made a motion to approve the 2018-2023 Capital Improvement Plan. The motion was seconded by Commissioner Kuhl. The motion passed 5-0.

#### **Old Business**

None.

#### **Discussion Items**

None.

**Comments from Commissioners**

Commissioner Griggs reported that the Champaign County Design and Conservation (CCDC) Foundation met today. He stated that the purpose of CCDC is to beautify Champaign County. Commissioner Griggs reported that CCDC has an awards program to recognize entities in the County. He would like the Park District to get involved in the program as it has projects that will meet the criteria. Commissioner Griggs will forward information to staff.

**Executive Session**

Commissioner Kuhl 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.

**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, Commissioner Solon made a motion to adjourn the meeting. The motion was seconded by Commissioner Griggs. The motion passed 5-0 and the meeting was adjourned at 9:15 p.m.

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Timothy P. McMahon, President

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Cindy Harvey, Secretary