

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

August 23, 2017

The Champaign Park District Board of Commissioners held a Special Board Meeting on Wednesday, August 23, 2017 at 5:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to published notice duly given. President Hays presided over the hearing.

Present: President Craig W. Hays, President, Vice President Timothy P. McMahon, Commissioners Barbara J. Kuhl, Jane L. Solon, Kevin J. Miller, 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, Bret Johnson, Interim Director of Operations, Tammy Hoggatt, Director of Human Resources, IT and Risk, and Andrew Weiss, Director of Planning.

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

Call to Order

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

Presentations

Community Survey Results

This item will be presented at a future Board meeting.

Operations Facility Plan

Scott Burge, Architectural Manager with Farnworth Group, Inc., presented a summary of the four (4) proposed options for the operations shop and expansion yard project. He also reviewed the estimated cost of each option and stated that all options were within the \$2.5 million range with option 1 being the least expensive. Michael Friend Engineer Manager with Farnsworth Group, Inc. discussed civil and site design for the project. Mr. Burge and Mr. Friend responded to questions from the Commissioners. Mr. Burge stated that once the Board chooses an option, Farnsworth would complete the design built drawings. He stated that cost of construction drawings will depend on the option chosen.

Mr. DeLuce reported that staff preferred option 1. Staff preferred to keep the auto shop up front and central considering the vehicle maintenance staff accepts deliveries. Mr. Johnson commented that option 1 functionally makes the most sense. Discussed ensued about possibly phasing the project and additional costs associated with the project. Commissioner Miller stated that he preferred option 1 based on the desired use of the space.

After responding to additional questions from Commissioners, President Hays recommended the item be placed on the September 13, 2017 Regular Board meeting agenda for consideration.

The Board thanked Mr. Burge for his presentation.

Comments from the Public

None.

New Business

Approval of the Safety Manual

President Hays stated that this item will be postponed until the September 13, 2017 Regular Board meeting. Ms. Harvey requested Commissioners submit any additional corrections or revisions to staff by August 30, 2017. Commissioner Solon requested a copy of the manual in Word format in order to redline her proposed changes.

Approval of ADA Program Statement

Mr. DeLuce reported that this item was part of the Distinguished Accreditation process.

Vice President McMahon made a motion to approve the ADA Program Statement. The motion was seconded by Commissioner Miller. The motion passed 5-0.

Approval of Behavior Management Policy

Mr. DeLuce reported that this item was required as part of the Distinguished Accreditation process.

Commissioner Kuhl made a motion to approve the Behavior Management Policy. The motion was seconded by Vice President McMahon. The motion passed 5-0.

Ordinance No. 624, an Ordinance Prescribing Rules for the Conduct of the Business of the Champaign Park District

President Hays stated that Ordinance No. 624 is to correct a conflict between two different policies. The ordinance sets the spending limit for the Executive Director at \$20,000.00.

Commissioner Solon made a motion to approve Ordinance No. 624, an ordinance prescribing rules for the conduct of the business of the Champaign Park District. The motion was seconded by Vice President McMahon. The motion passed 5-0.

Old Business

None.

Discussion Items

Champaign Parks Foundation 1st Quarter Financial Update

Ms. Wallace presented the Foundation's 1st quarter financial analysis for FYE2018. She reported that there is not must activity for the Foundation's 1st Quarter. Ms. Wallace noted that a special event was held in July which netted approximately \$8,300 in revenue. She reported that expenses are considerable less than prior year due to less one time requests compared to prior fiscal year. Ms. Wallace stated that the financial matters of the Foundation for the 1st Quarter are similar to the past. Discussion ensued about the revenue and expenses from the special event.

Champaign Park District 1st Quarter Financial Update

Ms. Wallace presented the Park District's 1st quarter financial analysis for FYE2018. She reported that funds were transferred from the General Fund into the Capital Improvement Fund for Commissioners Park. In the Museum Fund expenses were slightly less than prior year while revenues are considerably higher than prior year. She reported that the capital improvements fund included the one transfer for Commissioners Park and revenue of \$100,000, which was a bequest received in May 2017 specific to the Virginia Theatre restoration. Ms. Wallace noted that Mr. DeLuce sent information to the Commissioners about the personal property replacement tax. The Park District is expecting to receive \$25,000 less than budgeted for that fund. She stated that there should be enough savings in the capital outlay and contingency funds to prevent additional budget changes. Ms. Wallace reported that all other funds were similar to prior year. Revenues increased slightly due to the increase in property tax revenue over prior year.

Purchasing Policy

Ms. Wallace reported that this item is required as part of the Distinguished Agency accreditation process. Staff asked the Board to submit any proposed changes or revisions by August 30, 2017.

Heritage and Glenn Parks Project Update

Mr. DeLuce presented the report. He reported that staff will meet with the architects on September 21, 2017 to discuss the Heritage Park project. Mr. DeLuce stated that the architects will present an updated version of Phase I to the Board on September 27, 2017. He noted that the Glenn Park update is included in the project update.

Comments from Commissioners

Commissioner Solon stated that the Taste of Champaign-Urbana went well. President Hays concurred with Commissioner Solon.

Executive Session

Commissioner Kuhl moved as set forth below to convene into Executive Session. The motion was seconded by Vice President McMahon. The motion passed 5-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Miller – yes; Vice President McMahon – yes; President Hays – 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)(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; (c)(6) the setting of a price for sale or lease of property owned by the public body; and (c)(11) to address litigation affecting or on behalf of the particular body that is probable or imminent.

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 Miller. The motion passed 5-0 and the meeting was adjourned at 7:20 p.m.

Craig W. Hays, President

Cindy Harvey, Secretary