

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

July 22, 2015

The Champaign Park District Board of Commissioners held a Special Board Meeting on Wednesday, July 22, 2015 at 5:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois., pursuant to notice duly given. President McMahon presided over the meeting.

Present: President Timothy P. McMahon, Vice President Craig W. Hays, Commissioners Alvin S. Griggs, Barbara J. Kuhl, and Jane L. Solon, and Treasurer Gary Wackerlin.

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

Members of the public were in attendance.

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.

Action Items

Approval of Minutes of the Regular Board Meeting, June 10, 2015

Staff recommended approval of the minutes of June 10, 2015 Regular Board meeting.

Commissioner Griggs made a motion to approve the minutes of the Regular Board meeting. The motion was seconded by Commissioner Kuhl. The motion passed 5-0.

Approval of the FY15-16 Annual Budget

Mr. DeLuce reported that the Budget and Appropriation Ordinance was approved at the July 8, 2015 Regular Board meeting. He stated that staff recommended approval of the FY15-16 Annual Budget book. Discussion ensued.

Commissioner Solon suggested that in the future staff provide the Board with a redlined version of the budget to show the changes.

Commissioner Kuhl made a motion to approve the FY15-16 Annual Budget. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Approval of Bid for Dodds Tennis Center Parking Lot Project

Mr. DeLuce presented the staff report and staff responded to questions from the Board. The project came in slightly over budget and the balance to make up the difference will come from the contingency fund. Staff recommended accepting the Base Bid, Alternate 001 and Alternate 004 for Dodds Tennis Center Parking Lot Reconstruction and authorizing the Executive Director to enter into a contract with the lowest responsible bidder, Stark Excavating, Inc. of Champaign, IL, in the amount of \$142,723.90.

Commissioner Griggs made a motion to accept the Base Bid, Alternate 001 and Alternate 004 for Dodds Tennis Center Parking Lot Reconstruction and authorize the Executive Director to enter into a contract with the lowest responsible bidder, Stark Excavating, Inc. of Champaign, IL, in the amount of \$142,723.90. The motion was seconded by Commissioner Kuhl. The motion passed 5-0.

Approval of Purchase of Vehicles through the Illinois Joint State Purchasing Program

Mr. DeLuce presented the staff report and responded to questions from the Board. Staff recommended waiving the formal bidding process and approving purchases through the Joint Purchasing Program as follows: one (1) replacement 2015 Silverado Regular Cab Pick-up from Miles Chevrolet at a purchase price of \$18,743, one (1) replacement 2015 Silverado Regular Cab Pick-up from Miles Chevrolet at a purchase price of \$18,943, and one (1) replacement 2015 Ford F-150 Super Crew Pick-up from Wright Automotive at a purchase price of \$22,410. The total cost of purchase is \$60,096.

Commissioner Solon made a motion to approve the waiver of formal bidding and approval of purchases through the Joint Purchasing Program as follows: one (1) replacement 2015 Silverado Regular Cab Pick-up from Miles Chevrolet at a purchase price of \$18,743, one (1) replacement 2015 Silverado Regular Cab Pick-up from Miles Chevrolet at a purchase price of \$18,943, and one (1) replacement 2015 Ford F-150 Super Crew Pick-up from Wright Automotive at a purchase price of \$22,410. The total cost of purchase is \$60,096. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Approval of Ordinance No. 599: An Ordinance Providing for Disposal of Personal Property Owned by the Champaign Park District of Champaign County

Mr. DeLuce presented the staff report. He stated that staff recommended approval of Ordinance No. 599: An Ordinance Providing for Disposal of Personal Property owned by the Champaign Park District, which allow for disposal of one 1994 Chevrolet 1500, one 1999 Ford Ranger, and one 2000 Ford Ranger to be used for trade-ins.

Commissioner Solon made a motion to approve Ordinance No. 599: An Ordinance Providing for Disposal of Personal Property owned by the Champaign Park District, which allow for disposal of one 1994 Chevrolet 1500, one 1999 Ford Ranger and one 2000 Ford Ranger to be used for trade ins. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Consideration of Approval of an Agreement with Michael Frederick

Mr. DeLuce presented the staff report and responded to questions from the Board. Staff recommends approval of an agreement for independent contractual services with Mike Frederick to provide services as an independent contractor for theatrical and other events at the Virginia Theatre and other venues as may from time to time be designated. The term of the agreement shall be from August 1, 2015 to July 31, 2016.

Commissioner Griggs made a motion to approve an agreement for independent contractual services with Mike Frederick to provide services as an independent contractor for theatrical and other events at the Virginia Theatre and other venues as may from time to time be designated. The motion was seconded by Vice President Hays. The motion passed 5-0.

Approval of a Request for Proposal to Sell Alcoholic Beverages at the Virginia Theatre

Mr. DeLuce presented the staff report and responded to questions from the Board. Staff recommends that the Board accept the Request for Proposal from Farren's Pub & Eatery to provide alcoholic beverages at the Virginia Theatre and authorize the Executive Director to enter into an agreement for one year with the option to renew for one additional year. Discussion ensued. Vice President Hays expressed concern about not having the definition of "net" defined in the proposed agreement. Commissioner Solon asked for clarification on why the Park District was responsible for securing the liquor license.

After discussion, staff was directed to present the discussion of liquor sales to the Board for discussion at a future meeting.

Commissioner Kuhl made a motion to accept the Request for Proposal from Farren's Pub &

Eatery to provide alcoholic beverages at the Virginia Theatre and authorize the Executive Director to enter into an agreement for one year with the option to renew for one additional year. The motion was seconded by Commissioner Griggs.

Commissioner Kuhl made a motion to amend the motion to include the definition of "net." The amended motion was seconded by Commissioner Griggs. The motion passed 5-0.

Discussion Items

Naming of Parks and Facilities Policy

Mr. DeLuce presented the Board report and responded to questions from the Board. Discussion ensued. Commissioner Solon suggested that a clarification about renaming be included in the agreement.

It was the consensus of the Board that the policy be presented to the Board at a future meeting for Board consideration.

Board Code of Conduct

Mr. DeLuce presented the Board report and responded to questions from the Board. He stated that the Board Code of Conduct is recommended by the Illinois Association of Park District. Discussion ensued. Commissioner Solon inquired about the definition of conflict of interest. President McMahon stated that if the Code of Conduct were adopted by the Board it would be stating to the public that this is how Commissioners are acting. He stated that it would be a good guide for the Board. Commissioner Kuhl favored bringing it back to the Board for consideration.

It was the consensus of the Board that the Board Code of Conduct be presented to the Board at a future meeting for consideration.

Music Festival Update

Mr. DeLuce presented an update and responded to questions from the Board on the Musical Festival held on July 11, 2015. Discussion ensued about the cost, bands, evaluation of the event, and whether the Board should have a role in determining the future of certain special events.

Comments from Commissioners

Commissioner Kuhl stated that after the training workshop, Commissioners were requested to provide their feedback. She asked President McMahon if he would share Commissioner Solon's as well as his comments since the comments of the other three Commissioners had already been shared. President McMahon indicated he would send out those comments.

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 5-0, and the meeting was adjourned at 6:30 p.m.

Approved:

Craig Hays, Vice President

Cindy Harvey, Secretary