

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

June 10, 2015

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, June 10, 2015 which commenced at 7:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to notice duly given. President Timothy P. 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, 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 Cultural Arts, and Tammy Hoggatt, Director of Human Resources, Information Technology and Risk.

Members of the public were in attendance. Tim Mitchell, a reporter with The News-Gazette, was also present.

Call to Order

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

CPD Highlights

Although Ms. Kuhlenschmidt was absent from the Board meeting, Commissioner Kuhl asked staff to convey a thank you to her for her outstanding efforts on behalf of the Champaign Park District and all the time and commitment she provided. She congratulated Mr. Jones on being appointed as the Director of Recreation and indicated that the Board is looking forward to seeing great things continue.

Comments from the Public

None

Communications

President McMahon circulated the communications.

Presentation

Kickapoo Rail Trail Project

Dan Olson, Executive Director of Champaign County Forest Preserve District (CCFPD) presented an update on the Kickapoo Rail Trail project and responded to questions from the Board. The Kickapoo Rail Trail will be a 24.5 mile multi-use recreational trail that runs from Urbana, Illinois to Danville, Illinois and will be built by the Champaign County Forest Preserve District and the Vermilion County Conservation District. The acquisition was made possible by a significant number of community groups, government agencies, granting entities, and interested citizens. A goal has been set to raise 2.4 million dollars over the next few years to begin trail construction. The next step in the process is the engineering. Mr. Olson invited the Park Commissioners to engage in the master plan regarding amenities such as parking, trailheads, restrooms, interpretation signs, and sculptures. Mr. DeLuce has already expressed an interest in participating in the master planning. The master planning will begin near the end of the year and continue for the entire trail through the request for proposal process.

Commissioner Kuhl believes the project is excellent. She has experienced the trails in Edwardsville, Illinois and believe they are a great community asset.

The Board thanked Mr. Olson for his presentation.

Treasurer's Report

Treasurer Wackerlin presented the Treasurer's Report for the month of May 2015. He reported that the 1st tax distribution is included in the report. Treasurer Wackerlin stated that 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 May 2015. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Executive Director's Report

Introduction of Employees

Mr. Jones introduced Yuri Sohn, Tennis Professional, Michelle Olden, Cultural Arts Coordinator, and Melanie Kahler, Springer Cultural Center Manager.

Volunteer of the Month

Mr. Jones reported that Maya Bauer was chosen as May Volunteer of the Month. She is the Common Ground's Education Coordinator and was recognized for her efforts in educating the children about healthy foods in after school and summer camps at Douglass Center. Ms. Bauer was unable to attending the meeting.

General Announcements

Mr. DeLuce reported that a staff cookout will be held in Hessel Park June 11th at 11:30 a.m. The Board is invited to attend. He distributed a copy of the current Board Policy Manual and provided the Board with a promotional Sholem Aquatic Center cooler. He reported that staff is in the process of ordering staff garments. The Park District purchases one polo shirt for each commissioner and officer, and additional garments are available at their expense. He asked the Board to let staff know what garments they would like to order.

President McMahon asked if the Music Festival had been moved from Hessel Park. Mr. DeLuce responded that the Music Festival has been moved to downtown Champaign after hearing concerns expressed by the Hessel Park neighbors and meeting with City staff. The festival will be held on July 11, 2015 from 6 to 12 p.m. It is expected to attract 4,000 to 5,000 people.

Committee and Liaison Reports

Champaign Parks Foundation

Commissioner Solon attended the meeting in Commissioner Hays absence. She reported that Board discussed selling tickets for the car raffle fundraiser. She also reported that Ms. Laura Auteberry presented a report on the use of scholarship funds. Scholarship funds are mostly used for day camps during the summer. She stated that Mr. DeLuce met with Board Member Scott Miller to discuss additional fundraising opportunities for the Foundation. Discussion ensued.

Vice President Hays stated that the car raffle netted approximately \$7,000 to \$8,000 last year. Commissioner Solon reported that tickets sales are going well this year and that sales on line are much easier this year. Board members will be selling tickets during the Music Festival, Taste of Champaign, and other events during the summer.

Report of Officers

Attorney's Report

None.

President's Report

President McMahon reported that Mr. DeLuce and he attended the Trails Steering Committee meeting. The committee is collecting all data regarding trails and amenities near trails. He reported that the committee will compile a report on existing conditions and make a presentation to the Board in August or September.

President McMahon addressed the length of time this process was taking. However, the committee is gathering information and compiling an extensive database. Mr. DeLuce stated that the contract for the project expires December 31, 2015.

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. The items are as follows:

1. Approval of Minutes of the Special Board Meeting, April 22, 2015
2. Approval of Minutes of Executive Session, April 22, 2015
3. Approval of Minutes of the Annual and Regular Board Meetings, May 6, 2015

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

New Business

Approval of the List of Bills for May 2015

Commissioner Griggs made a motion to approve the list of disbursements for the period beginning May 13, 2015 and ending June 9, 2015. The motion was seconded by Vice President Hays. The motion passed 5-0.

Vice President Hays questioned whether it was possible to reference contracts for bids and request and proposals in the list of bills. Ms. Wallace responded that staff will address this matter. In addition, staff will try to identify and separate same vendor purchase.

Approval of Board Participation with External Entities Policy

Mr. DeLuce reported that President McMahon asked staff to put together a policy for meetings with outside agencies and who will represent the Park District. He stated that Ms. Harvey drafted the policy which was reviewed and edited by Attorney Hall.

Commissioner Kuhl addressed the need for the policy. President McMahon responded that this topic was discussed at the last Board meeting and that the policy will clarify Park Board representation at external meetings.

Commissioner Solon made a motion to approve the Board Participation with External Entities Policy. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Approval Ordinance No. 596: Prevailing Wage

Mr. DeLuce reported that this was an annual requirement regarding wages concerning contracted for public projects.

Commissioner Griggs made a motion to approve Ordinance No. 596 declaring the prevailing wage rates for the ensuing year to be the same as those fixed for Champaign County by the Illinois Department of Labor. The motion was seconded by Vice President Hays. The motion passed 5-0.

Attorney Hall informed the Board that there is a movement in some communities to lobby legislators to eliminate Prevailing Wage Act.

Approval of Ordinance No. 597: An Ordinance Prescribing Rules for the Conduct of the Business of the Champaign Park District

Mr. DeLuce reported that staff is recommending the Board approve Ordinance No. 597, prescribing rules for the conduct of the business of the Park District. He stated that the ordinance has been updated to allow a designee to sign on his behalf during his absence.

Attorney Hall noted that he made technical changes. However, the main thrust is to address delegation of authority during the Executive Director's absence and to change the threshold for bid requirements to the state's established amount for park districts rather than a fixed dollar.

Vice President Hays stated that he reviewed the City of Champaign's budget and the City Manager has substantially less of a limit than the state. He stated that he felt more comfortable with the current ordinance.

Attorney Hall reported that the ordinance allows the Executive Director to spend up to \$10,000 without bidding, which the current state threshold is \$20,000. Legislators are currently recommending that the limit be increased to \$25,000. The proposed revision to the ordinance would allow the Executive Director's spending authority to be consistent with the state threshold. He stated that it has been the Board's custom and the practice to allow the Executive Director's spending authority to be consistent with the state's bidding threshold. However, the Board does not have to do so.

Commissioner Solon stated that she thinks that the spending limit should be same as the City's \$17,500. Commissioner Griggs suggested following the threshold established in the Park Code. He stated that if it becomes an issue the Board can address it at that time.

Commissioner Kuhl stated that she has no problem with revising the ordinance to follow the state's threshold. Discussion ensued.

Vice President Hays made a motion to approve Ordinance No. 597: an ordinance prescribing rules of conduct of business of the Champaign Park District. The motion was seconded by Commissioner Griggs. The motion passed 4-1 with Commissioner Solon opposed.

Approval of an Agreement between the City of Champaign and the Champaign Park District for the Community Matters Program

Mr. DeLuce reported that the agreement with the City for the Community Matters Program has been existed since 2007.

Mr. Jones reported that the program is well received and that it allows the Park District to serve approximately 35 additional children in camps. The City fiscal year begins July 1.

Commissioner Solon made a motion to approve the agreement between the City of Champaign and the Champaign Park District for the Community Matters Program. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Approval of the Human Kinetics Trailway Bid

Mr. DeLuce reported that bids were let for a stone, concrete and asphalt trailway. He stated that Mr. Crump was available to answer any questions.

Commissioner Griggs made a motion to approve Option A –reject the base bids and accept the alternate bid #1 for installation of a concrete trail-way and authorize the Executive Director to enter into a contract with the low, responsible bidder, Duce Construction Company, in the amount of \$114,640.00. The motion died for lack of a second.

Discussion ensued about investing this amount of money in a leased park. It was the consensus of the Board not to pursue the project at this time.

Commissioner Solon made a motion to reject all bids for the Human Kinetics trailway. The motion was seconded by Vice President Hays. The motion passed 5-0.

A brief discussion ensued regarding a trail for Garden Hills Park.

Approval of a Resolution to Commit Excess Reserves for Future Capital Projects

Ms. Wallace reported that this item was discussed at the April 22nd Study Session. The proposed resolution is a formal way to commit a portion of fund balances to use for Spalding Park and trails and pathways.

Vice President Hays stated that he does not have a problem with setting aside funds. However, he would prefer to not designate a dollar amount for a specific park. He suggested designating funds generally for park development and prioritizing the park at another time.

Commissioner Kuhl made a motion to approve a resolution to commit \$800,000 and transfer General Fund reserves of \$100,000 into Capital Improvement Fund for trails and pathways, and transfer \$700,000 to create a new Capital Fund for park development. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Old Business

None.

Discussion Items

None.

Comments from Commissioners

Commissioner Griggs compiled a report about the 37th Annual Illinois Association of Park District's Legislative Conference held on April 29, 2015 in Springfield. He distributed copies of the report to the Board. He reported that the reception and conference were well attended. Commissioner Griggs stated that he has additional information that he will share if anyone was interested.

Executive Session

No Executive Session was held.

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 Griggs. The motion passed 5-0 and the meeting was adjourned at 8:19 p.m.

Timothy P. McMahon, President

Cindy Harvey, Secretary