

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

August 12, 2015

The Champaign Park District Board of Commissioners held a Regular Board meeting on Wednesday, August 12, 2015 which commenced at 7:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to published notice duly given. Vice President Craig Hays presided over the meeting.

Present: Vice President Craig W. Hays, Commissioners Alvin S. Griggs, Barbara J. Kuhl, and Jane L. Solon, Treasurer Gary Wackerlin and Attorney Guy Hall.

Absent: President Timothy P. McMahon.

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, Information Technology and Risk, Steven Bentz, Director of the Virginia Theatre.

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

Call to Order

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

Comments from the Public

None.

Communications

Vice President Hays circulated the communications.

Presentations

Swann Special Care Center Renovation, BLDD Architects

Mark Ritz, BLDD Architects, reported that BLDD is completing the design for the Swann Special Care Center (Center) renovation. He introduced Kimberly Halberstadt, Executive Director of the Center.

Ms. Halberstadt stated that the Center is a not-for-profit long term care facility that serves severe and profoundly developmentally disabled children and adults of all ages. She stated that currently the Center has three facilities: a residential facility, a school and an adult developmental training program. Ms. Halberstadt reported that the Center will soon serve 118 participants; transporting 90% of them daily to various programs and their homes. She stated that it would benefit and improve the quality of life of the participants if all facilities were on one site.

Mr. Ritz reported that the primary purpose of the project is to locate the school and training facility next to the Center. Additions will also be made to the existing building. He discussed how the project will impact Kaufman Park. Mr. Ritz reported the Center is trying to connect with Kaufman Park because it is an asset to the Center. BLDD is requesting permission to do three things: extend some sidewalks from the Center's property to the Park District's sidewalk in the park, trim several trees that extend over the property line, and establish a staging area to allow contractors access for the project through the park. Mr. Ritz explained how the project will be completed in phases and presented the proposed design of the project. Discussion ensued and Mr. Ritz and staff responded to questions posed by the Board. Mr. Ritz stated that the contractors hope to start in December. Mr. DeLuce reported that staff has included in the discussion about

the project and impact on the park. Mr. Crump addressed the trees in question. Mr. Ritz reported contractors will try to limit vehicles in the park to smaller trucks.

Attorney Hall asked about issues associated with the Copper Slough run off. Mr. Ritz responded that there are stringent regulations and that BLDD's civil engineer will complete a storm water pollution prevention plan. Attorney Hall asked if the sidewalk was ADA compliant. Mr. Crump responded affirmatively. Discussion ensued about the adjacent chain link fence. Mr. Ritz proposed that the fence be removed and not replaced in order to enable access to the park.

Mr. DeLuce reported that easement will be presented to the Board for consideration at a future meeting.

Vice President Hays stated that staff revised the reports for Consent Agenda Items 10 and 11. The revised reports include the trade-in values of equipment. He asked the Board members if there were any objections to moving Old Business on the agenda after the President's Report to accommodate a presentation by the IMRF representative. There were no objections from the Board.

Treasurer's Report

Treasurer Wackerlin presented the Treasurer's Report for the month of July 2015. He stated the Park District's finances have been reviewed and found to be in appropriate order. Treasurer Wackerlin stated that a new column showing accrued interest on CDs for informational purpose has been added to the report. He reported that it is expected that the Park District will recover approximately \$97,753 in IMET funds in the pending case. Discussion ensued. Ms. Wallace stated that the adjustment value was for auditing purposes and that if additional funds are received it will be noted.

Commissioner Solon made a motion to accept the Treasurer's Report for the month of July 2015. The motion was seconded by Commissioner Griggs. The motion passed 4-0.

Executive Director's Report

Mr. DeLuce reminded the Board that the August 26, 2015 Study Session will be dedicated a visioning and strategic planning session.

Committee and Liaison Reports

Champaign Parks Foundation

Vice President Hays reported the car raffle is well underway and that sales to date are ahead of last year. He asked that anyone who has tickets remaining to return them to Laura Auteberry. Vice President Hays stated that unsold tickets are needed for auditing purposes. He reported that the Foundation decided to formalize and set up committees to be comprised of members and nonmembers in order to involve the community and enhance the pool of potential foundation board members. Vice President Hays reported that Jimmy John's made a \$25,000 donation to the scholarship fund. He thanked Mr. Wackerlin for his efforts in securing the donation.

Old Business

Action on a Resolution to Include Taxable Allowances as IMRF Earnings

Mandy Beedie, IMRF Central Field Service Representative, reported that during a recent audit, a common practice of reporting taxable expense allowances without a resolution by the Park Board was found. IMRF is governed by Illinois law which mandates that taxable expense allowances are not reportable to IMRF without an employer resolution stating the governmental body wants to report them as IMRF creditable. When IMRF finds this in audits, employers have three choices: pass a resolution and backdate it to the date the governmental body started reporting the taxable expense allowances; make adjustments to past wages where taxable expense allowances were reported either going back at least four years or since inception; or pass a resolution and then rescind it for future employees. Ms. Beedie noted that included in the information she distributed was a copy of the audit, list of all park districts in IMRF that have a resolution to include taxable expense allowances, and a sample resolution. Ms. Beedie responded to

questions about the different options and impact to retirees and current employees. The Board thanked Ms. Beedie for her presentation.

Discussion ensued. It was the consensus of the Board that it does not wish to continue allowing cell phone, car, tuition and moving expense allowances as reportable to IMRF for pension credit. After further discussion, Commissioner Kuhl made a motion to not approve a resolution and determine at the August 26, 2015 Board meeting whether to go back four years or to inception for taxable expense allowances. The motion was seconded by Commissioner Solon. The motion passed 4-0.

Report of Officers

Attorney's Report

Ordinance No. 600

Attorney Hall recommended approval of Ordinance No. 600, Annexing Territory Pursuant to Petition (211 S. Staley Road, 215 S. Staley Road and 301 S. Staley Road).

Commissioner Solon made a motion to approve Ordinance No. 600. A copy of the ordinance is attached to the minutes. The motion was seconded by Commissioner Griggs. The motion passed 4-0.

President's Report

None.

Vice President Hays asked if there were any objections to moving New Business, Item #6 before the Consent Agenda. There were no objections from the Board.

New Business

Approval of Alcohol Sales at Various Champaign Park District Events

Mr. DeLuce reported that a question was raised about selling alcohol in the parks at events. The Park District currently has a contract to sell alcohol at the Virginia Theatre. Mr. DeLuce stated that the Park District is working with Orange and Blue Distributing to sell alcohol at the Taste of Champaign-Urbana (Taste). He asked if there were concerns that the Board would like addressed. Mr. DeLuce stated that a representative from Orange and Blue Distributing and Zoe Stinson, Special Events and Volunteer Manager, were in attendance to answer questions.

Commissioner Solon asked for clarification about Board approved the sale of alcohol at Taste. She recalled that staff was to evaluate and report back to the Board for direction. Mr. DeLuce explained the process used at to sell alcohol at that time. Mr. DeLuce talked about proposed plans to sell liquor at Taste including liability issues. He noted that the Park District will purchase the alcohol and retain 100% of sales.

Ms. Stinson updated the Board on changes for the Taste. She reported that the entire park will be fenced in due to a scheduled larger band. This will also allow the Park District to obtain a better count of people attending the event. Discussion ensued.

The representative from Orange and Blue distributing updated the Board on liquor sales at other events, including the Sweet Corn festival held in Urbana.

Discussion ensued. Vice President Hays inquired about who will provide security. Ms. Stinson stated that the Park District contracts with the City police and will use private security. Ms. Solon expressed concern about competing with local bars and liability issues. On a related topic, Mr. DeLuce that staff decided to not continue the music festival.

Commissioner Solon stated that the Board should approve events where alcohol is going to be service. Vice President Hays expressed concern about the liability to the Park District for checking identification and the expense of providing training. He suggested that the Board permit the sale of alcohol at the Taste for 2015 and develop a proposed alcohol policy for future consideration.

Commissioner Kuhl made a motion to approve staff plans to sell alcohol at the Taste of Champaign-Urbana for 2015. The motion was seconded by Commissioner Griggs. The motion passed 4-0.

Staff will evaluate the sale of alcohol and present a follow up report at a future meeting.

Consent Agenda

Vice President Hays 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.

Commissioner Solon asked that Item 9 be addressed separately. The items are as follows:

1. Approval of Minutes of the Special Board Meeting, June 17, 2015
2. Approval of Minutes of the Study Session, June 24, 2015
3. Approval of Minutes of the Public Hearing & Regular Board Meetings, July 8, 2015
4. Approval of Minutes of the Executive Session, July 8, 2015
5. Approval of Minutes of the Special Board Meeting, July 22, 2015
6. Approval accepting a bid and authorizing the Executive Director to execute a contract for Sholem sandblasting and re-painting with the lowest responsible bidder, Buckert Painting, Urbana, IL, in the amount of \$79,945.00.
7. Approval accepting a bid and authorizing the Executive Director to execute a contract for sealcoating and line-stripping with the lowest responsible bidder, County Asphalt Company Inc., Urbana, IL in the amount of \$16,852.10.
8. Approval accepting a bid and authorizing the Executive Director to execute a contract for replacement of the Douglass Park Little League Ball Field fencing to the lowest responsible bidder, S.K. Service Corporation, in the amount of \$48,460.00.
10. Approval accepting the low bid and authorizing the purchase of one new Toyota 8FGU25 forklift from the lowest responsible bidder, Toyota Lift/Bahrns Equipment, in the amount of \$24,183.00.
11. Approval accepting the low bid and authorizing the purchase of one new Toro Groundsmaster 3500-D mower from the lowest responsible bidder, MTI Distributing, in the amount of \$28,104.89.
12. Approval accepting the low bid and authorizing the purchase of one new mini track loader from the lowest responsible bidder, Bobcat of Champaign, in the amount of \$20,456.96.

Commissioner Kuhl made a motion to approve all Consent Agenda Items except Item 9, which was removed and discussed separately. The motion was seconded by Commissioner Griggs. The motion passed 4-0.

9. Approval of Bid for Garden Hills Park Trail Drainage Project

Mr. Crump presented the staff report and responded to questions from the Board. He noted that the drainage issue at the park is a problem that the City will need to address and that the proposed sidewalk will not be affected by the backup of water. Mr. Crump reported that this project has been discussed with City staff and will have no impact on the City's plans. The work is expected to begin by the end of September and staff will notify surrounding neighbors.

Commissioner Solon made a motion to approval accepting the Base Bid, Alternate 1 and Alternate 003 for Garden Hills Park Trail and Drainage project, and authorizing the Executive Director to execute a contract with the lowest responsible bidder, Duce Construction Company of Champaign, IL, in the amount of \$81,953.35. The motion was seconded by Commissioner Griggs. The motion passed 4-0.

New Business

Approval of the List of Bills for July 2015

Staff requested approval of the list of disbursements for the period beginning July 8, 2015 and ending August 11, 2015.

Commissioner Solon asked about payments to vendors without contracts and where there were no bids noting the upcoming Gin Blossoms performance. Mr. Jones responded that the checks for the Gin Blossoms have been processed but the checks will not be released until the Park District receives an executed contract.

Commissioner Griggs made a motion to approve the list of disbursements for the period beginning July 8, 2015 and ending August 11, 2015. The motion was seconded by Commissioner Kuhl. The motion passed 4-0.

Approval of a Bid for Hard-Court Re-surfacing and Striping

Mr. Crump reported that no bids were received for this project. He recommended re-bidding the hardcourt re-surfacing and striping project for consideration at a future board meeting. There were no objections from the Board.

Approval of a Bid for Janitorial Services at the Dodds Tennis Center

Mr. DeLuce presented the staff reported and responded to questions from the Board. He stated that staff recommended accepting the Base Bid and Alternate 1 West Wall Dusting and authorizing the Executive Director to execute a one year contract with the option to renew for one additional year with, ESS Clean, Inc. of Urbana, IL, in the annual base bid amount of \$21,835.00 with Alternate 1 West Wall Dusting of \$150.00 for a total of \$21,985.00. Also accepting and approving Alternate 1 Carpet cleaning \$175.00, Alternate 1 Fabric Covered Furniture Cleaning \$175.00, and Additional Services Rate of \$20.00/hour on an as needed basis.

Commissioner Kuhl made a motion to approve accepting the bid and alternates as stated above. The motion was seconded by Commissioner Griggs. The motion passed 4-0.

Approval of Ordinance No. 601: 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. 601: An Ordinance Providing for Disposal of Personal Property owned by the Champaign Park District, which allow for disposal of one 1997 Komatsu forklift and one 2010 John Deere 997 mower to be used for trade ins.

Commissioner Solon made a motion to approve Ordinance No. 601: An Ordinance Providing for Disposal of Personal Property owned by the Champaign Park District, which allow for disposal of one 1997 Komatsu forklift and one 2010 John Deere 997 mower to be used for trade ins. The motion was seconded by Commissioner Griggs. The motion passed 4-0.

Approval of Dodds Tennis Center Abandoned Tank Remediation

Mr. DeLuce presented the staff report. He reported that Mr. Crump has been working with MSA Professional Service on options available to the Park District. Mr. DeLuce discussed this matter with Mike Jones, an environmental engineer with MSA and a former State Fire Marshall, who is of the opinion that state will require the Park District to remove the tank. If the tank is left in place it will be costly to make sure the tank is secured in place.

Attorney Hall stated that cost allocation be addressed appropriately if the Board decides to proceed with removal of the tank at this stage. He stated the cost estimates include engineering, unknown items, and backfilling. Professional service items are not required to be bid and some items are within the Executive Director's spending authority.

Mr. DeLuce reported that the project was put on hold to gather information to share with the Board. He stated that staff is seeking Board direction on moving forward with the tank remediation.

Mr. Crump stated that there is no definitive answer on what the tank was used for. It is assumed that it was used for some type of fuel to heat the building in the past. The Park District took possession of the Tennis Center in 1994. Discussion ensued.

Mr. Crump reported that Park District will contract Hall Petroleum for removal of the tank, MSA will oversee the operation including collecting soil samplings, testing and reporting, and the general contractor, Stark Excavating, may address the back filling.

Commissioner Solon made a motion to approve the tank remediation plan as presented. The motion was seconded by Commissioner Kuhl. The motion passed 4-0.

Discussion Items

Anti-Nepotism Policy

Mr. DeLuce reported that over the years the anti-nepotism policy has been revised. The current change allows family members of full-time employees to work as seasonal employees as long as they do not work in the same department. The Park District has a possible candidate for one of two recently advertised CUSR coordinator positions. The candidate is the sister of one of the Park District's full-time operations staff. Staff is asking whether the Board is willing to consider a policy change. Mr. DeLuce reported staff would prepare a policy that does not allow family members to work in the same department. He stated that the University of Illinois and other park districts allow the hiring of relatives. Staff is requesting feedback from the Board.

Discussion ensued. Commissioner Solon opposed allowing the hiring of relatives for various reasons. Commissioners Kuhl and Griggs, and Vice President Hays are not opposed to allowing hiring of relatives as long as there are policies in place. Mr. DeLuce thanked the Board members for their comments.

Comments from Commissioners

Commissioner Kuhl congratulated Mr. Jones for being nominated as a finalist in the 40 under 40. She congratulated Mr. Hall who has a son that recently graduated from law school. Mr. Hall stated that his son was sworn in in Wisconsin and will be taking the Illinois Bar Exam. Commissioner Kuhl thanked Treasurer Wackerlin for his efforts with Jimmy John's that resulted in a \$25,000 donation to the scholarship fund.

Executive Session

Commissioner Solon moved as set forth below to convene into Executive Session. The motion was seconded by Commissioner Griggs. The motion passed 4-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Griggs – yes; Vice President Hays – yes; and Commissioner Kuhl – yes. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS, Par. 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 and (11) litigation, when an action against, affecting or on behalf of the park district has been filed and is pending before a court or administrative tribunal.

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 4-0 and the meeting was adjourned at 9:25 p.m.