

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

**August 26, 2015**

The Champaign Park District Board of Commissioners held a Special Board Meeting on Wednesday, August 26, 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, 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, Jameel Jones, Director of Recreation, Tammy Hoggatt, Director of Human Resources, Information Technology and Risk, Steven Bentz, Director of the Virginia Theatre, and Chelsea Norton, Marketing and Communications Director.

There were no members of the public in attendance.

**Call to Order**

President McMahon called the meeting to order at 5:40 p.m.

**Comments from the Public**

There were no comments from the public.

**Action Items**

Approval of a Resolution Approving and Ratifying Change Order #1 to the Dodds Tennis Center Parking Lot Project

Mr. DeLuce presented the staff report and responded to questions by the Board. He stated that staff is seeking formal approval from the Board before moving forward with the tank remediation. Discussion ensued.

Mr. Crump reported that the reason for the parking lot reconstruction was due to failure of the subbase and to correct drainage problems. The original project construction cost was \$142,723.90. Mr. DeLuce reported that the additional estimated cost for the tank remediation is approximately \$61,000.00 of which \$38,852.38 is for Change Order #1 with Stark Excavation and the remaining for additional work with Midwest Petroleum Service, LLC and MSA Professional Services. He stated that the majority of additional funds will come from the contingency fund and the remaining from the capital budget. Mr. Crump stated that whether are additional changes orders will depend on the amount of ground contamination, if any.

President McMahon asked if the Park District was looking into the previous owner or if there was any recourse associated with underground tanks. Attorney Hall stated that the property was transferred to the Park District by a land trust in 1996. He stated that prior to that the land was apparently owned by the Dodds Family. Attorney Hall stated that there may be recourse under the Brownfields laws. He stated that he would look into the matter if the Board directed him to do so.

Discussion ensued. The Board directed Attorney Hall to research available options to the Park District. Mr. DeLuce reported that staff followed up with PDRMA for insurance purposes and there is a slim chance that the Park District may be able to recoup some of the cost. Attorney

Hall also suggested pursuing remediation grant options. Mr. DeLuce stated that staff will document the process.

Commissioner Solon made a motion to approve the resolution approving and ratifying Change Order #1 for the sum not to exceed \$38,852.38 the Dodds Tennis Center park lot and authorize Executive Director to sign said change order in as presented. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

#### Approval of a Change Order #1 to Add a Module to the Accounting Software

Mr. DeLuce presented the staff report. He stated that the adding the purchase order module will allow staff to track funds as they are encumbered. Staff recommended the Board authorize the Executive Director to execute Change Order #1 to add a purchase order module to the accounting software with BS&A Software in the amount of \$7,085.00.

Commissioner Solon made a motion to authorize the Executive Director to execute Change Order #1 to add a purchase order module to the accounting software with BS&A Software in the amount of \$7,085.00. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

### **Discussion Items**

#### Strategic Planning Session

Mr. DeLuce introduced Chelsea Norton, Marketing and Communications Director. Ms. Norton gave a brief introduction and history about herself.

Mr. DeLuce introduced Mr. David Michael Moore, facilitator of the strategic planning session. Mr. DeLuce became aware of Mr. Moore from Jayne DeLuce and others in the community. He stated that Mr. Moore uses graphic facilitation in strategic planning sessions.

Mr. Moore is assisting the Park District with the beginning stages of the strategic plan. He gave a brief history of his background and provided an overview of the session. The goal is to come to an agreement on what the Park District's strategic themes will be for the 2015-18 Strategic Plan. Mr. Moore led an open exercise to engage participants and make them comfortable with graphic facilitation. The exercise was broken into two sessions: building strategic themes and selecting strategic themes. A copy of the Graphic Facilitation Outline is attached to the minutes. During the second session, the Board reviewed and suggested revisions to the five original themes.

Commissioner Kuhl thanked staff for their input. She indicated that staff added significantly and she was delighted to hear their input. Commissioner Solon stated that it is important to see what staff values are and what they think the strategic plan should be.

The Board thanked Mr. Moore for facilitating the session. Mr. DeLuce reported that Mr. Moore will also facilitate a session with the managers and supervisors who will take the information compiled tonight provide feedback and work on goals and objectives. The Board will receive a copy a digital file of the discussions and graphic materials.

Mr. DeLuce stated that staff will put together a three year strategic plan for Board approval with the themes agreed upon by the Board. It was the consensus of the Board to move forward with the identified themes with revisions as suggested by Board and staff.

President McMahon thanked everyone for their participation.

### Comments from Commissioners

Commissioner Solon reported on her attendance at the Taste of Champaign-Urbana. She requested a financial report about the Taste. Commissioner Solon reported that people were receptive to the open alcohol concept. She received a complaint about having only four entrances into the park and noticed the long lines for alcohol. She stated that the event was well attended. Mr. DeLuce reported that staff will provide a financial report and share the details with the Board.

Vice President Hays thanked the Commissioners who participated in the car raffle and for those who sold tickets.

In response to a question from Commissioner Solon, Mr. DeLuce reported that the next step in the IDNR process requires the Park District to have a development plan for the 20 acres at Abbey Fields and hold a public hearing.

President McMahon commented on the memo about the workshop. He stated it is important to hold such workshops and work together as a Board.

### Executive Session

Commissioner Kuhl moved as set forth below to convene into Executive Session. The motion was seconded by Vice President Hays. 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 Timothy P. McMahon; 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.

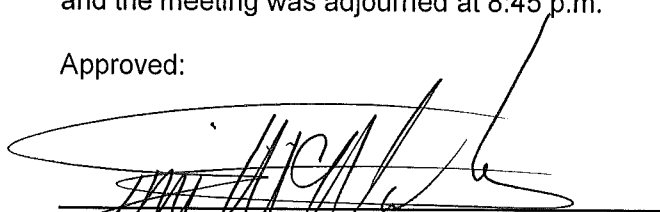
### Return to Regular Meeting

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 Vice President Hays. The motion passed 5-0, and the meeting was adjourned at 8:45 p.m.

Approved:



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Timothy P. McMahon, President



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Cindy Harvey, Secretary

# Graphic Facilitation Outline

*for Champaign Park District*

Wednesday, August 26

## **Introduction** (20 minutes)

- Meeting begins, David is introduced and gives an overview of the session
- Explain: Our goal today is to come to an agreement on what our strategic themes will be for our 2015-18 Strategic Plan
- David leads an opening exercise to get everyone sharing and comfortable with graphic facilitation (Building the ultimate playground equipment—yes and, thank you)

## **Session I: Building Strategic Themes** (75 minutes)

- *Board setup: The strategic plan mission is pre-written on the board with the 5 strategic themes:*
  1. Provide a family atmosphere, where participants feel welcome and safe
  2. Provide first-time opportunities for participants to try programs and parks
  3. Provide programs and parks that users can participate in throughout their lives
  4. Provide programs and parks that are affordable for all
  5. Provide opportunities to create community connections in our programs and parks
- Introduce 5 strategic themes as the starting point for conversation. (Discuss questions/concerns in the 2<sup>nd</sup> session) Explain: Programs & Parks also includes facilities; Strategic themes emphasis will be on external metrics with internal goals created later.
- Discuss these introductory themes guided with the following questions:
  - Why is this important to the Park District's mission?
  - What area could use the most improvement (and why)?
  - In light of future issues, what area needs the most attention (and why)?
- When the discussion begins to wrap up about the 5 introductory themes, discuss possibilities for new strategic themes. Participants can contribute words or phrases that are important to them instead of constructing a full statement (Yes and).

- The session concludes with two exercises to be completed over break using green & gold stickers given to each participant:
  - Use a gold sticker to select which strategic theme(s) are most important to you. (4)
  - Use a green sticker to identify what subjects you'd like to discuss further in the 2<sup>nd</sup> session. Participants can elect to use a post-it note instead if there is a subject that hasn't been covered yet. (2)

**Break** (10 minutes)

*David prepares 2<sup>nd</sup> board as participants complete the previous exercise.*

**Session II: Selecting Strategic Themes** (75 minutes)

- *Board setup: Create headings for the themes that have the most gold stickers (using relative sizes), to outline what we will be discussing in Session II.*
- Discuss each theme with the following outline:
  - What do we like about this theme?
  - What concerns do we have?
  - What feedback do we have about its wording?
- Discuss "green sticker" items next (concerns, questions and general feedback).
- Vote on the adoption of each theme.