

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

June 26, 2017

The Champaign Park District Board of Commissioners held a Special Meeting on Wednesday, June 26, 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 meeting.

Present: President Craig W. Hays, Commissioners Barbara J. Kuhl, Jane L. Solon and Kevin Miller, Treasurer Gary Wackerlin, and Attorney Guy Hall.

Absent: Vice President Timothy P. McMahon.

Staff Present: Joe DeLuce, Executive Director, Cindy Harvey, Assistant to the Executive Director/Board Secretary, Andrea Wallace, Director of Finance, Bret Johnson, Interim Director of Operations, Jameel Jones, Director of Recreation, Tammy Hoggatt, Director of Human Resources, and Andrew Weiss, Director of Planning.

Tim Mitchell, reporter with *The News-Gazette*, was in attendance.

Call to Order

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

Comments from the Public

There were no comments from the public.

Report of Officers

President's Report

President Hays reported that Mr. DeLuce and he met with City of Champaign Mayor Deborah Feinen and City Manager Dorothy David and discussed the following items: Bristol Park project, proposed trail around the new Carle facility, City Flower Islands, Downtown Plaza, Ebert Statute, Landfill project, Pipeline Trail, police support, Spalding improvements with the School District, stormwater fees, TIF District, Downtown Street Fest, Downtown Street Banner Policy, and drainage issues behind the Springer Cultural Center. The meeting was held to get an update and to determine the status of the projects and the Park District's role. The drainage issues at Heritage Park and other project areas were discussed as well. Mayor Feinen recommended adding an outside the fence path at the Dog Park.

President Hays stated that the Commissioners need to select a date to take former Commissioner Alvin Griggs to dinner. He stated that the Board will discuss this matter under New Business.

President Hays asked for a Commissioner to volunteer to serve on the Operations and Shop Yard Expansion Project Team.

Commissioner Solon arrived to the meeting at 5:33 p.m.

New Business

Approval to Apply for a Land and Water Conservation Fund Grant

President Hays stated that the grant is a 50% matching grant. Mr. DeLuce commented that there may not be significant funds available. However, staff would like to apply for the grant and the application deadline is July 1, 2017. The grant would be for land acquisition. Discussion ensued about a prior grant and ramifications of the grant if received and the Park District proceeds with the purchase.

Commissioner Kuhl made a motion to approve applying for a Land and Water Conservation Fund Grant. The motion was seconded by Commissioner Miller. The motion passed 4-0.

Executive Director Goals/Board Priorities for FY18

Mr. DeLuce presented the report. He asked if there were questions, updates or additions.

Commissioner Kuhl made a motion to approve the Executive Director Goals/Board Priorities for FY18. The motion was approved by Commissioner Miller. The motion passed 4-0.

Discussion Items

Policies

Capitalization Policy

Ms. Wallace presented the report. She stated that the policy has been revised and is to comply with the Distinguished Accreditation process.

Fund Balance Policy

Ms. Wallace reported that this is a new policy. This policy is mirroring what the Park District currently has in the audit report in terms of the different classifications and minimum balance requirements

The policies will be presented to the Board for approval at the July 12, 2017 Regular meeting.

Park Report Card

Mr. DeLuce presented the final Park Report to the Board. He stated that it took considerable time to compile the information and visit the 45 total parks. A significant amount of volunteer time and work went into the project. Mr. DeLuce reported that the overall score was 90.53. The low score of 74.78 went to Washington Park and the highest score of 97.72 went to Mullikin Park. The Park District received low scores for restroom facilities. It is hoped that the improvements to Hessel Park will increase the restroom scores. Mr. DeLuce reported that staff believes that the Report Card will help with prioritizing capital projects. He stated that staff is working on an updated priority list, how projects are prioritized, and proceeding with the capital projects. The Park District also needs to update the comprehensive plan. The parks will be evaluated every two years. Staff is working on ways to evaluate the facilities. Copies of the report will be sent to the volunteers along with a thank you letter.

Commissioner Kuhl stated that it was a great exercise and hopes that in two years all Commissioners will get involved and participate in the evaluation.

Mr. DeLuce thanked Ms. Hoggatt for her efforts compiling the information into a report.

Commissioner Solon stated that it was a great exercise. She commented that very few parks have bike racks. She stated that she felt all of the parks should have bike racks.

President Hays expressed concerns about the proposed retaining wall for Trevett-Finch Park. Mr. Weiss stated using concrete to determine an estimated cost for the wall using a concrete wall was for informational purposes only.

Commissioner Kuhl stated that the tree in Trevett-Finch Park is a unique feature in the community, and needs to be preserved. Commissioner Solon questioned whether a retaining wall will damage the tree or root system. Discussion ensued. Mr. Weiss stated that a retaining wall will not damage the tree. He also stated that staff will follow up with the adjacent property owner about the trampoline placed in Trevett-Finch Park.

Operating Budget FY18

Mr. DeLuce presented the report. He reported that the operating budget discussion included use of actual budget to determine the budget needs for FY18; maintain a minimum carryover of \$250,000; set the tax rate to not exceed 0.74; determined the new funds and reserve funds for the capital budget process; and complete the operating budget book. The Board approved the FY18 capital budget. The property tax rate was approximately 0.71 instead of 0.74. Mr. DeLuce reported that staff used the actual expenditures from FY17 to project for the FY18 budget. The FY17 budget ended with a \$3 million carryover with approximately \$1 million from operating funds with the remaining from capital funds. He stated that the FY18 budget is projecting approximately \$1 million in carryover funds projected for the general, recreation and museum funds total. The budget book was distributed to the Board in May 2017. The final approval for the budget is scheduled for July 26, 2017. All final changes should occur at this meeting to allow staff enough time to make revisions. Mr. DeLuce suggested that changes require Board consensus before being made. He stated that staff has provided responses to all questions received from the Commissioners.

Ms. Wallace reviewed overall budget summary for all funds. She reported that overall expenditures increased over 35.5%. The increase can be attributed to commodities and supplies, routine periodic maintenance and capital outlay. She updated the Board on the transfer of funds in FY17 and projected for FY18. Ms. Wallace distributed responses to questions that address questions and inconsistencies in charts or financial tables. She responded to questions from the Board.

Discussion ensued about questions that need further discussion. Mr. DeLuce addressed department heads overall salaries. He reported that there are eight (8) department heads which includes Cindy Harvey and recently promoted Andrew Weiss. Mr. DeLuce stated that ten (10) part-time regular staff were added to the full-time list to be in compliance with the Affordable Care Act and one (1) part-time staff was moved to a full-time position. He also stated that when considering full-time salaries it includes retirement salaries and payouts which fluctuate. Mr. DeLuce updated the Board on vacation accrual and stated that, as of May 1, annually only 240 hours carryover. Discussion ensued. Commissioner Kuhl commented about the 240 hours. Ms. Hoggatt will benchmark that against other local agencies.

Mr. DeLuce discussed the budgetary effect of salaries for full-time and part-time staff. He talked about the impact of vacancies versus when all position are filled. On the average, approximately 95% of budget for wages is spent for full-time salaries and 94% for part-time salaries. This includes vacancies throughout the year. Discussion ensued about employee health insurance plan. Ms. Hoggatt reported that the Park District pays employees single portion completely and 40% of family coverage. Ms. Wallace will follow up to ensure the stipend received by eligible employees is set and taxed properly, and not added to IMRF benefits.

Mr. DeLuce stated that a question was asked about setting aside funds for trails, park development and land acquisition. Discussion ensued. It was the consensus of the Board to set aside a \$100,000 each for land acquisition, trails and park development. Ms. Wallace asked for clarification on salaries. It was the consensus of the Board to leave salaries as is this year.

Mr. DeLuce stated that staff will work on ideas for Trevett-Finch Park and present a plan to the Board. He stated that Commissioner Solon expressed concerns about the funds budgeted for the increase in the water rates. After discussion, it was the consensus of the Board to leave as budgeted for FY18. Mr. DeLuce reported that there were additional items that will be discussed in Executive Session.

President Hays expressed a desire to have the budget reviewed to make sure all changes are included. Ms. Wallace stated that the budget will be reviewed further.

Commissioner Kuhl complimented Ms. Wallace, staff, and Mr. DeLuce. She thanked all of them for their time and effort.

President Hays thanked all Commissioners for submitting their questions. Commissioner Solon thanked Ms. Wallace and staff for time and efforts. President Hays commended all the hard work and informative answers. Discussion ensued about the final operating budget.

Comments from Commissioners

None.

Executive Session

Commissioner Solon moved as set forth below to convene into Executive Session. The motion was seconded by Commissioner Kuhl. The motion passed 4-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Miller – yes; President Hays – yes; and Barbara J. 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; and (c)(11) to address litigation that is probable or imminent.

Commissioner Kuhl made a supplemental motion as set forth below to convene into Executive Session. The motion was seconded by Commissioner Solon. The motion passed 4-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Miller – yes; President Hays – yes; and Barbara J. Kuhl – yes. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2(c)(6) to discuss setting of a price for sale or lease of property owned by the public body.

Return to Regular Meeting

Following the adjournment of the Executive Session, the Board reconvened in open meeting.

The Board discussed setting a date for dinner with former Commissioner Alvin Griggs. Mr. DeLuca will coordinate a final date.

Adjourn

There being no further items to come before the Board, Commissioner Miller made a motion to adjourn the meeting. The motion was seconded by Commissioner Kuhl. The motion passed 4-0 and the meeting was adjourned at 7:14 p.m.

Craig W. Hays, President

Cindy Harvey, Secretary