

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

**October 11, 2017**

**PUBLIC HEARING**

The Champaign Park District Board of Commissioners held a Public Hearing on Wednesday, October 11, 2017 at 7:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to published notice duly given. President Hays presided over the hearing.

Present: President Craig Hays, Vice President Timothy P. McMahon, Commissioners Barbara Kuhl, Jane L. Solon, and Kevin Miller, 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, Dan Olson, Director of Operations, Andrew Weiss, Director of Planning, Tammy Hoggatt, Director of Human Resources, Steven Bentz, Director of the Virginia Theatre, and Ashley Sims, Volunteer Coordinator.

Tim Mitchell, reporter with *The News-Gazette* and other staff were in attendance as well as members of the public were in attendance.

**Open the Public Hearing**

President Hays opened the Public Hearing at 7:00 p.m. He stated the purpose of the Public Hearing was to discuss and receive comments on the intent to issue \$1,123,500 in General Obligation Bonds. He reported a notice of Public Hearing was published in *The News-Gazette* on October 2, 2017.

President Hays called for comments from the public. There were no comments received.

Commissioner Kuhl made a motion to close the Public Hearing. The motion was seconded by Commissioner Solon. The motion passed 5-0.

**REGULAR BOARD MEETING**

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, October 11, 2017 immediately following the Public Hearing at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to notice duly given. President Hays presided over the meeting.

The Commissioners, Officers, staff and public present at the Public Hearing were in attendance at the Regular Meeting.

**Call to Order**

President Hays called the meeting to order at 7:03 p.m.

**Presentations**

Audit

Hope Wheeler, CPA, Principal with CliftonLarsonAllen, presented the audit. She highlighted areas of the Governance Letter. Ms. Wheeler discussed two new GASB standards that were implemented. Ms. Wheeler highlighted the Management Letter and the Financial Statement. She reported that the Park District received an unmodified (clean) opinion. She reviewed other areas of the financial statement.

The Board thanked Ms. Wheeler for the presentation.

### Heritage Park Project

This item will be presented at a future Board meeting.

### **Comments from the Public**

There were no comments from the public.

### **Communications**

President Hays circulated the communications.

### **Treasurer's Report**

Treasurer Wackerlin reviewed the Treasurer's Report for the month of September 2017 and found it to be in appropriate order.

Commissioner Solon made a motion to accept the Treasurer's Report for the month of September 2017. The motion was seconded by Commissioner Miller. The motion passed 5-0.

### **Executive Director's Report**

#### Volunteer of the Month

Ashley Sims reported that JD Knight and his nephew Walt Lunsford were chosen as September Volunteers of the Month. They were chosen for taking the time to show their support for the Champaign Park District and helping to spread the word about its amazing parks by participating in the Bucket List Challenge. JD and Walt were presented with a Certificate of Appreciation and a bag of goodies.

#### Project Updates

Mr. DeLuce distributed a list of project updates to the Board. He asked the Board members to let him know if they have any questions regarding the projects.

#### General Announcements

Mr. DeLuce introduced Dan Olson, the new Director of Operations. He reported that *Hocus Pocus* was held on October 7, 2017 at the Virginia Theatre and attracted over 1,200 participants. Mr. DeLuce also reported that Flannel Fest was held at Hessel Park on October 7, 2017 and was well attended.

### **Committee and Liaison Reports**

#### Champaign Parks Foundation

President Hays reported that the Foundation Board did not meet due to lack of a quorum.

### **Report of Officers**

#### Attorney's Report

None.

#### President's Report

None.

### **Consent Agenda**

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 regarding any item, that item shall be removed and discussed separately.

1. Approval of Minutes of the Regular Board Meeting, September 13, 2017
2. Approval of Minutes of the Executive Session, September 13, 2017
3. Approval of Minutes of the Special Meeting, September 27, 2017
4. Approval of Board Policy Manual

Commissioner Solon made a motion to approve the Consent Agenda Items. The motion was seconded by Commissioner Miller. After brief discussion the motion was voted upon. The motion passed 5-0.

## **New Business**

### Approval of Disbursements as of September 13, 2017

Vice President McMahon made a motion to approve the list of disbursements for the period beginning September 13, 2017 and ending October 10, 2017. The motion was seconded by Commissioner Miller. The motion passed 5-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Miller – yes; Vice President McMahon – yes; President Hays – yes; and Commissioner Kuhl – yes.

### Acceptance of FY16-17 Audit

Ms. Wallace presented the report. Discussion ensued.

Commissioner Kuhl made a motion to accept the FY16-17 audit as presented. The motion was seconded by Commissioner Miller. The motion passed 5-0.

### Approval to Solicit Bids for Issuance of General Obligation Bonds

Ms. Wallace presented the report. She reported that this is an annual procedure.

Commissioner Solon made a motion to approve and confirm authorizing the Treasurer to solicit bids for the issuance of \$1,123,500 in General Obligation Bonds for the purpose of providing funds to pay for the building, maintaining, improving and protecting the parks and boulevards of the Park District, and for the payment of expenses incident thereto, as provided in a resolution adopted by the Board at its Regular Meeting held September 13, 2017. The motion was seconded by Commissioner Miller. The motion passed 5-0.

### Approval of a Resolution Estimating Taxes to be Levied for Fiscal Year19

Ms. Wallace presented the report. She reported that the Board is required to pass a resolution setting the tax levy for the following fiscal year (FY) 2019. Afterwards, the staff will publish the Truth in Taxation notice, if required. She also reported that the Park District needs to hold a public hearing on its intent to adopt such an increased tax levy at the November Regular Board meeting. Discussion ensued regarding the estimated increase in the EAV and the total estimated tax levy.

Commissioner Solon made a motion to approve a Resolution setting the tax levy for fiscal year beginning May 1, 2018 and ending April 30, 2019 at \$12,920,331 with a rate not to exceed .7149, and scheduling a public hearing on the Tax Levy Ordinance for Wednesday, November 8, 2017 at 7:00 p.m. at the Bresnan Meeting Center as required by the Truth in Taxation Act. The motion was seconded by Vice President McMahon. The motion passed 5-0.

### Approval of the Change Orders 3, 4 and 5 to the Hessel Park Project

Mr. Weiss presented the report. He updated the Board on Change Orders 3, 4 and 5. Discussion ensued about the reasons for Change Orders 3 and 4.

Commissioner Kuhl made a motion to approve a resolution to approve Change Orders 3, 4 and 5 as they were not reasonably foreseeable at the time of the original Hessel Park Splashpad and Restroom Redesign contract, are germane to the original contract as signed, and are in the best interest of the Park District as authorized by law. The motion was seconded by Commissioner Miller. The motion passed 5-0.

### Approval of Bid for Janitorial Services at the Virginia Theatre

Mr. Bentz presented the report. He discussed the bid process and reported that two bids were received for janitorial services at the Virginia Theatre. Mr. Bentz responded to questions by the Board.

Commissioner Solon made a motion to approve accepting and authorizing the Executive Director to enter into a contract with the lowest responsible bidder, ServiceMaster Janitorial Cleaning, Champaign, IL, at the hourly rate of \$20.15 to provide cleaning services at the Virginia Theatre for two (2) years with the option to renew for one (1) additional year. The motion was seconded by Commissioner Miller. The motion passed 5-0.

#### Approval of a Bid for Replacement of Springer Cultural Center Roof

Mr. Olson presented the report.

Commissioner Kuhl made a motion to approve accepting the lowest responsible base bid for replacement of the Springer Cultural Center roof from Top Quality Roofing Company, in the amount of \$356,700, and authorizing the Executive Director to enter into a contract for the work. The motion was seconded by Commissioner Solon. The motion passed 5-0.

#### Approval of an Amendment to a Tuition Assistance Reimbursement Agreement

Ms. Hoggatt presented the report. Discussion ensued about the number of hours required to receive a certificate in the HVAC program and that the program books become the property of the Park District.

This item was tabled until a future meeting.

#### **Old Business**

None.

#### **Discussion Items**

##### Boys and Girls Club Memorandum of Understanding

Mr. DeLuce presented the Board with a draft of a Memorandum of Understanding with the Don Moyer Boys and Girls Club regarding the proposed Martens Center at Human Kinetics Park. He reported that staff is seeking feedback and direction on the proposed MOU. Mr. DeLuce stated that once the MOU is finalized, it will be presented to the Board at a future meeting for approval. Discussion ensued.

##### Virginia Theatre Proposed Shows

Mr. Bentz presented the report. He indicated that the Park District has the opportunity to possibly self-produce two artist performances at the Virginia Theatre. Mr. Bentz stated that staff is seeking Board feedback on staff's request to supplement the Virginia Theatre "House" performance budget to make offers to the artists. Discussion ensued about the artists, the amounts to secure the artists, possible revenues and expenditures, and how to supplement the performance budget. It was the consensus of the Board that Ms. Wallace research the method for budgetary adjustments to enable the performances to proceed.

#### **Comments from Commissioners**

Commissioner Solon reported that she attended Flannel Fest and that it was well attended. She thanked the staff for holding a contractor accountable on warranty for a project.

Commissioner Miller thanked the Park District department heads for meeting with him. He commented on making it an annual occurrence.

President Hays stated that he enjoyed ZZ Top's performance on September 12, 2017 at the Virginia Theatre. He stated that he will attend the Kansas performance on October 13, 2017. President Hays also echoed Commissioner Solon's comments about staff holding the contractor accountable.

#### **Executive Session**

Commissioner Solon moved on the bases set forth below to convene into Executive Session. The motion was seconded by Vice President McMahon. The motion passed 5-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Miller – yes; Vice President McMahon – yes; President Hays – yes; and Commissioner Kuhl. 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)(3) the selection of a person to fill a public office; (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; (c)(6) the setting of a price for sale or lease of property owned by the public body; and (c)(11) to address litigation affecting or on behalf of the particular body that is pending, probable or imminent.

**Return to Regular Meeting**

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

Action Items from Executive Session

Commissioner Solon made a motion to approve a resolution to sell lots in The Trails of Abbey Fields Subdivision. The motion was seconded by Commissioner Miller. The motion passed 5-0.

**Adjourn**

There being no further business to come before the Board, Commissioner Kuhl made a motion to adjourn the meeting. The motion was seconded by Commissioner Miller. The motion passed 5-0 and the meeting was adjourned at 8:31 p.m.

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Craig W. Hays, President

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Cindy Harvey, Secretary