

**CHAMPAIGN PARK DISTRICT
MINUTES OF SPECIAL MEETING
BOARD OF COMMISSIONERS
October 25, 2017**

The Champaign Park District Board of Commissioners held a Special Meeting on Wednesday, October 25, 2017 at 5:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to published notice duly given. President Craig W. Hays presided over the meeting.

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

Staff Present: Joe DeLuce, Executive Director, Cindy Harvey, Assistant to the Executive Director/Board Secretary, Andrea Wallace, Director of Finance, Daniel Olson, Director of Operations, Jameel Jones, Director of Recreation, Tammy Hoggatt, Director of Human Resources, and Topher Wendt, Aquatics Coordinator.

Tim Mitchell, reporter from *The News-Gazette*, was present.

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.

New Business

Approval of an Amendment to a Tuition Assistance Agreement

Ms. Hoggatt presented the report. She reported about the request for additional funds for the employee who has 12 credit hours remaining in Parkland College HVAC program, which includes the class in which he is currently enrolled. Ms. Hoggatt stated that staff is requesting an additional \$3,000 for the employee to complete the program. Discussion ensued. Ms. Hoggatt stated that the program is entitled "Heating Ventilation and Air Conditioning Installation Technician Certificate." While the employee is enrolled in the certificate program, he has been encouraged to pursue the associate's degree.

Commissioner Kuhl suggested inserting language that reads "a not to exceed amount of \$3,000". Discussion ensued regarding cost per credit hour and total cost for the certificate. Staff will provide the Board with a breakdown of funds spent to date for the employee's certificate program.

Commissioner Kuhl made a motion that, based on receiving the supplemental financial information, the Board approve the amendment to the Tuition Assistance Agreement authorizing up to an additional \$3,000. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Approval of Change Orders No. 2 and 3 to the Springer Cultural Center Roof Project

Mr. DeLuce stated that staff is requesting approval of a resolution authorizing the Executive Director to execute Changes Orders No. 2 and 3 and approve and ratify Change Order No. 1 for the Springer Cultural Center Roof project. Mr. Olson discussed the change orders. Discussion ensued.

Vice President McMahon made a motion to approve a resolution authorizing the Executive Director to execute Changes Orders No. 2 and 3 and approve and ratify Change Order No. 1 for the Springer Cultural Center Roof project. The motion was seconded by Commissioner Miller. The motion passed 5-0.

Approval of Flower Island Fee Increase

Mr. DeLuce reported that additional information was forwarded to the Board. Discussion ensued about the rate it would take to increase in order to reach the 75% recovery cost. Mr. Olson reported that it is a great program and that staff would like to keep it viable. Staff is looking at different options to reduce cost.

Commissioner Kuhl stated that the flower island program is a wonderful addition to the community but not at any cost. She noted it is difficult for her to approve a fee increase because further information is need. While the program beautifies our community, it does not necessarily address the core purpose of the Park District. She expressed concern about not being able to reach the 75% cost recovery rate. Commissioner Kuhl stated that she would like to see who the contributors are and what businesses have flower islands. She stated that she would like to know how much the Park District is subsidizing the program and what companies and organizations have flower beds. Discussion ensued. Staff will provide further information for the Board to address this program.

This item was tabled to the November 2017 Regular Board meeting. Staff recommends increasing the Flower Island Program fee from \$11.10 per sq. ft. to \$12.00 per sq. ft. (an approximate 8% increase) for the 2018 season.

Approval of an Agreement with RATIO Architects, Inc. regarding Human Kinetics Park

This item was removed from the agenda.

Discussion

Supplemental Budget Process

Ms. Wallace presented the report. She stated that a supplemental budget allows for additional revenue generated that has not originally foreseen when the budget was completed. The supplemental budget would not require posting notice. Ms. Wallace reported that the supplemental budget would be a viable option for the Virginia Theatre to pursue with regard to the previously noted possible performers. She stated that the other option would be to complete the budget amendment, which requires the 30 day notice and public hearing. Discussion ensued. Staff is interested in negotiating about performance with the date of the event to be determined. Ms. Wallace discussed the pros and cons of the break even or profitable event, and when a budget amendment is required. It was the consensus of the Board that staff can begin the process of pursuing the matter.

Solicitation of Community Input

Ms. Wallace presented the report. She briefed the Board on the creation of a Capitalization Prioritization Committee. She stated that it would focus on community input. The report was proposed to help gauge Board interest. Community input in the past has been project specific. Options for a more of long term formal committee appointed by the Board or holding public forum workshops to gather information from the community were addressed. It was the consensus of the Board to continue to gather information and relay information as it has done in the past without such a committee.

Proposed Criteria for Capital Program Requests

Ms. Wallace presented the report. She reviewed the proposed criteria to prioritize capital projects for the capital improvement plan. Discussion ensued. It was the consensus of the Board that staff proceed with implementation of the process to be able to more definitively prioritize matters. It was noted that statutory legal requirements, ADA or safety/risk requirements should receive greater emphasis. The Board encouraged staff to use a couple of current projects to demonstrate the proposed new process.

Aquatics Report

Mr. Jones and Topher Wendt presented the report and responded to questions by the Board. Mr. Jones reported that there were 71,846 visitors to the Sholem Aquatic Center. He discussed the special events and programs held at the aquatic center. Mr. Jones reported that staff received an "Exceeds" on three unannounced audits by Ellis and Associates. He also reported that one of the lifeguards was awarded the honor of Golden Guard by Ellis auditor. Mr. Wendt reported that to achieve this status, Ellis and Associates looks for a lifeguard that achieves certain Ellis and Associates standards. He reported that the aquatic center is ranked in the top ten percent in the world. Mr. Jones reported that there were 43 rescues and 23 saves at the pool. He discussed the results of the survey which 90% of respondents ranked their experience either "excellent" or "very good". Mr. Jones stated that improvements requested include a deep well, additional shade, and extended hours. He discussed the budget highlights from 2010 through 2017. Program, event and daily attendance was compared to 2017. Mr. Jones reported that daily attendance decreased over 2016. He highlighted the various programs, swim team and concessions. He stated that challenges included lack of activities for youth/teens, lack of aquatic space for programming and new staffing.

The Board thanked staff for the thorough report.

Comments from Commissioners

Mr. Jones reported that Halloween Funfest will be held October 26, 2017 at the Market Place Mall. Staff is looking for a costume judge. Commissioner Solon volunteered to serve as a judge. Mr. Jones reported that Nightmare on Grove Street will be held on October 28, 2017 at the Douglass Community Center. He reported that Douglass staff held a custom drive and received over 70 costumes. The CUSR Cupcake Walk/Run scheduled for November 5, 2017 has 198 registered participants.

President Hays reported that Ms. Harvey will email an application for the treasurer's position to Commissioners. Commissioner Solon stated that applications are due a week from today.

Executive Session

No Executive Session was held.

Adjourn

There being no further items to come before the Board, Commissioner Kuhl made a motion to adjourn the meeting. The motion was seconded by Commissioner Solon. The motion passed 5-0 and the meeting was adjourned at 6:44 p.m.

Craig W. Hays, President

Cindy Harvey, Secretary