

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

December 13, 2017

REGULAR BOARD MEETING

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, December 13, 2017 at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to notice duly given. President Hays presided over the meeting.

Present: President Craig Hays, Vice President Timothy P. McMahon, Commissioners Barbara J. Kuhl, Jane L. Solon, and Kevin Miller, and 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, Daniel Olson, Director of Operations, Jameel Jones, Director of Recreation, Tammy Hoggatt, Director of Human Resources, Andrew Weiss, Director of Planning, and Steven Bentz, Virginia Theatre Director.

Other staff were in attendance as well as members of the public.

Call to Order

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

Comments from the Public

Collen and Lucas Braun, 1006 Wilshire Court, Champaign, stated she addressed the Board in June with a request and signatures from neighbors seeking improvements to the Noel Park sidewalk. She asked that funds be allocated in the capital plan to complete the sidewalk completely around the park. Ms. Braun reported that she collected 62 signatures in June from users of the park. Lucas Braun reported that his family is unable to go on a family bike ride around the entire park.

Cory Pettijohn and family, 2704 Galen Drive, Champaign, also addressed the Board regarding a sidewalk loop at Noel Park. He noted that it is difficult for children to ride their bikes around the park due to lack of a completed loop around the park. Mr. Pettijohn reported that the neighbors would enjoy having a complete loop.

Rick Shurtz, 2111 Bristol Road, Champaign, addressed the Board seeking a concrete walk around the Dog Park. He presented a petition with signatures. Mr. Shurtz reported that a sidewalk around the park would allow people to exercise their dogs on rainy days. It would be especially beneficial to people in wheelchairs. He requested the Board include funds for this in the capital plan.

Communications

President Hays circulated the communications.

Treasurer's Report

Treasurer Wackerlin presented the Treasurer's Report for the month of November 2017. He stated the Park District's finances have been reviewed and found to be in appropriate order.

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

Executive Director's Report

Volunteer of the Month

Ashley Sims, Special Events & Volunteer Coordinator, reported that Erin Berl was chosen as December Volunteer of the Month. She was recognized for her efforts with the Dance Arts Program with upper level classes. Ms. Berl was presented with a bag of gifts in appreciation. The Board thanked her for her efforts.

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.

Commissioner Kuhl asked about the status of the Hessel Park project. Mr. Weiss reported that the project is approximately 76% complete. He stated that the water features will be tested in the spring.

General Announcements

Mr. DeLuce encouraged the Board to visit the Springer Cultural Center art exhibit. The art exhibit is one of the Park District's programs.

Report of Officers

Attorney's Report

Ordinance No. 625

Attorney Hall recommended approval of Ordinance No. 625, annexing territory pursuant to petition (2602 and 2604 West Curtis Road, and 2802 S. Staley Road, Champaign, Illinois, Carle at the Crossing Fields South Drive Right-of-Way). Discussion ensued about whether the entire Carle area was annexed into the City. Commissioner Kuhl stated that it would be important to confirm that considering the Park District's possible involvement with the paths.

Commissioner Solon made a motion to approve Ordinance No. 625, annexing territory pursuant to petition (2602 and 2604 West Curtis Road, and 2802 S. Staley Road, Champaign, Illinois, Carle at the Crossing Fields South Drive Right-of-Way). The motion was seconded by Commissioner Miller. The motion passed 5-0.

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, that item shall be removed and discussed separately.

1. Approval of Minutes of the Special Board Meeting, October 25, 2017
2. Approval of Minutes of the Regular Board Meeting, November 8, 2017
3. Approval of Minutes of the Executive Session, November 8, 2017
4. Approval of Meeting Dates for 2018
5. Approval Inserting Craig Hays as Delegate, Timothy McMahon as 1st Alternate, Jane Solon as 2nd Alternate and Joseph DeLuce as 3rd Alternate to the IAPD Credentials Certificate

Commissioner Miller made a motion to approve Consent Agenda Items. The motion was seconded by Commissioner Solon. The motion passed 5-0.

New Business

Approval of Disbursements as of November 8, 2017

Staff recommended approval of the list of disbursements for the period beginning November 8, 2017 and ending December 12, 2017.

Commissioner Kuhl made a motion to approve the list of disbursements for the period beginning November 8, 2017 and ending December 12, 2017 with the correction regarding IPRA membership dues. The motion was seconded by Commissioner Solon. 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. The motion passed 5-0.

Approval of Appointment of Treasurer

President Hays reported that the Board recommended that Donna Kay Lawson be appointed treasurer to fill the unexpired term vacated by Gary Wackerlin. He reported that Commissioner Solon, Treasurer Wackerlin and he interviewed applicants for the treasurer's position. He presented a brief biography about Ms. Lawson.

Commissioner Solon made a motion to appoint Donna Kay Lawson as treasurer. The motion was seconded by Vice President McMahon. The motion passed 5-0.

Approval of the Memorandum of Understanding (MOU) regarding the Don Moyer Boys and Girls Club

Mr. DeLuce presented the report. He reported that the donors, Rainer and Julie Martens, requested that the Park District include programming for the Don Moyer Boys and Girls Club's after school program and summer daycamp. Discussion ensued. Commissioner Miller inquired about the designated entrance to the center. Mr. DeLuce responded that there will only be one entrance.

Commissioner Kuhl made a motion to approve the Memorandum of Understanding regarding the Don Moyer Boys and Girls Club. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Approval of Demolishment of the Spalding Recreation Center

Mr. DeLuce presented the report. He reported that the MOU with Champaign Unit 4 School District (Unit 4) regarding Spalding Park has been finalized. Tom Lockman with Unit 4 was in attendance to answer questions should the need arise. Mr. DeLuce reported that several meetings have been held to discuss Spalding Park and the question of the future of the Spalding Recreation Center continues to be asked. He reported that the Park District can keep the Spalding Recreation Center at its current location or look elsewhere for space for the Champaign-Urbana Special Recreation (CUSR) program. CUSR houses its after school program and daycamps at the Spalding Recreation Center. Mr. DeLuce stated that Unit 4 is willing to provide space at school sites for the CUSR after school program and daycamps. He reported that no definite location has been decided upon. However, Unit 4 is willing to work with the Park District. Mr. DeLuce stated that staff can also look at Urbana Park District sites as well as Champaign Park District sites. He stated that staff is confident that CUSR would not be without space. Mr. DeLuce reported that the Spalding Recreation Center is in poor condition and does not meet the needs of the CUSR program.

President Hays stated that there is no other program similar to CUSR offered in Champaign. He added that the Board will want to be assured that CUSR will not be shortchanged and it will be properly programmed and housed. President Hays reiterated his understanding that Mr. DeLuce and Mr. Jones, together with Mr. Lockman's assurances, will work to find space to make sure that CUSR participants have an adequate programming facility.

Mr. Lockman reported that the parties talked about what this will mean conceptually, but with no specific space yet identified. There has been discussion about the need to understand the specific needs of the program and the participants. He is confident that there are spaces that would fit the programming needs and that is a matter of Unit 4 understanding the specific needs in order to proceed. Unit 4 is prepared to make that commitment. Discussion ensued.

Commissioner Kuhl asked who will pay to demolish Spalding Recreation Center, if that is done. Mr. Lockman stated that that it would be the responsibility of Unit 4 as part of the overall improvements being planned for that project.

Commissioner Kuhl addressed the Board approving the concept but that it be contingent upon the plans for lacing CUSR. Mr. Lockman stated that earliest that construction would start is in May 2018. He stated that Unit 4 would defer to Mr. DeLuce and Mr. Jones as to the needs of the program.

Commissioner Kuhl stated that she agrees with President Hays. The CUSR program is important. There is no other similar program in the community and the Park District does not want CUSR to be displaced. She also agreed about the building. She would like to see a plan first to make sure that the details have been worked out and can proceed without causing the participants to feel the program is in jeopardy. Mr.

Lockman confidentially asserted that Unit 4's Board and Superintendent, for a number of reasons, are very committed to that programming and want to make sure that that CUSR continues to be successful in this community.

Vice President McMahon made a motion to approve staff recommendation. The motion was seconded with an amendment offered that the motion be contingent upon the final plan being set up for housing of CUSR programs in appropriate space by Commissioner Kuhl. Discussion ensued.

Commissioner Solon stated that the Park District needs to properly find a location for CUSR. Commissioner Miller questioned the length of time CUSR would use Unit 4 space. Mr. Lockman stated that it would not be a permanent commitment, but rather a longer term commitment as the Park District continues to address its overall plan in some of its newer facilities. Unit 4 is committed to work with the Park District throughout that time.

Vice President McMahon asked Mr. Lockman if Unit 4 would put an end date to use of its facility. Mr. Lockman stated that Unit 4 would not put an end date but would put an end when date the Park District determines that it has sufficient facilities to continue CUSR as it desires.

Commissioner Kuhl stated that she does not think it is optimal for the Park District to be utilize a Unit 4 facility. Mr. DeLuce reported that every summer the Park District run daycamps in Unit 4 facilities. I would continue to do so with the temporary addition of CUSR.

Commissioner Solon furthered addressed demolition of Spalding Recreation Center.

President Hays asked that since Vice President McMahon made the motion, would he accept the amendment offered by Commissioner Kuhl. Vice President McMahon stated that as long as that is acceptable for Unit 4 that it can proceed with what it is doing right now, but understanding that it cannot break ground until the Park District has adequate arrangements for CUSR in place. Mr. Lockman stated that construction would not start until the design has been completed.

President Hays stated that as Commissioner Kuhl indicated this requires Mr. DeLuce, Mr. Jones and Unit 4 to program for CUSR because it enhances the overall project. Mr. Lockman stated that demolition would take place as part of the overall construction project. The schedule begins in May.

President Hays asked Mr. DeLuce and Mr. Jones if they were okay with the short timeframe to make sure CUSR is not shortchanged and can be programmed properly.

The motion passed 5-0.

Approval of Purchase of one (1) Pickup Truck through the Illinois State Joint Purchasing Program for the Recreation Department

Mr. Olson presented the report. He stated that the purchase of this truck is to replace a truck that was totaled in an accident. Mr. Olson stated that the state bid continues to be a low option for the Park District to purchase vehicles.

Commissioner Kuhl made a motion to waive the Park District's formal bidding process and approve the purchase of one (1) 2018 Ford F-150 pickup truck from Wright Automotive at a cost of \$21,826, through the State of Illinois Joint Purchasing Program. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Approval of Purchase of two (2) Vehicles through the Illinois State Joint Purchasing Program for the Recreation Department

Mr. Olson presented the report. He stated that the two (2) vehicles are available through the state bid. Mr. Jones discussed the uses of the vehicles. Discussion ensued regarding the anticipated life of the new show mobile and whether the purchases are included in the capital plan.

Commissioner Kuhl made a motion to waive the Park District's formal bidding process and approve the purchase through the State of Illinois Joint Purchasing Program as follows: one (1) 2017 Ford fifteen passenger van from Landmark Ford at a cost of \$29,908.16 and one (1) 2018 F-650 w/ van body from Morrow Brothers at a cost of \$91,460. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Approval of Purchase of three (3) Vehicles through the Illinois State Joint Purchasing Program for the Operations Department

Mr. Olson presented the report. He reported that two (2) of the vehicles are replacements and one (1) is new. He stated that staff will retain and add the vehicle that would normally be traded in to the fleet to use for seasonal staff in the Horticulture Division.

Commissioner Miller made a motion to waive the Park District's formal bidding process and approve the purchasing through the State of Illinois Joint Purchasing Program as follows: one (1) 2018 Ford F-350 dump truck from Bob Ridings at a cost of \$40,954, one (1) 2018 Ford F-250 from Landmark Ford at a cost of \$34,124, and one (1) 2018 Ford F-150 pickup truck from Wright Automotive at a cost of \$21,826. The motion was seconded by Vice President McMahon. The motion passed 5-0.

Approval of Ordinance No. 628: declaring personal property as surplus

Mr. DeLuce presented the report. Commissioner Solon stated that she was reluctant to get rid of the lawn mowers on the list of equipment for proposed disposal. Discussion ensued about the possible need to retain mowers with lower miles longer in the near future.

Staff recommends that the Board adopt Ordinance No. 628, an ordinance providing for the disposal of personal property owned by the Champaign Park District of Champaign County, which will allow for the disposal of equipment as listed on Attachment "A."

Commissioner Kuhl made a motion to approve Ordinance No. 628, an ordinance providing for the disposal of personal property owned by the Champaign Park District of Champaign County, which will allow for the disposal of equipment as listed on Attachment "A." The motion was seconded by Vice President McMahon. The motion passed 5-0.

Approval of Summer 2018 Part-Time and Seasonal Position Pay Rates

Ms. Hoggatt presented the report. She reported that annual pay rates for seasonal and part-time staff are presented to the Board annually. Ms. Hoggatt stated that staff is requesting Board approval of the pay rates and a \$0.15 increase for seasonal and part-time staff that had an exceptional rating on their evaluation.

Commissioner Solon made a motion to approve the summer 2018 seasonal and part-time position pay rates as presented and a \$0.15 increase for seasonal and part-time staff that had an exceptional rating on their evaluation. The motion was seconded by Commissioner Miller. The motion passed 5-0.

Old Business

None.

Discussion Items

Champaign Parks Foundation 2nd Quarter Financial Update

Ms. Wallace presented the Foundation's 2nd Quarter Financial update. She reported that revenues decreased slightly over prior year. Ms. Wallace reported that the fundraiser held in July resulted in net revenue of approximately \$14,500.00. She reviewed 2nd quarter expenses.

Champaign Park District 2nd Quarter Financial Update

Mr. Wallace presented the report. All the transfers budgeted for general, recreation and museum have been made. The Park District has received 98% of property tax revenue. Under Museum Fund, revenues are ahead of budget due to presale of tickets for the Virginia Theatre. She updated the Board on the project fund balance as of April. Discussion ensued. President Hays reported that at the end of the fiscal

year, a pie chart will be presented reflecting the fund balances.

Virginia Theatre Report

Mr. Bentz presented the report. The report includes a review of activities and programs for the year to date at the theatre. Discussion ensued about the Ice Cream and Independence Social.

Commissioner Solon commended Mr. Bentz on doing a great job this year offering a variety of performances to appeal to the public. She stated that it is good to see that most of the performances have been profitable. Mr. Bentz discussed the net growth of rentals, tax subsidy, and costs associated rentals.

West Pier for Kaufman Lake

Mr. Weiss presented the report. He reported that staff re-evaluated the \$20,000.00 in funds allocated for the architect and engineering fee, as well as construction of a pier. He stated that staff recommends rolling the funds for architect and engineer fees into the capital fund. Discussion ensued. Commissioner Kuhl proposed that staff consider adding additional lights at Kaufman Lake. Staff suggested that the funds be added to next year's capital and be used elsewhere.

Carle Community Trail Report

Mr. Olson presented the report. He reviewed the proposed initial and annual costs associated with trail sites based on current practices. Discussion ensued regarding language to include a proposed agreement and what will or will not be taxable to Carle.

Comments from Commissioners

Champaign Parks Foundation

President Hays reported the Foundation has established an account with Cozad Asset Management, Inc. to accept the donation from the Martens. He also reported that the Foundation is working on an acapella event that will be in a contest format at the Virginia Theatre.

Commissioner Kuhl congratulated Andrew Weiss on receiving the tentative grant award for Human Kinetics Park; Mr. Bentz on scheduling Martina McBride at the Virginia Theatre; Mr. Jones for receiving the Illinois Arts Council grant; and the staff for receiving the award for IDs at Sholem Aquatic Center.

Executive Session

Commissioner Kuhl moved upon the bases set forth below to convene into Executive Session. The motion was seconded by Commissioner Solon. 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. 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; (c)(6) for the setting of a price for sale or lease of property owned by the public body; and (c)(11) to address litigation that is probable or imminent.

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 McMahon. The motion passed 5-0 and the meeting was adjourned at 6:55 p.m.

Craig W. Hays, President

Cindy Harvey, Secretary