

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

January 10, 2018

REGULAR BOARD MEETING

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, January 10, 2018 at 7:00 p.m. 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 Jane L. Solon, and Kevin Miller, and Treasurer Donna Lawson and Attorney Guy Hall.

Absent: Commissioner Barbara J. Kuhl

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, and Andrew Weiss, Director of Planning.

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

Call to Order

President Hays called the meeting to order at 7:00 p.m.

Swearing in of Treasurer

Attorney Hall administered the Oath of Office to Treasurer Donna Lawson.

Presentations

Operations Facility Renovation Project

Scott Burge, Architect with Farnsworth Group, presented an overview of the proposed operations facility project and the drawings that have been review by operations staff and Board members. Michael Friend, Engineer Manager with Farnsworth Group, discussed the different the pavement options. Mr. Burge discussed the two options, Option 1 and Option 5, now being proposed for the operations facility project. He stated that components were similar in both options, however, Option 5 offered more square footage. Mr. Burge reported that the cost of Option 1 was estimated at approximately \$2.3 million and Option 5 was estimated at approximately \$2.6 million. Discussion ensued. Mr. Burge and Mr. Friend responded to questions asked by the Board and staff.

Mr. DeLuce indicated that staff was seeking Board direction on the option it preferred. Discussion ensued about the operations staff preference. Mr. Olson reported that the operations staff preferred Option 5, which will correct safety and efficiency concerns.

After discussion, it was the consensus of the Board that staff proceed with Option 5 and that enhanced pavement be used for the operations facility. The type of buildings will be determined based on the bid.

Heritage Park

Paul Wiese, Landscape Architect with SimithGroup JJR, presented an overview of the proposed plan for Heritage Park. He reviewed the project background, project data collection, master plan design, phase 1 concept and the next steps for the project. Mr. Wiese reported that originally the plan for Phase I only addressed a small edge of the lake embankment improvement. He suggested an alternate Phase I with the primary goal to address the embankment of the lake with native vegetation and/or stepping stones. Mr. Weise presented three options, Options A, B, and C for the project. Discussion ensued. Mr. Weise answered questions asked by the Board. It was suggested that staff send a formal request to the City of Champaign requesting assistance with the existing pipe coming from the subdivision on the west side.

After further discussion, Mr. Weise was directed to plans for Options A and B plus alternates for the different elements in each of the options. General discussion ensued regarding options, preferences and concerns. President Hays suggested that the proposals be presented and discussed further at the next study session.

Comments from the Public

Brian Deal, S. Elm Street, Champaign addressed the Board. He stated that he was a landscape architect and encouraged the Board to consider the various types of landscaping and other elements for the operations facility. Mr. Deal stated that his main reason for addressing the Board was to discuss urban park maintenance. He lives near and uses West Side Park on a regular basis. He expressed his concern the Park District does not have the same standards for shoveling snow from sidewalks around the perimeter of parks as the City of Champaign requires of businesses. Mr. Deal noted that many people walk through West Side Park on a daily basis. He encouraged the Park District to consider following the City of Champaign's ordinance for businesses in high density population use parks.

Communications

President Hays circulated the communications.

Treasurer's Report

Treasurer Lawson presented the Treasurer's Report for the month of December 2017. She 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 December 2017. The motion was seconded by Commissioner Miller. The motion passed 4-0.

Executive Director's Report

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 reported that Director of Recreation, Jameel Jones, was at home recovering from an automobile accident. He stated that Champaign Unit 4 School District has scheduled an Open House at Franklin School on Wednesday, January 31, 2018 at 6:00 p.m. to discuss the Spalding Park development. Mr. DeLuce also reported that the Park District will host an IAPD Legislative Breakfast on March 12, 2018 at 8:00 a.m. the Virginia Theatre.

Committee Reports

Champaign Parks Foundation

President Hays reported that the Foundation is working on plans for an annual event. He also reported that Ms. Wallace and he have worked on a plan for the Martens Center fundraising. President Hays stated that quarterly reports will be provided to the Board.

Report of Officers

Attorney's Report

Mr. Hall reported that there are some matters that need to be cleared up before a real estate contract regarding the Martens Center can be finalized.

President Hays noted that the last item on the agenda has been removed because the legal description is incorrect. Mr. Hall reported that the legal description has not be resolved and that a different format will be used to prepare the easement.

Discussion ensued about the parking lot near Human Kinetics Park. Attorney Hall reported that possibilities have been discussed and that details regarding the lots and parking lot will be addressed and shared with the Board for consideration.

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 Board Meeting, December 13, 2017
2. Approval of Minutes of the Executive Session, December 13, 2017

Commissioner Solon made a motion to approve Consent Agenda Items. The motion was seconded by Commissioner Miller. The motion passed 4-0.

New Business

Approval of Disbursements as of December 13, 2017

President Hays stated that staff recommends approval of disbursements for the period beginning December 13, 2017 and ending January 9, 2018.

Commissioner Solon made a motion to approve the list of disbursements for the period beginning December 13, 2017 and ending January 9, 2018. The motion was seconded by Vice President McMahon. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Miller – yes; Vice President McMahon – yes; and President Hays – yes. The motion passed 4-0.

Approval of a Resolution Authorizing the new Treasurer as Signatory on Park District Accounts

President Hays stated that staff recommends approval of a resolution authorizing the new Treasurer, Donna Lawson, as signator on its accounts financial institutions utilized by the Park District.

Commissioner Solon made a motion to approve a resolution authorizing new treasurer, Donna Lawson, as signatory on its accounts financial institutions utilized by the Park District. The motion was seconded by Commissioner Miller. The motion passed 4-0.

Approval of a Resolution Adopting the Updated Anti-Discrimination Policy

Ms. Hoggatt reported that Commissioner Solon suggested additions to the last paragraph, section one, which were added. She stated that staff recommended approval of a resolution adopting the updated Anti-Discrimination Policy in the Employee Policies and Procedures Manual.

Commissioner Miller made a motion to approve a resolution adopting the updated Anti-Discrimination Policy in the Employee Policies and Procedures Manual. The motion was seconded by Vice President McMahon. The motion passed 4-0.

Approval Confirming an End Date regarding the Spalding Park Memorandum of Understanding

President Hays stated that staff recommends inserting the end date on or before March 15, 2018 in the Spalding Park Memorandum of Understanding.

Commissioner Solon made a motion to approve inserting the end date on or before March 15, 2018 in the Spalding Park Memorandum of Understanding. The motion was seconded by Commissioner Miller. The motion passed 4-0.

Approval Confirming an End Date regarding the Don Moyer Boys & Girls Club Memorandum of Understanding

President Hays stated that staff recommends inserting the end date on or before June 1, 2018 in the Boys and Girls Club Memorandum of Understanding.

Commissioner Solon made a motion to approve inserting the end date on or before June 1, 2018 in the Boys and Girls Club Memorandum of Understanding. The motion was seconded by Commissioner Miller. The motion passed 4-0.

Approval of a Method for Sale of Lots at the Abbey Fields Subdivision

Mr. DeLuce reported that staff was seeking Board direction on the method to sale lots at Abbey Fields Subdivision. He stated that staff recommends sale of the lots by requesting proposals. Discussion ensued about clarification of the award process.

Commissioner Solon made a motion to approve Option 1, to sale lots at Abbey Fields Subdivision by requesting proposals. The motion was seconded by Commissioner Miller. The motion passed 4-0.

Approval of Bids for 2018 Bedding Plants

Mr. Olson presented the report. He explained the process for awarding the bids. Staff recommends accepting the bids and authorizing the Executive Director to execute contracts to purchase 2018 bedding plants for each order to the respective lowest responsible bidders as follows: Park Flower Order with 2553 flats to Ropp's Flower Factory for a total of \$50,014.00 and Flower Island Order with 2242 flats to Jones Country Gardens for a total of \$43,641.40. The total cost of the two recommended orders for 2018 will be \$93,655.40 and funds will be allocated in the FY19 operating budget. Discussion ensued.

Commissioner Solon made a motion to approve accepting the bids and authorizing the Executive Director to execute contracts to purchase 2018 bedding plants for each order to the respective lowest responsible bidders as follows: Park Flower Order with 2553 flats to Ropp's Flower Factory for a total of \$50,014.00 and Flower Island Order with 2242 flats to Jones Country Gardens for a total of \$43,641.40. The total cost of the two orders for 2018 will be \$93,655.40 and funds will be allocated in the FY19 operating budget. The motion was seconded by Commissioner Miller. The motion passed 4-0.

Approval of an Agreement with Illinois Futbol Club (IFC)

Mr. DeLuce presented the report. He stated that staff recommends approval of the agreement between the Park District and Illinois Futbol Club to add lights to one soccer field at the Dodds Soccer Complex and authorizing the Executive Director to execute the agreement.

Vice President McMahon made a motion to approve the agreement between the Park District and Illinois Futbol Club to add lights to one soccer field at the Dodds Soccer Complex and authorizing the Executive Director to execute the agreement. The motion was seconded by Commissioner Solon. The motion passed 4-0.

Approval of Dodds Park Soccer Lighting Bid

Mr. Olson presented the staff report. He stated that staff recommends accepting the lowest responsible Alternate Bid #2 to light field #8 at Dodds Park and Alternate Bid #3 for LED back lighting to partially light fields #7 and #11 at Dodds Park from Barton Electric, Inc. in the amount of \$254,820, with Illinois Futbol Club reimbursing the Park District \$176,842, and authorizing the Executive Director to enter into a contract for the work. Discussion ensued.

Commissioner Solon made a motion to accept the lowest responsible Alternate Bid #2 to light field #8 at Dodds Park and Alternate Bid #3 for LED back lighting to partially light fields #7 and #11 at Dodds Park from Barton Electric, Inc. in the amount of \$254,820, with Illinois Futbol Club reimbursing the Park District \$176,842, and authorizing the Executive Director to enter into a contract for the work. The motion was seconded by Vice President McMahon. The motion passed 4-0.

Old Items

None.

Discussion Items

None.

Comments from Commissioners

None.

Adjourn

There being no further business to come before the Board, Vice President McMahon made a motion to adjourn the meeting. The motion was seconded by Commissioner Solon. The motion passed 4-0 and the meeting was adjourned at 8:34 p.m.

Craig W. Hays, President

Cindy Harvey, Secretary