

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

**February 14, 2018**

**REGULAR BOARD MEETING**

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, February 14, 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 Barbara J. Kuhl, Jane L. Solon, and Kevin Miller, Treasurer Donna Lawson 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, Tammy Hoggatt, Director of Human Resources, and Chelsea Norton, Director Marketing and Communications.

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.

**Comments from the Public**

None.

**Communications**

President Hays circulated the communications.

**Treasurer's Report**

Treasurer Lawson presented the Treasurer's Report for the month of January 2018. She stated the Park District's finances have been reviewed and found to be in appropriate order.

Commissioner Miller made a motion to accept the Treasurer's Report for the month of December 2017. The motion was seconded by Vice President McMahon. The motion passed 4-0.

**Executive Director's Report**

Commissioner Solon arrived to the meeting at 7:02 p.m.

Volunteer of the Month

Ashley Sims, Special Events and Volunteer Coordinator, reported that Gwen Kasier was chosen as January 2018 Volunteer of the Month. She was chosen for her volunteer efforts with the Creative Movement and Ballet Level 1 classes. She is particularly helpful with the younger students and is always eager to assist the instructor to insure a successful class. Ms. Kasier was presented with a Certificate of Appreciation and a bag of goodies.

Volunteer of the Year

Ashley Sims, Special Events and Volunteer Coordinator, reported that Paul Wilson was chosen as Volunteer of the Year for 2017. He was chosen for his volunteer efforts as master naturalist and helping remove a hornet hive. Mr. Wilson was 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 reported that the Park District will host an IAPD Legislative Breakfast on March 12, 2018 at 8:00 a.m. at the Virginia Theatre. He asked the Board to let Ms. Harvey know if they plan to attend. Mr. DeLuce announced that the Park Honors event has been combined with the City of Champaign Stars Award event to increase the number of people who participate. The event will be held on April 26, 2018 at 6:00 p.m. at the Virginia Theatre.

### **Committee Reports**

#### Champaign Parks Foundation

President Hays reported that the Foundation will hold a Donor Recognition event on July 21, 2018 from 4:00 to 8:00 p.m. in Hessel Park. He also reported that the estimated number of Ebertfest ticket sold to date is about the same as last year. President Hays stated that the artwork "Flamenco" at Porter Park has been offered for sale to the Champaign Parks Foundation/Park District. He reported that the Foundation directed staff to work on getting the price reduced.

### **Report of Officers**

#### Attorney's Report

##### Ordinance No. 629

Attorney Hall recommended approval of Ordinance No. 629, annexing territory pursuant to petition (1212 West Windsor Road). He reported that property being annexed is a lot adjacent directly west of Morrissey Park.

Commissioner Kuhl made a motion to approve Ordinance No. 629, annexing territory pursuant to petition (1212 West Windsor Road). The motion was seconded by Commissioner Solon. 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 Joint CPD/UPD Board Meeting, December 7, 2017
2. Approval of Minutes of the Regular Board Meeting, January 10, 2018
3. Approval of Minutes of the Special Board Meeting, January 28, 2018
4. Approval of Health Insurance Rates for 2018/2019

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

### **New Business**

#### Approval of Disbursements as of January 10, 2018

President Hays stated that staff recommends approval of disbursements for the period beginning January 10, 2018 and ending February 13, 2018.

Commissioner Kuhl made a motion to approve the list of disbursements for the period beginning January 10, 2018 and ending February 13, 2018. The motion was seconded by Commissioner Miller. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Miller – yes; Vice President McMahon – yes; and President Hays – yes; and Commissioner Kuhl – yes. The motion passed 5-0.

Approval of a Resolution and Authorization to file the Abatement Certificate for Series 2013A Bond

Ms. Wallace reported that this is the annual abatement related to the Sholem Aquatic Center bonds, reducing the debt service from the Park District's debt service property taxes that will be collected.

Commissioner Solon made a motion to approve a resolution and authorize staff to file the Abatement Certificate for Series 2013A Bond. The motion was seconded by Commissioner Miller. The motion passed 5-0.

Approval of Formal Action regarding Cash in Lieu of Health Insurance Benefits as IMRF Earnings

Staff requests that the Board of Commissioners formally act to address the resolution regarding "cash in lieu" of health insurance regarding whether such payments are to be reported as IMRF earnings.

Commissioner Kuhl made a motion to not include the "cash in lieu" of health insurance as benefits for IMRF reporting purposes and suggested that Attorney Hall provide a letter to IMRF that to that effect. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Discussion ensued regarding the effective date. Ms. Wallace stated that payments were stopped after the January payroll.

Approval of Bids for Mowing Services

Mr. Olson presented the report. He was pleased that the Park District contract's mowing because the alternative is very expensive. Mr. Olson recommended awarding the mowing bids as recommended by staff.

Commissioner Kuhl made a motion to approve authorizing the Executive Director to enter into contracts with the low bidders on each respective site for mowing services for a period beginning May 1, 2018 through April 30, 2019; awarding to the lowest responsible bidder for each group, except project site groups 8, 9 and 10; awarding the bids for sites 8, 9, and 10 to the second lowest responsible bidder (described on attached bid results) because the lowest bidder is not capable of meeting the specifications required due to lack of staff or proper equipment; and that in the event of a contractor forfeiting his contract prior to its completion, authorizing the Executive Director to proceed to the next lowest responsible bidder and enter into a contractual arrangement for the remainder of the original contract. The motion was seconded by Commissioner Miller. The motion passed 5-0.

Approval of 2018-2019 Program Guide Printing and Mail Preparation Bid

Ms. Norton presented the report. Discussion ensued. Commissioner Kuhl expressed concern regarding a 7% increase and suggested looking at ways to reduce the cost. Ms. Norton stated that all bidders increased prices over last year. She also stated that the lowest responsible bidder was a new company, Indiana Printing. Staff checked references and is confident that Indiana Printing will be able to do the job. Ms. Norton reported that staff plan to monitor and review cost-cutting measures for printing.

Vice President McMahon made a motion to approve awarding the bid for FY18-19 program guide printing and mailing preparation to the lowest responsible bidder, Indiana Printing, in the amount of \$54,774.00 for all three issues. The motion was seconded by Commissioner Miller. The motion passed 5-0.

**Old Items**

None.

**Discussion Items**

2019-2024 Capital Improvement Plan

Mr. DeLuce reported that Ms. Wallace was going to present a brief overview of the process for compiling the capital improvement plan and review a pie chart showing fund balances.

President Hays reported that he discussed with staff the need to only present an overview tonight. He encouraged the Commissioners to study the proposed projects and funding and be prepared to discuss and prioritize at the February 28, 2018 meeting.

Ms. Wallace reported that an internal committee was formed to develop guidelines for reviewing capital project requests. She reported that staff reviewed prior year capital to determine if changes needed to be made. She reported that in the proposed plan, changes are shown in "red" and additions in "blue." Ms. Wallace provided additional information including summary pages for new project requests, a list of large projects that warrant Board discussion to determine priority and funding, and an inventory of vehicles. She briefed the Board on proposed new revenue for FY19 and carryover funds for projects in FY18. Ms. Wallace reviewed a pie chart that showed the estimated amount of excess funds remaining. The balance does not include projected carryover from FY18. Discussion ensued. Commissioner Kuhl suggested that funds earmarked for trails and pathways, and project development be extracted from the excess funds balance and be maintained for the designated purposes separately. Mr. DeLuce noted that the Park District needs 30% to 40% up front funds for grant purposes.

President Hays reiterate that the Commissioners review the proposed capital and be prepared to discuss prioritization at the February 28, 2018 meeting. He also encouraged the Commissioners to forward any comments to Mr. DeLuce or Ms. Wallace.

Mr. DeLuce stated that staff would like the capital improvement plan to be approved at the March 14, 2018 Regular meeting.

#### **Comments from Commissioners**

None.

#### **Executive Session**

Commissioner Kuhl moved as set forth below to convene into Executive Session. 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 Barbara J. Kuhl – yes. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2(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)(11) to address pending litigation; and (c)(21) for the discussion of minutes of meetings lawfully closed under this Act, whether for purpose of approval by body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

#### **Return to Regular Meeting**

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

#### **Executive Session Items – Action**

##### Approval to Make Available for Public Viewing Executive Session Minutes

Kuhl made a motion to approve making available for public viewing a portion of minutes from the Executive Session meeting on June 14, 2017. The motion was seconded by Commissioner Miller. The motion passed 5-0.

#### **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 Miller. The motion passed 5-0 and the meeting was adjourned at 7:55 p.m.

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Craig W. Hays, President

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Cindy Harvey, Secretary