

**CHAMPAIGN PARK DISTRICT
MINUTES OF SPECIAL MEETING
BOARD OF COMMISSIONERS**

February 28, 2018

The Champaign Park District Board of Commissioners held a Special Meeting on Wednesday, February 28, 2018 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, Commissioners Jane L. Solon and Kevin Miller, Attorney Guy Hall, and Treasurer Donna Lawson.

Absent: Vice President Timothy McMahon and Commissioner Barbara J. Kuhl.

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, Andrew Weiss, Director of Planning, Chelsea Norton, Director of Communications and Marketing, and Steven Bentz, Virginia Theatre Director.

Staff were in attendance as well as representatives from Champaign Unit 4 School, O'Shea Builders and Perkins + Will IGW.

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 Development Site Plan for Spalding Park

Champaign Unit 4 School District (Unit 4) staff presented a PowerPoint proposal of the total project budget, final design and construction estimates for Spalding Park project. Unit 4's members of the project team from O'Shea Builders and Perkins + Will IGW were in attendance. Unit 4 is scheduled to let the Spalding Park Improvement Project for bid in early March 2018. Unit 4 anticipates that construction will be completed in October 2018. Discussion ensued about staging the tennis courts for a different time due to budgetary constraints. The construction of the tennis courts may be phased as part of Phase II of the project. Unit 4 Board approved letting the Spalding Park project for bid at its Board meeting on April 12, 2018. The Park District's planners reviewed the plans and have comments regarding trees and bike parking that need to be addressed before the bid is let. The intergovernmental agreement, location for the Champaign-Urbana Recreation Program, and logistics in the Spalding Park during construction need to be finalized as well.

Attorney Hall commented on Illinois Supreme Court decisions regarding zoning requirements for lights and bleachers. He urged Unit 4 to make sure the City of Champaign approves the plans the lighting. Unit 4 staff indicated that it is working on an intergovernmental agreement with the City of Champaign. Attorney Hall stated that the Park District should be privy to the intergovernmental agreement.

Commissioner Solon made a motion to approve Unit 4 moving forward with the issuing bid documents based on this project design development site plan contingent upon acceptance of Park District planning staff's modifications. The motion was seconded by Commissioner Miller. The motion passed 3-0.

Approval of an Agreement with *The News-Gazette*

Ms. Norton presented the report. She reported that the Park District has had a long term partnership with *The News-Gazette* to promote the Park District in a more affordable manner. Ms. Norton stated that the radio stations have been removed from this agreement and included a separate agreement.

Commissioner Miller made a motion to approve the Agreement between the Park District and *The News-Gazette*. The motion was seconded by Commissioner Solon. The motion passed 3-0.

Approval of an Agreement with WDWS/WHMS/WKIO Radio Stations

Ms. Norton presented the report. Commissioner Miller made a motion to approve the Agreement between the Park District and WDWS/WHMS/WKIO Radio Stations. The motion was seconded by Commissioner Solon. The motion passed 3-0.

Discussion Items

U. S. Communities Cooperative Purchasing Program

Mr. Olson presented the report. He stated that this program is on a nationwide scale and has a more diverse array of items available through the bidding process. Mr. Olson stated that this does not preclude the Park District from using the local bid process. He reported that there may or may not be local sources for bids. Mr. Olson reported that the program requires the Board to approve a resolution approving a master intergovernmental agreement. The greatest savings through the U. S. Communities Program would be for playground equipment and vehicles. Staff plans to consider roofing material through this program. Discussion ensued about sourcing and warranting the products through this program.

While the Board has no issue with purchasing playground equipment through this program, it favors using the formal bidding process for price comparisons.

Attorney Hall noted that the Board has control over this process and is not relinquishing control of its bidding or final authority. This is simply another method of purchasing. He discussed other pertinent information associated with bidding requirements. This matter will be placed on the agenda at the March 14, 2018 Regular meeting for approval.

FY19 Capital Improvement Budget and the 2020-2025 Capital Improvement Plan

Mr. DeLuce reviewed the proposed FY19 capital improvement budget and the 2020-2025 capital improvement plan. Questions were raised whether the Mobile App item is a capital or operations item. Discussion ensued regarding the amount budgeted for the restroom at the Dodds 3-plex. Staff reported that a playground and basketball court were agreed to be constructed in Henry Michael Park. Staff will review the proposal for a pavilion and restroom at Prairie Farm. The proposed path at the Dog Park was discussed and the Board suggested considering Option B and moving this item to 2020. Staff will forward a copy of the agreement for the Dog Park to the Board. There was discussion about the preference for a bridge or a loop for the Heritage Park project. There was discussions about exterior improvements to the front of the Bresnan Meeting Center. Staff will share a copy of the master plan for Bresnan Meeting Center with the Board.

Treasurer Donna Lawson arrived to the meeting at 6:31 p.m.

Discussion ensued regarding proposed purchase of a sound system for the Virginia Theatre. Staff will present a phased plan for such purchase at a future meeting. There was discussion about the proposed allocated funding for the playground and paths at Spalding Park. Staff will present the playground design for Spalding Park to the Board. The Operations and Shop Facility project was addressed including, the benefit of completing the project all at once instead of

phasing it and the related drainage issue. There was discussion about the proposed purchase of vehicles. Staff will provide mileage for the vehicles. The Board expressed concern about spending down the reserve and the need to maintain and manage excess reserves for future use.

President Hays recommended staff reanalyze and prioritize large capital projects proposed for financing with reserve funds.

Ms. Wallace reported that the full capital document with narrative and updated figures will be presented at the March 14, 2018 meeting. She stated that that does not include any of the large capital projects discussed. Discussion ensued. The Board confirmed that the Greenbelt Bikeway Path and Spalding Park projects be included in the FY19 capital budget.

Comments from Commissioners

Commissioner Solon commented regarding the Marketing Survey. She encouraged staff to consider incorporate teaching children how to camp and survival skills. She inquired whether trees in other parks would be marked with the name of the trees similar to the names of trees marked in Hessel Park.

Commissioner Miller thanked staff for following up with the resident near Hallbeck Park regarding drainage issues.

Adjourn

There being no further items to come before the Board, Commissioner Miller made a motion to adjourn the meeting. The motion was seconded by Commissioner Solon. The motion passed 3-0 and the meeting was adjourned at 7:04 p.m.

Craig W. Hays, President

Cindy Harvey, Secretary