

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

**March 14, 2018**

**REGULAR BOARD MEETING**

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, March 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, Jameel Jones, Director of Recreation, Tammy Hoggatt, Director of Human Resources, Steven Bentz, Virginia Theatre Director 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.

**Comments from the Public**

There were no comments from the public.

**Communications**

President Hays circulated the communications.

**Treasurer's Report**

Treasurer Lawson presented the Treasurer's Report for the month of February 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 February 2018. The motion was seconded by Vice President McMahon. The motion passed 4-0.

**Executive Director's Report**

Volunteer of the Month

Ashley Sims, Special Events and Volunteer Coordinator, reported that Melanie Unzicker was chosen as February 2018 Volunteer of the Month. She was chosen for her volunteer efforts with the Youth Theatre program. Ms. Unzicker 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 hosted an IAPD Legislative Breakfast on March 12, 2018 at the Virginia Theatre. He reported that the IAPD Legislative Conference will be held April 24-25, 2018 in Springfield. He asked the Board to let Ms. Harvey know if they plan to attend. Mr. DeLuce reminded everyone that the Champaign STARS Award will be held on April 26, 2018 at 6:00 p.m. at the Virginia Theatre. He announced that the NRPA Conference will be held September 25-27, 2018 in Indianapolis, IN. and to let staff know if they plan to attend.

## **Committee Reports**

### Champaign Parks Foundation

President Hays reported that the Foundation members are working on various events.

## **Report of Officers**

### Attorney's Report

None.

### President's Report

President Hays noted that spring break was approaching and normally the Board does not have a second Board meeting in March. He stated that if there were no objections a second meeting will not be held. There were no objections from Commissioners.

## **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 Regular Board Meeting, February 14, 2018
2. Approval of Minutes of the Executive Session Meeting, February 14, 2018

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 February 14, 2018

President Hays stated that staff recommends approval of disbursements for the period beginning February 14, 2018 and ending March 13, 2018.

Commissioner Kuhl made a motion to approve the list of disbursements for the period beginning February 14, 2018 and ending March 13, 2018. 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; and President Hays – yes; and Commissioner Kuhl – yes. The motion passed 5-0.

### Approval of Epoxy Floor Coating for Shop and Sholem Bid

Commissioner Solon made a motion to approve the base bid and alternates #1 and #2 for epoxy floor coating for shop and Sholem Aquatic Center from Stout's Building Services in the amount of \$32,621.00 and authorizing the Executive Director to enter into an agreement for the work. The motion was seconded by Commissioner Miller. The motion passed 5-0.

### Approval of Bid for West Side Park Playground

Mr. DeLuce reported that the bid came in over the budgeted amount. Staff recommends rejecting all bids, reevaluating scope of work, and re-bidding the project for late summer 2018 construction.

Commissioner Solon made a motion to reject the bids, reevaluate the scope of the work and rebid the project. The motion was second Commissioner Miller. The motion passed 5-0.

#### Approval of Bid for Trevett Finch Retaining Wall

Mr. Weiss presented the report. He indicated that staff recommends accepting the lowest responsible base bid and alternates including the flagstone inlay for the Trevett Finch retaining wall from Stark Excavating in the amount of \$39,200.00 and authorizing the Executive Director to enter into an agreement for the work.

Commissioner Kuhl made a motion to approve the bid for Trevett Finch retaining wall. The motion was seconded by President Hays.

Discussion ensued. Commissioner Solon expressed concern about spending an additional \$10,000 for the sidewalk extension and the flagstone inlay. Vice President McMahon expressed similar concerns. Vice President Hays noted that the flagstone inlay expense would be a maintenance item for him.

Commissioner Kuhl amended the motion to approve the base bid and alternate 2 (concert curb) for a total of \$29,300 and encourage staff to seek support from neighbors to completed alternate 1 (sidewalk extension) and 1a (flagstone insert). The motion was seconded by President Hays. The motion passed 5-0.

#### Approval of FY19 Garment Bids

Mr. DeLuce reported that this is an annual purchase item. Staff recommends accepting bids for garments from the lowest responsible bidder for each item that meets specifications as noted in an aggregate amount not to exceed \$36,679.08: Will Enterprise in the amount of \$23,805.68; Sunburst Sportswear in the amount of \$3,373.70; Project Te in the amount of \$3,109.75; The Lifeguard Store in the amount of \$3,090.00; Marathon Sportswear in the amount of \$2,624.95; and Challenger Teamwear in the amount of \$675.00. Discussion ensued regarding the bid amounts and how much was actually spent for garments last year. Mr. DeLuce stated that staff will compile this information and provide it to the Board.

Commissioner Solon made a motion to approve bids for garments from the lowest responsible bidder for each item that meets specifications in an aggregate amount not to exceed \$36,679.08: Will Enterprise in the amount of \$23,805.68; Sunburst Sportswear in the amount of \$3,373.70; Project Te in the amount of \$3,109.75; The Lifeguard Store in the amount of \$3,090.00; Marathon Sportswear in the amount of \$2,624.95; and Challenger Teamwear in the amount of \$675.00. The motion was seconded by Commissioner Miller. The motion passed 5-0.

#### Approval of an Addendum and Amendment to Lease of Park Area for Human Kinetics Park

Mr. DeLuce presented the staff report. He reported that in the original Lease with Human Kinetics Park, the Park District was responsible for mowing the sports field, which has been completed by Human Kinetics staff. Mr. DeLuce stated that staff believes it would be beneficial for the Park District to take over the duties of mowing and maintaining the sports fields; maintenance and removal of trees and shrubs; and maintenance and report of the driveway and parking areas not addressed in the lease.

Commissioner Kuhl made a motion to approve Park District assuming the duties as stated above. The motion was seconded by Commissioner Solon. The motion passed 5-0.

#### Approval of an Agreement with Illinois Futbol Club (IFC) regarding Lights at the Dodds Soccer Complex

President Hays reported that staff recommends approving the revised agreement with IFC to add lights to one soccer field at the Dodds Soccer Complex and setting field rental rates and fees for use of the soccer fields for a ten (10) year term; authorizing the Executive Director to execute the agreement subject to IFC executing it before the Park District; and authorizing payment to the light contractor on next week's disbursements.

Mr. DeLuce stated that Jay Moore with IFC was in attendance. He reported that the terms and conditions, and issues regarding the agreement have been negotiated and resolved. Mr. DeLuce stated that Mr. Moore has signed the proposed agreement and delivered the check for the lights. Attorney Hall reported regarding the revisions to the agreement.

Discussion ensued. Commissioner Solon expressed concerns with the proposed changes to the field rental costs and rates for practices, league games, tournaments, camps, lights and tryouts. Staff reported that Park District staff compromised with IFC staff to decrease the hourly rates and prorate and charge by the hour for the fields. Commissioner Miller asked about the amendments to the original agreement. Ms. Harvey reported that the original agreement and amendment 1 had not been executed.

Commissioner Kuhl made a motion to approve the agreement with IFC regarding lights at Dodds Soccer Complex.

Discussion ensued about the revisions and possibly tabling the item. Ms. Harvey reported that the equipment was on site already and if the agreement was not approved the Park District would need to address the cost for the lights.

Mr. Moore addressed the Board regarding the proposed revisions to the terms of the agreement, decrease in rental fees, and various rates for practices, league games, tournaments, camps, lights, and request to waive carrying comprehensive automobile and umbrella liability coverage.

Thereafter, the motion was seconded by Commissioner Solon. The motion passed 5-0.

#### Approval of an Agreement with Illinois Futbol Club (IFC) regarding Youth Programming

Mr. Jones provided the staff report. He reviewed the proposed changes in the agreement and recommended approval regarding youth programming for a period of three (3) years and authorizing the Executive Director to execute the agreement. Discussion ensued about programming Park District programs and costs of programs.

Commissioner Solon made a motion to approve the agreement with IFC regarding youth programming for a period of three (3) years. The motion was seconded by Commissioner Miller. The motion passed 5-0.

#### Approval of a Request from Ameren Illinois for a Gas Pipeline Easement through Glenn Park

Attorney Hall presented the report. He explained the history of the request for the easement from Ameren.

Staff recommends granting the easement request and entering into the easement agreement with Ameren Illinois, and collecting fees in accordance with Park District Ordinance No. 459. Discussion ensued about the cost that will be recouped.

Commissioner Solon made a motion to approve the request from Ameren for a gas pipeline easement through Glenn Park. The motion was seconded by Commissioner Miller. The motion passed 5-0.

#### Approval of a Resolution and an Agreement regarding the U. S. Communities Purchasing Program

Mr. DeLuce presented the report. He indicated that staff would like to pursue playground equipment purchase, and perhaps other items, through this program. The program still require compliance with bidding requirements. Staff recommends approval of the resolution and a Master Intergovernmental Cooperative Purchasing Agreement to participate in the U.S. Communities Purchasing Program.

Commissioner Miller made a motion to approve the resolution and a Master Intergovernmental Cooperative Purchasing Agreement to participate in the U. S. Communities Purchasing Program. The motion was seconded by Commissioner Kuhl. The motion passed 5-0.

## **Old Business**

Approval of the FY19 Capital Improvement Budget and the 2020-2024 Capital Improvement Plan  
Mr. DeLuce reported that staff reprioritized the major projects. Staff would prefer to complete the Operations Facility as one project and pay for it over a two year period. There was a suggestion to delay replacement of the Bristol Park playground until the City of Champaign has completed its improvements to the Bristol neighborhood. There was discussion regarding purchasing and costs of speakers for the Virginia Theatre, as well as the associated need to enhance the listening experience of patrons. Ms. Wallace reported that the capital budget was presented with the Virginia Theatre roof being financed from donated funds from the Champaign Parks Foundation and a previously received bequest. Staff was directed to add funds to the 2019 capital improvement budget to purchase speakers for the Virginia Theatre and include funds for the Operations Facility project. Funds are to remain in the capital budget for possible Champaign Urbana Special Recreation facility needs. Discussion ensued about the proposed total amount for the capital improvement budget for FY19 and the best practice amount to maintain in reserve.

Commissioner Kuhl made a motion to approve the FY19 Capital Improvement Budget and the 2020-2024 Capital Improvement Plan with the noted changes. The motion was seconded by Commissioner Miller. The motion passed 5-0. Ms. Wallace reported copies of the final capital budget and plan will be presented to the Board at the next meeting.

## **Discussion Items**

### Champaign Parks Foundation 3<sup>rd</sup> Quarterly Financial Update

Ms. Wallace presented the Foundation 3<sup>rd</sup> quarterly financial update. She reported that the Martens Center pledge is recorded in full.

### Champaign Park District 3<sup>rd</sup> Quarterly Financial Update

Ms. Wallace presented the Park District 3<sup>rd</sup> quarterly financial update. She reported on revenues and expenditures to date.

## **Comments from Commissioners**

Commissioner Solon reported that people enjoyed the Ron White performance at the Virginia Theatre. Commissioner Miller reported that he attended the Second City show at the Virginia Theatre. President Hays thanked those who planned and those that attended the IAPD Legislative Breakfast. Commissioner Kuhl congratulated the Champaign-Urbana Special Recreation basketball team.

## **Executive Session**

Commissioner Solon 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)(6) the setting of a price for sale or lease of property owned by the public body; and (c)(11) to address pending litigation.

## **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 8:59 p.m.

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Craig W. Hays, President

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Cindy Harvey, Secretary