

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

July 11, 2018

The Champaign Park District Board of Commissioners held a Regular Board on Wednesday, July 11, 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 W. Hays, Vice President Timothy P. McMahon, Commissioners Barbara J. Kuhl, Jane L. Solon, and Kevin J. 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, Dan Olson, Director of Operations, Tammy Hoggatt, Director HR, IT and Risk Management, Andrew Weiss, Director of Planning, and Steven Bentz, Virginia Theatre Director.

Cara Finnegan, representative of the League of Women Voters of Champaign County was in attendance.

Call to Order

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

Communications

President Hays circulated the communications.

Treasurer's Report

Treasurer Lawson reviewed the Treasurer's Report for the month of June 2018 and reported it to be in appropriate order.

Commissioner Solon made a motion to accept the Treasurer's Report for the month of June 2018. The motion was seconded by Vice President McMahon. The motion passed 5-0.

Executive Director's Report

Volunteer of the Month

None.

Project Updates

Mr. DeLuce distributed a list of project updates to the Board. He asked the Board to review the document and let him know if they had any questions regarding the projects.

General Announcements

Mr. DeLuce distributed facility evaluation forms to the Board for those that would like to participate in evaluating Park District facilities. Mr. Olson is lead on this project and evaluations are due by August 31, 2018.

Committee and Liaison Reports

Champaign Parks Foundation

Commissioner Miller reported that the Foundation Board is in the early stage of planning its January fundraiser, Ties and Tennies event. He also reported that there are three (3) open seats on the Foundation Board if anyone is aware of individuals interested in serving on the Board.

Report of Officers

Attorney's Report

None.

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 regarding any item, that item shall be removed and discussed separately.

1. Approval of Minutes of the Regular Board Meeting, June 13, 2018
2. Approval of Minute of the Executive Session, June 13, 2018
3. Approval of Minutes of the Special Board Meeting, June 27, 2018
4. Approval of Minutes of the Executive Session, June 27, 2018

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

New Business

Approval of Disbursements as of June 13, 2018

Staff recommends approval of the list of disbursements for the period beginning June 13, 2018 and ending July 10, 2018. Discussion ensued regarding the video made for the Martens Center. Mr. DeLuce responded regarding payments to the videographer. A copy of the video for the Martens Center is available on the Park District's website and will be sent to the Commissioners. Further discussion ensued regarding payments to Parkland College and The Cage for recreation. Commissioner Solon commented that it appeared that the Park District is contracting out more and more recreation programs but she does not see any reduction in recreation employees or payroll in that department. Mr. DeLuce stated that the programs with The Cage are newer and the programs with Parkland College have been going on for several years.

Commissioner Solon stated that although the purchase of trucks will be tabled, it would be useful in connection with future purchases to use the assigned trucks numbers since the trucks are referred to by their numbers in the budget. She also stated that it would be helpful to know how much has been spent on the vehicles the last couple of years for maintenance and how many miles they have. She opined that just because a vehicle is on a replacement schedule does not necessarily mean that the vehicle has to be replaced if it is still in good working condition. Mr. DeLuce agreed with Commissioner Solon's comments. He also stated that he would like to include the mechanics report.

Commissioner Kuhl made a motion to approve the list of disbursements for the period beginning June 13, 2018 and ending July 10, 2018. 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 Commissioner Kuhl – yes.

Approval of Statement of Sponsorship with the East Central Illinois Master Naturalist Program

Mr. Olson presented the report. He reported that staff recommends continuing the Statement of Sponsorship by the Park District with the East Central Illinois Master Naturalist Program for a three year commitment at an annual contribution of \$1,000.00. Discussion ensued about volunteers efforts.

Commissioner Solon made a motion to approve continuing the Statement of Sponsorship by the Park District with the East Central Illinois Master Naturalist Program effective May 1, 2018 through April 30, 2021 with an annual contribution of \$1,000.00. The motion was seconded by Commissioner Miller. The motion passed 5-0.

Approval of Bid for Concrete Path and Basketball Court at Henry Michael Park

Mr. Weiss presented the report. Mr. Weiss reported that staff recommends accepting the base bid from Stark Excavating for a total \$22,758.00 and authorize the Executive Director to enter into the contract; rejecting Add Alternate 1 to ensure there are adequate funds in the overall project budget for playground equipment; and rejecting both Deduct Alternates as 6" depth concrete is preferred for longevity of the concrete. Discussion ensued about the contractors that did not submit the alternates. Mr. Weiss indicated that the contractors did not acknowledge receipt of the alternate and that staff will make adjustments in the future.

Commissioner Kuhl made a motion to approve the base bid from Stark Excavating for a total of \$22,758.00 and authorize the Executive Director to enter into the contractor; rejecting Add Alternate 1 to ensure there are adequate funds in the overall project budget for playground equipment; and rejecting both Deduct Alternates as 6" depth concrete is preferred for longevity of the concrete. The motion was seconded by Commissioner Miller. The motion passed 5-0.

Approval of the Springer Cultural Center Elevator Refurbishment

Mr. Olson presented the report. He reported that there was only one bidder. Mr. Olson stated that staff recommends accepting the responsible bid from Thyssenkrupp Elevator Company, in the amount of \$77,607 and authorize the Executive Director to enter into a contract for this work. Discussion ensued about life of the elevator after the refurbishment.

Commissioner Solon made a motion to accept the responsible bid from Thyssenkrupp Elevator Company in the amount of \$77,607 and authorize the Executive Director to enter into a contract for this work. The motion was seconded by Commissioner Kuhl. The motion passed 5-0.

Approval of Purchase of Refuse Collection Truck

Mr. Olson presented the report. He reported that staff recommends accepting the lowest responsible bid and authorizing the purchase of one (1) new 2019 Isuzu NRR with Newway DiamondBack Series 8 yard rear load compactor from Rantoul Truck Center in the amount of \$95,905.50. Mr. Olson stated it will take 90 days for delivery of the truck.

Commissioner Solon made a motion to accept the lowest responsible bid and authorize the purchase of one (1) news 2019 Isuzu NRR with Newway DiamondBank Series 8 yard rear load compactor from Rantoul Truck Center in the amount of \$95,905.50. The motion was seconded by Vice President McMahon. The motion was seconded 5-0.

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

Commissioner Solon made a motion to table the purchase of three (3) trucks through the Illinois Joint Purchasing Program. The motion was seconded by Commissioner Miller. The motion passed 5-0.

Approval of the Purchase of one (1) Van through the Illinois State Joint Purchasing Program

Mr. Olson presented the report. He reported that staff recommends the waiver of the Park District's formal bidding process and approval of the purchase through the Joint Purchasing Program of one (1) Ford Transit 15 passenger van from Landmark Ford in the amount of \$35,619.

Mr. DeLuce reported that the recreation staff is also requesting that the current 1999 Ford 15 passenger van be retained in the fleet, repurposed to use as a cargo van with some minor adjustments for transporting needs by the Special Events Division. The cargo van would only be replaced with another older van that is up for replacement; staff would not ask for a new van to replace the proposed cargo van.

Commissioner Solon made a motion to waive the Park District's formal bidding process and approve the purchase through the Joint Purchasing Program of one (1) Ford Transit 15 passenger van from Landmark Ford in the amount of \$35,619, as well as approve allowing the repurposing of van #14 for the Special Events Division to utilize as a cargo van with some minor adjustments for transporting

needs, with the understanding that a new van will not be added to the fleet for this use in the future. The motion was seconded by Commissioner Miller. The motion passed 5-0.

Approval of Ordinance No. 633: Declaring Personal Property as Surplus

Commissioner Solon made a motion to table Board approving Ordinance No. 633, an ordinance providing for the disposal of personal property owned by the Champaign Park District until a future meeting. The motion was seconded by Commissioner Miller. The motion passed 5-0.

Approval of Spading Park Project Bid

Mr. DeLuce presented the report. He reported that Unit 4 School Board (Unit 4) approved their bids for Spalding Park project Monday night. Mr. DeLuce stated that Unit 4 did not approve the bid for Alternate 1 which was for the lights and pathways. Unit 4 did include Base bid with Petry Kuhne and Alternates 2 and 3. Mr. DeLuce reported that in accordance with the Intergovernmental Agreement between Unit 4 and the Park District, the Park Board is required to approve the construction bids for the improvements to Spalding Park as well. Staff also requested Board approval to rebid the lights and paths for Spalding Park.

Commissioner Kuhl made a motion to approve the construction bids that were approved by the Unit 4 School Board on Monday, July 9, 2018 for the improvements to Spalding Park and direct staff to bid out the lights and paths for Spalding Park through the Park District bidding process. The motion was seconded by Vice President McMahan. The motion passed 5-0.

Approval of Redistribution of CUSR Operating Reserves to ADA Reserves

Ms. Wallace presented the report. She reported that staff recommends approval of the redistribution of \$187,300 from the CUSR operating reserve balance as of April 30, 2018 to Urbana Park District ADA funds in the amount of \$45,000 and to Champaign Park District ADA funds in the amount of \$142,300.00. Discussion ensued and Ms. Wallace responded to questions from the Commissioners.

Commissioner Solon made a motion to approve of the redistribution of \$187,300 from the CUSR operating reserve balance as of April 30, 2018 to Urbana Park District ADA funds in the amount of \$45,000 and to Champaign Park District ADA funds in the amount of \$142,300.00. The motion was seconded by Vice President McMahan. The motion passed 5-0.

Old Business

None.

Discussion Items

FY19 Annual Operating Budget

President Hays discussed questions regarding the budget from Commissioners. He stated that the final budget will be approved at the July 25, 2018 Special Meeting. Discussion ensued regarding responses to questions. President Hays stated that the responses to the questions should not change the budget amounts. He stated that the questions and responses are alerts to the department heads that Commissioners are looking for an explanation of a line item or clarification of why there was an increase or a decrease. Commissioner Kuhl inquired whether the Commissioners would receive a redlined version of the budget. Ms. Wallace stated that she will forward a response to the questions as well as an electronic redline version of the budget. Commissioner Kuhl addressed reviewing the budget for grammatical errors. Ms. Wallace responded.

Further discussion ensued about whether there would be a need to increase the appropriation amount. Ms. Wallace stated that it was possible the legal amount may need to be increased. Ms. Wallace will review and decide whether to increase the legal amount. President Hays stated that the deadline for Commissioners to provide questions to Ms. Wallace is Friday, July 13 by 5 p.m.

Comments from Commissioners

Commissioner Solon reported that she attended the Human Kinetics Block Party. She stated that DJ Fireman Phil does a good job of engaging young people. She also commented that there was a nice turnout.

Executive Session

Commissioner Solon moved as set forth below to convene into Executive Session. The motion was seconded by Vice President McMahon. 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. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2(c)(6) the setting of a price for sale or lease of property owned by the public body; (11) to address pending litigation; and (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 ACTION ITEM

Approval to Make Available for Public Viewing Executive Session Minutes

Commissioner Solon made a motion to approve making available for public viewing partial minutes from the Executive Session meetings of February 14, 2018 and May 9, 2018. 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 8:07 p.m.

Approved

Craig W. Hays, President

Cindy Harvey, Secretary