

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

December 12, 2018

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, December 12, 2018 at 7:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to published notice duly given. President Hays presided over the hearing.

Present: President Craig Hays, Vice President Timothy P. McMahon, Commissioners Barbara J. Kuhl, Jane L. Solon, and Kevin Miller, and Treasurer Donna Lawson and Attorney Guy Hall.

Staff Present: Joseph DeLuce, Executive Director, Cindy Harvey, Assistant to the Executive Director/Board Secretary, Dan Olson, Director of Operations, Jameel Jones, Director of Recreation, Tammy Hoggatt, Director of HR, IT and Risk, and Andrew Weiss, Director of Planning.

Other staff in attendance were Melanie Kahler, Springer Center Manager, and Katherine Hicks (accompanied by her daughter), Douglass Park Manager.

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 November 2018. 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 November 2018. The motion was seconded by Commissioner Kuhl. The motion passed 5-0.

Executive Director's Report

Project Updates

Mr. DeLuce distributed a list of project updates and the 2nd quarter of the FY19 Wokplan. He asked the Board to let him know if they had questions or comments.

General Announcements

There were not general announcements.

Committee and Liaison Reports

Champaign Parks Foundation

Commissioner Miller reported that one of the founding members of the Foundation, Penn Nelson, is retiring from the Board. He also reported that tickets are on sale for the Ties and Tennes fundraiser on January 10, 2019 at the Virginia Theatre.

Report of Officers

Attorney's Report

Attorney Hall reported that he is working on various contracts including the agreement for the Martens Center and other Park District matters.

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 Regular Board Meeting, November 14, 2018
2. Approval of Meeting Dates for 2019
3. Approval Inserting Craig Hays as Delegate, Timothy McMahon as 1st Alternate, Kevin Miller as 2nd Alternate and Joseph DeLuce as 3rd Alternate to the IAPD Credentials Certificate

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

New Business

Approval of Disbursements as of November 14, 2018

Staff recommended approval of disbursements for the period beginning November 14, 2018 and ending December 11, 2018. Discussion ensued. Mr. DeLuce reported that staff is researching the cause of the increase in the water fees at Prairie Farm.

Commissioner Kuhl made a motion to approve the list of disbursements for the period beginning November 14, 2018 and ending December 11, 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; President Hays – yes; and Commissioner Kuhl – yes. The motion passed 5-0.

Approval of Summer 2019 Part-Time and Seasonal Position Pay Rates

Ms. Hoggatt presented the report. She reported that annual pay rates for seasonal and part-time staff are presented to the Board for approval. Ms. Hoggatt stated that staff is requesting increases in certain positions to remain competitive with the market. She stated that staff recommends approval of the pay rates as presented and a \$0.15 increase for seasonal and part-time staff members that had exceptional ratings on their evaluations. Discussion ensued. Commissioner Solon noted that the proposed year for hourly pay rate is listed as 2018 but should be 2019. Ms. Hoggatt updated the Board on the part-time technology specialist position.

Commissioner Miller made a motion to approve the summer 2018 seasonal and part-time position pay rates as presented by staff. The motion was seconded by Vice President McMahon. The motion passed 5-0.

Approval of Submitting an Annexation Petition

Mr. Weiss presented the report. He reported that a piece of property owned by the Park District was inadvertently never annexed to the city. Mr. Weiss stated staff recommended executing the *Petition for Annexation* and submitting it to the Champaign City Council for approval.

Commissioner Kuhl made a motion to approve signing and notarizing a Petition for Annexation and submitting it to the Champaign City Council for approval. The motion was seconded by Commissioner Miller. The motion passed 5-0.

Old Business

None.

Discussion Items

Day Camp Report

Mr. Jones presented the report and shared photos from the different camps for the Board to review. He introduced the Springer Center Manager, Melanie Kahler, co-chair of the summer day camp committee, and Douglass Park Manager, Katherine Hicks, co-chair of the summer day camp committee. Mr. Jones indicated that the Day Camp Report was included in the Board packet. He discussed the attendance numbers, community partners, food programs, budget impact, scholarships awarded and monetary and in-kind contributors. The Park District conducted six (6) camps with over 3,112 campers served. Discussion ensued about the lack of Douglass Community Center teen camp and the enrollment of creative kids camp. Mr. Jones noted that enrollment increased in the Community Matters program, creative kids camp and the Douglass Community Center camps. President Hays inquired about the comparison of scholarships awarded in 2019 versus 2018. Mr. Jones stated that he will compile this information and provide it to the Board. The Board thanked staff for attending the meeting.

Facility Report Card

Mr. Olson presented the report and indicated that the report is based on the users' perspective. Mr. Olson stated that staff will update this report. Staff is currently working on an action plan using survey results. He noted that accessibility and parking received the lowest scores. Discussion ensued. Commissioner Kuhl commented that she was surprised by the results and attributes the results to the quality of maintenance by the Park District staff. Commissioner Solon asked if the survey results were referring to the availability or condition of parking. Mr. Olson noted that it not really the condition as much as availability of parking. He also updated the Board on the plans for the flooring at the Douglass Park annex.

Comprehensive Plan Update

Mr. Weiss presented the report. He reported that staff's aim is to have the final comprehensive plan approved at the January Board meeting. Mr. Weiss stated that planning staff continue to update the plan as comments are received.

Mr. DeLuce stated that although there is a great deal of information in the comprehensive plan, the ten (10) key initiatives are they key for the Board to provide feedback and direction. The proposed plan will guide the Park District for ten (10) years. He reiterated the importance of receiving Board input and opinions regarding the plan.

Mr. Weiss updated the Board regarding plan for a strategic plan. Discussion ensued. President Hays encouraged Commissioners to review the draft comprehensive plan and provide feedback to the staff. Commissioner Kuhl suggested that the Board discuss this as a group. She suggested a workshop be held to discuss the comprehensive plan. After discussion, it was decided that a comprehensive plan workshop be held as a study session on January 30, 2018, with follow up and final discussion at the regular meeting on February 13, 2019, and possible final approval at a special meeting on February 27, 2019.

Comments from Commissioners

President Hays reported that he attended two (2) concerts at the Virginia Theatre in the last two weeks. He commented that the concerts were well attended and the selection of artists by staff has been great. Mr. DeLuce reported that staff is compiling an annual report regarding the Virginia Theatre to share with the Board.

Commissioner Solon commented about the audio speakers and the effect on a concert she attended. Discussion ensued. Mr. DeLuce responded that the grant for the Virginia Theatre sound system requires payment in advance and reimbursement upon completion of project.

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 7:40 p.m.

Approved:

Craig W. Hays, President

Cindy Harvey, Secretary