

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

**February 13, 2019**

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, February 13, 2019 at 7:00 p.m., which was immediately following a Study Session, 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, Commissioners Barbara J. Kuhl, Jane L. Solon, and Kevin Miller, Treasurer Donna Lawson and Attorney Guy Hall.

Absent: Vice President Timothy P. McMahon.

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

Other staff were Bridgette Moen, Park Planner, Allison Williams, Planning Coordinator, and Lacey Rains, Senior Planner with City of Champaign.

**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 January 2019. 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 January 2019. The motion was seconded by Commissioner Kuhl. The motion passed 4-0.

**Executive Director's Report**

General Announcements

Mr. DeLuce reported that the Park District will host an IAPD Legislative Breakfast on March 11, 2019 at 8:00 a.m. at the Urbana Park District Operations and Planning Facility. Mr. DeLuce inquired about whether there was a need for a second meeting in March. Discussion ensued. It was the consensus of the Board that a second meeting not be held in March 2019.

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.

**Committee Reports**

Champaign Parks Foundation

Commissioner Miller reported that there was a healthy turnout for the Ties and Tennies fundraiser with 89 tickets sold. He stated that hopefully this number will increase annually as word spreads about the event.

**Report of Officers**

Attorney's Report

Attorney Hall reported that he continues to work on a number Park District matters.

### President's Report

President Hays reported that sessions he attended at the Annual IAPD/IPRA Conference were very informative. He attended a session Ms. Hoggatt was unable to attend and shared the information with her. President Hays distributed the IAPD Membership Guide to the Commissioners. He discussed what was included in the membership, as well as his discussion with Peter Murphy, CEO of IAPD, regarding membership benefits.

### **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, December 12, 2018
2. Approval of Minutes of the Regular Board Meeting, January 9, 2019

Commissioner Solon made a motion to approve Consent Agenda Items. The motion was seconded by Commissioner Miller. The motion passed 4-0.

### **New Business**

#### Approval of Disbursements as of January 9, 2019

President Hays stated that staff recommends approval of disbursements for the period beginning January 9, 2019 and ending February 12, 2019.

Commissioner Miller made a motion to approve the list of disbursements for the period beginning January 9, 2019 and ending February 12, 201. The motion was seconded by Commissioner Solon. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Miller – yes; and President Hays – yes; and Commissioner Kuhl – yes. The motion passed 4-0.

#### 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 4-0.

#### Approval of a Resolution to Commit Cash Proceeds Received in Land Sale to the Land Acquisition Fund

Staff recommended approval of a resolution to commit \$60,000 as of the date of the resolution, and on or before April 30, 2019 for transfer from Capital Improvement Fund receipts of \$60,000 into the Land Acquisition Fund for the future purchase of land within the Park District.

Commissioner Kuhl made a motion to approve a resolution to commit \$60,000 as of the date of the resolution, and on or before April 30, 2019 for transfer on from Capital Improvement Fund receipts of \$60,000 into the Land Acquisition Fund for the future purchase of land within the Park District. The motion was seconded by Commissioner Miller. The motion passed 4-0.

#### Approval of 2019-2020 Program Guide Printing and Mail Preparation Bid

Ms. Norton presented the report. Staff recommended awarding the bid for 2019-2020 program guide printing and mailing preparation to the lowest responsible bidder, Woodward Printing, in the amount of \$58,866 for all three issues.

Commissioner Solon made a motion to approve awarding the bid for 2019-2020 program guide printing and mailing preparation to the lowest responsible bidder, Woodward Printing, in the amount of \$58,866 for all three issues. The motion was seconded by Commissioner Miller. Discussion ensued. Commissioner Kuhl expressed concern about the 7.5% increase and how to address it as well as the increase in postage. Ms. Norton reported that the marketing staff is researching ways to reduce the cost of printing and mailing the guides. The motion passed 4-0.

#### Approval to Apply for an Illinois Arts Council Grant

Mr. DeLuce presented the report. He reported that staff was recommended approval to apply for a 2020 Illinois Arts Council grant.

Commissioner Kuhl made a motion to approve applying for a 2020 Illinois Arts Council Grant. The motion was seconded by Commissioner Solon. The motion passed 4-0.

#### Approval of Applying for a Tourism Private Sector and Tourism Attraction Program Grant

Mr. Bentz presented the report. He stated that staff recommends authorizing the Executive Director submit a Tourism Attraction Grant Program application to the State of Illinois to upgrade lighting at the Virginia Theatre through the purchase of an intelligent lighting package in the amount of \$100,000.00, with \$50,000.00 proposed as the grant amount, to be matched by \$50,000.00 in funding from the Park District.

Commissioner Solon made a motion to approve authorizing the Executive Director submit a Tourism Attraction Grant Program application to the State of Illinois to upgrade lighting at the Virginia Theatre through the purchase of an intelligent lighting package in the amount of \$100,000.00, with \$50,000.00 proposed as the grant amount, to be matched by \$50,000.00 in funding from the Park District. The motion was seconded by Commissioner Miler. Discussion ensued. Commissioner Kuhl stated that she believes that funding should come from Virginia Theatre restoration funds. The motion passed 4-0.

#### Approval of Bids for Mowing Services

Mr. Olson presented the report. Discussion ensued. Commissioner Solon asked why staff was recommending awarding bid to third lowest bidder in some cases. Mr. Olson explained that some of the lowest bidders opted not to be awarded the bids in some cases. Commissioner Solon suggested that staff let her know if more bidders are needed and also consider mowing every 10 to 14 days. Commissioner Kuhl suggested may consider being more sustainable and not mowing.

Commissioner Kuhl made a motion to authorize the Executive Director enter into contracts with the lowest responsible bidders on each respective site for mowing services for a period beginning May 1, 2019 through April 30, 2020, except project site groups 1, 2, 3, 4, 6, 7, 8, 9, and 11, as follows: award bids for 1, 2, and 11 to the second lowest bidder; 3, 6, 7, and 8 to the third lowest bidder; and 4 and 9 to the fourth lowest bidder. Staff also recommends rejecting the bids for project site group 6 as none of the bidders are able to meet the specifications required, and in the event of a contractor forfeiting its contract prior to its completion, authorize the Executive Director to proceed to the next lowest responsible bidder and enter into a contract for the remainder of the original contract. The motion was seconded by Commissioner Miller The motion passed 4-0.

#### **Old Items**

None.

#### **Discussion Items**

##### Virginia Theatre Update

Mr. Bentz presented a year to date update about the Virginia Theatre. Discussed ensued. Staff responded to the questions from the Commissioners.

##### Proposed Intergovernmental Agreement with the City of Champaign for Carle at the Fields Annexed Area

Mr. DeLuce presented the report. Staff recommends the Park District enter into an intergovernmental agreement with the City of Champaign for a portion of the share use trail (section C to H. Section C to G has been annexed and the right of way (including the trail) has been dedicated to the City, Section G to H has not been annexed. Upon annexation, the right of way will be dedicated to the City and will be covered by the agreement. No dedication to the Park District is proposed at this time; the intent of the agreement for the Park District is to provide general maintenance of the trail as well as including repair to C-D. The proposed agreement has a term of two (2) years.

Attorney Hall noted that the area C to D was dedicated to the City. Attorney Hall stated that it is the intent for the Park District to make any repairs in that area. Ms. Lacey Rains explained the City position and the intent all along for the area to be dedicated to the Park District. Discussion ensued. President Hays stated that the Park District would like to be included in discussion at an earlier point in the process. Ms. Rains explained the reason behind the belief that the Park District supported acceptance of the trail. After further discussion, there was no objection from the Board that this item be placed on a future agenda for Board approval.

#### Proposed Maintenance Agreement Carle at the Fields trail

Mr. DeLuce presented the report. He stated that staff is looking at moving forward with a two year maintenance agreement with Carle. Mr. DeLuce discussed the proposed terms and fee of the agreement. Discussion ensued. Commissioner Kuhl inquired about the path around Zahnd Park. Mr. DeLuce stated that staff will share that information with the Commissioners.

#### 2020-2025 Capital Improvement Plan

Mr. DeLuce reported that there is a great deal of carryover in the capital plan. Ms. Wallace updated the Board on the carryover amount for FY19 and projected total amount for FY20. She also updated the Board on the proposed replacement schedules that will be included in the capital plan. Discussion ensued. Mr. DeLuce encouraged the Board to review the plan and let staff know if they had any questions or concerns. It will be discussed at the February 27, 2019 meeting.

#### **Comments from Commissioners**

There were no comments by Commissioners.

#### **Executive Session**

Commissioner Kuhl moved as set forth below to convene into Executive Session. The motion was seconded by Commissioner Miller. The motion passed 4-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Miller – 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) (6) the setting of a price for sale or lease of property owned by the public body and (c)(21) for the discussion of minutes of meetings lawfully closed under this Act, whether for purposes 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

Commissioner Kuhl made a motion to approve making available for public viewing a portion of minutes from the Executive Session meetings on March 8, 2017; April 12 & 26, 2017; May 10 & 24, 2017; June 14 & 26, 2017; July 26, 2017; August 9 & 23, 2017; September 13, 2017; October 11, 2017; November 8, 2017; December 13, 2017; February 14, 2018; April 11, 2018; June 13, 2018; July 11, 2018; and August 22, 2018. The motion was seconded by Commissioner Solon. The motion passed 5-0.

#### **Adjourn**

There being no further business to come before the Board, Commissioner Miller made a motion to adjourn the meeting. The motion was seconded by Commissioner Solon. The motion passed 4-0 and the meeting was adjourned at 8:27 p.m.

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Craig W. Hays, President

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Cindy Harvey, Secretary