

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

April 24, 2019

The Champaign Park District Board of Commissioners held a Special Board Meeting on Wednesday, April 24, 2019 at 5:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to published notice duly given. President Hays presided over the meeting.

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

Staff Present: Joseph DeLuca, Executive Director, Cindy Harvey, Assistant to the Executive Director/Board Secretary, Andrea Wallace, Director of Finance, Jameel Jones, Director of Recreation, Tammy Hoggatt, Director of HR, IT and Risk, and Andrew Weiss, Director of Planning.

Call to Order

President Hays called the meeting to order at 5:30 p.m.

Presentations

Prairie Farm Master Plan

Students from the University of Illinois Department of Recreation, Sport and class delivered Powerpoint presentations and responded to questions on ideas to increase the usefulness of the Prairie Farm to host visitors, events and programs. The students explained the history and analysis of Prairie Farm and presented two conceptual ideas for new buildings, amenities and programming. Park District staff will meet with the students on April 29, 2019 to hear their final presentation on the proposed conceptual plans and ideas. The Board thanked the students for their efforts and presentations.

Comments from the Public

There were no comments from the public.

New Business

Approval of Bid for Rental of Portable Toilets

Mr. Jones presented the report. He reported that two bids were received to provide portable toilets. Staff recommends that the Board accept the bid for rental of portable toilets and authorize the Executive Director to execute a contract with the lowest responsible bidder, Gulliford Services, Inc. dba Illinois Portable Toilets, in the amount of \$25,000 per year for a two (2) year period with the option to renew for one (1) additional year. Discussion ensued regarding the bid specifications, bid prices received, and background history of the lowest responsible bidder.

Commissioner Miller made a motion to bid for rental of portable toilets and authorize the Executive Director to execute a contract with the lowest responsible bidder, Gulliford Services, Inc. dba Illinois Portable Toilets, in the amount of \$25,000 per year for a two (2) period with the option to renew for one (1) additional year. The motion was seconded by Commissioner Kuhl. The motion passed 5-0.

Approval of an Intergovernmental Agreement between the City of Champaign and Champaign Park District for Human Kinetics Park

Mr. Weiss presented the report. He reported that staff worked with Assistant City Engineer Eleanor Blackmon and Attorney Hall to make revisions to the agreement based on feedback and comments received from the

Board. Staff recommends approval of the Intergovernmental Agreement between the City of Champaign and Champaign Park District for Human Kinetics Park.

Commissioner Kuhl made a motion to approve an Intergovernmental Agreement for the Construction, Maintenance and Use of Facilities at Human Kinetics Park between the City of Champaign and the Champaign Park District. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Approval of an Agreement between the Park District and The Carle Foundation

Mr. DeLuce presented the report. He reported that the proposed agreement is for a two (2) year period. Mr. DeLuce stated that staff met with Carle representatives and determined that the Park District will pay for the annexed area and Carle will pay for the unannexed area. Park District staff will be responsible for snow removal. Mr. DeLuce stated that a two (2) year agreement gives the parties an opportunity to review and reevaluate the terms. Discussion ensued. The Board requested the cost for mowing and landscaping services.

Commissioner Solon made a motion to table this item until the May 8, 2019 meeting at which time staff will provide clarification on responsibilities of both parties. The motion was seconded by Vice President McMahon. The motion passed 5-0.

Approval of a Resolution Establishing Authority for the Executive Director to Execute Change Orders

Mr. DeLuce presented the report. He reported that staff recommends approval of a resolution establishing the Executive Director's authority to execute contracts, including change orders, amendments, and/or time extensions as it relates to specific projects approved by the Board for FY20. Discussion ensued.

Vice President McMahon made a motion to approve a resolution establishing the Executive Director's authority to execute contracts, including change orders, amendments, and/or time extensions as it relates to specific projects approved by the Board for FY20. The motion was seconded by Commissioner Miller. The motion passed 5-0.

Approval of the Park District FY20 Facility Fee Schedule

Mr. DeLuce presented the report. He highlighted proposed revisions to the Facility Fee Schedule including lowering the deposit amount for smaller groups; increasing the Leonhard Recreation Center membership fees; phasing out supervised playtime at the LRC; increasing showmobile staffing fees; increasing daily pool pass fees; and increasing certain programs at the tennis center and the Virginia Theatre. Discussion ensued. The Board directed staff to reexamine fees for the showmobile to include travel time from leaving and returning to the site and the related staff's fees as well as pool pass fees, and dog park fees. The Board also questioned the need for reduced rates for not profit organizations. Mr. DeLuce stated that staff will review the schedule based on comments from the Board.

Commissioner Kuhl made a motion to table this item. The motion was seconded by Vice President McMahon. The motion passed 5-0.

Approval of a Contract for Dental and Life Insurance

Ms. Hoggatt presented the report. She discussed the various quotes received for dental and life insurance for employees. She indicated that Mutual of Omaha submitted the lowest quote that meets the Park District's needs. She recommended that the Board approved extending the contract with Principal Financial Group through May 31, 2019. Staff will present a recommendation to enter into a contract with Mutual of Omaha from June 1, 2019 through May 31, 2019 at the May 8, 2019 regular meeting.

Commissioner Solon made a motion to extend the contract for dental and life insurance for one month with the Principal Financial Group and authorizing the Executive Director to execute the extension. The motion was seconded by Commissioner Miller. The motion passed 5-0/

Approval of Personnel Requests

Mr. DeLuce presented the report. He reported that staff recommends approval to change the Virginia Theatre Box Office Manager from a Full-Time 2 position to a Full-Time 1 position and the full-time 2 Fabricator position to a full-time 1 Sports Field position, effective when the FY20 Operating budget is approved. Discussion ensued

about reducing in part time hours at the Virginia Theatre, benefits for the proposed full-time positions, and the definition of full-time 1 versus full-time 2 positions.

Commissioner Kuhl made a motion to approve changing the Virginia Theatre Box Office Manager from a Full-Time 2 position to a Full-Time 1 position and the full-time 2 Fabricator position to a full-time 1 Sports Field position, effective when the FY20 Operating budget is approved. The motion was seconded by Commissioner Miller. The motion passed 5-0.

Approval of FY20 Wage Increases for Full-time Staff and Position Classifications and Ranges

Ms. Hoggatt presented the report. She reported that the proposed increase in wages is for all full-time staff, except Champaign-Urbana Special Recreation staff and the Executive Director, and an increase in position classifications and ranges. Discussion ensued about proposed increases by surrounding agencies and the process for awarding merit increases to staff.

Commissioner Kuhl made a motion to approve up to a 3% increase (reflecting a merit pool amount of \$96,927) for all qualified full-time 1 and 2 employees and increase the position classification for FY20 by 2.1%. The motion was seconded by Commissioner Miller. The motion passed 5-0.

Discussion Items

Strategic Plan

Mr. DeLuce presented the report. He reviewed the strategic initiatives, goals, and objectives. Discussion ensued. The Board offered suggested changes and comments. Staff will amend the plan based on comments and feedback from the Board. Mr. DeLuce reported that the strategic plan will be presented for approval at the May 8, 2019 regular meeting.

Comments from Commissioners

Commissioner Miller reported that he attend the Champaign Urbana Special Recreation banquet and was impressed with stories that were shared at the event.

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; President Hays – yes; and Commissioner Kuhl. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2(c)(1) for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body.

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 Commissioner Miller. The motion passed 5-0 and the meeting was adjourned at 7:49 p.m.

Approved:

Craig W. Hays, President

Cindy Harvey, Secretary