

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

May 8, 2019

The Champaign Park District Board of Commissioners held an Annual Meeting on Wednesday, May 8, 2019 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, and Attorney Guy Hall.

Absent: Treasurer Donna Lawson

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, 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 7:00 p.m.

Swearing in of New Commissioners

Attorney Hall administered the Oath of Office to elected Park Board Commissioners Tim McMahon.

Election of Officers

Election of President

Commissioner Solon made a motion to nominate and elect Craig W. Hays for the office of President. The motion was seconded by Commissioner Miller. There were no other nominations. The motion passed 5-0.

Election of Vice President

Commissioner Solon made a motion to nominate and elect Kevin Miller for the office of Vice President. The motion was seconded by Commissioner Vice President McMahon. There were no other nominations. The motion passed 5-0.

Appointment of Officers

Appointment of Secretary and Assistant Secretary

Commissioner Miller made a motion that Cindy Harvey be appointed as Secretary. The motion was seconded by Commissioner Solon. There were no other nominations. The motion passed 5-0.

Commissioner Solon made a motion that Joseph C. DeLuce be appointed as Assistant Secretary of the Champaign Park District. The motion was seconded by Commissioner Miller. There were no other nominations. The motion passed 5-0.

Attorney Hall then administered the Oaths of Office to Secretary Cindy Harvey and Assistant Secretary Joe DeLuce.

Appointment of Board Member to Boards and Committees

President Hays made a motion to nominate Commissioner Miller to the Champaign Parks Foundation Board. The motion was seconded by Commissioner Solon. There were no other nominations. The motion passed 5-0.

Adjourn

There being no further business to come before the meeting, upon a motion duly made by Commissioner Solon, Seconded by Commissioner Miller and unanimously approved, the Annual Meeting was adjourned at 7:04 p.m.

Approved:

Craig W. Hays, President

Cindy Harvey, Secretary

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

May 8, 2019

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, May 8, 2019 immediately following the Annual Board meeting 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, and Attorney Guy Hall.

Absent: Treasurer Donna Lawson

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, 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 7:05 p.m.

Comments from the Public

There were no comments from the public.

Communications

President Hays circulated the communications.

Treasurer's Report

Ms. Wallace presented the Treasurer's Report for the month of April 2019. Commissioner Solon made a motion to accept the Treasurer's Report for the month of April 2019. The motion was seconded by Commissioner Miller. The motion passed 5-0.

Executive Director's Report

Project Updates

Mr. DeLuce reported that the project updates report and a list of change orders for projects were sent electronically to the Board.

General Announcements

Mr. DeLuce reported that the West Side Park new playground dedication is scheduled for May 18, 2019. He reported on his there is a possibility for an OSLAD grant for 2019 which would be due on July 1, 2019. Mr. DeLuce also reported that there is the possibility of a PARC grant becoming available.

Committee and Liaison Reports

Champaign Parks Foundation

Commissioner Miller reported that the Foundation Board had not met. He stated that on the agenda is a resolution to appoint two new members to the Foundation Board.

Report of Officers

Attorney's Report

Attorney Hall reported that the closing on the land for Human Kinetics Park was held on May 6, 2019. He sent a copy of the deed to Mr. Weiss for grant purposes. Attorney Hall updated the Board on an encroachment on park property and possible solutions to solve the matter.

President's Report

President Hays discussed the encroachment matter and the impact on the pending sale of property impacted by it. The matter will be presented to the Board at a future meeting. President Hays noted that Penn Nelson, long term Foundation Board member, passed away. A memorial is scheduled for May 18, 2019 at Urbana Country Club.

President Hays reported that he attended a Legislative dinner in Springfield on April 30, 2019, including legislators Chapin Rose, Carol Ammons, and Scott Bennett. President Hays discussed preparing the Park District's project wish list.

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, April 10, 2019
3. Approval of a Professional Services Agreement for Legal Counsel between the Park District and Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd, acting primarily by and through Guy C. Hall beginning May 1, 2019 and ending April 30, 2022.
4. Approval of a contract with Mutual of Omaha for dental and life insurance beginning June 1, 2019 and ending May 31, 2020 and authorizing the Executive Director to execute the contract.

Commissioner Solon made a motion to approve Consent Agenda Items 1, 3 and 4. The motion was seconded by Commissioner Miller. The motion passed 5-0. (There was not actual item 2 to address.)

New Business

Approval of Disbursements as of April 10, 2019

Commissioner Miller made a motion to approve the list of disbursements for the period beginning April 10, 2019 and ending May 7, 2019. 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 – yes.

Approval of Request for Proposals (RFP) for Sale of Real Estate in the Trails at Abbey Fields Subdivisions

Mr. DeLuce presented the following options for sale of real estate in The Trails at Abbey Fields subdivisions: accept the proposal for Lot 173 from Domus Properties and for Lots 181 and 194 from Armstrong Builders; accept the proposal from Domus Properties for Lot 173 and reject offers for Lots 181 and 194; or reject all offers.

Commissioner Kuhl made a motion to reject all proposal offers. The motion was seconded by Vice President McMahon. The motion failed.

Discussion ensued about the market pricing and size of the lots as well as other pertinent information. Commissioner Miller discussed the option of accepting the proposal for Lot 173 since the proposer desires to maintain the lot as green space.

Commissioner Kuhl made a motion to accept the proposal from Domus Properties for Lot 173 in the amount of \$75,000.00 and to reject the proposals from Armstrong Builders for Lots 181 and 194. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Approval of FY19-FY22 Strategic Plan

Mr. DeLuce presented the report. He reported that changes were made based on feedback received at a previous Board meeting.

Commissioner Kuhl made a motion to approve the 2019 to 2022 Strategic Plan. 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 reported that certain fees have been amended based on Board comments. Staff is working with Urbana Park District staff on fees for the Dog Park.

Commissioner Kuhl made a motion to approve the Facility Fee Schedule for May 1, 2019 through April 30, 2020. The motion was seconded by Commissioner Miller. The motion passed 5-0.

Approval of Bid for Noel Park Path and Playground

Mr. Weiss presented the report. He reported that the playground, ADA path and walk replacement were bid together although the projects are included in the Capital Budget as two projects. The ADA path and walk replacements were added and will be paid for with ADA funds. Mr. Weiss recommends accepting the Base Bid of \$196,977 plus Addition 1 of \$4,125 and Addition 2 of \$3,198 from Duce Construction Company for a total bid amount of \$204,300 and authorizing the Executive Director to enter into a contract for the work. Discussion ensued. Commissioner Kuhl expressed concern about the project being significantly over budget. She stated that as a commissioner she does not want a playground installed at any cost. Commissioner Solon suggested that in the future components in the bids be listed separately. She also suggested staging the replacement of playgrounds to prevent multiple playgrounds being installed in the same season. Commissioner Kuhl asked about the cost to have a playground installed by Park District staff. Discussion continued about the playground cost, installation, purchase and design.

Commissioner Solon made a motion to accept the Base Bid of \$196,977 plus Addition 1 of \$4,125 and Addition 2 of \$3,198 from Duce Construction Company for a total bid amount of \$204,300 and authorize the Executive Director to enter into a contract for the work. The motion was seconded by Commissioner Miller. The motion passed 5-0.

Approval of a Resolution Appointing/Reappointing Directors to the Champaign Parks Foundation

Commissioner Miller presented the report. He recommended approval of a resolution appointing and reappointing directors to the Champaign Parks Foundation.

Commissioner Solon made a motion that Kathy Aquino and Julie Sikorski be appointed to the Champaign Parks Foundation Board of Directors for three year terms expiring in May of 2022; Art Thoma, Emily Corum and Dijon Davis each be reappointed for a three year term expiring in 2022; and AJ Thoma, Patrick Harrington, Sally Carter and Shira Epstein be reappointed for a two year term, expiring in 2021. The motion was seconded by Commissioner Kuhl. The motion passed 5-0.

Approval of Bid for Playground Surfacing

Mr. Olson presented the report. He discussed the history on the bids for playground surfacing. Discussion ensued. Mr. Olson reported that there are only a couple of companies that bid on this item. A company that normally submits a bid inadvertently forgot to submit a bid. It was suggested that staff consider reminding potential bidders of bids sent in certain circumstances.

Staff recommends accepting the lowest responsible bid and authorizing the Executive Director to purchase playground surfacing mulch from Stillwater Enterprises at a bid price of \$17.90 per cubic yard, or \$33,115.00 using the bid multiplier.

Commissioner Solon made a motion to approve a contract with the lowest responsible bidder and authorized the Executive Director to purchase playground surfacing mulch from Stillwater Enterprises at a bid price of \$17.90 per cubic yard, or \$33,115.00 using the bid multiplier. The motion was seconded by Commissioner Miller. The motion passed 5-0.

Approval of an Addendum to an Agreement with the Central Illinois Football League (CIYFL)

Mr. Jones presented the report. The agreement includes language regarding the donation of the scoreboard to the Park District and ownership of permanent equipment installed at Zahnd Park. He also reported that the Park District will undertake the micro football program. Mr. Jones recommended approval of the addendum to the agreement. The term of the agreement will remain the same and end June 14, 2020. Discussion ensued.

Vice President McMahon made a motion to approve a revised agreement between Central Illinois Youth Football League and the Park District and authorized the Executive Director to execute the agreement, effective until June 14, 2020. The motion was seconded by Commissioner Miller. The motion passed 5-0.

Old Business

Attorney Hall suggested that the first motion under the sale of the real estate should be reflected in the minutes as being defeated. He also discussed the terms of the agreement with The Carle Foundation for maintenance. Mr. DeLuce stated that the agreement will be presented to the Board at a future meeting for consideration. Mr. Hall thanked the Board for approving the agreement with Robbins Schwartz for the next three years.

Discussion ItemsCommissioners Park Master Plan

Mr. Weiss presented the report. He reported that the first phase of development of Commissioners Park has been completed. Mr. Weiss presented a proposed long range plan for a 10-acres natural area at Commissioners Park. Discussion ensued. The Board was supportive of leaving the 10-acres of the 20 acre park as a natural area.

Comments from Commissioners

Commissioner Solon commented that the tulips in the flower beds look fabulous this year. She thanked staff for their efforts.

Commissioner Kuhl thanked the staff for addressing the water issues in Hessel Park.

Executive Session

Commissioner Miller moved as set forth below to convene into Executive Session. The motion was seconded by Commissioner Kuhl. 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)(5) for the purchase or lease of real property for the use of the public body and (c)(6) for the setting of a price for sale or lease of property owned by 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 Miller 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 8:22 p.m.

Approved

Craig W. Hays, President

Cindy Harvey, Secretary