

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

June 12, 2019

The Champaign Park District Board of Commissioners held a Regular Board on Wednesday, June 12, 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 Kevin J. Miller, Commissioners Barbara J. Kuhl, Jane L. Solon, and Timothy P. 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, Jameel Jones, Director of Recreation, Andrew Weiss, Director of Planning, and Steven Bentz, Virginia Theatre Director.

Tim Mitchell, reporter with *The News-Gazette*, was in attendance.

Call to Order

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

Comments from the Public

Ms. Carolyn Helton addressed the Board relating to an incident that occurred with ducks at Prairie Farm (Farm). She expressed concern regarding the care of the animals at the Farm, whether it was appropriate to have animals at the facility, and what type of security is available to ensure the safety of the animals. Ms. Helton stated that she would like to be invited to help staff generate ideas for improvements to the Farm. Mr. DeLuce reported that staff is working on a master plan for the Farm. He stated that staff will keep Ms. Helton informed of future plans.

Communications

President Hays circulated the communications.

Treasurer's Report

Treasurer Lawson reviewed the Treasurer's Report for the month of May 2019 and reported it to be in appropriate order.

Commissioner Solon made a motion to accept the Treasurer's Report for the month of May 2019. The motion was seconded by Commissioner McMahon. The motion passed 5-0.

Executive Director's Report

General Announcements

Mr. DeLuce reported that the project updates report along with a list of change orders for ongoing projects was distributed to the Board. He updated on upcoming events including the Juneteenth Celebration on June 15, 2019 from 12 to 3 p.m.; a concert and ribbon-cutting ceremony at Commissioners Park on June 16, 2019 at 6 p.m.; and the July 4th Freedom Celebration parade. Mr. DeLuce reported that Chelsea Norton, Marketing and Communications Director, has returned to work from being on maternity leave.

Committee and Liaison Reports

Champaign Parks Foundation

There was no report from Commissioner Miller.

Report of Officers

Attorney's Report

Attorney Hall reported that the contract for sale of Lot 173 at The Trails of Abbey Fields has been signed by the buyer. After it is signed by President Hays, Attorney Hall will schedule a closing date. He also reported

about revisions that were made to the donation agreement with The Carle Foundation involving Martens Center. Mr. DeLuce stated that the agreement was sent to the Board for feedback before it is forwarded to Carle for review. Discussion ensued. Commissioner Kuhl inquired about the proceeds from the sale of Lot 173. Attorney Hall stating that nothing specific has been decided, however, proceeds from past transactions have been designated for the land acquisition fund.

After discussion regarding allocation of the proceeds, it was the consensus of the Board that this matter be presented to the Board at a future date for formal action.

President's Report

President Hays stated items will be discussed in closed session.

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 Executive Session, April 10, 2019
2. Approval of Minutes of the Special Board Meeting, April 24, 2019
3. Approval of Minutes of the Executive Session, April 24, 2019
4. Approval of Minutes of the Annual and Regular Board Meetings, May 8, 2019
5. Approval of Minutes of the Executive Session, May 8, 2019
6. Approval of Minutes of the Special Board Meeting, May 22, 2019

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

New Business

Approval of Disbursements as of May 8, 2018

President Hays reported that staff recommended approval of the list of disbursements for the period beginning May 8, 2019 and ending June 11, 2019.

Commissioner Solon made a motion to approve the list of disbursements for the period beginning May 8, 2019 and ending June 11, 2019. The motion was seconded by Commissioner. The motion passed 5-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner McMahan – yes, Vice President Miller – yes; President Hays – yes; and Commissioner Kuhl – yes.

Approval of Setting a Public Hearing on the Budget and Appropriation Ordinance

President Hays reported that staff recommends approval of setting a public hearing on the budget and appropriation ordinance.

Commissioner Kuhl made a motion to approve setting a public hearing on the proposed budget and appropriation ordinance for Wednesday, July 24, 2019 at 5:30 p.m. at the Bresnan Meeting Center and to receive public comments. Ordinance No. 636, the proposed Budget and Appropriation Ordinance, is available at the Bresnan Meeting Center for public review. The motion was seconded by Vice President Miller. The motion passed 5-0.

Approval of a Bid for Virginia Theatre Intelligent Lighting Equipment

Mr. Bentz presented the report. He stated that the Board authorized staff to apply for a \$100,000 grant with a \$50,000 matching grant through the State of Illinois Tourism Attraction Grant Program to purchase intelligent lighting equipment for the Virginia Theatre. Mr. Bentz reported that an invitation to bid for the lights was let. He stated that staff recommends accepting the lowest bid and authorize the Executive Director to enter into a contract with the lowest responsible bidder, Clearwing Productions, Inc., in the amount of \$65,321.31 for the purchase of lighting equipment for the Virginia Theatre. The State of Illinois will reimburse one half of the total amount. Discussion ensued about checking references on the proposed lowest bidder. Mr. Bentz reported that staff has worked with this company in the past.

Mr. Bentz stated that the bid came in lower than the expenditure that the Board authorized to be matched by the state. He reported that the State of Illinois has indicated if the Park District expends additional funds up to the \$100,000 amount, the State would match the funds. Mr. Bentz explained the items that were specified in the bid and the benefits of purchasing additional lights. Discussion ensued about whether bidding the items was required. Ms. Harvey stated that a bid would be required for items costing more than \$20,000. Discussion of this matter will continue under old business.

Commissioner Solon made a motion to accept the bid and authorizing the Executive Director to enter into a contract with the lowest responsible bidder, Clearwing Productions, Inc., in the amount of \$65,321.31 for the purchase of lighting equipment for the Virginia Theatre. The motion was seconded by Commissioner Kuhl. The motion passed 5-0.

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

Mr. DeLuce presented the report and asked for questions. Discussion ensued about the parties' responsibilities and maintenance of trees at Carle at the Fields. Commissioner Solon expressed concern about the number of trees the Park District will become responsible for. Mr. DeLuce stated that responsibilities of the parties will be reviewed at the end of the two year agreement.

Commissioner Solon made a motion to approve an Agreement between The Carle Foundation to maintain a portion of the Carle at the Field trail system. The motion was seconded by Commissioner Kuhl. The motion passed 5-0.

Approval of Ratification of an Application for Private Fire Service for the Operations Facility Project

Mr. Olson presented the report. Discussion ensued about the monthly fee for the water meter.

Commissioner Kuhl made a motion to approve the ratification of the Application for Private Fire Service for the Operations facility project. The motion was seconded by Vice President Miller. The motion passed 5-0.

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

Commissioner Kuhl made a motion to waive the Park District's formal bidding process and approved the purchase through the Joint Purchasing Program of one (1) Ford F-150 truck for the Operations Department from Morrow Brothers in the amount of \$27,710.00. The motion was seconded by Vice President Miller. The motion passed 5-0.

Approval of Ordinance No. 637: Declaring Personal Property as Surplus

Vice President Miller made a motion to approve Ordinance No.637, an ordinance providing for the disposal of personal property owned by the Champaign Park District of Champaign County, which will allow for the disposal of one (1) 1999 Dodge Ram, regular cab truck with 51,800 miles. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Old Business

Continuation of Discussion of a Bid for Virginia Theatre Intelligent Lighting Equipment

Mr. Bentz reiterated that the bid received was lower than expected leaving approximately \$15,000 (local match share) of unclaimed funds from the grant process. He reported that if the Park District pursued the remaining full grant amount to arrive at the \$100,000 grant would require an additional bid. All the reporting has to be sent to the State before the end of its fiscal year, June 30. Mr. Bentz reported that staff is interested in purchasing items below the bid threshold. Discussion ensued. Attorney Hall reported that during his discussion with staff relating to this matter, he discussed requesting from the state permission to proceed with the purchase of some additional lights using the remaining funds separate from the contract award, but without reaching the amount that would require further bidding. There was further discussion about expanding the lighting package. There was no objection from the Board with staff proceeding with a purchase below the Park Districts bid threshold.

Discussion Items

FY20 Annual Operating Budget

Mr. DeLuce updated the Board about the process staff used to compile the budget. He reported that the majority of the budgeted items only increased by 3%. Otherwise, an explanation is provided for items that

increased more. Mr. DeLuce asked the Board to review the proposed budget and follow up with staff with any questions or comments.

Ms. Wallace reported that the reason for the increase in the telecommunications expenses were inadvertently omitted from the budget. She stated that the increase is associated with installing fiber in certain parks in accordance with the agreement with i3. Ms. Wallace asked the Board to let her know if they have any questions or comments. Ms. Wallace reported that staff is learning a new software to make preparing the budget easier. Discussion ensued. Commissioner Kuhl thanked staff for adding the adding percentages to the budget items. She stated that it is very beneficial.

Discussion ensued. It was decided that questions and comments from the Board be submitted to staff by end of day June 19th to allow staff time to provide responses for the June 26th Special meeting.

Comments from Commissioners

Commissioner McMahon stated that he is enjoying the softball field and new lighting at Dodds Park.

Commissioner Solon commented on the students enjoying the splash pad at Hessel Park on Friday before Memorial Day after the water was turned on. She commented about the excitement of children. Commissioner Solon reported that her daughter, grandson, and son-in-law visited a few parks and the Leonhard Recreation Center and stated that the parks were great.

President Hays reported that his wife appreciates the Walk the River program at the Aquatic Center. He updated the Board on his use of the fitness room at the Leonhard Recreation Center and complimented the staff on their customer service.

Executive Session

Vice President Miller moved as set forth below to convene into Executive Session. The motion was seconded by Commissioner Solon. The motion passed 5-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner McMahon – yes; Vice President Miller – 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)(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; (c)(2) collective negotiating matters involving the public body; and (c)(6) 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.

Action Items from Executive Session

Approval of Wage Increase for the Executive Director for FY20

Vice President Miller made a motion to approve a three and one quarter percent (3.25%) compensation increase retroactive to May 1, 2019 (commencement of the fiscal year) equating to a salary of \$137,916.19 for the Executive Director. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Adjourn

There being no further business to come before the Board, Vice President Miller made a motion to adjourn the meeting. The motion was seconded by Commissioner McMahon. The motion passed 5-0 and the meeting was adjourned at 8:37 p.m.

Approved

Craig W. Hays, President

Cindy Harvey, Secretary