

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

**July 10, 2019**

The Champaign Park District Board of Commissioners held a Regular Board on Wednesday, July 10, 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. McMahon, Treasurer Donna Lawson and Attorney Guy Hall.

Staff Present: Cindy Harvey, Assistant to the Executive Director/Board Secretary, Andrea Wallace, Director of Finance, Dan Olson, Director of Operations, Andrew Weiss, Director of Planning, and Bridgette Moen, Park Planner.

Tim Mitchell, reporter with *The News-Gazette*, and Cara Finnegan, representative of the League of Women Voters of Champaign Count were in attendance.

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

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

**Executive Director's Report**

General Announcements

Emma Cottrell, intern at Sholem Aquatic Center, introduced herself to the Board.

Ms. Harvey distributed a list of project updates along with an updated list of changes order to the Operations Facility project to the Board. She also reported that Streetfest is July 13, 2019 in downtown Champaign and encouraged the Board to attend and enjoy the event.

**Committee and Liaison Reports**

Champaign Parks Foundation

Commissioner Miller reported that the Foundation Board did not have a meeting in July.

## **Report of Officers**

### Attorney's Report

#### Ordinance No.638

Mr. Hall reported that Ordinance No. 638 is to annex (1) the Roby Trail and (2) the Gateway Exchange Annexation Agreement regarding property near South Duncan and West Curtis Roads. He recommended approval of Ordinance No. 638. Discussion ensued about the delay in annexing the Roby Trail property.

Commissioner Solon made a motion to approve Ordinance No. 638, annexing Territory Pursuant to Petition (1811 Scottsdale Drive, Champaign, Illinois – Roby Trail Annexation and 3607 South Duncan Road, Champaign, Illinois – Gateway Exchange Annexation Agreement). The motion was seconded by Vice President Miller. The motion passed 5-0.

### President's Report

President Hays reported that Executive Director DeLuce was home and recovering well from a procedure.

### **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, June 12, 2019
2. Approval of Minute of the Executive Session, June 12, 2019
3. Approval of a Donation Agreement between The Carle Foundation and the Champaign Park District

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

### **New Business**

#### Approval of Disbursements as of June 12, 2019

Staff recommends approval of the list of disbursements for the period beginning June 12, 2019 and ending July 9, 2019.

Commissioner McMahan made a motion to approve the list of disbursements for the period beginning June 12, 2019 and ending July 9, 2019. The motion was seconded by Vice President Miller. 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 Bid for Asbestos Abatement of Flooring at the Douglass Annex

Mr. Olson presented the report. He reminded the Board that replacement of the flooring at the Douglass Annex was scheduled for last year. However, during testing asbestos was located and need to be abated before replacement of the flooring can occur. Discussion ensued about the budget for abatement and flooring replacement. Mr. Olson reported that the quote received for asbestos abatement was considerably higher than the lowest bid amount. Staff reported Kam Services had performed work at the Virginia Theatre. Staff recommends accepting the lowest responsible bid for asbestos removal from Kam Services and authorizing the Executive Director to enter into a contract.

Commissioner Solon made a motion to accept the lowest responsible bid for asbestos removal at the Douglass Annex from Kam Services in the amount of \$15,310 and authorize the Executive Director to enter into a contract for this work. The motion was seconded by Vice President Miller. The motion passed 5-0.

#### Approval of Bid to Purchase LED Light Fixtures for the Lindsey Tennis Courts

Mr. Olson presented the report. He reported that improvements are being made to several of the Park District's outdoor areas. Mr. Olson reported that four bids were received, two of which did not meet the bid specifications. He discussed the scope of work for the project, including that the lights will be installed in-house. Discussion ensued regarding possible cost savings. Staff recommends accepting the lowest responsible bid from LED Lighting Wholesale, Inc. and authorizing the Executive Director to make the purchase.

Commissioner Kuhl made a motion to accept the lowest responsible bid from LED Lighting Wholesale, Inc. in the amount of \$100,793.28 and authorize the Executive Director to make the purchase. The motion was seconded by Vice President Miller. The motion passed 5-0.

#### Approval of Bid to Purchase Morrissey Park Playground Equipment

Ms. Moen presented the report. She indicated that the playground is scheduled for replacement schedule this year and will be installed by in-house staff. The playground will include structures for 2 to 5 year olds, 5 to 12 year olds, canopy structures, and three bays of swings. Ms. Moen discussed the bidding process for the playground. She stated that eight bids were received with one being nonresponsive. The lowest bid is from All Inclusive Rec for a total of \$43,273.05.

Discussion ensued. Commissioner Kuhl stated that it's a misnomer to refer to the amount of remaining funds because there are supplies and labor cost associated with installing the playground in-house. Ms. Moen responded that the total amount budgeted allows for the flexibility of bidding out the installation. Commissioner Solon stated that it would be useful to identify and calculate the total cost of man hours for the project whether it is installed by staff or an outside vendor. Commissioner Kuhl discussed establishing parameters for playground budgets based on the size of the park. She also expressed concern about the timeframe for installing Henry Michael Park and the impact that installing in-house has on the constituents. President Hays questioned whether installation of playgrounds by staff was a timing issue. He also concurred with the need to allocate total funds to be able to compare annually. Ms. Moen reported that staff has designed a maximum amount to purchase playground equipment for neighborhood parks. She also discussed the cost of installation for playgrounds.

Commissioner Solon made a motion to accept the bid to purchase Morrissey Park playground equipment from All Inclusive Rec for a total of \$43,273.05 and authorized the Executive Director to make the purchase. The motion was seconded by Commissioner Kuhl. The motion passed 5-0.

#### Approval of a Resolution Authorizing Change Order Nos. 1, 2, & 3 to the Heritage Park Phase I Project

Mr. Weiss presented the report. He discussed the scope of the project after approval of the change orders. Change Order 1 is for earthwork at an increase in cost of \$23,475.50; Change Order 2 is for additional walking path at an increase in cost of \$10,955.00; and Change Order 3 is for elimination of turbidity curtain at a decrease in cost of \$14,140.00. The change in scope of work will extend the timeframe of completion of the project to December 15, 2019. Mr. Weiss reported that the Park District purchased a two year warranty on the landscape work.

Commissioner Kuhl made a motion to approve a resolution authorizing Change Orders Nos. 1, 2 and 3 to the Heritage Park Phase I contract for earthwork at an increase in cost of \$23,475.50; additional walking path at an increase in cost of \$10,955.00; and elimination of turbidity curtain at a decrease in cost of \$14,140.00 as this work is germane to the original project, unforeseen at the time the contract originated, and in the best interest of the Park District. The motion was seconded by Commissioner Solon. The motion passed 5-0.

#### Approval of Acceptance of GASB 75 Actuarial Valuation Report for FYE Ending April 30, 2019

Ms. Wallace presented the report. She indicated that the report is required under governmental accounting standards GASB No. 75 Accounting and Financial Reporting for Postemployment Benefits Other than Pensions because the Park District is a member of the Illinois Municipal Retirement Fund (IMRF). Ms. Wallace discussed the financial impact in relation to health insurance offered to retirees and spouses upon retirement from the Park District. Discussion ensued about the cost to have the

report completed, impact of laws on other benefits, cost to retirees, and timeframe for spouses to sign up for and receive benefits.

Commissioner Kuhl made motion to accept the GASB 75 Actuarial Valuation Report for FYE ending April 30, 219 as presented by NyHart. The motion was seconded by Commissioner Solon. The motion passed 5-0.

#### Approval of a Resolution Authorizing the Destruction of Recordings of Executive Sessions

Ms. Harvey presented the report. She stated that this is an annual housekeeping matter. Staff recommends approval of a resolution authorizing the destruction of recordings of executive sessions.

Commissioner Solon made a motion to approve a resolution authorizing, approving and ordering the destruction of the verbatim audio records of the following executive session meetings: December 14, 2016; January 11, 2017; February 8 & 22, 2017; March 8, 2017; April 12 & 26, 2017; May 10 & 24, 2017; June 14 & 26, 2017; July 12 & 26, 2017; August 9 & 23, 2017; September 13, 2017; October 11, 2017; November 8, 2017; and December 13, 2017. The motion was seconded by Vice President Miller. The motion passed 5-0.

#### **Old Business**

None.

#### **Discussion Items**

##### Proposed OSLAD Grant Project

Mr. Moen presented the report. She discussed the prior decision to pursue an OSLAD grant application for Prairie Farm. She reported that staff discussed the proposed project with the Illinois Department of Natural Resources (IDNR) representative and learned that the OSLAD restrictions for Prairie Farm would affect the general intent for the improvement of the Farm. Ms. Moen stated that staff will present three alternate site and the proposed scope of improvements for each. She reported that if awarded the OSLAD grant, the funds will be received up front and the Park District will have two years to complete the improvements. However, no extension of time will be allowed. Ms. Moen presented the scope of improvements, estimated cost, and pros and cons of improvements for Dodds Park, Spalding Park, and Heritage Park. Discussion ensued about possible improvements to Spalding Park, possible project completion date, submittal and award date of OSLAD grant. There was discussion about the park that will impact the most people and the OSLAD point system for awarding grants.

Discussion ensued about the extent of Unit 4's commitment to construct tennis courts at Spalding Park, including the paths and lights in the grant application and using remaining funds for improvements to Prairie Farm. Staff expressed concern with lack of accessible path to the playground. Commissioner Kuhl expressed a desire to see all elements of Heritage Park prior to submitting a grant application for it.

It was the consensus of the Board to submit an OSLAD grant application for improvements to Spalding Park, including the path and lights, and Heritage Park as a backup plan, if needed.

##### FY20 Annual Operating Budget

President Hays updated the Board on meeting with Ms. Wallace. He stated that Ms. Wallace provided responses to questions from the Board. President Hays asked if there were any objections to presenting the budget and appropriation ordinance to the Board for approval at the July 24, 2019 special meeting. There were no objections from the Board.

#### **Comments from Commissioners**

Commissioner Solon and Vice President Miller reported that participating in the 4<sup>th</sup> of July Parade was fun. Commissioner Kuhl commented that the candy at the Parade was good.

**Executive Session**

Commissioner Solon moved upon the bases set forth below to convene into Executive Session. 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 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)(2) collective negotiating matters involving the public body and (c)(21) for the discussion of minutes of meetings lawfully closed under this Act, whether for purpose 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 ACTION ITEM**

Approval to Make Available for Public Viewing Executive Session Minutes

Commissioner Solon made a motion to approve making available for public viewing partial minutes from the Executive Session meeting of February 13, 2019. The motion was seconded by Commissioner Miller. The motion passed 5-0.

**Adjourn**

There being no further business to come before the Board, Commissioner McMahon made a motion to adjourn the meeting. The motion was seconded by Vice President Miller. The motion passed 5-0 and the meeting was adjourned at 8:10 p.m.

Approved

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Craig W. Hays, President

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Cindy Harvey, Secretary