

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

August 14, 2019

The Champaign Park District Board of Commissioners held a Regular Board on Wednesday, August 14, 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, as well as Treasurer Donna Lawson.

Absent: 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, Andrew Weiss, Director of Planning, and Steven Bentz, Director of the Virginia Theatre.

Jeanette Donaldson, Champaign resident, Jean Flood, representative of League of Women's Voters of Champaign County, and husband, Richard Flood, 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

There were no communications.

Treasurer's Report

Treasurer Lawson reviewed the Treasurer's Report for the month of July 2019 and reported it to be in appropriate order. Discussion ensued regarding the amount of property tax funds received to date.

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

Executive Director's Report

General Announcements

Mr. DeLuce reported that he distributed the list of project updates to the Board. He stated that staff is updating the Strategic Plan with information from the first quarter of the fiscal year and will forward it to the Board at a later date. Mr. DeLuce reminded the Board that the Taste of Champaign will be held on August 16 & 17, 2019. He reported that Champaign-Urbana Days and Henry Michael Park grand opening went well. Mr. DeLuce stated that President Hays attended the Henry Michael Park dedication on August 11, 2019, and that Mr. Dan Hamelburg spoke at the event. He reported that the Park District received a \$200,000 grant for the Greenbelt Bikeway Trail.

Committee and Liaison Reports

Champaign Parks Foundation

Commissioner Miller reported that at its August 12, 2019 meeting, the Foundation Board awarded \$18,000 to the Virginia Theatre to purchase a communication system. He stated that the communication system will help the staff produce large shows and national acts. Vice President Miller also reported that the Foundation Board received a \$41,000 donation from Dr. Donna de Camara to

purchase equipment for the dance arts program. The first item purchased was a 65:InFocus Mondopad Ultra 4k touch display and associated equipment. He stated that the Board is very excited about the donation.

Report of Officers

Attorney's Report

None.

President's Report

President Hays thanked Commissioner Solon, Joe DeLuce, Dan Olson, Chelsea Norton, and Zoe Southlynn-Savage for attending the Henry Michael Park dedication. He reported that there was an excellent attendance by the neighbors. Mr. Hamelburg shared the history of the naming of the park to the attendees.

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 Special Board Meeting, June 26, 2019
2. Approval of Minutes of the Executive Session, June 26, 2019
3. Approval of Minutes of the Regular Board Meeting, July 10, 2019
4. Approval of Minutes of the Executive Session, July 10, 2019
5. Approval of an ADA Grievance Procedure, Self-Evaluation Procedure and a revised Americans with Disabilities Act Program Statement

Commissioner Solon made a motion to approve the Consent Agenda Items 2, 4, and 5. Items 1 & 3 will be presented at a future meeting. The motion was seconded by Vice President Miller. The motion passed 5-0.

New Business

Approval of Disbursements as of July 10, 2019

Staff recommends approval of the list of disbursements for the period beginning July 10, 2019 and ending August 13, 2019.

Commissioner Solon asked if staff had determined why the water usage at the Douglass Park splashpad was much higher than the Hessel Park splashpad usage. Mr. Olson stated that there is more use of the Douglass Park splashpad and the fixtures are different in that they pump out more water. Commissioner Solon asked if there was any way to retrofit the Douglass Park splashpad to use less water. Mr. Weiss stated staff could follow up with the manufacturer to see if that was possible.

Vice President Miller made a motion to approve the list of disbursements for the period beginning July 10, 2019 and ending August 13, 2019. The motion was seconded by Commissioner 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 – yes.

Approval of a Request for Proposal (RFP) to Sell Alcohol Beverages at Virginia Theatre

Mr. Bentz presented the report. He reported that RFPs were solicited to sell alcohol beverages at the Virginia Theatre in July 2019. Mr. Bentz stated that one response was received from Carbri, Inc., doing business as Farren's Pub & Eatery, and that staff recommends entering into a contract with Farren's.

Commissioner Kuhl made a motion to accept the RFP from Carbri, Inc., doing business as Farren's Pub & Eatery, to provide a selection of beer, wine, and other types of alcoholic beverages at the Virginia

Theatre for suitable events, and authorizing the Executive Director to execute an agreement, commencing September 13, 2019 and ending September 12, 2020 with the option to renew for one (1) additional year. The motion was seconded by Vice President Miller. The motion passed 5-0.

Approval of a Bid for Janitorial Services at the Dodds Tennis Center

Mr. DeLuce presented the report. He stated that the lowest bid was received from ESS Clean, Inc. and that staff recommended entering into a contract for two (2) years with the option to renew for one (1) additional year. Discussion ensued. Commissioner Kuhl expressed her appreciation for the way the memorandum was written which included the information from previous years. She thanked staff for their efforts and encouraged staff to include past information in future memorandums.

Commissioner Kuhl made a motion to accept the Base Bid and Alternate 1 Carpet Cleaning, Alternate 1 Fabric Covered Furniture Cleaning and Alternate 1 West Wall Dusting and authorize the Executive Director to execute a two (2) year contract with the option to renew for one (1) additional year with ESS Clean, Inc. in the annual base bid amount \$21,130.00 with Alternate 1 Carpet Cleaning of \$175.00, Alternate 1 Fabric Covered Furniture Cleaning of \$175.00 and Alternate 1 West Wall Dusting of \$150.00 for a total of \$20,630.00. Also accepting and approving Alternate 2 Additional Services Rate of \$20.00/hour on an as needed basis. The motion was seconded by Vice President Miller. The motion passed 5-0.

Approval of an Agreement with the Public Art League (PAL) for Temporary Display of Artwork

Mr. DeLuce presented the report. He discussed the revisions to the agreement and recommended approval.

Commissioner Kuhl made a motion to approve an Agreement with PAL for temporary display of artwork for a period of three (3) years and authorizing the Executive Director to execute the agreement. The motion was seconded by Vice President Miller. The motion passed 5-0.

Approval of a Resolution Authorizing Change Order Nos. 11, 12, & 13 to the Operations Shop Expansion Contract

Mr. Olson presented the report. He reported change order 11 involves regrading work, change order 12 adds new downspouts and piping; and change order 13 replaces a water line to Dexter Field; Discussion ensued regarding the underground drain and the ability to access it if there is ever a need.

Vice President Miller made a motion to approve a resolution authorizing Change Order Nos. 11, 12 and 13 to the Operations Shop Expansion contract as follows: Change Order No. 11 - asphalt replacement and grade work at a cost of \$13,037.76; Change Order No. 12 - the addition of six (6) new downspouts and piping at a cost of \$5,196.10; and Change Order No. 13 – replacement of a water line to the Dexter Field water fountain at a cost of \$5,352.48 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 McMahon. The motion passed 5-0.

Approval of a Resolution Authorizing Change Order No. 14 to the Operations Shop Expansion Contract

Mr. Olson presented the report. He reported that this is an owner requested change order to replace a section of existing asphalt parking lot that is in poor condition. Mr. DeLuce stated that with this change the project will be close to the maximum budget. Discussion ensued about the possibility of additional change orders. President Hays stated that the area should have been included in the bid and is in need of replacement. Mr. Olson discussed the scope of work for the concrete replacement.

Commissioner Solon made a motion to approve a resolution authorizing Change Order No. 14 for the Operations Shop Expansion contract for removal of an asphalt parking area and concrete replacement for \$52,971.84 as this work is germane to the original contract and in the best interest of the Park District. The motion was seconded by Vice President Miller. The motion passed 5-0.

Approval of an Ordinance Declaring Personal Property as Surplus

Mr. Olson presented the report. He indicated that the Park District owns the topsoil at Toalson Park. Mr. Olson stated that he has been directed by Mr. DeLuce to remove the topsoil and declaring it as surplus will allow this to happen. Discussion ensued. Mr. Olson stated that the Urbana Park District will remove the topsoil for its use, grade the area and seed it. Commissioner Kuhl commented that the manner in which the topsoil is being removed works in the Park District's favor, however staff should make sure to be mindful of dates in agreements in future.

Vice President Miller made a motion to adopt Ordinance No.639, 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 1,200 cubic yards of topsoil stockpiled at Toalson Park. The motion was seconded by Commissioner McMahon. The motion passed 5-0.

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

Mr. Olson represented the report. He discussed the initial bid of this item. The distributor informed the Park District that the apparent lowest bidder, LED Lighting Wholesale, Inc., did not have the authority to bid on the light fixtures in this geographic area and cannot fulfill the order. Mr. Olson stated that as a result, staff is requesting approval to award the bid to the second lowest bidder, Tepper Electric. Discussion ensued. Commissioner Solon asked if the Park District had received this information in writing. Mr. DeLuce reported that the Park District received a letter in writing and a commitment from the distributor to honor the lowest bidder's price through Tepper Electric. The lights will be installed in-house by staff.

Commissioner Solon made a motion to approve rescission of the award of the LED Lighting Wholesale, Inc. for LED light fixtures for the Lindsay Tennis Courts, accept the responsible bid from Tepper Electric in the amount of \$110,176.28, and authorize the Executive Director to make the purchase. The motion was seconded by Vice President Miller. The motion passed 5-0.

Old Business

None.

Discussion Items

Applewood Valley Development

Mr. Weiss presented the report. He stated that in 2009 the Park District entered into a memorandum of understanding (MOU) with Hallbeck Homes addressing a park land for a park in the Applewood Valley development. He showed the Applewood Valley development on a map and indicated that parts have been annexed and other parts have not. Mr. Weiss reported that the developer is interested in making changes to the original design of the development. Staff decided that this a good time to remind the Board of the MOU addressing a proposed 3.8 acre park parcel. Mr. Weiss stated that no action is needed at this time. Discussion ensued about whether the Park District was bound by the MOU. Mr. Weiss stated that the Park District will be required to make a decision during the preliminary plat. Mr. DeLuce stated that staff will stay abreast of the Applewood Valley development and keep the Board informed.

Comments from Commissioners

Commissioner Solon thanked the staff for cleaning up after the rental in Noel Park. The Noel Park neighbors appreciated it. She reported about her participation in the Longest Table event on August 12, 2019. She stated that one of the questions addressed visitors from out of town and come of the things you heard about the community. People comment on the parks. She also noted thoughts about what could we do as a community to improve and responses were adding bike and walking paths, as well as an indoor swimming pool. Commissioner Solon stated that connecting Kaufman with Heritage Parks would be a huge asset. She also reported that people would like to see more classes on healthy lifestyles.

Mr. DeLuce reported that Tammy Hoggatt, Director of HR, IT & Risk, attended the event and that her group would like the Park District to focus on offering more family events.

Vice President Miller noted that setup is underway for Taste of Champaign-Urbana, and he hopes it is a great event with great food.

President Hays reported about comments he received from people about the beauty of Park District flowers. He want staff to know that their efforts are very much appreciated.

Executive Session

Commissioner Kuhl moved pursuant to the bases set forth below to convene into Executive Session. 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 Miller – yes; Vice President McMahon – yes; President Hays – yes; and Commissioner Kuhl – yes. 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)(5) for the purchase or lease of real property for the use of the public body including meetings held for the purpose of discussing whether a particular parcel should be acquired; 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.

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 8:09 p.m.

Approved

Craig W. Hays, President

Cindy Harvey, Secretary