

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

December 11, 2019

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, December 11, 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 hearing.

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

Absent: Vice President Kevin Miller

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, Jimmy Gleason, Director of Revenue Facilities, Chelsea Norton, Marketing and Communications Director, and Andrew Weiss, Director of Planning.

Other staff in attendance were Bridgette Moen, Park Planner, Allison Williams, Coordinator, Zoe Southlynn-Savage, Special Events Manager, Melanie Kahler, Springer Center Manager, and Cody Evans, Leonard Recreation Facility Manager.

Call to Order

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

Comments from the Public

There were no comments from the public.

Communications

President Hays circulated the communications.

Treasurer's Report

Treasurer Lawson presented the Treasurer's Report for the month of November 2019. She stated the Park District's finances have been reviewed and found to be in appropriate order.

Commissioner Solon made a motion to accept the Treasurer's Report for the month of November 2019. The motion was seconded by Commissioner McMahon. The motion passed 4-0.

Executive Director's Report

General Announcements

Mr. DeLuce distributed a list of project updates and an updated timeline for the Martens Center. He stated that he will follow up with RATIO regarding the proposed timeline for the project. The architect is beginning the final design phase of the Center.

Committee and Liaison Reports

Champaign Parks Foundation

In Commissioner Miller's absence, President Hays reminded everyone that Ties and Tennies will be held January 9, 2020 from 5 p.m. to 8 p.m. at the Virginia Theatre. Tickets are \$50 per person. Treasurer Lawson reported that a number of sponsors are participating this year.

Report of Officers

Attorney's Report

None.

President's Report

President Hays reported that Mr. DeLuce will be sending out a questionnaire before the end of the year to gather feedback on the positive and negative happenings at the Park District.

Consent Agenda

President Hays stated that all items on the Consent Agenda are considered routine and shall be acted upon by one motion. President Hays reported that Consent Agenda Item 6 is being removing and shall be discussed separately.

1. Approval of Minutes of the Public Hearing and the Regular Board Meeting, October 9, 2019
2. Approval of Minutes of the Special Board Meeting, October 23, 2019
3. Approval of the Minutes of the Regular Board Meeting, November 13, 2019
4. Approval of the Minutes of the Special Board Meeting, November 25, 2019
5. Approval of a Donation Agreement between the Park District and OSF Healthcare System, OSF Healthcare Heart of Mary Medical Center as it relates to the Martens Center

Commissioner Kuhl made a motion to approve Consent Agenda Items 1 through 5. The motion was seconded by Solon. The motion passed 4-0.

6. Approval of Change Order No. 1 for the Zahnd Park Accessible Path Project for \$12,712.79 credit

President Hays reported that staff is seeking approval of a resolution authorizing Change Order No. 1 for Zahnd Park Accessible Path project for \$12,712.79 credit. Discussion ensued about the reason for the resolution for this item. Mr. DeLuce stated that written documentation is needed for changes orders \$10,000 or more.

Commissioner Kuhl made a motion to approve a Resolution authorizing Change Order No. 1 for Zahnd Park Accessible Path project for \$12,712.79 credit. The motion was seconded by Commissioner Solon. The motion passed 4-0.

New Business

Approval of Disbursements as of November 13, 2019

Staff recommended approval of disbursements for the period beginning November 13, 2019 and ending December 10, 2019.

Commissioner Solon made a motion to approve the list of disbursements for the period beginning November 13, 2019 and ending December 10, 2019. The motion was seconded by Commissioner McMahon. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner McMahon – yes; President Hays – yes; and Commissioner Kuhl – yes. The motion passed 4-0.

Approval of Naming the Education Wing at the new Martens Center

Mr. DeLuce presented the report. He reported that Development Director Laura Auteberry has been working with an anonymous donor who made a sizeable donation to the Martens Center for an education wing to be named after an educator who taught in our community schools. A community survey was conducted with few responses. Staff was contacted by the donor about the story that appeared in The News-Gazette about the passing of Ms. Teretha Johnson, an African-American former teacher, who helped integrate Champaign public schools. The donor and family believe that Ms.

Johnson would be an ideal candidate to name the education wing. Staff would like Board approval to meet with the Johnson family to determine if there is interest in naming the center after Ms. Johnson.

Commissioner Kuhl made a motion to allow staff to follow up with the Ms. Johnson's family to request their approval to name the Education Wing at the new Martens Center the Teretha Johnson Education Wing. The motion was seconded by Commissioner Solon. The motion passed 4-0.

Bids for 2020 Bedding Plants

Mr. Olson presented the report. Discussion ensued about the number of flats. Mr. Olson reported that the number of beds remains consistent. The decrease in flats is due to extra spacing and decrease in size of park flower beds.

Commissioner Solon made a motion to accept the bids and authorize the Executive Director to execute contracts to purchase 2020 bedding plants for each order to the respective lowest responsible bidders as follows: Park Program Order with 2,313 flats to Ropp's Flower Factory for a total of \$47,994 and Flower Island Order with 2,118 flats to Connie's Country Greenhouse for a total of \$45,968. The motion was seconded Commissioner McMahon. The motion passed 4-0.

Approval to Apply for the 2019 Park and Recreational Facility Construction Act (PARC) Grant

Mr. DeLuce presented the report. He reported that the Illinois Department of Natural Resources (IDNR) has released information regarding the Park and Recreational Facility Construction Act (PARC) Grant. The funds available are limited. Staff followed up INDR staff about the proposed plans for the Martens Center. The square footage for the Regional Planning Commission will be excluded from the grant development plan because pre-school and daycare facilities are ineligible for assistance. He reported that the Park District can apply for up to \$2.5M. The grant is due by January 21, 2020 and award recipients will probably not be announced until May or June. Mr. DeLuce discussed the pros and cons or apply for the grant. He reported that staff recommends apply for the maximum of a \$2.5M grant. Discussion ensued about the proposed head start program.

Commissioner Kuhl made a motion to approve to applying for a \$2.5M PARC Grant for the Martens Center, and approving the *PARC Grant Program Resolution of Authorization* for submission to the Illinois Department of Natural Resources (IDNR) by January 21, 2020. The motion was seconded by Commissioner Solon. The motion passed 4-0.

Approval of a Central Parks App Hosting and Support Agreement with Links Technology Solutions, Inc.

Ms. Norton presented the report. She reported that an app for the Park District is currently in development. Ms. Norton stated that the proposed agreement is for the maintenance, hosting and support of the app. Discussion ensued about ownership and copyright of information. Commissioner Solon inquired about the contents of the database. Ms. Norton stated that she was not sure, but will verify with Links. Mr. DeLuce reported that staff will follow up and suggested that this item be tabled until the next meeting.

Commissioner Solon made a motion to table approval of the Central Parks App Hosting and Support Agreement with Links Technology Solutions, Inc. The motion was seconded by Commissioner Kuhl. The motion passed 4-0.

Approval of an Amendment to an Agreement with BLDD for the Virginia Theatre Sound System

Mr. DeLuce presented the report. He discussed the history of the project and status of the grant awarded in 2014 but not received. Staff requested an amendment to the Professional Services Agreement with BLDD Architects for the Virginia Theatre sound system to proceed with design, bid, and construction work. Discussion ensued relating to the additional expense of the project.

Commissioner Kuhl made a motion to approve of an amendment to the Professional Services Agreement with BLDD Architects for the Virginia Theatre sound system to proceed with design, bid, and

construction work, and authorize the Executive Director to execute the agreement. The motion was seconded by Commissioner McMahon. The motion passed 4-0.

Approval of an Agreement with Architectural Expressions, LLP for The Bicentennial Center Project

Mr. Hall updated the Board on the proposed agreement between Park District and Architectural Expressions, LLP for the Bicentennial Center facility renovations project. He reported that he prepared an amendment to the agreement and forwarded it to Architectural Expressions for review and signature. Mr. Hall stated that Architectural Expressions have expressed concerns with certain language and is having the agreement reviewed by its legal counsel. Discussion ensued about the process for selecting the architect for the Bicentennial Center project. Mr. DeLuce stated that the majority of the firms the Park District have relationships with and effort is made to match the firms with the projects.

Commissioner Solon made a motion to table this item until a future meeting. The motion was seconded by Commissioner McMahon. The motion passed 4-0.

Attorney's Report

Attorney Hall updated the Board on the proposed agreement with Brorern Russo for construction manager of The Bicentennial Center project. Discussion ensued about how this firm was selected from the project. Mr. DeLuce reported that a RFP was sought from firms and through a selection committee made up of staff and Board members, Brorern Russo was selected from the project. Commissioner Kuhl noted that the Park District has never used a construction manager for a project. Discussion ensued about the pros and cons of using a construction manager for this project. Commissioner Kuhl noted that the Park District is ultimately the responsible party and that the agreement for architect and construction manager should be considered at the same meeting. President Hays discussed the rationale for using a construction manager for the project.

Old Business

None.

Discussion Items

Dodds 3-Plex Concession Study Report

Mr. DeLuce presented the report. He reported that staff worked with Reifsteck Reid & Company Architects to conduct a Dodds 3-plex Restroom Facility Study. Reifsteck developed four options: renovation of the existing facility; demolition of the existing building and replacing it with an all new facility; demolition of the existing building and replacing it with a prefabricated building; and demolition of the existing building and replacing it with an unmodified prefabricated building. Mr. DeLuce reviewed the cost estimates for each option. He reported that staff is seeking Board direction. Staff recommends renovating the building. Discussion ensued. Commissioner Kuhl questioned the cost effectiveness of having a concession at this site and inquired about the impact of the new laws relating to restrooms. Mr. DeLuce stated that staff was also considering vending machines. Commissioner Kuhl commented that she was supportive of vending machines. Ms. Moen reported that public single use restrooms would be included for all gender use. Attorney Hall noted the value of having staff on site in case of emergencies.

Mr. DeLuce reported that this project will be presented for consideration as part of the 2021 capital plan.

Prairie Farm Master Plan

Ms. Moen and Mr. Gleason presented the draft of the 2019 Prairie Farm (Farm) Master Plan. Ms. Moen address the plan to date and is seeking Board feedback. Ms. Moen reviewed the history of the Farm since it initial opening in 1966. She stated that major infrastructure improvements include the farmhouse in 1980 and the Betty Lou Jenkins memorial barn in 1997. Ms. Moen discussed the existing inventory which includes animals, playground, farmhouse, and two barn shelters. She reviewed the goals of the master plan, which involves engaging public through interactive programming; educating patrons in Midwest agriculture processes; entertaining patrons through unique experiences; and promoting

conservation with sustainable practices and more sustainable financial operational techniques. Ms. Moen reported main reason behind the master plan is because of the animal out-sourcing. She discussed the leasing arrangement for the animals. The animals are delivered to the Farm in the summers and picketed up in the fall. Ms. Moen reported that this agreement with the farmer to lease animals has been terminated for several reasons. She stated that staff plans to purchase animals and sell them in the fall. Benefits of purchasing animals include, having control over the quantity of the animals, type of animals, and more control over the initial health of animals acquiring. The proposed purchasing model will limit the type of species the Park District is able to acquire. Mr. DeLuce commented that staff felt that this was a beneficial time to consider other alternatives for animals at the Farm. Discussion ensued about the proposed plan to purchase and resell animals. Mr. Gleason reported that staff have researched this option along with cost associated with it. He also reported about options with the University of Illinois. Staff stated that a trailer would need to be purchased for transporting the animals. There was discussion about costs associated with staffing and transporting animals.

Commissioner McMahon commented that it was good idea and complimented staff members on their creative thinking. He stated that although there will be details to work out, it is a unique approach where there may be cost savings and concept is worth pursuing.

Ms. Moen noted that there may be other animal opportunities available in the future. She discussed trips to similar facilities that staff have examined for other options. Ms. Moen discussed types of animals that would be difficult to care for. She reported that due to the decrease in number of animals proposed, the craft and hay barns would be demolished as they would no longer be needed. Ms. Moen reviewed the elements of the proposed plan include, constructing a program barn with restrooms; increasing food production areas; program space; play zone; animal enclosures; farmhouse petting area; koi; and orchard.

Mr. Gleason reviewed proposed program changes including, expanding programming opportunities and season, and hosting more special events. He addressed the options for proposed programming during Farm open hours, expanding on birthday parties as well as other program opportunities. He discussed potential for revenue sources including, expanding rentals, concessions, and merchandise sales. Ms. Moen stated that staff welcome Board's feedback or questions regarding the proposed plan. Mr. DeLuce stated any improvements would be included in the capital plan and phased in over a few years. This will help staff guide optional future improvements and be included in capital program when they become a priority. Discussion ensued. Commissioner Kuhl encouraged adding heat in the proposed program barn. She stated that this is a great start with a lot of potential.

Commissioner Solon expressed concern about adding additional cost and encouraged staff to research whether it would be beneficial to house animals from April to October. She expressed concern about animals taking food to the pool. She encouraged staff to think through the plan and determine what is really feasible.

Commissioner McMahon complimented staff on doing a great job and putting a lot of thought into the plan. In his opinion the Farm has always been an underutilized asset. He thinks it is great for the community and an asset.

President Hays stated that the need for additional parking will need to be addressed. Ms. Moen discussed possible options for additional parking. President Hays also stated that additional security and Wi-Fi will need to be addressed. He expressed concern with purchasing a trailer and encouraged staff to research other options. Mr. DeLuce stated that staff will look at other options for a trailer. Discussion ensued. Staff reported that improved lighting and security was added during the past summer. Ms. Moen reported that staff will work with marketing staff to inform the public of any changes to the Farm.

Taste of C-U, Day Camp and Aquatics Reports

Mr. Jones introduced Zoe Southlynn-Savage and Melanie Kahler. Mr. DeLuce asked if there were any questions regarding the three reports. Discussion ensued about whether Taste would continue next year. Mr. Jones reported that the 50th Taste will be held in 2020 and reevaluated on whether it will continue after that. Discussion ensued. Commissioner Kuhl congratulated staff on holding Taste in 2019 with fewer volunteers than last year. President Hays addressed the original intent of Taste to raise funds for youth scholarships. He stated that staff should research the next signature event. Mr. Jones reported that staff is researching options for events. Commissioner McMahon expressed his concern about eliminating Taste since it draws significant number of attendees.

Ms. Southlynn-Savage reported that there were 26 food vendors, with the majority being food trucks. She expressed concern with attracting local food vendors.

Cody Evans introduced himself to the Board and announced his recently promotion as the Leonhard Recreation Center Facility Manager.

Discussion ensued about the day camp report. Commissioner Kuhl inquired about subsidizing CUSR day camp and the proposed plan to remodel the Bicentennial Center for the CUSR program. President Hays inquired about scholarships for CUSR participants. Discussion ensued about the number of participants and cost sharing with the Urbana Park District. Mr. Jones updated that Board on the successful Garden Hills camp program.

Comments from Commissioners

Commissioner Kuhl complimented staff on the good reports and information provided. Commissioner Solon thanked staff for providing the reports and creative thinking. President Hays addressed the Operations Facility Open House and stated that the facility is a huge asset to the community. He thanked staff for the detailed reports.

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 Commissioner Kuhl. The motion passed 4-0 and the meeting was adjourned at 7:03 p.m.

Approved:

Kevin J. Miller, Vice President

Cindy Harvey, Secretary