

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

February 12, 2020

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, February 12, 2020 at 7:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to notice duly given. Vice President Miller presided over the meeting.

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

Absent: President Craig W. Hays.

Staff Present: Joseph DeLuce, Executive Director, Cindy Harvey, Assistant to the Executive Director/Board Secretary, Andrea Wallace, Director of Finance, Daniel Olson, Director of Operations, Jameel Jones, Director of Recreation, Jimmy Gleason, Director of Revenue Facilities, Tammy Hoggatt, Director of HR, Risk & IT, Chelsea Norton, Director Marketing and Communications, and Andrew Weiss, Director of Planning.

Also in attendance were Justice Miller, Sports Coordinator, and Jean Flood, League of Women Voters of Champaign County observer, and her husband, Richard Flood.

Call to Order

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

Comments from the Public

There were no comments from the public.

Communications

Vice President Miller circulated the communications.

Treasurer's Report

Treasurer Lawson presented the Treasurer's Report for the month of January 2020. She stated the Park District's finances have been reviewed and found to be in appropriate order.

Commissioner McMahon made a motion to accept the Treasurer's Report for the month of January 2020. The motion was seconded by Commissioner Solon. The motion passed 4-0.

Executive Director's Report

General Announcements

Mr. DeLuce distributed a list of project updates to the Board. He asked the Board members to let him know if they have any questions regarding the projects.

Mr. DeLuce reported that the IAPD Legislative Breakfast hosted by the Champaign County Forest Preserve will be held on March 10, 2020 at 8:00 a.m. at the Lake of the Woods. He also reported that the Champaign Park Honors will be held on April 9, 2020 at the Virginia Theatre.

Committee Reports

Champaign Parks Foundation

Vice President Miller reported that the Foundation Board met on February 10, 2020. He noted that the Foundation received an additional \$500 donation toward the Ties & Tennies event. Vice President Miller stated that the beverages for the event were donated. The cost for advertising on the Mass Transit District bus was refunded because ads were not run. He reported that the net amount from the event was close to \$14,000. Vice President Miller stated that the Board discussed changes to the by-laws.

Report of Officers

Attorney's Report

Attorney Hall reported that he continues to work on a number Park District matters. He updated the Board on contractual issues with an architect that are being finalized. He also updated on contractual concerns with the proposed Paycom contract including provisions to limit liability and have disputes addressed in the state of Oklahoma. Discussion ensued. Commissioner Solon questioned whether the Board agreed to proceed with the contract with Paycom. Mr. DeLuce stated that staff felt that the terms of the contract should be addressed by Attorney Hall before bringing the item back to the Board for consideration. Commissioner Solon expressed concern about the legal fees spent on this matter. Attorney Hall stated that he would discontinue reviewing the contract. He also stated that if the Park District proceeds, there are other nuances related to the contract that will need to be addressed. Commissioner Kuhl expressed concern about the location for disputes and use of Oklahoma law. She stated she believes this service is needed, however, suggested that staff may research another company. Commissioner Solon stated that what learned at a conference about reimbursing employees for use of cellphones.

President's Report

Mr. DeLuce inquired about whether there was a need for a second meeting in March. Discussion ensued. It was the consensus of the Board to cancel the meeting scheduled for March 25, 2020.

Consent Agenda

Vice President Miller stated that all items on the Consent Agenda are considered routine and shall be acted upon by one motion. If discussion is desired, that item shall be removed and discussed separately.

1. Approval of Minutes of the Joint CPD/UPD Board Meeting, December 5, 2019
2. Approval of Minutes of the Regular Board Meeting, December 11, 2019
3. Approval of Minutes of the Regular Board Meeting, January 8, 2020

Commissioner Kuhl made a motion to approve Consent Agenda Items. The motion was seconded by Commissioner McMahon. The motion passed 4-0.

New Business

Approval of Disbursements as of January 8, 2020

Vice President Miller stated that staff recommends approval of disbursements for the period beginning January 8, 2020 and ending February 11, 2020.

Commissioner McMahon made a motion to approve the list of disbursements for the period beginning January 8, 2020 and ending February 11, 2020. The motion was seconded by Commissioner Solon. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner McMahon – yes; Vice President Miller – yes; and Commissioner Kuhl – yes. The motion passed 4-0.

Approval of 2020-2021 Program Guide Printing and Mail Preparation Bid

Ms. Norton presented the report. She indicated that the number of program guides that will be printed has been reduced significantly to reduce the Park District's financial and environmental impact. Ms. Norton reported after research staff discovered that numerous brochures were being returned as undeliverable. For certain carrier routes a postcard will be sent to the addressee as a notice that the guide is online or can be picked up at any Park District facility. There will also be a link for feedback. She stated that the Park District received one bid from its current vendor and that staff recommends awarding the bid for 2020-2021 program guide printing and mailing preparation that bidder, Woodward Printing, in the amount of \$45,190 for all three issues. Discussion ensued about the undelivered program guides. Ms. Norton noted that although program guides are returned from different areas, it appears that the largest returns are from apartment complexes. She anticipates that 7,000-9,000 postcards will be mailed. She addressed the bid process.

Commissioner McMahon made a motion to approve awarding the bid for 2020-2021 program guide printing and mailing preparation to the lowest responsible bidder, Woodward Printing, in the amount of \$45,190 for all three issues. The motion was seconded by Commissioner Solon. The motion passed 4-0.

Approval of Health Insurance Rates for 2020-2021

Ms. Hoggatt presented the report. Ms. Hoggatt reported that last year the Benefits Advisory Committee (BAC) negotiated flat rate with a 5% rate cap for this year. She reported that BAC is researching alternatives for next year which could include a deductible. Discussion ensued. Ms. Hoggatt stated that currently there is an out of pocket and copay, but no deductible. She reviewed the cost to the Park District and the employee and the overall increase amount.

Commissioner Kuhl made a motion to approve the health insurance rates for 2020-2021. The motion was seconded by Commissioner McMahon. The motion passed 4-0.

Approval to Apply for an Illinois Arts Council (IAC) Grant

Mr. Jones presented the report. He reported that this is the Park District's annual submission to the IAC. Mr. Jones stated that recommended approval to apply for a 2020 Illinois Arts Council grant. Discussion ensued about the grant. Mr. Jones stated that the maximum amount is \$30,000 and the Park District will apply for the full amount to use for cultural art programs.

Commissioner Kuhl made a motion to approve applying for a 2021 Illinois Arts Council Grant. The motion was seconded by Commissioner McMahon. The motion passed 4-0.

Approval of a Resolution and Authorization to file the Abatement Certificate for Series 2013A Bond

Ms. Wallace reported that this is the annual abatement on the alternate revenue bonds. It will reduce the debt service from the Park District's debt service property taxes that will be collected.

Commissioner Solon made a motion to approve a resolution and authorize staff to file the Abatement Certificate for Series 2013A Bond. The motion was seconded by Commissioner Kuhl. The motion passed 4-0.

Approval of Bids for Mowing Services

Mr. Olson presented the report. He reported that the bids are for two seasons with the option to renew for two years. Discussion ensued. Commissioner Solon inquired about service when there is an extended dry period. Staff reported that there is language in the contract regarding dry periods.

Commissioner Kuhl made a motion to authorize the Executive Director to execute contracts with the lowest responsible bidders as follows: Scotty's Turf in the amount of \$1,000 per month for Group 1 and CP Lawn Services & Landscaping in the amount of \$2,274 per month for Groups 2 & 3 for mowing services for a period beginning April 1, 2020 through November 31, 2021, and also executed contract extensions with Miller Mowing in the amount of \$2,410 per month; Bill's Lawn Care in the amount of \$688 per month; and Dun Right Lawn Care in the amount of \$2,747 for mowing services for a period beginning April 1, 2020 through November 31, 2021, and in the event of a contractor forfeiting their contract prior to its completion, authorize the Executive Director to proceed to the next, lowest responsible bidder and enter into a contract for the remainder of the original contract. The motion was seconded by Commissioner McMahon. The motion passed 4-0.

Approval of Bid for the Greenbelt Bikeway Bridge Replacement Project

Mr. Weiss presented the report. He reported that this project is to replace the bridge at the south end of Heritage Park. Discussion ensued.

Commissioner Solon made a motion to approve accepting the base bid for the Greenbelt Bikeway Bridge Replacement project from the lowest responsible bidder, Duce Construction Company, Inc., in the amount of \$29,650 and authorizing the Executive Director to execute the contract. The motion was seconded by Commissioner McMahon. The motion passed 4-0.

Approval of an Intergovernmental Agreement for Heritage Lake Shoreline Stabilization and Repair

Mr. DeLuce presented the report. He updated the Board meetings with City staff regarding this project. Mr. DeLuce reported that that recommended approval of the Intergovernmental Agreement with the City of Champaign for the work performed to enhance the storm water line next to Heritage Lake in the amount of \$45,612. He updated on discussions relating to discussions about drainage issues on the west side of the property. Discussion ensued about future remediation.

Commissioner Kuhl made a motion to approve an Intergovernmental Agreement with the City of Champaign for the work performed to enhance the storm water line next to Heritage Lake in the amount of \$45,612. The motion was seconded by Commissioner McMahon. The motion passed 4-0.

Old Items

None.

Discussion Items

Champaign Parks Foundation 2nd Quarter Financial Update

Ms. Wallace presented the financial update for the six months ended October 31, 2019. She also presented a report detailed by restrictions. Ms. Wallace reviewed the revenues and expenditures.

Champaign Park District 2nd Quarter Financial Update

Ms. Wallace presented the financial update for the three months ended October 31, 2019. She addressed and responded to questions regarding revenues and expenditures, excess funds related to the Park District and financing related to the Martens Center.

FYE21 Capital Budget and the 2021-2026 Capital Improvement Plan

Ms. Wallace highlighted the FYE21 capital budget and the 2021-2026 capital improvement plan and responded to questions by the Board. She discussed the total projects funded from new revenues; the capital projects carried over from the current year; total capital expenditures requested for FY21; and the funding for the construction of the Martens Center. Discussion ensued about the Lindsay Tennis Courts and the status of the annual budget. Vice President Miller encouraged Commissioners to let staff know if they had any questions or comments.

Comments from Commissioners

There were no comments by Commissioners.

Executive Session

Commissioner Solon moved as set forth below to convene into Executive Session. The motion was seconded by Commissioner McMahon. The motion passed 4-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner McMahon – yes; Vice President Miller – yes; and Barbara J. Kuhl – yes. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2(c) (21) for the discussion of minutes of meetings lawfully closed under this Act, whether for purposes 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 Items – Action

Approval to Make Available for Public Viewing Executive Session Minutes

Commissioner Solon made a motion to approve making available for public viewing portions and/or entire minutes from the Executive Session meetings as follows: January 17, 2007; November 13, 2013; February 12, 2014; April 9 & 23, 2014; May 14, 2014; June 11, 2014; July 9 & 23, 2014; October 22, 2014; December 9, 2015; January 13, 2016; February 10, 2016; March 2, 9, & 30, 2016; April 13, 2016; June 8, 2016; July 27, 2016; September 14 & 28, 2016; November 9, 2016; 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; December 13, 2017; February 14, 2018; March 14, 2018; April 11 & 25, 2018; May 9 & 23, 2018; June 13 & 27, 2018; July 11, 2018; August 8 & 22, 2018; April 10 & 24, 2019; May 8, 2019; June 12, 2019; July 10 & 24, 2019; and August 14, 2019. The motion was seconded by Commissioner McMahon. The motion passed 4-0.

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 Commissioner Solon. The motion passed 4-0 and the meeting was adjourned at 8:09 p.m.

Craig W. Hays, President

Cindy Harvey, Secretary