

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

**December 14, 2016**

The Champaign Park District Board of Commissioners held a Regular Board meeting on Wednesday, December 14, 2016 at 7:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to published notice duly given. President McMahon presided over the hearing.

Present: President Timothy P. McMahon, Vice President Craig Hays, Commissioners Alvin S. Griggs, and Jane L. Solon, Treasurer Gary Wackerlin and Attorney Guy Hall.

Absent: Commissioner Barbara J. Kuhl

Staff Present: Joseph DeLuce, Executive Director, Cindy Harvey, Assistant to the Executive Director/Board Secretary, Andrea Wallace, Director of Finance, Kevin Crump, Director of Operations and Planning, Jameel Jones, Director of Recreation, Tammy Hoggatt, Director of Human Resources, Information Technology and Risk, Chelsea Norton, Director of Marketing and Communications, Steven Bentz, Virginia Theatre Director, and Laura Auteberry, Development Director.

Kevin Miller, Park Board candidate, and other staff were present as well as members of the public.

**Call to Order**

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

**Presentations**

chambanamoms and Amdocs

Ms. Norton reported that the Park District applied for several IAPD Best of the Best Awards and won the following awards. Top Journalist Award for the work chambanamoms does to support the Park District and Best Friend of Illinois Parks to Amdocs for its partnership with the Park District.

Ms. Norton thanked chambanamoms for supporting the Park District, including sponsoring the Taste of Champaign-Urbana, posting articles on their website about various parks and amenities, providing social media support, discounted advertising, and increasing awareness about the Park District. She stated the Park District received an additional 3,000 referred visitors to the Park District's website as a result of chambanamoms website. Ms. Norton thanked chambanamoms for its efforts and looks forward to an ongoing relationship.

Laura Bleill, Mom-in-Chief of chambanamoms, and her husband attended the IAPD Best of the Best Awards Gala on October 21, 2016. She thanked Mr. DeLuce and all Park District leadership. She noted that writing about Park District facilities, events and amenities is a regular part of chambanamoms activities. Ms. Bleill thanked the Park District for the honor and everything the Park District does to make our community great.

Ms. Norton thanked Amdocs for the shelter donations the Park District received for Mattis Park, as well as donating the remaining funds to benefit the youth scholarship fund. She noted that Amdocs' generosity is above and beyond what many others would do. She hopes to see this special relationship with Amdocs continue throughout the years.

Ms. Auteberry reported that Tina Johnson, Community Relations Manager for Amdocs was in attendance to accept the award. She stated that the Park District is very appreciative of everything Amdocs did when it donated funds for the shelters, along with donating the remaining funds for youth scholarships.

Ms. Johnson reported that Amdocs employees enjoy the shelters and use them for different activities. She reported that Amdocs was pleased to give the remaining funds to the Park District's youth scholarship fund. Ms. Johnson stated that Amdocs work in the community is primarily focused on at risk and underprivileged youth.

The Board thanked Chambanamoms and Amdocs for their efforts.

### **Comments from the Public**

Kevin Miller, Park Commissioner candidate, announced that he turned in his petitions to be on the ballot for one of the open seats on April 4, 2017. He commented that the Commissioners have run the Park District really well and are highly regarded in the community. He noted upcoming projects that may have a significant impact on the community.

The Board thanked Mr. Miller for his comments.

### **Communications**

President McMahon circulated the communications.

### **Treasurer's Report**

Treasurer Wackerlin presented the Treasurer's Report for the month of November 2016. He 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 2016. The motion was seconded by Commissioner Griggs. The motion passed 4-0.

### **Executive Director's Report**

#### Volunteer of the Month

Mr. Bentz reported that Phyllis and Joe Williams were chosen as November Volunteers of the Month. He stated that they were being recognized for their efforts at various shows as well as helping with the Christmas decorations at the Virginia Theatre. Mr. and Mrs. Williams were unable to attend the meeting.

#### General Announcements

Mr. DeLuce distributed a list of project updates to the Board. He reported that the Senior Holiday Party will be held on Thursday, December 15, 2016 at the Hilton Garden Inn at 6 p.m. Mr. DeLuce announced that Barbara Kuhl and Kevin Miller are candidates for the two seats of Park Commissioner. He noted that later on the agenda the list of meeting dates will be presented for approval. Mr. DeLuce reported that on January 11 and 25, 2017 the University of Illinois men's basketball team has home games and the Board may want to consider changing the meeting times.

### **Report of Officers**

#### Attorney's Report

#### Ordinance No. 616

Attorney Hall presented Ordinance No. 616, an ordinance annexing territory in the Wilbur Heights area and recommended Board approval.

Commissioner Solon made a motion to approve Ordinance No. 616: annexing territory pursuant to petition (101 Paul Avenue). The motion was seconded by Commissioner Griggs. The motion passed 4-0.

#### Champaign Parks Foundation

Vice President Hays reported the Foundation Board met on December 12, 2016. The Foundation Board agreed to fund the lift for the Virginia Theatre in a bid amount up to \$35,000.00. A fundraising event, called "Rocking for Parks," has been scheduled for April 1, 2017. The contract is in process for the band, Mike and Joe. The Foundation is also looking to book a comedian to open the show. The event will be held at the City Center. Vice President Hays stated that there will be two types of tickets: regular and VIP. The purpose of the event is to raise funds for scholarships.

Vice President Hays updated the Board on the Harlen E. Moore funds. Funds were set aside by the Moore family for the maintenance of the Harlen E. Moore Park. Those funds are in excess of what could be used for that maintenance. Through several different searches and two different attorneys' opinions, it has been indicated that some of those fund can be used for maintenance of other parks. Because there are no heirs to that trust, those funds will be categorized differently in the next report. Mr. DeLuce added that there was a resolution passed in 2006 that the funds could be used as indicated.

#### President's Report

President McMahon reported that Vice President Hays, Mr. DeLuce and he met with Champaign Unit 4 School District representatives and that discussions continue.

#### **Consent Agenda**

President McMahon 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 Special Meeting, October 26, 2016
2. Approval of Minutes of the Executive Session, October 26, 2016
3. Approval of Minutes of the Regular Board Meeting, November 9, 2016
4. Approval of Minutes of the Executive Session, November 9, 2016
5. Approval of Minutes of the Study Session, November 22, 2016
6. Approval of Minutes of the Executive Session, November 22, 2016
8. Approval of the Environmental Policy
9. Approval Inserting Timothy McMahon as Delegate, Craig Hays as 1<sup>st</sup> Alternate, Alvin Griggs as 2<sup>nd</sup> Alternate and Joseph DeLuce as 3<sup>rd</sup> Alternate to the IAPD Credentials Certificate

Commissioner Solon made a motion to approve Consent Agenda Items, except Item #7. The motion was seconded by Vice President Hays. The motion passed 4-0.

#### 7. Approval of Board Meeting Dates for 2017

Vice President Hays made a motion to approve the list of meeting dates for 2017 with the meeting time on January 11, 2017 be at 5:30 p.m. The motion was seconded by Commissioner Griggs. The motion passed 4-0.

#### **New Business**

##### Approval of Disbursements as of November 9, 2016

President McMahon stated that staff recommended approval of the list of disbursements for the period beginning November 9, 2016 and ending December 13, 2016. Vice President Hays indicated that he had questions and that he will contact staff for follow-up.

Vice President Hays moved to approve the list of disbursements for the period beginning November 9, 2016 and ending December 13, 2016. The motion was seconded by Commissioner Solon. The motion passed 4-0.

##### Approval of Summer 2017 Part-Time and Seasonal Position Pay Rates

Ms. Hoggatt presented the report. She reported that there were a few title changes and a few positions recommended for pay increases. Discussion ensued about the hourly rates versus the cap rates.

Commissioner Solon made a motion to approve the summer 2017 part-time and seasonal position pay rates as presented. The motion was seconded by Commissioner Griggs. The motion passed 4-0.

##### Approval of an Agreement with FE Moran Security Solutions

Ms. Hoggatt presented the report. She reported that the current agreement is up for renewal. Ms. Hoggatt stated that companies are moving to cellular versus telephone lines. She reported that the proposed agreement includes purchase and installation of the system, installation of a burglar system at the Virginia Theatre, and monthly service cost. Mr. DeLuce reported that the agreement has been reviewed by Attorney Hall and has been forwarded to FE Moran for approval.

Attorney Hall reported that an addendum was prepared to change some terms of the basic agreement to be consistent with other agreements with regard to limits of liability, insurance requirements, and other changes. He stated that it is not known at this time if FE Moran will find the proposed changes acceptable. Attorney Hall stated that if the Board chooses to go forward with approval of the agreement it could accept the contract subject to the proposal made by the Park District.

Discussion ensued about the buildings covered under the proposed agreement and types of services, number of proposals sought, and costs.

Commissioner Solon made a motion to approve a System Purchase/Service/Monitoring Agreement with FE Moran Agreement for a three (3) year period, and authorize the Executive Director to execute the agreement subject to final review by legal counsel. The motion was seconded by Commissioner Griggs. The motion passed 4-0.

#### Approval of Bids for 2017 Bedding Plants

Mr. Crump presented the report. He updated the Board on staff's efforts to increase the number of bidders. However, only three bids were received for the Park Flower and Flower Island programs. Mr. Crump reported that bids are awarded separately. He discussed the efforts to reduce cost, including reducing the number of flats ordered, reducing bed sizes, eliminating beds, and changing to seed rather than propagated vegetative plants. Mr. Crump stated that Jones Country Gardens was lowest bid for the Park Flower order and Connie's Country Greenhouse was low bid for the Flower Island order. Discussion ensued.

President McMahon noted that if the order of the award of the bids were reversed with the Flower Island Order awarded to Connie's Country Greenhouse and the Park Flower order awarded to Jones Country Gardens it would save approximately \$3,000. He asked why the bids were not awarded as such. Ms. Harvey stated that the bid specifications called for awarding the bid for the largest order to the lowest responsible bidder and staff will look at changing the specifications for awarding the bids next year.

Commissioner Solon asked if the reduction in the number of flats were divided equally among the orders. Mr. Crump responded that it was probably 60/40 to Flower Island order. Commissioner Solon expressed concern about removing too many flowers from the Flower Islands. Mr. Crump explained the history of the decision to decrease the number of flats, associated costs, and need to increase fees.

Commissioner Griggs made a motion that the Board accept the bids and authorize the Executive Director to execute contracts to purchase the 2017 bedding plants from the respective lowest responsible bidders as follows: Park Flower order with 2,702 flats to Jones Country Gardens for a total of \$44,580.00 and Flower Island order with 2,543 flats to Connie's Country Greenhouse for a total of \$49,994.60. The total cost of the two recommended orders for 2017 will be \$94,575.00 and funds will be allocated in the FY17-18 operating budget. The motion was seconded by Commissioner Solon. The motion passed 4-0.

#### Approval of Ordinance No. 617: An Ordinance Regulating the Political Activities and the Solicitation and Acceptance of Gifts

Mr. DeLuce presented the report. He stated that there were no changes to the ordinance.

Vice President Hays made a motion to approve Ordinance No. 617: an ordinance regulating the political activities and the solicitation and acceptance of gifts. The motion was seconded by Commissioner Solon. The motion passed 4-0.

#### Approval of Ordinance No. 618: An Ordinance Regulating the Use of the Parks and Property Owned or Controlled by the Champaign Park District

Mr. DeLuce presented the report. He reported that the only change is adding the word "drone" to Section 10 of the ordinance. Mr. DeLuce discussed the concerns about people flying drones in parks.

Attorney Hall stated this is a difficult subject matter and one that is also difficult to control. He addressed the Federal Aviation Administration (FAA) and Illinois Department of Transportation (IDOT) regulations.

Commissioner Solon made a motion to approve Ordinance No. 618: an ordinance regulating the use of the parks and property owned or controlled by the Champaign Park District. The motion was seconded by Commissioner Griggs. The motion passed 4-0.

### **Old Business**

None.

### **Discussion Items**

#### Champaign Parks Foundation 2<sup>nd</sup> Quarter Financial Update

Ms. Wallace presented the report. She reported that the decrease in revenue as well as the decrease in expenses, which are attributed to there being no car raffle this year.

#### Champaign Park District 2<sup>nd</sup> Quarter Financial Update

Ms. Wallace presented the report. She reported that there are no major changes comparing the six (6) month update to what was budgeted. Ms. Wallace discussed unencumbered expenditures and stated funds for the Hessel and Heritage Park projects will carry forward into next fiscal year. She reported that other funds were consistent with expectations.

Vice President Hays updated the Board on a meeting that Treasurer Wackerlin, Ms. Wallace and he held to discuss the financial status of the Park District. He reported that they were working on a more easily understandable report to show beginning fund balances and ending fund balances reflected on a budget and actual basis.

#### Hessel Restrooms

Mr. DeLuce presented the report. MSA Professional Services (MSA) is working on finalizing documents before letting the project for bid. Mr. Crump discussed the concerns about the number of amenities for the women's versus men's restrooms and the idea of family restrooms. He shared preliminary drawings prepared by MSA.

President McMahon asked if the reduced project concept was going to be let for bid. He noted the desire for the project to come in under budget and suggested a family restroom would increase the budget. Discussion ensued. Mr. DeLuce reported that the preliminary plans were shared with all Commissioners. Mr. Crump stated that the concerns about the restrooms will be resolved before the project is let for bid.

It was the consensus of the Board to move forward with the reduced version of the plan for the Hessel Park projects.

#### Aquatics Report

Mr. Jones presented the report. He highlighted findings from the report and stated that it was a good summer with great weather. The Park District had approximately 88,858 total visitors to the aquatic center. The Park District received "exceeds" grades on its three (3) unannounced audits. Aquatics staff performed 75 rescues. He reported season survey results, noting that the largest percentage of respondents reported visiting the aquatic center one (1) to two (2) times per week followed by three (3) to four (4) times per week. Mr. Jones reported that the quality of overall experience was either excellent or good and most people consider the Champaign and Urbana Park Districts aquatic centers as destinations for people to visit. He stated that a swipe and swim pass was offered and well-received by visitors. Swim lessons and water aerobics saw an increase in participants. Discussion ensued about staff uniforms, cleaning costs and increase in staff payroll. President McMahon commented on the increase in revenue and attendance but expressed concern about the \$60,000 deficit and \$40,000 increase in staff cost. He encouraged staff to try to reduce the deficit and decrease staff cost. Discussion ensued about staff changes. Mr. Jones reported that an aquatics coordinator has been hired for 2017.

The Board thanked Mr. Jones for the report.

#### Taste of Champaign-Urbana Report

Mr. Jones presented the 2016 report. Staff worked with community groups to maintain the entrances to the park. Mr. Jones noted that local craft beer was added. In addition, changes were made for better flow with the food trucks. The change to the ticket sale was well-received by patrons. Mr. Jones stated that he was pleased with the entertainment this year especially the diverse entertainment provided at the event. Staff are working on plans for the 2017 Taste or C-U. The event will be held the third weekend in August. Discussion ensued about the cost of entertainment and overall cost of the event, entertainment, type of fundraiser, and ticket sales. Commissioner Solon questioned whether the Park District should reduce the entertainment cost to come closer to being revenue neutral. President McMahon commented that concerns were expressed about this event last year. He suggested that it be brought back to the Board as a discussion item regarding proposed entertainment, operating cost, possible admission fees and other matters. Mr. DeLuce responded that staff will work on a projected budget and present to the Board at a later date.

The Board thanked Mr. Jones for the report.

#### Virginia Theatre Report

Mr. Bentz presented the report. The reported included a list of events for 2015 and 2016 and ticket sales. He reviewed gross net figures with a comparison to previous year. Mr. Bentz reported that the Theatre had an increase in total number of tickets and a 12% increase in gross revenue. He stated that more family oriented and theatrical shows were offered. In addition, there was growth with partnership programs. He discussed upcoming shows and noted that there is a focus on family friendly affordable programming. Discussion about the different shows ensued.

President McMahon commented that the Theatre is on the right track with the increase in revenue and ticket sales. He inquired about the Theatre's expenses.

Commissioner Griggs complimented the staff on the reports and stated that he appreciates the effort in putting the reports together.

#### **Comments from Commissioners**

President McMahon and the Board thanked staff for the holiday care package.

#### **Executive Session**

Commissioner Griggs moved as set forth below to convene into Executive Session. The motion was seconded by Commissioner Solon. The motion passed 4-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Griggs – yes; Vice President Hays – yes; and President McMahon – yes. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2(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. .

#### **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, Commissioner Solon made a motion to adjourn the meeting. The motion was seconded by Vice President Hays. The motion passed 4-0 and the meeting was adjourned at 9:02 p.m.

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Timothy P. McMahon, President

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Cindy Harvey, Secretary