

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

**April 12, 2017**

The Champaign Park District Board of Commissioners held a Regular Board meeting on Wednesday, April 12, 2017 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 meeting.

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

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, Jameel Jones, Director of Recreation, Tammy Hoggatt, Director of Human Resources, and Andrew Weiss, Director of Planning.

Kevin Miller, Park Commissioner elect, was also in attendance.

**Call to Order**

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

**Comments from the Public**

None.

**Communications**

President McMahon circulated the communications.

**Treasurer's Report**

Treasurer Wackerlin presented the Treasurer's Report for the month of March 2017. 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 March 2017. The motion was seconded by Vice President Hays. The motion passed 5-0.

**Executive Director's Report**

Volunteer of the Month

Zoe Stinson, Special Events Manager, reported that Connie Carper was chosen as March Volunteer of the Month. She stated that Ms. Carper was being recognized for her efforts in maintaining Hessel Park. Ms. Carper was unable to attend the meeting. She will be presented with a certificate of appreciation and a bag of goodies.

Commissioner Kuhl commented that Ms. Carper does a great job cleaning and has a real passion for Hessel Park.

Project Updates

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

General Announcements

Mr. DeLuce reported that the Champaign Park Honors will be held on April 13, 2017 at 5 p.m. at the Virginia Theatre. He reported that the Legislative Conference will be held on May 2 and 3, 2017, and asked the Board to let Ms. Harvey know if any Commissioners plan to attend. Mr. DeLuce updated the Board on the status of the Community Survey with 131 surveys returned as of April 8, 2017. He reported that the

Park District received a grant for the Leonhard Recreation Center construction project from the Illinois Clean Energy Community Foundation.

## **Committee Report**

### Champaign Parks Foundation

Vice President Hays reported the Foundation's fundraiser was a learning experience. He stated that it was held on the same date as several other local events. Vice President Hays reported that the Foundation broke even. The Foundation is working on plans for a new event. He stated that later on the agenda is an item for the appointment of new Foundation board members. Vice President Hays reported that Newt Dodds and Lou Liay are stepping down from the Foundation Board.

## **Report of Officers**

### Attorney's Report

None.

### President's Report

None.

## **Consent Agenda**

President McMahan 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 Regular Board Meeting, March 8, 2017
2. Approval of Minutes of the Executive Session Meeting, March 8, 2017

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

## **New Business**

### Approval of Disbursements as of March 9, 2017

President McMahan stated that staff recommended approval of the list of disbursements for the period beginning March 9, 2017 and ending April 11, 2017. Discussion ensued. Staff responded to questions about billing and disbursements associated with the Champaign-Urbana Special Recreation Program and benefits made available to retirees.

Commissioner Griggs made a motion to approve the list of disbursements for the period beginning March 9, 2017 and ending April 11, 2017. The motion was seconded by Vice President Hays. The motion passed 5-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Griggs – yes; Vice President Hays – yes; President McMahan – yes; and Barbara Kuhl.

### Approval of Champaign County Community Coalition Membership Dues

Mr. DeLuce presented the report. He reported that last year was the Park District's first year of involvement in the program. Mr. DeLuce updated the Board on programming efforts. He stated that staff recommends continuing its membership in the Champaign County Community Coalition's Executive Committee.

Commissioner Solon made a motion to approve disbursement of \$5,000.00 for 2017 Annual Membership dues in the Champaign County Community Coalition's Executive Committee. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

### Approval of a Resolution Appointing and Reappointing Directors to the Champaign Parks Foundation

Vice President Hays presented the report. He reported that the biographies of the proposed board members were included in the Board packet. Vice President Hays stated that the Foundation Board of Directors recommends that Emily Corum and Peter Bannon be appointed to the Champaign Parks

Foundation Board of Directors for three year terms expiring in May of 2019; Sally Carter and Shira Epstein be appointed for two year terms expiring in May of 2019; and Penn Nelson, A.J. Thoma and Patrick Harrington be reappointed for two year terms expiring in May of 2019.

Commissioner Solon made a motion to approve a resolution appointing Emily Corum and Peter Bannon the Champaign Parks Foundation Board of Directors for three year terms expiring in May of 2019; Sally Carter and Shira Epstein for two year terms expiring in May of 2019; and Penn Nelson, A.J. Thoma and Patrick Harrington for two year terms expiring in May of 2019. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

#### Approval of the IPRA Environmental Report Card

Mr. DeLuce presented the report. He stated that this is a standard of the Distinguished Accreditation process. Mr. Weiss reported that the IPRA Environmental Report Card is completed approximately every two years. Discussion ensued the scoring of the report card.

Commissioner Kuhl made a motion to approve the IPRA Environmental Report Card dated January 10, 2017. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

#### Approval of Bids for Garments

Mr. Jones presented the report. He stated that staff recommended accepting bids for garments from the lowest responsible bidder for each item that meets specifications as follows in an amount not to exceed \$37, 932.92: Will Enterprise in the amount of \$21, 837.65; Sunburst Sportswear in the amount of \$6,367.50; The Lifeguard Store in the amount of \$3,662.50; YBA Sports in the amount of \$,948.00; Challenger Teamwear in the amount of \$1,138.50; Project Te in the amount of \$967.50; Aramark in the amount of \$557.91; Marathon Sportswear in the amount of \$309.75; and Jim Wagner Signs in the amount of \$144.00. Discussion ensued about the overall cost of garments compared to last year. Staff indicated that the overall cost of garments decreased compared to last year.

Commissioner Solon made a motion to approve the bids for garments from the lowest responsible bidder for each item that meets specifications for a total amount not to exceed \$37, 932.92 as follows: Will Enterprise in the amount of \$21, 837.65; Sunburst Sportswear in the amount of \$6,367.50; The Lifeguard Store in the amount of \$3,662.50; YBA Sports in the amount of \$2,948.00; Challenger Teamwear in the amount of \$1,138.50; Project Te in the amount of \$967.50; Aramark in the amount of \$557.91; Marathon Sportswear in the amount of \$309.75; and Jim Wagner Signs in the amount of \$144.00. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

#### Approval of Ratification of a Contract with Mid-American Energy for Electric Rates

Mr. DeLuce presented the report. He updated the Board on the bid process. Mr. DeLuce reported about the projected increase compared to the existing rate. He stated that staff recommends ratification and approval of the two-year contract with Mid-American Energy commencing June 2017 and ending June 2019. Discussion ensued. Ms. Wallace reported that this process is completed using a private source.

Commissioner Griggs made a motion to ratify and approve the two-year contract with Mid-American Energy commencing June 2017 and ending June 2019. The motion was seconded by Commissioner Kuhl. The motion passed 5-0.

#### Approval of Bid for Hessel Park Project Phase 2 and 3

Mr. DeLuce reported that a copy of Alternate 1 was distributed to the Board.

Mr. Weiss presented the report. He discussed the bid scope, process, bid results, and budget for the project. Discussion ensued about boring, Ameren Illinois service upgrade, Illinois American Water 4" line extension, removal of the old playground equipment, and construction of the restroom. The cost include demolition and removal of the old playground. The construction is scheduled to begin the end of August.

President McMahon thanked Mr. Weiss and Mr. Crump for their efforts into this project.

Vice President Hays made a motion to award the Base Bid plus Alternates 1 and 3 to Mid Illinois Concrete for the Hessel Park project Phase 2 and 3 in the total contract amount of \$772,677.40 and to authorize the Executive Director to enter into the contract. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

#### Approval to Reject the RFP for Compensation Consulting Services

Ms. Hoggatt presented the report. She discussed the scope of the project. Ms. Hoggatt reported that nine (9) RFPs were mailed but only one (1) proposal was received for twice the budgeted amount. Staff suggests reducing the scope and timeline, and re-issuing the RFP. Discussion ensued about the pros and cons of doing this type of survey and whether there is a need for it. Vice President Hays suggested using the information from the state to compare and analyze wages and job classifications. Commissioner Kuhl suggested that if staff determines that a survey is needed to let the Board know.

Commissioner Solon made a motion to reject the sole proposal received for compensation consulting services from Gallagher Benefit Services, Inc. The motion was seconded by Vice President Hays. The motion passed 5-0.

Ms. Hoggatt stated that staff will let the Board know of the staff's final recommendation.

#### **Old Business**

None.

#### **Discussion Items**

##### Taste of Champaign-Urbana (Taste)

Mr. Jones presented the report. He stated that staff attempted to address concerns raised about entertainment, ticket pricing and the budget for the Taste. Mr. Jones reported that staff continue to make changes annually to this event. Last year it was \$5 for 5 tickets. The prior year tickets were \$5 for 4 tickets. Mr. Jones reported that staff suggested returning to 4 tickets for \$5 which will increase revenue. He stated staff is considering not using community groups to work the entrances as it did last year. The event will not be considered a fundraiser, but rather, a special event for people to come to the park to listen to music, eat and drink.

Mr. Jones reported that staff is seeking Board feedback on a proposed national act for entertainment. Staff believes that a national act adds value to the event and attracts a larger audience. Staff suggests taking the opportunity to use a national act at this year's Taste, and then reevaluate and possibly make changes to the entertainment for the 2018 taste. He discussed the pros and cons of using national acts versus local acts. He stated that discussions are ongoing for sponsorships for the Taste to help defray costs. Tent fees have been adjusted to reflect the increase in rental fees.

Commissioner Kuhl asked if the Park District set the vendors prices. Mr. Jones stated that staff encourages the vendors to make their prices reasonable.

Commissioner Solon recommended that ticket costs of \$1 per ticket is easier for the user and the seller. She suggested staff consider increasing the costs of beer. She questioned the cost comparison of the Taste versus the streetfests. Mr. Jones reported that the streetfests receive TIF funds. Commissioner Solon stated that since the Taste is no longer considered a fundraiser and it doesn't make money, would the Park District have a bigger impact if it offered a couple of more streetfests instead. That would also alleviate wear and tear on the park and staff time. Mr. Jones stated that is a possibility, as the nearby businesses received more customers during streetfests and those events are well received. He stated that Taste is in its 47<sup>th</sup> year and staff have discussed whether to continue with Taste or create a new event. Discussion ensued about the ramifications of not having Taste this year. Staff noted that the event has been advertised. Mr. DeLuce stated that changes to the event for this year are possible.

Vice President Hays favors using local bands for the event. He stated that the Park District's mission is to

benefit the taxpayers of Champaign. He said it is nice to bring in other organizations and help the community as a whole. However, he suggested reducing expenses, using local bands, and publicizing locally.

Commissioner Kuhl suggested that the Board agree that if staff secures a sponsor for national entertainment that it proceed with a national act. If sponsorship is not secured, staff proceed with using local entertainment. Mr. Jones agreed with being fiscally responsible and stated that not using national entertainment unless sponsorship is secured to cover the cost is not a problem.

Commissioner Kuhl questioned the timeframe for engagement of a national act. Mr. Jones stated that staff has a couple of weeks before finalizing the arrangements. Tentative arrangements with a possible national act have been made.

Mr. Jones summarized that if staff secures the sponsorship for a national act and the projected figures show a possible breakeven, then staff will proceed with booking a national act. If not, staff will book entertainment with local entertainers.

Mr. Jones suggested that since the tickets will be \$1 for \$1, that staff be allowed to use community groups to work the entrances. Discussion ensued. There were no objections from the Board with using the community groups as suggested.

#### FY18 Budget Update and Discussion

Ms. Wallace presented the report. She reported that the Park District received notification about its levy request of \$12,296,376. After all of the property tax limits, the net amount will be \$11,985,000, which equates to approximately a 4% growth from last year. The EAV itself grew 8% from 2015 to 2016. Ms. Wallace reported that the Park District tax rate will decrease slightly. She is reviewing the information for accuracy.

Ms. Wallace updated the Board on the budget progress. The budget will be presented to the Board in May for discussion. The budget will be presented for approval at the July meeting. Discussion ensued about the budget process.

#### Comcast Easement in Spalding Park

Mr. DeLuce presented the report. Comcast received a request from CDC Paper and Janitor Supply to service its building on Elm Street. Comcast approached the Park District with the proposed route through Spalding Park. Mr. Weiss reported that CDC would be the only customer Comcast would be serving. He stated that it is inquiring about the fees associated with this request. Mr. Weiss reported that he asked if the Board had a preference of going above or below ground. Underground is preferred. Discussion ensued. Mr. Weiss will share with Comcast that the fees associated with this easement request will include the easement fee, reimbursement of attorney fees and any other fees included in the easement ordinance, and that it should be underground.

#### **Comments from Commissioners**

Commissioner Solon stated that she continues hear comments from people that they like the performances at the Virginia Theatre. She sends kudos to the Theatre staff.

President McMahon asked for an updated on Ebertfest. Mr. DeLuce reported that 680 passes have been sold. Currently no show is sold out.

Commissioner Solon asked about the hours for Hessel Park. Mr. DeLuce reported that the hours were changed to open at 6 a.m. and close at 11 p.m.

#### **Executive Session**

Commissioner Solon moved as set forth below to convene into Executive Session. The motion was seconded by Commissioner Griggs. The motion passed 5-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Griggs – yes; Vice President Hays – yes; President McMahon –

yes; and Commissioner Griggs. 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)(11) to address litigation that is probable and imminent.

### **Return to Regular Meeting**

Following the adjournment of the Executive Session, the Board reconvened in open meeting.

### **Executive Session Items**

#### Approval of Staff Wage Increases FY17-18

Commissioner Kuhl made a motion to approve setting the staff merit pool increases at 2.5% for FY17-18. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

### **Adjourn**

There being no further business to come before the Board, Vice President Hays made a motion to adjourn the meeting. The motion was seconded by Commissioner Griggs. The motion passed 5-0 and the meeting was adjourned at 9:06 p.m.

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Craig W. Hays, President

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Cindy Harvey, Secretary