

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

May 10, 2017

The Champaign Park District Board of Commissioners held an Annual Meeting on Wednesday, May 10, 2017 at 7:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to 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, Andrew Weiss, Director of Planning, Chelsea Norton, Director of Marketing and Communications; and Stacey Cornell, Aquatics and Tennis Center Coordinator.

Call to Order

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

Swearing in of New Commissioners

Attorney Hall administered the Oaths of Office to newly elected Park Board Commissioners Barbara J. Kuhl and Kevin J. Miller.

Election of Officers

Election of President

Commissioner Solon made a motion to nominate and elect Craig W. Hays for the office of President. The motion was seconded by Commissioner Kuhl. There were no other nominations. The motion passed 5-0.

Election of Vice President

Commissioner Solon made a motion to nominate and elect Timothy P. McMahon for the office of Vice President. The motion was seconded by Commissioner Miller. There were no other nominations. The motion passed 5-0.

Appointment of Officers

Appointment of Secretary Assistant Secretary and Treasurer

Commissioner Solon made a motion that Cindy Harvey be appointed as Secretary, Joseph C. DeLuce be appointed as Assistant Secretary and Gary Wackerlin be appointed as Treasurer of the Champaign Park District. The motion was seconded by Commissioner Kuhl. There were no other nominations. The motion passed 5-0. Attorney Hall then administered the Oaths of Office to Secretary Cindy Harvey, Assistant Secretary Joe DeLuce, and Treasurer Gary Wackerlin.

Appointment of Board Member to Boards and Committees

President Hays expressed interested in continuing as the Board's representative on the Foundation Board.

Vice President McMahon made a motion to nominate President Hays to the Champaign Parks Foundation Board. The motion was seconded by Commissioner Solon. There were no other nominations. The motion passed 5-0.

Adjourn

There being no further business to come before the meeting, upon a motion duly made by Vice President McMahon, seconded by Commissioner Solon and unanimously approved, the Annual Meeting was adjourned at 7:07 p.m.

Approved:

Craig W. Hays, President

Cindy Harvey, Secretary

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

May 10, 2017

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, May 10, 2017 immediately following the Annual Board meeting 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 Timothy P. McMahon, Commissioners Barbara J. Kuhl, Jane L. Solon, and Kevin J. Miller, 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, Andrew Weiss, Director of Planning, Chelsea Norton, Director of Marketing and Communications, and Stacey Cornell, Aquatics and Tennis Center Coordinator.

Call to Order

President Hays called the meeting to order at 7:08 p.m.

Comments from the Public

There were no comments.

Recognition of Outgoing Commissioner

President Hays presented Alvin S. Griggs with a plaque for his 18 years of outstanding leadership as a park commissioner. He also presented him with a certificate for a dinner at the Country Club with the Board. Mr. DeLuce presented Mr. Griggs with a lifetime membership to the Leonhard Recreation Center.

Communications

President Hays circulated the communications.

Treasurer's Report

Treasurer Wackerlin reviewed the Treasurer's Report for the month of April 2017 and found it to be in appropriate order.

Commissioner Kuhl made a motion to accept the Treasurer's Report for the month of April 2017. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Executive Director's Report

Volunteer of the Month

Mr. Jones reported that Jake Mott was chosen as April 2017 Volunteer of the Month. He was chosen for his volunteer efforts taking pictures at the 50 plus! Senior Prom and donating items and assisting with packing for the Hays seniors comfort case project. Mr. Mott was unable to attend the meeting. He will be presented with a Certificate of Appreciation and a bag of goodies.

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 reminded the Board that the National Recreation and Park Association Congress will be held in September 2017 and to let Ms. Harvey know if anyone is interested in attending. He also reported that an IAPD Commissioners Boot Camp will be held on May 25, 2017 in Normal, Illinois. He stated that Commissioner Miller and he would be attending and to let him know if anyone was interested in attending.

Mr. DeLuce announced that the Touch-A-Truck event will be held on May 17, 2017 at 10:00 a.m. He also announced that the Park District received a \$100,000 donation to the Virginia Theatre renovations from Vincent O'Greene.

Committee and Liaison Reports

Champaign Parks Foundation

President Hays reported that the Foundation Board met and reaffirmed that a fundraising recognition for Newt Dodds and Lou Liay for outstanding service on the Foundation will be held on July 21, 2017 from 5:30 to 8:00 p.m. at the Virginia Theatre. He reported that the Events Committee is finalizing the program for the event.

Report of Officers

Attorney's Report

Attorney Hall briefed the Board on a court decision by the Illinois 2nd District appellate court regarding a Freedom of Information Act (FOIA) decision involving the College of DuPage Foundation. He stated that the appellate court found that the College of Dupage's Foundation is subject to the Freedom of Information Act due to the type of information being sought.

President's Report

None.

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. Minutes of the Regular Board Meeting, April 12, 2017
2. Minutes of the Executive Session Meeting, April 12, 2017
3. Minutes of the Study Session, April 26, 2017
4. Minutes of the Executive Session, April 26, 2017
5. Acceptance of Donations, Gifts and Bequests Policy

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

New Business

Approval of Disbursements as of April 12, 2017

President Hays reported that staff recommended approval of the list of disbursements for the period beginning April 12, 2017 and ending May 9, 2017.

Commissioner Solon made a motion to approve the list of disbursements for the period beginning April 12, 2017 and ending May 9, 2017. The motion was seconded by Commissioner Miller. The motion passed 5-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Miller – yes, President Hays – yes; Vice President McMahon – yes; and Commissioner Kuhl – yes.

Approval Setting a Public Hearing on the Budget and Appropriation Ordinance

President Hays reported that staff was recommending that the Board set a public hearing on the Budget and Appropriation Ordinance.

Commissioner Kuhl made a motion to approve setting a public hearing on the proposed Budget and Appropriation Ordinance for Wednesday, June 28, 2017 at 5:30 p.m. at the Bresnan Meeting Center to receive public comments. The motion was seconded by Commissioner Solon. The motion passed 5-0. Ordinance No. 620, the proposed Budget and Appropriation Ordinance is available at the Bresnan Meeting

Center for public viewing.

Approval of an Agreement between the Park District and Micro Systems International, Inc.

Mr. DeLuce reported that staff recommends approval of an agreement with Micro Systems International, Inc. He stated that Micro Systems does an excellent job and is available when needed.

Commissioner Kuhl made a motion to approve an agreement between the Park District and Micro Systems International, Inc. for a one year period at the rate of \$2,500.00 per month. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Approval of Park Operating Hours

Mr. DeLuce presented the report and responded to questions by the Board. He reported that staff is looking to add consistency to park operating hours which will hopefully help residents understand and comply with operation hours for each park. Mr. DeLuce stated that staff followed up with the Champaign Police about suggested hours for Scott and West Side Parks. He reported that the Champaign Police indicated that they would support the Park District's decision.

Commissioner Solon prefers dawn to dusk hours for West Side Park. She stated that neighbors have expressed concern about noise.

Commissioner Kuhl commented that there will be people in West Side Park by the nature of its location. Commissioner Miller stated that if there is a problem he would support changing the hours. President Hays prefers dusk to dawn for West Side Park. He stated that the main point is to be consistent.

Commissioner Solon made a motion to approve the park operating hours as presented except for West Side Park which same remain from dawn to dusk. The motion was seconded by Vice President McMahon. The motion passed 5-0.

Approval of the Park District Facility Fee Schedule

Mr. DeLuce presented the report and responded to questions. He reported that since the Board received the proposed facility fee schedule, staff is recommending increasing tennis court fees by \$2 for members and nonresidents. Mr. DeLuce highlighted that a new fee of \$20.00 will be charged to reserve small pavilions and increase fees for special events to recoup logistics and maintenance cost for different size groups. Leonhard Recreation Center fees will be increased by \$10.00 with a reduction in nonresident fees. Discussion ensued

Commissioner Kuhl made a motion to approve the Facility Fee Schedule for May 1, 2017 through April 30, 2018. The motion was seconded by Vice President McMahon. The motion passed 5-0.

Approval of the Crisis Management Plan

Ms. Hoggatt presented the report. She reported that Board comments and suggestions have be included in the plan. Ms. Hoggatt stated that the plan has been reviewed by Attorney Hall.

Commissioner Solon made a motion to approve the Crisis Management Plan. The motion was seconded Commissioner Kuhl. The motion passed 5-0.

Old Business

None.

Discussion Items

FY17-18 Operating Budget

Ms. Wallace presented an overview of the proposed FY17-18 operating budget. She updated the Board on the process for the budget with department heads and staff. Significant initiatives impacting the budget include, an increase in part time seasonal rates, increase in utilities rates, new programs and initiatives and new partnerships. She reviewed the breakdown of the sections of the budget book. Expenditures for

capital were increased for projects that carried over or projects that staff would like to address. She reviewed the layout of the sections of the budget book. The projected surplus and expenditures for FY17-18 were addressed. Ms. Wallace discussed the fund balances by categories and the expected 120 day reserve. The budget includes the capital plan that was approved in February 2017, department analysis, and supplemental information. The final document in the budget is the ordinance that will be made available for public viewing. She stated that she would like to meet to review the budget. Discussion ensued. Ms. Wallace commented on the estimate for carryover operating funds for the current year.

President Hays encouraged Commissioners to address questions to Ms. Wallace and copy Mr. DeLuce so the information can be shared.

Comments from Commissioners

Commissioner Solon thanked Kevin Crump for his years of service with the Park District. President Hays and Vice President McMahon echoed Commissioner Solon's comments and wished Mr. Crump well in his future endeavors.

Commissioner Kuhl noted that the Urbana Sweetcorn Festival had a survey question about only using local entertainment. She stated that people indicated that they would not attend the event without a national act. Mr. Jones stated that the Park District received a partial donation from a local donor for Taste of Champaign-Urbana and will work with local bands instead of a national act.

Executive Session

Commissioner Solon moved as set forth below to convene into Executive Session. The motion was seconded by Vice President McMahon. The motion passed 5-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Miller – yes; President Hays – yes; Vice President McMahon – yes; and Commissioner Kuhl. 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; (c)(6) for the setting of a price for sale or lease of property owned by the public body; and (c)(11) to address litigation that is probable or imminent.

Return to Regular Meeting

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

Action Items from Executive Session

Approval of Wage Increase for the Executive Director for FY17-18

Commissioner Kuhl a motion to approve setting the Executive Director's salary for FY17-18 at \$130,000 annually. The motion was seconded by Commissioner Miller. The motion passed 5-0.

Adjourn

There being no further business to come before the Board, Commissioner Kuhl made a motion to adjourn the meeting. The motion was seconded by Commissioner Miller. The motion passed 5-0 and the meeting was adjourned at 8:10 p.m.

Craig W. Hays, President

Cindy Harvey, Secretary