



**CHAMPAIGN
PARK DISTRICT**

**AGENDA
REGULAR BOARD MEETING
BRESNAN MEETING CENTER
706 Kenwood Road
Champaign, Illinois
Wednesday, September 9, 2015
7:00 p.m.**

A. CALL TO ORDER

B. COMMENTS FROM THE PUBLIC

C. COMMUNICATIONS

D. TREASURER'S REPORT

1. Consideration of Acceptance of the Treasurer's Report for the Month of August 2015

E. EXECUTIVE DIRECTOR'S REPORT

1. Volunteer of the Month
2. General Announcements

F. COMMITTEE REPORTS

1. Champaign Parks Foundation

G. REPORT OF OFFICERS

1. Attorney's Report
 - a. Annexing of Property for Discussion
2. President's Report

H. CONSENT AGENDA

All items appearing below are considered routine by the Board and shall be enacted by one motion. If discussion is desired, that item shall be removed and discussed separately.

1. Approval of the Minutes of Regular Board Meeting, August 12, 2015
2. Approval of the Minutes of Executive Session, August 12, 2015
3. Approval of the Minutes of Study Session, August 26, 2015
4. Approval of the Minutes of Executive Session, August 26, 2015
5. Approval of Board of Conduct Code
6. Approval of a Revised Naming of Parks and Facilities Policy
7. Approval of an amendment to the Subrecipient Agreement for the Community Matters Program for the Centennial Park area extending the term of the agreement to December 30, 2015
8. Approval rejecting the bid for Hard Court Re-surfacing and Striping bid for Spalding Tennis Courts, and accepting the bid and authorizing the Executive Director to enter into a contract for the Morrissey Tennis Courts with the lowest responsible bidder, Harris Barrier Corporation of Indianapolis, IN, in the amount of \$33,780.00

The mission of the Champaign Park District is to enhance our community's quality of life through positive experiences in parks, recreation, and cultural arts.

9. Approval accepting the bid and authorizing the purchase of one new 2016 Ford E450 Starcraft All-Star bus from the lowest responsible bidder, Midwest Transit Eqt., in the amount of \$52,926.00

I. NEW BUSINESS

1. Approval of Disbursements as of August 12, 2015
Staff recommends approval of the list of disbursements for the period beginning August 12, 2015 and ending September 8, 2015.
2. Approval of a Resolution Initiating the 2015 General Obligation Bond Issue
Staff recommends approval of a resolution stating the Park District's need and intent to issue \$1,092,700 of General Obligation Bonds for FY15-16.
3. Approval of a Resolution Setting a Public Hearing on Proposed Bond Issue
Staff recommends approval of a Resolution to set a Public Hearing for Wednesday, October 14, 2015 at 7:00 p.m. at the Bresnan Meeting Center to discuss the issuance of \$1,092,700 of bonds for the purpose of providing funds for capital improvements. As required by law, a public hearing must be set for the purpose of receiving public comments on the Board proposal to sell bonds.
4. Approval of a Revised Employment Policy Regarding Hiring of Relatives
Staff recommends approval of the revised employment policy regarding hiring of relatives.

J. OLD BUSINESS

1. Approval of Time Frame to Include Taxable Allowances as IMRF Earnings
Staff recommends Board action on a time frame to include taxable allowances as IMRF earnings.

K. DISCUSSION ITEMS

L. COMMENTS FROM COMMISSIONERS

M. ADJOURN

NEXT MEETINGS OR EVENTS

- September 14, Foundation Board Meeting, 4 p.m., Bresnan Meeting Center
- September 15-17, *The Return of the Pink Panther*, 7 p.m., Virginia Theatre
- September 15-17, 2015 NRPA Annual Conference, Las Vegas, NV
- September 18, Rewind Movie Festival, 7:30 p.m. & 10:30 p.m., Virginia Theatre
- September 19, Rewind Movie Festival, 1 p.m., 4 p.m., & 8 p.m., Virginia Theatre
- September 23, Study Session, 5:30 p.m., Bresnan Meeting Center
- September 24, Quarterly Staff Meeting and Fish Fry, 11:30 a.m., OPS & BMC
- September 24-25, CPD's Youth Theatre Disney's Aladdin Kids, 7 p.m., Virginia Theatre
- September 26, CPD's Youth Theatre Disney's Aladdin Kids, 7 p.m., Virginia Theatre
- September 13-27, State Town & Country Amateur Art Show, Springer Cultural Center
- September 27, Douglass Style Show, 4 p.m., Douglass Center
- October 4, Celtic Woman 10th Anniversary World Tour, 3 p.m., Virginia Theatre
- October 5, Last Comic Standing Live Tour, 7:30 p.m., Virginia Theatre
- October 9, Bach's Lunch Concert, 12 p.m., Springer Cultural Center
- October 12, Foundation Board Meeting, 4 p.m., Bresnan Meeting Center

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

August 12, 2015

The Champaign Park District Board of Commissioners held a Regular Board meeting on Wednesday, August 12, 2015 which commenced at 7:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to published notice duly given. Vice President Craig Hays presided over the meeting.

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

Absent: President Timothy P. McMahon.

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, Tammy Hoggatt, Director of Human Resources, Information Technology and Risk, Steven Bentz, Director of the Virginia Theatre.

Members of the public were in attendance. Tim Mitchell, a reporter with The News-Gazette, was also present.

Call to Order

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

Comments from the Public

None.

Communications

Vice President Hays circulated the communications.

Presentations

Swann Special Care Center Renovation, BLDD Architects

Mark Ritz, BLDD Architects, reported that BLDD is completing the design for the Swann Special Care Center (Center) renovation. He introduced Kimberly Halberstadt, Executive Director of the Center.

Ms. Halberstadt stated that the Center is a not-for-profit long term care facility that serves severe and profoundly developmentally disabled children and adults of all ages. She stated that currently the Center has three facilities: a residential facility, a school and an adult developmental training program. Ms. Halberstadt reported that the Center will soon serve 118 participants; transporting 90% of them daily to various programs and their homes. She stated that it would benefit and improve the quality of life of the participants if all facilities were on one site.

Mr. Ritz reported that the primary purpose of the project is to locate the school and training facility next to the Center. Additions will also be made to the existing building. He discussed how the project will impact Kaufman Park. Mr. Ritz reported the Center is trying to connect with Kaufman Park because it is an asset to the Center. BLDD is requesting permission to do three things: extend some sidewalks from the Center's property to the Park District's sidewalk in the park, trim several trees that extend over the property line, and establish a staging area to allow contractors access for the project through the park. Mr. Ritz explained how the project will be completed in phases and presented the proposed design of the project. Discussion ensued and Mr. Ritz and staff responded to questions posed by the Board. Mr. Ritz stated that the contractors hope to start in December. Mr. DeLuce reported that staff has included in the discussion about

the project and impact on the park. Mr. Crump addressed the trees in question. Mr. Ritz reported contractors will try to limit vehicles in the park to smaller trucks.

Attorney Hall asked about issues associated with the Copper Slough run off. Mr. Ritz responded that there are stringent regulations and that BLDD's civil engineer will complete a storm water pollution prevention plan. Attorney Hall asked if the sidewalk was ADA compliant. Mr. Crump responded affirmatively. Discussion ensued about the adjacent chain link fence. Mr. Ritz proposed that the fence be removed and not replaced in order to enable access to the park.

Mr. DeLuce reported that easement will be presented to the Board for consideration at a future meeting.

Vice President Hays stated that staff revised the reports for Consent Agenda Items 10 and 11. The revised reports include the trade-in values of equipment. He asked the Board members if there were any objections to moving Old Business on the agenda after the President's Report to accommodate a presentation by the IMRF representative. There were no objections from the Board.

Treasurer's Report

Treasurer Wackerlin presented the Treasurer's Report for the month of July 2015. He stated the Park District's finances have been reviewed and found to be in appropriate order. Treasurer Wackerlin stated that a new column showing accrued interest on CDs for informational purpose has been added to the report. He reported that it is expected that the Park District will recover approximately \$97,753 in IMET funds in the pending case. Discussion ensued. Ms. Wallace stated that the adjustment value was for auditing purposes and that if additional funds are received it will be noted.

Commissioner Solon made a motion to accept the Treasurer's Report for the month of July 2015. The motion was seconded by Commissioner Griggs. The motion passed 4-0.

Executive Director's Report

Mr. DeLuce reminded the Board that the August 26, 2015 Study Session will be dedicated a visioning and strategic planning session.

Committee and Liaison Reports

Champaign Parks Foundation

Vice President Hays reported the car raffle is well underway and that sales to date are ahead of last year. He asked that anyone who has tickets remaining to return them to Laura Auteberry. Vice President Hays stated that unsold tickets are needed for auditing purposes. He reported that the Foundation decided to formalize and set up committees to be comprised of members and nonmembers in order to involve the community and enhance the pool of potential foundation board members. Vice President Hays reported that Jimmy John's made a \$25,000 donation to the scholarship fund. He thanked Mr. Wackerlin for his efforts in securing the donation.

Old Business

Action on a Resolution to Include Taxable Allowances as IMRF Earnings

Mandy Beedie, IMRF Central Field Service Representative, reported that during a recent audit, a common practice of reporting taxable expense allowances without a resolution by the Park Board was found. IMRF is governed by Illinois law which mandates that taxable expense allowances are not reportable to IMRF without an employer resolution stating the governmental body wants to report them as IMRF creditable. When IMRF finds this in audits, employers have three choices: pass a resolution and backdate it to the date the governmental body started reporting the taxable expense allowances; make adjustments to past wages where taxable expense allowances were reported either going back at least four years or since inception; or pass a resolution and then rescind it for future employees. Ms. Beedie noted that included in the information she distributed was a copy of the audit, list of all park districts in IMRF that have a resolution to include taxable expense allowances, and a sample resolution. Ms. Beedie responded to

questions about the different options and impact to retirees and current employees. The Board thanked Ms. Beedie for her presentation.

Discussion ensued. It was the consensus of the Board that it does not wish to continue allowing cell phone, car, tuition and moving expense allowances as reportable to IMRF for pension credit. After further discussion, Commissioner Kuhl made a motion to not approve a resolution and determine at the August 26, 2015 Board meeting whether to go back four years or to inception for taxable expense allowances. The motion was seconded by Commissioner Solon. The motion passed 4-0.

Report of Officers

Attorney's Report

Ordinance No. 600

Attorney Hall recommended approval of Ordinance No. 600, Annexing Territory Pursuant to Petition (211 S. Staley Road, 215 S. Staley Road and 301 S. Staley Road).

Commissioner Solon made a motion to approve Ordinance No. 600. A copy of the ordinance is attached to the minutes. The motion was seconded by Commissioner Griggs. The motion passed 4-0.

President's Report

None.

Vice President Hays asked if there were any objections to moving New Business, Item #6 before the Consent Agenda. There were no objections from the Board.

New Business

Approval of Alcohol Sales at Various Champaign Park District Events

Mr. DeLuce reported that a question was raised about selling alcohol in the parks at events. The Park District currently has a contract to sell alcohol at the Virginia Theatre. Mr. DeLuce stated that the Park District is working with Orange and Blue Distributing to sell alcohol at the Taste of Champaign-Urbana (Taste). He asked if there were concerns that the Board would like addressed. Mr. DeLuce stated that a representative from Orange and Blue Distributing and Zoe Stinson, Special Events and Volunteer Manager, were in attendance to answer questions.

Commissioner Solon asked for clarification about Board approved the sale of alcohol at Taste. She recalled that staff was to evaluate and report back to the Board for direction. Mr. DeLuce explained the process used at to sell alcohol at that time. Mr. DeLuce talked about proposed plans to sell liquor at Taste including liability issues. He noted that the Park District will purchase the alcohol and retain 100% of sales.

Ms. Stinson updated the Board on changes for the Taste. She reported that the entire park will be fenced in due to a scheduled larger band. This will also allow the Park District to obtain a better count of people attending the event. Discussion ensued.

The representative from Orange and Blue distributing updated the Board on liquor sales at other events, including the Sweet Corn festival held in Urbana.

Discussion ensued. Vice President Hays inquired about who will provide security. Ms. Stinson stated that the Park District contracts with the City police and will use private security. Ms. Solon expressed concern about competing with local bars and liability issues. On a related topic, Mr. DeLuce that staff decided to not continue the music festival.

Commissioner Solon stated that the Board should approve events where alcohol is going to be service. Vice President Hays expressed concern about the liability to the Park District for checking identification and the expense of providing training. He suggested that the Board permit the sale of alcohol at the Taste for 2015 and develop a proposed alcohol policy for future consideration.

Commissioner Kuhl made a motion to approve staff plans to sell alcohol at the Taste of Champaign-Urbana for 2015. The motion was seconded by Commissioner Griggs. The motion passed 4-0.

Staff will evaluate the sale of alcohol and present a follow up report at a future meeting.

Consent Agenda

Vice 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, that item shall be removed and discussed separately.

Commissioner Solon asked that Item 9 be addressed separately. The items are as follows:

1. Approval of Minutes of the Special Board Meeting, June 17, 2015
2. Approval of Minutes of the Study Session, June 24, 2015
3. Approval of Minutes of the Public Hearing & Regular Board Meetings, July 8, 2015
4. Approval of Minutes of the Executive Session, July 8, 2015
5. Approval of Minutes of the Special Board Meeting, July 22, 2015
6. Approval accepting a bid and authorizing the Executive Director to execute a contract for Sholem sandblasting and re-painting with the lowest responsible bidder, Buckert Painting, Urbana, IL, in the amount of \$79,945.00.
7. Approval accepting a bid and authorizing the Executive Director to execute a contract for sealcoating and line-stripping with the lowest responsible bidder, County Asphalt Company Inc., Urbana, IL in the amount of \$16,852.10.
8. Approval accepting a bid and authorizing the Executive Director to execute a contract for replacement of the Douglass Park Little League Ball Field fencing to the lowest responsible bidder, S.K. Service Corporation, in the amount of \$48,460.00.
10. Approval accepting the low bid and authorizing the purchase of one new Toyota 8FGU25 forklift from the lowest responsible bidder, Toyota Lift/Bahrns Equipment, in the amount of \$24,183.00.
11. Approval accepting the low bid and authorizing the purchase of one new Toro Groundsmaster 3500-D mower from the lowest responsible bidder, MTI Distributing, in the amount of \$28,104.89.
12. Approval accepting the low bid and authorizing the purchase of one new mini track loader from the lowest responsible bidder, Bobcat of Champaign, in the amount of \$20,456.96.

Commissioner Kuhl made a motion to approve all Consent Agenda Items except Item 9, which was removed and discussed separately. The motion was seconded by Commissioner Griggs. The motion passed 4-0.

9. Approval of Bid for Garden Hills Park Trail Drainage Project

Mr. Crump presented the staff report and responded to questions from the Board. He noted that the drainage issue at the park is a problem that the City will need to address and that the proposed sidewalk will not be affected by the backup of water. Mr. Crump reported that this project has been discussed with City staff and will have no impact on the City's plans. The work is expected to begin by the end of September and staff will notify surrounding neighbors.

Commissioner Solon made a motion to approval accepting the Base Bid, Alternate 1 and Alternate 003 for Garden Hills Park Trail and Drainage project, and authorizing the Executive Director to execute a contract with the lowest responsible bidder, Duce Construction Company of Champaign, IL, in the amount of \$81,953.35. The motion was seconded by Commissioner Griggs. The motion passed 4-0.

New Business

Approval of the List of Bills for July 2015

Staff requested approval of the list of disbursements for the period beginning July 8, 2015 and ending August 11, 2015.

Commissioner Solon asked about payments to vendors without contracts and where there were no bids noting the upcoming Gin Blossoms performance. Mr. Jones responded that the checks for the Gin Blossoms have been processed but the checks will not be released until the Park District receives an executed contract.

Commissioner Griggs made a motion to approve the list of disbursements for the period beginning July 8, 2015 and ending August 11, 2015. The motion was seconded by Commissioner Kuhl. The motion passed 4-0.

Approval of a Bid for Hard-Court Re-surfacing and Striping

Mr. Crump reported that no bids were received for this project. He recommended re-bidding the hardcourt re-surfacing and striping project for consideration at a future board meeting. There were no objections from the Board.

Approval of a Bid for Janitorial Services at the Dodds Tennis Center

Mr. DeLuce presented the staff reported and responded to questions from the Board. He stated that staff recommended accepting the Base Bid and Alternate 1 West Wall Dusting and authorizing the Executive Director to execute a one year contract with the option to renew for one additional year with, ESS Clean, Inc. of Urbana, IL, in the annual base bid amount of \$21,835.00 with Alternate 1 West Wall Dusting of \$150.00 for a total of \$21,985.00. Also accepting and approving Alternate 1 Carpet cleaning \$175.00, Alternate 1 Fabric Covered Furniture Cleaning \$175.00, and Additional Services Rate of \$20.00/hour on an as needed basis.

Commissioner Kuhl made a motion to approve accepting the bid and alternates as stated above. The motion was seconded by Commissioner Griggs. The motion passed 4-0.

Approval of Ordinance No. 601: An Ordinance Providing for Disposal of Personal Property Owned by the Champaign Park District of Champaign County

Mr. DeLuce presented the staff report. He stated that staff recommended approval of Ordinance No. 601: An Ordinance Providing for Disposal of Personal Property owned by the Champaign Park District, which allow for disposal of one 1997 Komatsu forklift and one 2010 John Deere 997 mower to be used for trade ins.

Commissioner Solon made a motion to approve Ordinance No. 601: An Ordinance Providing for Disposal of Personal Property owned by the Champaign Park District, which allow for disposal of one 1997 Komatsu forklift and one 2010 John Deere 997 mower to be used for trade ins. The motion was seconded by Commissioner Griggs. The motion passed 4-0.

Approval of Dodds Tennis Center Abandoned Tank Remediation

Mr. DeLuce presented the staff report. He reported that Mr. Crump has been working with MSA Professional Service on options available to the Park District. Mr. DeLuce discussed this matter with Mike Jones, an environmental engineer with MSA and a former State Fire Marshall, who is of the opinion that state will require the Park District to remove the tank. If the tank is left in place it will be costly to make sure the tank is secured in place.

Attorney Hall stated that cost allocation be addressed appropriately if the Board decides to proceed with removal of the tank at this stage. He stated the cost estimates include engineering, unknown items, and backfilling. Professional service items are not required to be bid and some items are within the Executive Director's spending authority.

Mr. DeLuce reported that the project was put on hold to gather information to share with the Board. He stated that staff is seeking Board direction on moving forward with the tank remediation.

Mr. Crump stated that there is no definitive answer on what the tank was used for. It is assumed that it was used for some type of fuel to heat the building in the past. The Park District took possession of the Tennis Center in 1994. Discussion ensued.

Mr. Crump reported that Park District will contract Hall Petroleum for removal of the tank, MSA will oversee the operation including collecting soil samplings, testing and reporting, and the general contractor, Stark Excavating, may address the back filling.

Commissioner Solon made a motion to approve the tank remediation plan as presented. The motion was seconded by Commissioner Kuhl. The motion passed 4-0.

Discussion Items

Anti-Nepotism Policy

Mr. DeLuce reported that over the years the anti-nepotism policy has been revised. The current change allows family members of full-time employees to work as seasonal employees as long as they do not work in the same department. The Park District has a possible candidate for one of two recently advertised CUSR coordinator positions. The candidate is the sister of one of the Park District's full-time operations staff. Staff is asking whether the Board is willing to consider a policy change. Mr. DeLuce reported staff would prepare a policy that does not allow family members to work in the same department. He stated that the University of Illinois and other park districts allow the hiring of relatives. Staff is requesting feedback from the Board.

Discussion ensued. Commissioner Solon opposed allowing the hiring of relatives for various reasons. Commissioners Kuhl and Griggs, and Vice President Hays are not opposed to allowing hiring of relatives as long as there are policies in place. Mr. DeLuce thanked the Board members for their comments.

Comments from Commissioners

Commissioner Kuhl congratulated Mr. Jones for being nominated as a finalist in the 40 under 40. She congratulated Mr. Hall who has a son that recently graduated from law school. Mr. Hall stated that his son was sworn in in Wisconsin and will be taking the Illinois Bar Exam. Commissioner Kuhl thanked Treasurer Wackerlin for his efforts with Jimmy John's that resulted in a \$25,000 donation to the scholarship fund.

Executive Session

Commissioner Solon moved as set forth below to convene into Executive Session. The motion was seconded by Commissioner Griggs. 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 Commissioner Kuhl – yes. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS, Par. 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 and (11) litigation, when an action against, affecting or on behalf of the park district has been filed and is pending before a court or administrative tribunal.

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 Commissioner Griggs. The motion passed 5-0 and the meeting was adjourned at 9:25 p.m.

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

August 26, 2015

The Champaign Park District Board of Commissioners held a Special Board Meeting on Wednesday, August 26, 2015 at 5:30 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 W. 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, Jameel Jones, Director of Recreation, Tammy Hoggatt, Director of Human Resources, Information Technology and Risk, Steven Bentz, Director of the Virginia Theatre, and Chelsea Norton, Marketing and Communications Director.

There were no members of the public in attendance.

Call to Order

President McMahon called the meeting to order at 5:40 p.m.

Comments from the Public

There were no comments from the public.

Action Items

Approval of a Resolution Approving and Ratifying Change Order #1 to the Dodds Tennis Center Parking Lot Project

Mr. DeLuce presented the staff report and responded to questions by the Board. He stated that staff is seeking formal approval from the Board before moving forward with the tank remediation. Discussion ensued.

Mr. Crump reported that the reason for the parking lot reconstruction was due to failure of the subbase and to correct drainage problems. The original project construction cost was \$142,723.90. Mr. DeLuce reported that the additional estimated cost for the tank remediation is approximately \$61,000.00 of which \$38,852.38 is for Change Order #1 with Stark Excavation and the remaining for additional work with Midwest Petroleum Service, LLC and MSA Professional Services. He stated that the majority of additional funds will come from the contingency fund and the remaining from the capital budget. Mr. Crump stated that whether are additional changes orders will depend on the amount of ground contamination, if any.

President McMahon asked if the Park District was looking into the previous owner or if there was any recourse associated with underground tanks. Attorney Hall stated that the property was transferred to the Park District by a land trust in 1996. He stated that prior to that the land was apparently owned by the Dodds Family. Attorney Hall stated that there may be recourse under the Brownfields laws. He stated that he would look into the matter if the Board directed him to do so.

Discussion ensued. The Board directed Attorney Hall to research available options to the Park District. Mr. DeLuce reported that staff followed up with PDRMA for insurance purposes and there is a slim chance that the Park District may be able to recoup some of the cost. Attorney

Hall also suggested pursuing remediation grant options. Mr. DeLuce stated that staff will document the process.

Commissioner Solon made a motion to approve the resolution approving and ratifying Change Order #1 for the sum not to exceed \$38,852.38 the Dodds Tennis Center park lot and authorize Executive Director to sign said change order in as presented. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Approval of a Change Order #1 to Add a Module to the Accounting Software

Mr. DeLuce presented the staff report. He stated that the adding the purchase order module will allow staff to track funds as they are encumbered. Staff recommended the Board authorize the Executive Director to execute Change Order #1 to add a purchase order module to the accounting software with BS&A Software in the amount of \$7,085.00.

Commissioner Solon made a motion to authorize the Executive Director to execute Change Order #1 to add a purchase order module to the accounting software with BS&A Software in the amount of \$7,085.00. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Discussion Items

Strategic Planning Session

Mr. DeLuce introduced Chelsea Norton, Marketing and Communications Director. Ms. Norton gave a brief introduction and history about herself.

Mr. DeLuce introduced Mr. David Michael Moore, facilitator of the strategic planning session. Mr. DeLuce became aware of Mr. Moore from Jayne DeLuce and others in the community. He stated that Mr. Moore uses graphic facilitation in strategic planning sessions.

Mr. Moore is assisting the Park District with the beginning stages of the strategic plan. He gave a brief history of his background and provided an overview of the session. The goal is to come to an agreement on what the Park District's strategic themes will be for the 2015-18 Strategic Plan. Mr. Moore led an open exercise to engage participants and make them comfortable with graphic facilitation. The exercise was broken into two sessions: building strategic themes and selecting strategic themes. A copy of the Graphic Facilitation Outline is attached to the minutes. During the second session, the Board reviewed and suggested revisions to the five original themes.

Commissioner Kuhl thanked staff for their input. She indicated that staff added significantly and she was delighted to hear their input. Commissioner Solon stated that it is important to see what staff values are and what they think the strategic plan should be.

The Board thanked Mr. Moore for facilitating the session. Mr. DeLuce reported that Mr. Moore will also facilitate a session with the managers and supervisors who will take the information compiled tonight provide feedback and work on goals and objectives. The Board will receive a copy a digital file of the discussions and graphic materials.

Mr. DeLuce stated that staff will put together a three year strategic plan for Board approval with the themes agreed upon by the Board. It was the consensus of the Board to move forward with the identified themes with revisions as suggested by Board and staff.

President McMahon thanked everyone for their participation.

Comments from Commissioners

Commissioner Solon reported on her attendance at the Taste of Champaign-Urbana. She requested a financial report about the Taste. Commissioner Solon reported that people were receptive to the open alcohol concept. She received a complaint about having only four entrances into the park and noticed the long lines for alcohol. She stated that the event was well attended. Mr. DeLuce reported that staff will provide a financial report and share the details with the Board.

Vice President Hays thanked the Commissioners who participated in the car raffle and for those who sold tickets.

In response to a question from Commissioner Solon, Mr. DeLuce reported that the next step in the IDNR process requires the Park District to have a development plan for the 20 acres at Abbey Fields and hold a public hearing.

President McMahon commented on the memo about the workshop. He stated it is important to hold such workshops and work together as a Board.

Executive Session

Commissioner Kuhl moved as set forth below to convene into Executive Session. 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 Timothy P. McMahon; and Commissioner Kuhl – yes. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS, Par. 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 and (11) litigation, when an action against, affecting or on behalf of the park district has been filed and is pending before a court or administrative tribunal.

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 5-0, and the meeting was adjourned at 8:45 p.m.

Approved:

Timothy P. McMahon, President

Cindy Harvey, Secretary

Graphic Facilitation Outline

for Champaign Park District

Wednesday, August 26

Introduction (20 minutes)

- Meeting begins, David is introduced and gives an overview of the session
- Explain: Our goal today is to come to an agreement on what our strategic themes will be for our 2015-18 Strategic Plan
- David leads an opening exercise to get everyone sharing and comfortable with graphic facilitation (Building the ultimate playground equipment—yes and, thank you)

Session I: Building Strategic Themes (75 minutes)

- *Board setup: The strategic plan mission is pre-written on the board with the 5 strategic themes:*
 1. Provide a family atmosphere, where participants feel welcome and safe
 2. Provide first-time opportunities for participants to try programs and parks
 3. Provide programs and parks that users can participate in throughout their lives
 4. Provide programs and parks that are affordable for all
 5. Provide opportunities to create community connections in our programs and parks
- Introduce 5 strategic themes as the starting point for conversation. (Discuss questions/concerns in the 2nd session) Explain: Programs & Parks also includes facilities; Strategic themes emphasis will be on external metrics with internal goals created later.
- Discuss these introductory themes guided with the following questions:
 - Why is this important to the Park District's mission?
 - What area could use the most improvement (and why)?
 - In light of future issues, what area needs the most attention (and why)?
- When the discussion begins to wrap up about the 5 introductory themes, discuss possibilities for new strategic themes. Participants can contribute words or phrases that are important to them instead of constructing a full statement (Yes and).

- The session concludes with two exercises to be completed over break using green & gold stickers given to each participant:
 - Use a gold sticker to select which strategic theme(s) are most important to you. (4)
 - Use a green sticker to identify what subjects you'd like to discuss further in the 2nd session. Participants can elect to use a post-it note instead if there is a subject that hasn't been covered yet. (2)

Break (10 minutes)

David prepares 2nd board as participants complete the previous exercise.

Session II: Selecting Strategic Themes (75 minutes)

- *Board setup: Create headings for the themes that have the most gold stickers (using relative sizes), to outline what we will be discussing in Session II.*
- Discuss each theme with the following outline:
 - What do we like about this theme?
 - What concerns do we have?
 - What feedback do we have about its wording?
- Discuss "green sticker" items next (concerns, questions and general feedback).
- Vote on the adoption of each theme.



**CHAMPAIGN
PARK DISTRICT**

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: September 2, 2015

SUBJECT: Approval of the Board Member Code of Conduct

Background

The Board Member Code of Conduct (Code) was created by the Illinois Association of Park Districts (IAPD). The Code has been adopted or modified by many park and recreation agencies to suit their own needs. The Code is a statement meant to remind the public – and the board – that the board is committed to performing the public's work with the highest integrity. IAPD encourages boards to adopt a resolution such as the Code as a pledge to work in harmony to best represent the citizens served.

Prior Board Action

The Board discussed the Board Member Code of Conduct at the July 22, 2015 Special Board meeting.

Budget Impact

None.

Recommended Action

The Board Member Code of Conduct is being presented for Board action.

Prepared by:

Reviewed by:

Cindy Harvey
Assistant to the Executive Director

Joe DeLuce, CPRP
Executive Director

CHAMPAIGN PARK DISTRICT Board Member Code of Conduct

The Champaign Park District Board recognizes the need for decision-making and public responsiveness, which requires a commitment to ethical, business-like and lawful conduct including proper use of authority and appropriate decorum when acting as a board member. Accordingly each board member will:

1. When outside of board meetings, avoid making individual pronouncements and public conjectures about agency matters not yet decided by the board.
2. Represent all the people of the community while avoiding partisanship based on special interests.
3. Engage in no self-dealing or the conduct of any private business of personal services between any board member and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to "inside" information.
4. Recuse him- or herself from discussing or voting on an issue about which he or she has an unavoidable conflict of interest.
5. Not promise in advance of a meeting how he or she will vote on any issue, reserving judgment until all facts have been presented.
6. Not use his or her position to obtain employment for him- or herself, for family members or close associates. (Should a member desire employment, he or she must first resign.)
7. Make decisions involving the welfare of the agency based on study and evidence, recognizing that personal feelings, opinions and other such factors are not conducive to sound decision-making; and understand that respecting the opinions of fellow board members is vital.
8. Accept the principle of board unity by supporting majority decisions of the board.
9. Respect the board's commitment to work with the executive by:
 - a. Requesting desired information about the agency's programs directly from him or her
 - b. Referring to his or her suggestions for new policies
 - c. Seeking his or her professional advice
 - d. Refraining from acting on any complaint until after the executive has had an opportunity to investigate fully and report to the board, and
 - e. Wholeheartedly supporting board-approved actions of the executive and his or her staff.
10. Recognize that the individual board member has no more authority over agency policies or operations and shall speak or act for the board only when specifically authorized to do so by action of the board.
11. Understand and respect the separation of board responsibilities and functions from those of the executive and staff. The board's responsibility is to ensure that the agency is well managed – not to manage the agency.

12. Consider unethical and thus avoid "secret" sessions of the board held without the presence of the executive.
13. Respect the confidentiality appropriate to issues of a sensitive nature.
14. Commit to regular attendance at board meetings and be properly prepared for board deliberation.
15. Understand and follow all provisions of the Illinois Open Meetings Act, as well as any other applicable statutes that govern the conduct of elected officials.
16. Evaluate the executive at least annually.
17. Participate in community activities.
18. Participate in board development opportunities.
19. Develop productive relationships with other elected officials at the state, local and national levels.
20. Be available and responsive to residents by interpreting the needs of citizens to the agency and by interpreting the actions of the agency to citizens without favor of any particular geographic area or interest group.
21. Keep the best interests of the agency in mind by considering him- or herself a "trustee" of the agency and doing his or her best to ensure that it is well maintained, financially secure, growing and always operating in the best interests of those the agency serves.
22. Respect, listen and communicate with fellow board members and the executive.
23. Make a committed effort to continuing education and to be well informed about issues and trends that could affect the agency.

Signed this ___ day of _____, 20__.

President

Board Member

Vice President

Board Member

Board Member



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: September 1, 2015

SUBJECT: Revised Naming of Park and Facilities Policy

Background

At the direction of the Board, staff has revised the Park District's Naming of Parks and Facilities Policy which was last updated in 2011, and updated for Board consideration. An annotated version highlighting proposed changes is attached. The policy outlines the policies and procedures for naming or renaming all parks, buildings, facilities, ball fields or athletic fields, roads/pathways, and other amenities. The proposed changes to the policy continue to provide the Board flexibility, add clarification for naming ball fields, and purchasing of naming opportunities.

Prior Board Action

- Approved by Board of Commissioners, September 10, 1997
- Revised by Board of Commissioners, August 2001
- Revised by Board of Commissioners, November 9, 2005
- Revised by Board of Commissioners, July 12, 2006
- Revised by Board of Commissioners, August 24, 2011
- The Board discussed the proposed revised Naming of Park and Facility Policy at the July 22, 2015 Special Board Meeting

Budget Impact

None.

Recommended Action

Staff is recommending that the Board approved the revised Naming of Park and Facility Policy as presented.

Prepared by:

Reviewed by:

Cindy Harvey
Assistant to the Executive Director

Joe DeLuce, CPRP
Executive Director

CHAMPAIGN PARK DISTRICT

Naming of Parks and Facilities Policy

The Board of Commissioners shall select names for new parks, buildings, facilities, ball fields or athletic fields, roads/pathways, and other amenities or, when appropriate, change the name(s) of existing parks, buildings, ball fields or athletic fields of the District in accordance with these guidelines or as otherwise determined by the Park Board of Commissioners. The Board has the final authority for the naming and renaming of all parks and facilities.

I. Qualifying Names

- Geographic location of a facility
- Outstanding feature
- Adjoining subdivision
- Individual, group or historical event
- Contribution for acquisition/development
- Exceptional service in the Park District's interest

II. Naming Park and Recreation Facilities

The following guidelines will be used when naming a park or recreation facility:

1. A permanent name shall be assigned as soon as possible.
2. Duplication of other places or facility names in the District shall not be considered.
3. Recommendations for a name may come from neighborhood organizations in the same locality as the park or facility. Recommendations from other concerned citizens and special interest groups will also be considered. If no citizen recommendations are made or no consensus obtained, the Champaign Park District staff will initiate naming recommendations which may include a park naming contest.
4. Prominent geographic features or local reference points (i.e., hill, stream, lake, notable tree, street, community or neighborhood) shall be considered for a potential name.
5. Consideration for naming a park or facility in honor of an individual shall only be given if one of the following criteria has been met:
 - a. For an individual (excluding state and nationally significant individuals) to be considered, that person must have contributed significantly to the acquisition or development of the park, facility or to the Park District overall. The suggested name may be accompanied by a biographical sketch, which shall provide evidence of contributions to the park, facility, or to the Park District overall.
 - b. Major contribution must have been made to the District or Park District Foundation.
 - c. Substantial donation to the District for park and recreational purposes wherein the donor stipulates a name as being consideration for the donation.
 - d. Outstanding community leader who has made significant civic contributions to the community and has given highly productive support to the Park District.

6. An existing name of a park and/or facility, particularly one of local or national importance or outstanding feature, shall not be changed unless there are extraordinary circumstances of local or national interest.

III. Renaming

1. The renaming of parks and facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most critical examination so as not to diminish the original justification for the name or discount the value of the prior contributors.
2. Only those parks and facilities named for location or subdivision shall be considered for renaming. Parks named by deed restrictions shall not be considered for renaming.
3. Parks and facilities named after individuals shall never be changed unless it is found that the individual's personal character is or was such that the continued use of the name for a park or facility would not be in the best interest of the community.
4. In order for a park or a facility to be considered for renaming one of the following must occur:
 - The recommended name must qualify according to Section II. Naming Park and Recreation Facilities,
 - Be accompanied by a petition from the particular park or facility users, and
 - Be a directive of the Board of Commissioners.

IV. Other Naming Alternatives

1. Parks and facilities that are donated to the District can be named by deed restrictions or contractual agreement by the donor. The naming and acceptance of land is subject to the guidelines set forth in this policy and by the Board of Commissioners.
2. ~~A facility within a park, i.e.,~~ Naming opportunities may include specific park features such as playground, picnic shelter, ball field or athletic field, etc. to encourage private donations and shall be done with approval from the Board of Commissioners. may be named separately from the park or facility location.
3. The purchasing of naming rights is possible. The duration of term of the naming rights opportunity life cycle shall be negotiated on a case-by-case basis, based upon the life span of the park, facility or amenity, and the financial commitment of the sponsor. Location and design of signage will be approved by both parties and made a part of any contract. Staff shall prepare a naming contract for approval by the Board. The expiration term shall be included in the contract, if applicable. If the contract is not renewed at the end of the term, the name will revert back to previous name.

Approved by Board of Commissioners, September 10, 1997

Revised by Board of Commissioners, August 2001

Revised by Board of Commissioners, November 9, 2005

Revised by Board of Commissioners, July 12, 2006

Revised by Board of Commissioners, August 24, 2011

Revised by Board of Commissioners, September 9, 2015



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director
DATE: September 2, 2015
SUBJECT: Community Matters Agreement with City of Champaign
Urban Renewal Funds for 1400/1500 Block of West Kirby

BACKGROUND

During the fall of 2013, during a Community Matters meeting, it was brought up that there are some families in the 1400/1500 block of West Kirby that need recreational opportunities afforded to them. The Park District provides several recreational program opportunities in Southwest Champaign, more specifically, in the Centennial Park area that encompasses our Prairie Farm, new Leonhard Recreation Center and the Sholem Aquatic Center. Last year, the City of Champaign reserved some dollars from the "Urban Renewal Fund" for families to participate in the aforementioned activities. The City and the Park District entered into a Subrecipient Agreement for the Community Matters Program to provide recreation opportunities in the Centennial Park area. The term of the agreement was from July 1, 2014 through June 30, 2015. All of the funds set aside for this effort were not spent and there is a balance of funds remaining from this effort, which the City is allowing the Park District to use. The amendment extends the term of the agreement from June 30, 2015 to December 30, 2015.

Prior Board Action

The Board approved the Subrecipient Agreement between the City of Champaign and the Park District for the Community Matters Program at the June 11, 2014 Regular Board Meeting in the amount of \$25,000 for July 1, 2014 to June 30, 2015.

Budge Impact

Of the \$25,000 total grant funds, the Park District has a remaining balance of \$5,000.

Recommended Action

Staff recommends approval of the amendment extending the term of the agreement to December 30, 2015 for the Subrecipient Agreement between the City of Champaign and the Park District for the Community Matters Program for the Centennial Park area.

Prepared by:

Jameel Jones
Director of Recreation

Reviewed by:

Joe DeLuce, CPRP
Executive Director

AMENDMENT

Agreement Between the City of Champaign and Champaign Park District

This amendment, executed by the parties on the dates shown below, amends an agreement, previously approved in Council Bill No. 2014-116 and hereinafter referred to as the "Agreement", between the City of Champaign, Illinois, an Illinois municipal corporation, hereinafter referred to as the "City", and Champaign Park District, hereinafter referred to as the "Grantee".

WHEREAS, the Agreement provides a grant from the City to the Grantee in an amount not to exceed \$25,000 for the purpose of providing the youth services to low income households in the City of Champaign, hereinafter referred to as the "Project"; and

WHEREAS, the Grantee contract end date was June 30, 2015;

WHEREAS, the Grantee has a remaining balance of funds of \$5,000.00;

WHEREAS, the term of the agreement allows for contract extension if requested in writing and agreed upon by both parties;

NOW, THEREFORE, in consideration of the facts set forth above, the parties agree as follows:

Section 2. *Time of Performance.* Services of the Subrecipient shall start on the **1st day July, 2014** and end on the **30th day December, 2015.**

CITY OF CHAMPAIGN

GRANTEE

By: _____
City Manager

By: _____

Attest:: _____

Its: _____

Date Executed: _____

Attest: _____

Date Executed: _____

APPROVED AS TO FORM:

Assistant City Attorney



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: September 1, 2015

SUBJECT: Re-Bid for Hard Court Re-surfacing and Striping

Background

Hard Court Re-surfacing and Striping was included in the 2015/2016 Capital Improvement plan (Project #16PM04). Each year, staff identifies hard court surfaces in need of refurbishment due to cracking, heaving, ponding, striping, etc. This bid included the tennis courts at Spalding and Morrissey Parks.

Prior Board Action

The Board of Commissioners approved the FY15-16 Capital budget at the April 22, 2015 Special Board meeting. The Board also authorized re-bidding this project after receiving no bids on the initial offering.

Bid Results

Bid packets were mailed to three potential contractors, with one bid received. Bids were open and read aloud on September 1, 2015, the results of which are below.

Contractor	Bid – Spalding Tennis Courts	Bid – Morrissey Tennis Courts
Harris Barrier Corporation, Indianapolis IN	\$26,520.00	\$33,870.00
U.S. Tennis Construction, Lockport IL	No Bid	No Bid
Evans & Son Blacktop, W. Chicago IL	No Bid	No Bid

Budget Impact

\$50,000.00 is budgeted in the 2015/2016 Capital Improvement plan for this Project #16PM04.

Recommended Action

Staff recommends that the Board reject the Hard Court Re-surfacing and Striping bid for Spalding Tennis Courts, and accept the bid for the Morrissey Tennis Courts and authorize the Executive Director to enter into a contract with the low, responsible bidder, Harris Barrier Corporation of Indianapolis IN, in the amount of \$33,780.00.

Prepared by:

Reviewed by:

Kevin Crump, CPRP
Director of Operations & Planning

Joe DeLuce, CPRP
Executive Director

The mission of the Champaign Park District is to enhance our community's quality of life through positive experiences in parks, recreation, and cultural arts.



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: August 27, 2015

SUBJECT: Accessible Bus Bid – Staff Recommendation

Background

This purchase would be an addition to the Champaign-Urbana Special Recreation (CUSR) Division fleet. Currently, CUSR has an 8 passenger van and a 15 passenger bus used for transportation for programming purposes. The number of programs offered has increased and CUSR strives to provide transportation for all of its programs. Since many of the participants rely on CUSR to provide transportation, it requires pick up of participants at numerous locations at the same time for different programs. Also, on many occasions the bus or van may be out of town with participants and that limits staff's ability to offer programs, especially when dealing with numerous participants in wheelchairs.

Prior Board Action

The Board of Commissioners approved the FY15-16 Capital Improvement Plan budget at their April 22, 2015 Special Board meeting.

Bid Results

An invitation to bid was published in The News-Gazette on Sunday, July 26, 2015, and bids were opened and read aloud on August 26, 2015. Seven bids from four potential vendors were received, with the bid results tabulated below.

Vendor	Year/Make/Model	Bid
Midwest Transit Eqt., Kankakee, IL Bid #2	2016 Ford E450 Starcraft All-Star	\$52,926.00
Central States Bus Sales, St Louis, MO Bid #2	2016 Ford E350 Champion Challenger	\$54,609.00
Southern Bus & Mobility, Breese, IL Bid #2	2016 Ford E450 Diamond Coach	\$54,675.00
Midwest Transit Eqt., Kankakee, IL Bid #1	2016 Chevrolet 4500 Starcraft All-Star	\$54,908.00
Best Bus Sales, Des Plaines, IL	2016 Chevrolet Express 4500 Glaval Titan II	\$55,779.30
Southern Bus & Mobility, Breese, IL Bid #1	2016 Ford E450 Turtle Top	\$55,908.00
Central States Bus Sales, St Louis, MO Bid #1	2016 Chevrolet 4500 Champion Challenger	\$56,223.00

Budget Impact

Funds have been allocated in the 2015/2016 Capital Improvement Plan budget in the amount of \$65,000.00 for this purchase (Project #16ve01).

The mission of the Champaign Park District is to enhance our community's quality of life through positive experiences in parks, recreation, and cultural arts.

Recommendation

CUSR Administrative Board and staff recommends purchasing the specified bus from the low, responsible bidder, Midwest Transit Equipment, for the bid price of \$52,926.00.

Prepared by:

Reviewed by:

Kevin Crump, CPRP
Director of Operations & Planning

Joe DeLuce, CPRP
Executive Director



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: August 30, 2015

SUBJECT: Approval of a Resolution Initiating the 2015 General Obligation Bond Issue

Background

Each year the Champaign Park District issues General Obligation (GO) Bonds in order to fund necessary improvements and repairs to Park District property and has been pledged towards the future debt service payments outstanding on the alternate revenue bonds (ARB) issued to build Sholem Aquatic Center. For FY15-16 this translates to approximately \$521,250 of the bond issue applied to the ARB debt service payment, and the remaining \$571,450 to capital improvements. Last year the Board authorized the issuance of \$1,084,000 of non-referendum General Obligation Bonds. As the consumer price index (CPI) increased 0.8% during this past year, the District has the authority to add that percent to the \$1,084,000 thereby increasing the new bond issue to \$1,092,700. The interest rate for the current bond issue that matures November 30, 2015 is 0.47%, or \$5,094 estimated total expense.

In September 2014 staff received a legal opinion on the obligation of the District to issue the annual GO Bond from bond counsel. It was the opinion of counsel that the annual GO Bonds having been pledged to the payment of the ARB would need to continue annually at least until the net revenues from the aquatic facilities was sufficient to cover the debt service plus 25%. The minimum GO Bond issue amount required to cover the ARB Debt Service for FY15-16 is \$651,600.

Prior Board Action

None

Budget Impact

The FY15-16 budget includes the GO Bond issue at the full value mentioned above, as well as all applicable attorney and filing fees.

Recommended Action

Staff recommends that the Champaign Park District Board approve a resolution stating the Park District's need and intent to issue \$1,092,700 of General Obligation Bonds for FY15-16.

Prepared by:

Reviewed by:

Andrea N. Wallace, CPA
Director of Finance

Joe DeLuce, CPRP
Executive Director

RESOLUTION

WHEREAS, the Champaign Park District is a duly authorized General Park District organized under the provisions of the Park District Code of the State of Illinois as amended; and

WHEREAS, for the payment of land purchased for parks and boulevards, for the building, maintaining, improving and protecting of the same, and for certain debt service on alternate bonds issued for such purposes, and for the payment of expenses incident thereto, the Champaign Park District is authorized and empowered to issue general obligation limited bonds of said District in an amount not to exceed .575% of the total assessed valuation of all property in said District by Ordinance, and within the District's applicable debt service extension base, without an election on such proposition; and

WHEREAS, it is now reasonably expected that the aggregate outstanding unpaid balance of bonds and notes of the District, including the bond issue which the District proposes to issue and sell on or about December 1, 2015, will not, on that date, exceed .575% of the total assessed valuation of all taxable property in the District, and in any event such amount will not be exceeded; and

WHEREAS, the Commissioners of the Champaign Park District have made a thorough investigation and given careful consideration of the needs for maintaining, improving and protecting of the lands and buildings and the parks of said District, and for land acquisition and the payment of debt service on outstanding alternate bonds; and

WHEREAS, said Commissioners have determined it is necessary to raise additional funds for maintaining, improving and protecting the lands, buildings and parks of said District, including the payment of expenses incident thereto and the payment of debt service on outstanding alternate bonds; and

WHEREAS, Champaign Park District does not have sufficient funds available for such purposes and, therefore, it will be necessary to borrow and to issue and sell general obligation limited bonds of said District as evidence of such indebtedness in the sum of up to \$1,092,700, all as provided for by The Park District Code and the statutes of the State of Illinois thereunto enabling;

NOW, THEREFORE, BE IT RESOLVED by the Board of Park Commissioners of Champaign Park District, as follows:

Section 1. It is desirable and necessary for the best interests of the Champaign Park District and for the residents thereof that the District raise additional funds for the maintaining, improving and protecting of the lands and buildings and the parks of said District, and the payment of debt service on outstanding alternate bonds, and for land acquisition, including the payment of expenses incident thereto.

Section 2. The District has obligated itself to pay the costs of such improvements and repairs and the payment of debt service on outstanding alternate bonds in excess of \$1,092,700 and that, in order to be able to pay those costs, it is necessary, and for the best interests of Champaign Park District, that the District borrow the sum of \$1,092,700 and that general obligation bonds of the District in the aggregate amount of \$1,092,700 be issued in evidence thereof, and sold.

Section 3. The ordinance selling such general obligation bonds shall not be enacted for a period of seven days after the adjournment of the public hearing to receive public comments on the proposal to sell such bonds. After expiration of said seven day period, the District may act on the ordinance selling such bonds for sale on terms to be hereafter approved by this Board general obligation limited bonds of Champaign Park District in the aggregate amount of up to \$1,092,700, said bonds to be dated as provided in such ordinance, maturing on or about November 30, 2016 and the Treasurer of the District is hereby authorized and directed to seek out and negotiate with prospective purchasers of said bonds and to report to this Board for its consideration and approval or disapproval the interest rates and other terms bid by said prospective purchasers.

Adopted this 9th day of September, 2015.

Approved:

Timothy P. McMahon, President

Attest:

Cindy Harvey, Secretary



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: August 30, 2015

SUBJECT: Approval of a Resolution Setting a Public Hearing on Proposed 2015 General Obligation Bond Issue

Background

According to State Statute, if the Champaign Park District is to sell General Obligation Bonds, a Public Hearing must occur for the purpose of receiving public comments on the Board proposal to sell bonds. Staff is requesting Board approval of a Resolution to set a public hearing for Wednesday, October 14, 2015, at 7:00 p.m. at the Bresnan Meeting Center to discuss the issuance of \$1,092,700 of bonds for the purpose of providing funds for capital improvements and to pay debt service on alternate bonds.

Prior Board Action

None

Budget Impact

The FY15-16 budget includes the GO Bond issue at the full value mentioned above, as well as all applicable attorney and filing fees.

Recommended Action

Staff recommends that the Champaign Park District Board approve a resolution to set a Public Hearing for Wednesday, October 14, 2015 at 7:00 p.m. at the Bresnan Meeting Center to discuss the issuance of \$1,092,700 of General Obligation Bonds.

Prepared by:

Reviewed by:

Andrea N. Wallace, CPA
Director of Finance

Joe DeLuce, CPRP
Executive Director

RESOLUTION

WHEREAS, it is the intention of Champaign Park District to sell bonds in the total amount of \$1,092,700 for the purpose of providing funds to pay for the building, maintaining, improving and protecting the parks and boulevards of the District, and for certain debt service on alternate bonds issued for such purpose, and for the payment of expenses incident thereto.

WHEREAS, it is required by statute that a governmental unit proposing to sell non-referendum general obligation bonds hold a public hearing concerning its intent to do so prior to the sale of such bonds, and that it give notice of such hearing as required by said statute.

NOW, THEREFORE, BE IT RESOLVED by the Board of Park Commissioners of Champaign Park District that said District shall hold a public hearing concerning its intent to issue and sell general obligations bonds of said District in the amount of \$1,092,700 for said purpose, said public hearing to be held Wednesday, October 14, 2015 at 7:00 P.M. Central Daylight time at Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, as part of the regularly scheduled meeting of said Board to be held that date.

BE IT FURTHER RESOLVED that the Secretary of this Board shall give due public notice of said hearing in the time and manner prescribed by law.

Adopted this 9th day of September, 2015.

Approved:

Timothy P. McMahon, President

Attest:

Cindy Harvey, Secretary



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: September 3, 2015

SUBJECT: Employment Policy Regarding the Hiring of Relatives

Background

The Champaign Park District currently does not allow hiring of any employee or Board of Commissioner's relatives. This policy created in 2005, does allow relatives of employees to be hired on a seasonal basis only. A copy of the District's current policy is attachment A.

Since the creation of this policy the District has employed several relatives in seasonal positions with great success. Many staff have stated that our employee's relatives have been excellent employees. There have not been issues of conflict of interest since the policy requires relatives may not supervise one another.

Several occasions have occurred that has caused staff to request the District reconsider allowing relatives to work within the District full-time.

The Board of Commissioner's discussed the proposal of hiring relatives of current full-time staff into full-time positions at the August board meeting. Staff was directed to develop a policy for the Commissioners to review. The revised policy is attachment B. The modified policy has been reviewed by PDRMA and Corporate Counsel.

Prior Board Action

The policy was created in 2005 and it was altered in 2014 to allow the seasonal hiring of Department Head's relatives.

Budget Impact

Modifying this policy will not create an impact to the budget.

Action

Staff recommend the Board approve the adoption of the revised employment policy regarding the hiring of relatives.

Prepared by:

Tammy Hoggatt, SPHR
Director of HR, IT and Risk

Reviewed by:

Joe DeLuce, CPRP
Executive Director

1-6 ANTI-NEPOTISM POLICY

The employment of relatives can cause various problems, including charges of favoritism, conflicts of interest, family discord, and scheduling conflicts that work to the disadvantage of both the Park District and its employees. Therefore, it is the policy of the Park District not to hire a close relative of any current full-time, regular part-time employee, or Board member in any capacity. There are however exceptions as listed later in this policy.

For the purpose of this policy, the term "close relative" includes the following relationships: whether established by blood, marriage, or other legal action: mother, father, husband, wife, civil union partner, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, step-parent, half-sibling, step-child, grandparent, grandchild, aunt, uncle, niece or nephew.

When a situation occurs which results in a violation of the anti-nepotism policy (whether because of the marriage or civil union of two employees or some other circumstance), one of the employees involved will be required to resign or will otherwise be terminated. Employees will be permitted to determine which of them will resign and will be required to inform the Park District of their decision within a two-month period after the violation begins. If the employees cannot make a decision, the Park District will decide in its sole discretion who will remain employed.

Exception: This policy does not apply to full-time and regular part-time employees employed at the District as of November 9, 2005. However, if an employment relationship develops with employees falling within this pre-November 9, 2005 exception and (a) creates a supervisor subordinate relationship; (b) has the potential for creating an adverse impact on work performance; or (c) creates either an actual conflict of interest or the appearance of a conflict of interest, the District will require one of the two effected employees to resign or otherwise be terminated.

Exception: The District will ease the nepotism policy for relatives working in seasonal positions. This exception is made to increase the available workforce of responsible park district employees. Any full-time employee's relation must go through the standard hiring process including an application, interview and reference checks. The seasonal relation cannot work in the same division as their full-time relative. Relatives of the Executive Director and Commissioners are not be eligible for any employment. Additionally, the full-time staff member must sign an agreement stating there will be no interference in the employment of the seasonally employed relative.

CHAMPAIGN PARK DISTRICT Hiring of Relatives Policy

The employment of relatives can be a positive experience for the Park District and staff if structured in a proper manner. This policy is designed to reasonably assure that the best interests of the taxpayers, Park District, and other employees are well served when relatives of current employees are hired. In addition, the policy is designed to protect individual members of a family from having or being perceived to have a conflict of interest with respect to relatives who may become employed by the Park District. With this understanding, it is also acknowledged that the employment of relatives can cause concern and unease in the workplace, including without limitation, charges or perceptions of favoritism, retaliation, fear of retaliation, conflict of interests, family discord, morale issues, and scheduling conflicts that may result in disadvantages to the Park District and its employees. Recognizing these considerations, the Park District has adopted this policy.

For the purposes of this policy, Close Relative shall be defined to include the following relationships, whether established by consanguinity (blood relationship), marriage, or legal action: mother, father, spouse, civil union partner, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, step-parent, half-sibling, step-child, grandparent, grandchild, aunt, uncle, niece, or nephew.

This policy shall be considered when hiring, assigning, transferring, or promoting an employee. The Executive Director or his/her designee shall examine all hiring recommendations that involve an employee's Close Relative. Accordingly, the Executive Director shall make the decision whether to hire a particular person when a Close Relative is already employed. In making such a decision, the Executive Director shall be guided by and will not hire Close Relatives, if the employment relationship would result in any of the following Conditions:

1. Creating a supervisor/subordinate relationship with a Close Relative.
2. Resulting in Close Relatives working in the same department.
3. Having more than two Close Relatives working for the Park District simultaneously.
4. Having the potential for creating an adverse impact on work performance, morale or operations of other Park District employees.
5. Creating either an actual or appearance of a conflict of interest.

Employees who become Close Relatives or establish a romantic relationship while employed by the Park District may continue employment as long as the relationship does not result in the development or creation of one of the aforementioned Conditions in the workplace. In the event one of the Conditions does occur, the Executive Director, with the assistance of Director of Human Resources, will endeavor to find a suitable position within the Park District to which one of the employees may be transferred; provided that, the creation of a position shall not be required of the Park District or the Executive Director. If other suitable employment within the Park District is not feasible, then the employees in question may be permitted to determine which of them must resign from employment; provided that, the Executive Director determines, in his/her sole discretion, that granting such permission is in the best interests of the Park District. If the employees cannot make a decision, the Park District's Executive Director of designee shall decide in his/her sole discretion who will remain employed.

Close Relatives of Board Commissioners and the Executive Director shall not be employed by the Park District. The Park District may allow Close Relatives of Department Directors to be employed in seasonal positions as long as none of the conditions identified herein exists. In the event a current employee's Close Relative applies for employment with the Park District, that person shall be required to undergo the standard Park District hiring process, including without limitation, written application, interview, and reference and background checks.

Approved by Board of Commissioners, September 9, 2015

President, Board of Commissioners

Date



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: September 1, 2015

SUBJECT: Taxable Expense Allowances Reported as Wages

Background

The Illinois Municipal Retirement Fund (IMRF) conducted an employer audit on the Champaign Park District in April, 2015. The employer audits are a best practice for public pension funds and they help ensure employers are compliant regarding employees' pension rights. One of the findings on the report related to the inclusion of taxable expense allowances reported as wages without a resolution on file. These expense allowances wages have been reported to the IMRF since 2005.

The taxable expenses that have been included in reported wages are; car allowance, cell phone allowance, tuition reimbursement and moving expense allowance. The resolution was required by the IMRF to consider those allowances as wages going back to 2005 and moving forward as well.

The Board of Commissioners reviewed a request to adopt this resolution at the July 8, 2015 Regular Board meeting and requested more information. Additional the information was provided at the August 12, 2015 Regular Board meeting. The board reviewed the material and after discussion decided to not pass a resolution allowing taxable expenses to be reported as wages. Since a resolution will not be approved staff must adjust the wages reported to IMRF on the employees that received taxable expenses. IMRF allows the District to determine if wages should be adjusted going back to 2005 when the reporting of these wages began or their minimum standard going back four years or 48 months (2011) from the date of the audit.

At the August Regular Board meeting the Commissioners requested more information on the impact to the District staff who have retired. Below is a chart showing the impact to two of the District's retired staff if the adjustment were to go back to 2005 or 2011. The chart notes the two actual retiree's and the amount of their monthly pension benefit that would be reduced as well as the lump sum amount the retiree would owe back to IMRF for benefits that have already been paid to them.

Retiree	Reduction of pension benefit If adjusted back to 2005	Amount retiree must pay back to IMRF for benefits already received (2005 Adjustment)	Reduction of pension benefit if adjusted back to 2011	Amount retiree must pay back to IMRF for benefits already received (2011 Adjustment)
A	\$424.52/month	\$17,872.00	\$83.92/month	\$3,533.00
B	\$375.15/month	\$7,746.96	\$269.42/month	\$5,563.62

Prior Board Action

The Board decided not to pass a resolution to allow taxable expenses to be reported as wages at the August 12, 2015 Regular Board meeting.

Budget Impact

Once wage adjustments are sent to IMRF, the District will receive a statement of the amount refunded to the District's employer balance with IMRF. This amount can then be applied towards future monthly contributions until depleted. The employer contribution rate would be reduced but most likely not until January 2017, which is based on IMRF calculations.

Action

The Board of Commissioners have two options available to resolve this issue.

Option 1: Approve the wage adjustments going back to 2005 when the reporting of taxable expenses as wages began.

Option 2: Approve the wage adjustments going back to 2011 which is the IMRF minimum requirement.

Prepared by:

Reviewed by:

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