



**CHAMPAIGN
PARK DISTRICT**

**REGULAR BOARD MEETING
BRESNAN MEETING CENTER
706 Kenwood Road, Champaign, Illinois
Wednesday, July 12, 2017
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 June 2017

E. EXECUTIVE DIRECTOR'S REPORT

1. Volunteer of the Month
2. Project Team Updates
3. General Announcements

F. COMMITTEE AND LIAISON REPORTS

1. Champaign Parks Foundation

G. REPORT OF OFFICERS

1. Attorney's Report
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 Minutes of the Study Session, May 24, 2017
2. Approval of Minutes of the Executive Session, May 24, 2017
3. Approval of Minutes of the Regular Board Meeting, June 14, 2017
4. Approval of Minutes of the Executive Session, June 14, 2017
5. Approval of Minutes of the Special Board Meeting, June 26, 2017
6. Approval of Minutes of the Executive Session, June 26, 2017
7. Approval of Capitalization Policy
8. Approval of Fund Balance Policy

I. NEW BUSINESS

1. Approval of Disbursements as of May 10, 2017
Staff recommends approval of the list of disbursements for the period beginning May 10, 2017 and ending June 13, 2017. (ROLL CALL VOTE REQUIRED)

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.

J. OLD BUSINESS

K. DISCUSSION ITEMS

L. COMMENTS FROM COMMISSIONERS

M. EXECUTIVE SESSION

The Board will convene into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2(c)(1) for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body; (c)(5) for the purchase or lease of real property for the use of the public body including meetings held for the purpose of discussing whether a particular parcel should be acquired; (c)(6) the setting of a price for sale or lease of property owned by the public body; and (c)(11) to address litigation affecting or on behalf of the particular body that is probable or imminent.

N. RETURN TO REGULAR MEETING

O. ADJOURN

**CHAMPAIGN PARK DISTRICT
MINUTES OF STUDY SESSION
BOARD OF COMMISSIONERS**

May 24, 2017

The Champaign Park District Board of Commissioners held a Study Session on Wednesday, May 24, 2017 at 5:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to published notice duly given. President Craig W. Hays presided over the meeting.

Present: President Craig W. Hays, Vice President Timothy P. McMahon, Commissioners Jane L. Solon and Kevin Miller, Treasurer Gary Wackerlin and Attorney Guy Hall.

Absent: Commissioner Barbara J. Kuhl.

Staff Present: Joe DeLuce, Executive Director, Cindy Harvey, Assistant to the Executive Director/Board Secretary, Bret Johnson, Interim Director of Operations, Jameel Jones, Director of Recreation, Tammy Hoggatt, Director of Human Resources, Andrew Weiss, Director of Planning, and Steven Bentz, Director of the Virginia Theatre.

Robin Hall, Office of Recreation and Park Resources, University of Illinois, Lacey Rains Lowe, Senior Planner with City of Champaign, Steve Carter, Champaign Rotary Club, Scott Burge, Farnsworth Group were present as well as members of the public.

Call to Order

President Hays called the meeting to order at 5:30 p.m.

Comments from the Public

There were no comments from the public.

Presentations

Community Attitude & Interest Survey

Mr. Hall presented the preliminary survey report of the 2017 Attitude and Interest Survey to the Board. The University of Illinois Office of Recreation and Park Resources conducted the community-wide survey. The survey process was addressed. The information gathered and trends revealed were reviewed. Discussion ensued.

Commissioner Solon asked if the question of why residents did not use Park District facilities or parks was included in the survey. Mr. Hall stated that he was not sure why the question was not asked and that he would follow up. He also reported that there will be a more detailed report. The preliminary report does not include open ended comments. President Hays inquired about respondents ethnicity makeup compared to the makeup of the community. Commissioner Solon inquired how respondent ethnicity compared with last survey.

President Hays thanked Mr. Hall and stated that the Board will look forward to the full report. Mr. Hall stated that after the Board members receive the full report to let him know if they would like the breakdown of additional information.

City Plaza Project

Mr. DeLuce introduced Lacey Rains Lowe, Senior Planner with City of Champaign, and Steven Carter, Champaign Rotary Club.

Ms. Lowe presented the plan to create a downtown plaza. The case for the downtown plaza includes a designated space for special events, a space to appeal for all ages and lifestyles, and to expand the appeal of downtown. Ms. Lowe reported that current logistical challenges include street and parking closures, traffic rerouting, power connections, water connections, and stage and/or tent set ups. She reviewed the process for issuing a request for qualifications and the selection process for consulting firms to create a placemaking plan and preliminary design for the future plaza. Twenty (20) responses were received from firms throughout the country. Ms. Lowe reported that a selection committee of six (6) local residents assisted with making the final selection. She stated that the committee interviewed three consulting firms. After the interviews, the committee selected MKSK of West Lafayette, IN, as the preferred firm. MKSK proposes a three phase process: existing conditions and information gathering; placemaking planning; and plaza design. Ms. Lowe presented examples of MKSK's projects. She discussed overlap of projects in downtown Champaign. She highlighted the expected outcomes. Ms. Lowe reported that both public and private funds will be needed to complete the project.

Mr. Carter reported that the Champaign Rotary Club recently celebrated its 100th anniversary. The Rotary was seeking a significant project in which it could be involved. The suggested commitment is to find a project and invest a \$100,000.00 in celebration of the 100th anniversary. Mr. Carter reported that a committee was formed to identify a significant project that is centrally located and accessible to people throughout the community. He stated that the committee has focused on the plaza. The Rotary raised \$25,000.00. Mr. Carter stated that he hoped the Board would allow the Champaign Parks Foundation to raise funds for the project or be involved in the process.

Ms. Lowe asked if there were questions. Discussion ensued about the possible role of the Park District, and estimated cost of the plaza, and parking issues. Ms. Lowe stated that would envision the Park District as a placemaker and that the cost could range from \$2.5 to \$8 million.

Public Comments

None.

Discussion

Trails Action Plan

Mr. DeLuce presented the report. He reported that a staff committee was created. The committee reviewed the Park District Trails Master Plan and developed a five (5) year action plan from the recommendations within the master plan. He reported that the high priority recommendations include the connection between Kaufman Park and Heritage Park, flashing lights at the trail crossing at the Greenbelt Bikeway in Kaufman Park, Spalding Park shared-use trails, and support amenities for trails including benches, lighting, mile markers, trail signs, waste receptacles, and water fountains. Mr. DeLuce stated that the committee is seeking Board comments and feedback. The committee would like to present the Trails Action Plan to the Board for approval in June or July.

Discussion ensued. Vice President McMahon stated he would like to take time to review the plan. Commissioner Solon stated that the citizens in the Noel Park area are interested in having a perimeter trail around Noel Park and will probably address the Board about it. President Hays requested that the amenities be detailed in the plan. Commissioner Solon inquired about lighting.

Mr. DeLuce stated that staff will work on ideas and present it to the Board.

Board Priorities for FY17-18

Mr. DeLuce updated the priorities from last year. He stated that staff is presenting ideas and looking for input and feedback from the Board. Mr. DeLuce stated that staff would like to make a presentation for Board approval at the June 14, 2017 Regular Board meeting. Discussion ensued. President Hays suggested the Board review the goals.

Annual Operating Budget FY17-18

Mr. DeLuce presented the budget book to the Board. He also distributed an addition and asked the Board to add it to their books. Mr. DeLuce reported that Andrea Wallace was attending the GOFA Conference. He stated that he has asked the Department Heads to provide an update on their areas.

Mr. Johnson reported that Operations Department spending has remained fairly consistent over the past two (2) years. He stated that salaries and wages have increased in horticulture to add long term seasonal employees to assist with perennial beds and maintenance/facilities to add more long term employees to become trained for permanent employment when current employees retire.

Mr. DeLuce reported that Ms. Wallace's plan was to depict what was actually spent versus what is budgeted. The budget is created based upon actual expenditures. Discussion ensued. Mr. Johnson reported that special projects division includes ballfields, playgrounds, and special amenities.

Mr. Bentz provided a brief review of the "season" concept. He stated that it has been in place for three (3) years. Mr. Bentz reported that this year staff is working on increasing the number of subscribers. Mr. Bentz stated that a significant focus has been made to line up with shows confirmed for next season. He stated that the Park District house budget made money with the self-presented events.

Mr. Weiss reported that there are few changes in the Planning Department. He stated that the most significant cost items are architect, engineering and professional fees. Mr. Weiss reported that professional fees were increased due to the Park District's work load. Discussion ensued about types of surveys, the Zahnd path and Heritage Park core sampling. Mr. Weiss stated that topographical surveys will be completed and the Zahnd path will be funded with ADA funds.

Mr. Jones reported about the increase in conference and travel funds. He stated that additional staff from the Operations, Marketing, Planning, and Recreation divisions will be attending conferences in FY17-18. He also stated that Champaign-Urbana Special Recreation (CUSR) staff will attend additional conferences.

Mr. Jones updated the Board on the planning for 2017 Taste of Champaign-Urbana. He reported that staff has secured all performers for the event using local acts. Mr. Jones stated that vendor application fees were increased. Tickets will remain at \$1 and there is a reduced percentage of donations for not-for-profits organizations for working the entrances. Sponsorships have been secured from Illinois American Water and Central Illinois Bank. Mr. Jones discussed the measurers that staff are working on to reduce expenses. The event will be held August 18-19, 2017. Discussion ensued about the contractual entertainment budget.

Ms. Hoggatt reported that the staff classification page was inadvertently left out of the budget book. She reported that the Board approved the seasonal wages and that caps were increased, but the starting rates remain the same. She reported that technology is covered under capital and that the budget did not increase. Discussion ensued about the purchase of cameras, budgeted funds, and records retention of videos.

Mr. DeLuce asked the Commissioners to let him know if they would like to meet with Ms. Wallace or staff to discuss the proposed budget. President Hays suggested that any questions be addressed to department heads with a copy to the Executive Director.

Comments from Commissioners

None.

Executive Session

Commissioner Solon moved as set forth below to convene into Executive Session. The motion was seconded by Commissioner Miller. The motion passed 4-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Miller – yes; Vice President McMahon – yes; and President Hays – yes. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2(c)(1) for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body; (c)(5) for the purchase or lease of real property for the use of the public body including meetings held for the purpose of discussing whether a particular parcel should be acquired; and (c)(11) to address litigation that is probable and imminent.

Return to Regular Meeting

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

Commissioner Comments

Commissioner Hays noted the tax levy status and suggested that it may be useful to provide further information to the public.

Adjourn

There being no further items to come before the Board, Commissioner Solon made a motion to adjourn the meeting. The motion was seconded by Vice President McMahon. The motion passed 4-0 and the meeting was adjourned at 7:46 p.m.

Craig W. Hays, President

Cindy Harvey, Secretary

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

June 14, 2017

The Champaign Park District Board of Commissioners held a Regular Board 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 Hays presided over the meeting.

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

Absent: Commissioner Kevin Miller.

Staff Present: Joseph DeLuce, Executive Director, Cindy Harvey, Assistant to the Executive Director/Board Secretary, Andrea Wallace, Director of Finance, Bret Johnson, Interim Director of Operations, Jameel Jones, Director of Recreation, Tammy Hoggatt, Director of Human Resources, and Andrew Weiss, Director of Planning.

Call to Order

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

Comments from the Public

Collen Braun, 1006 Wilshire Court, Champaign, presented the Board with a letter signed by residents from the Noel Park community requesting a loop trail around Noel Park. She provided a brief history about her family and the Noel Park neighborhood. Ms. Braun stated that the neighborhood supports this concept and feels that it will improve the park experience for exercisers, dog walkers and children. She noted that the Park District has identified Noel Park as a candidate for a loop trail and requested that the Board consider prioritizing the park due to the significant neighborhood support. She thanked the Board for the willingness to consider the neighbors input.

G. David Frye, 2705 N. Salisbury Court, Champaign, president of the Devonshire South II Homeowners Association, spoke in favor of adding a loop trail around Noel Park. He encouraged the Board to move adding a loop trail around Noel Park to the Park District's priority list.

Emily McCabe, 1110 Sterling Drive, Champaign, spoke in favor of adding a loop trail around Noel Park. She stated that it would be helpful for safety purposes for her children and the children in the neighborhood.

The Board thanked the residents for their comments.

Communications

President Hays circulated the communications.

Treasurer's Report

Treasurer Wackerlin reviewed the Treasurer's Report for the month of May 2017 and found it to be in appropriate order. He reported that the Park District received the first installment of the real estate taxes.

Commissioner Solon made a motion to accept the Treasurer's Report for the month of May 2017. The motion was seconded by Vice President McMahon. The motion passed 4-0.

Executive Director's Report

Project Updates

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

General Announcements

Mr. DeLuce reported that the Juneteenth Celebration will be held on June 17, 2017 at Douglass Park. He also reported that it is the 20th anniversary of the Douglass Branch Library. The Jessie White tumblers will perform at 1:30 p.m. at the event.

Commissioner Kuhl reported that Douglass Park Manager Tiffany White was on WCIA Channel 3 talking about programming and safety measures at Douglass Park.

Committee and Liaison Reports

Champaign Parks Foundation

President Hays reported that the Foundation has finalized the retirement/fundraiser for Newt Dodds and Lou Liay. The entertainment has been finalized and the event will be a cabaret theme. He stated that donations have been received to help fund the event. The tickets will be \$60.00 per person. President Hays asked the Commissioners to refer people interested in attending to the website. The event will be held July 21, 2017 from 5:30 to 8:00 p.m. at the Virginia Theatre.

Report of Officers

Attorney's Report

Attorney Hall reported that there are several projects ongoing.

President's Report

President Hays reported that Mr. Gary Wackerlin will be moving out of the Park District's jurisdiction. He reported that Mr. Wackerlin and he will meet to discuss the treasurer's duties. Mr. Wackerlin has served as treasurer since February 1, 1985. President Hays asked Commissioners to let him know if they know of anyone who may be interested in serving as treasurer. The Board thanked Mr. Wackerlin for his years of service.

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. Approval of Minutes of the Annual and Regular Board Meetings, May 10, 2017
2. Approval of Minutes of the Executive Session, May 10, 2017

Commissioner Solon made a motion to approve the Consent Agenda Items. The motion was seconded by Vice President McMahon. The motion passed 4-0.

New Business

Approval of Disbursements as of May 10, 2017

President Hays reported that staff recommended approval of the list of disbursements for the period beginning May 10, 2017 and ending June 13, 2017.

Commissioner Kuhl made a motion to approve the list of disbursements for the period beginning May 10, 2017 and ending June 13, 2017. The motion was seconded by Vice President McMahon. The motion passed 4-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; President Hays – yes; Vice President McMahon – yes; and Commissioner Kuhl – yes.

Approval of Board Priorities for FY17-18

Mr. DeLuce presented the Board with the corrected version of the proposed Board priorities for FY17-18. Discussion ensued. It was the consensus of the Board to defer this item to the June 26, 2017 Special Meeting.

Approval of Budget Line Transfers

Ms. Wallace presented the report. She reported that line item transfers are made within funds where lines will exceed their original budget. This is being done to comply with the Park Code and for audit purposes.

Commissioner Kuhl made a motion to approve the FY17-18 budget line transfers. The motion was seconded by Vice President McMahon. The motion passed 4-0.

Approval of Acceptance of the Trails 5-year Action Plan

Mr. DeLuce presented the report. He reported that revisions were made based on comments received. Mr. DeLuce stated the proposed plan allows flexibility. Zahnd Park is scheduled to have the next loop trail constructed. He reported that the plan is flexible and feasible. Discussion ensued about the ability to complete the plan in five (5) years including installation and maintenance, as well as a number of water fountains. The construction of the loop trail in Noel Park and possibly partnering with the Noel Park homeowners association was also addressed.

Vice President McMahon moved to approve the Champaign Park District 5-year Trails Action Plan as the Park District's guideline for developing new trails, connecting trails and improving various trail amenities. The motion was seconded by Commissioner Kuhl. The motion passed 4-0.

Approval of Bid for Playground Surfacing

Mr. Johnson presented the reports. He reported that this is an annual project.

Commissioner Kuhl made a motion to approve accepting the lowest responsible bid and authorizing the Executive Director to purchase playground surfacing mulch from J & L Morris Trucking, LLC at a bid price of \$16.25 per cubic yard or \$24,375.00 using the low bid multiplier. The motion was seconded by Commissioner Solon. The motion passed 4-0.

Approval of an Agreement with Central Illinois Youth Football League (CIYFL)

Mr. DeLuce presented the report. He reported that the Park District has had an agreement with CIYFL since 1999. He stated that staff recommends approval of an agreement between the CIYFL League and the Park District and authorizing the Executive Director to execute the agreement. The term of the agreement will be for three (3) years beginning June 15, 2017 and ending June 14, 2020. Discussion ensued.

Commissioner Kuhl made a motion to approve the agreement with Central Illinois Youth Football League for three (3) years and authorize the Executive Director to execute the agreement. The motion was seconded by Vice President McMahon. The motion passed 4-0.

Approval of a License Agreement with Conway Farms, LLC – The Cage Series

Mr. DeLuce presented the report. He reported that owner Shawn Tabeling is interested in renewing the agreement for three (3) years. Mr. DeLuce highlighted the terms and conditions of the agreement. He reported that staff recommends approval of a License Agreement between the Park District and Conway Farms, LLC – The Cage Series and authorizing the Executive Director to execute the agreement. The term of the agreement will be for three (3) years beginning May 1, 2017 and ending April 30, 2020.

Commissioner Solon made a motion to approve a License Agreement with Conway Farms, LLC – The Cage Series and authorize the Executive Director to execute the agreement. The motion was seconded by Vice President McMahon. The motion passed 4-0.

Approval of an Agreement with the Board of Trustees of the Champaign Public Library

Mr. DeLuce presented the report. He reported that staff recommends approval authorizing the Executive Director to execute an Intergovernmental Agreement between the Park District and Board of Trustees of the Champaign Public Library to provide library services in the Douglass Park area for the next ten (10) years with two (2) ten (10) year options to renew said lease. Mr. DeLuce highlighted the terms and conditions of the agreement. Discussion ensued. Commissioner Solon suggested inserting the word "commissioners" in section 13 of the agreement.

Commissioner Solon made a motion to approve the agreement with the Board of Trustees of the Champaign Public Library for the Douglass Branch Library and authorize the Executive Director to execute the agreement with the amendment added. The motion was seconded by Vice President McMahon. The motion passed 4-0.

Approval of an Agreement with Pepsi-Cola Champaign-Urbana Bottling Company

Mr. DeLuce presented the report. He highlighted the changes to the agreement. Mr. DeLuce reported that staff recommends approval of the agreement between the Park District and Pepsi-Cola Champaign-Urbana Bottling Company to provide beverages and authorize the Executive Director to execute the agreement. The term of the agreement will be for five (5) years commencing May 1, 2017 and ending April 30, 2022. He stated that at the expiration of the agreement the staff will research letting beverage services for bid. Discussion ensued about bidding current beverage services, percentage of sales, and exclusivity of using Pepsi products. The reference to the Park District receiving four tickets to the University of Illinois basketball games will be deleted.

Commissioner Kuhl made a motion to approve the agreement with Pepsi-Cola Champaign-Urbana Bottling Company for five (5) years and authorize the Executive Director to execute the agreement. The motion was seconded by Commissioner Solon. The motion passed 4-0.

Approval and Ratification of an Extension of the Agreement with Mid-American Energy

Ms. Wallace presented the report. She reported that the agreement presented to the Board should have been for thirty (30) months instead of twenty-four (24) months. Ms. Wallace stated that staff recommends approval and ratification of the thirty (30) month contract with Mid-American Energy commencing June 2017 and ending December 2019.

Commissioner Solon made a motion to approve the approval and ratification of the thirty (30) month contract with Mid-American Energy commencing June 2017 and ending December 2019. The motion was seconded by Vice President McMahon. The motion passed 4-0.

Approval of a Resolution Authorizing the Destruction of Recordings of Executive Sessions

Ms. Harvey presented the report. She reported that this is an annual process.

Commissioner Kuhl made a motion to approve a resolution authorizing the destruction of audio recordings of executive sessions listed in the resolution. The motion was seconded by Vice President McMahon. The motion passed 4-0.

Approval of Ordinance No. 621: Prevailing Wage

Mr. DeLuce presented the report. He reported that this is an annual process. Mr. DeLuce reported that staff recommends that the Board adopt Ordinance No. 621 declaring the prevailing wage rates for the ensuing year to be the same as those fixed for Champaign County by the Illinois Department of Labor.

Commissioner Solon made a motion to approve Ordinance No. 621: Prevailing Wage. The motion was seconded by Vice President McMahon. The motion passed 4-0.

Approval Setting a Public Hearing on the Budget Amendment

Ms. Wallace presented the report. She reported that a budget amendment is required because the additional revenue was not enough to cover additional expenditures in order to do a supplemental budget. Ms. Wallace reported that the budget and appropriation is prepared by line item. She stated that some line items exceeded what was appropriated, thus requiring a budget amendment. Ms. Wallace reported that looking at the budget in total, the expenditures actually decreased in the overall budget. She highlighted the proposed budget, activity and the changes, and discussed further the need for the budget amendments. Discussion ensued about the actual budget. Ms. Wallace stated that the year to date balance is the actual activity posted through the fiscal year. President Hays asked if the staff used this analysis to change the budget for next year. Ms. Wallace stated that staff is currently reviewing the proposed FY18 budget.

Commissioner Solon made a motion to approve setting a public hearing on the proposed budget amendment for Wednesday, July 26, 2017 at 5:30 p.m. at the Bresnan Meeting Center to receive public comments. The motion was seconded by Commissioner Kuhl. The motion passed 4-0.

Old Business

None.

Discussion Items

FY18 Operating Budget

President Hays reported that he has forwarded questions regarding the proposed FY18 budget to staff. He asked Commissioners to forward questions or concerns to staff for a response.

Ms. Wallace reported that staff was working on a response to the question about vehicle equipment repair parts line item.

Ms. Harvey stated that given that additional questions and comments will be forthcoming, staff suggested that the public hearing for approval of the FY18 budget and appropriation ordinance be changed to July 26, 2017 at 5:30 p.m. Discussion ensued. Ms. Wallace requested all changes and comments regarding the FY18 budget be sent to staff by the June 26, 2017 Special Meeting.

Commissioner Kuhl made a motion to approve changing the date of the public hearing on the FY18 budget and appropriation ordinance from June 26, 2017 to July 26, 2017 at 5:30 p.m. The motion was seconded by Commissioner Solon. The motion passed 4-0.

President Hays asked Commissioners to review the budget and get questions to staff by the next meeting so that Ms. Wallace can finalize the FY18 budget book.

Comments from Commissioners

Vice President McMahon reported that he will be out of town the week of June 26-29, 2017. President Hays reported that he will not be available on June 28, 2017. He requested that the meeting be rescheduled to Monday, June 26, 2017 at 5:30 p.m., and the change was made by consensus.

Commissioner Solon inquired about the Street Festival held June 10, 2017. Mr. Jones reported that Street Festival went well and was well attended. He stated that staff is always looking for volunteers. The next street festival will be held on July 15, 2017. Commissioner Solon inquired about subscription sales at the Virginia Theatre. Mr. Bentz reported that new subscriptions will go on sale July 3, 2017.

President Hays reported that his wife and her friends have been using the lazy river walk at the Sholem Aquatic Center. He stated that his wife enjoys it. President Hays complimented Mr. Jones and staff.

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 4-0. Upon roll call vote, the vote was as follows: Commissioner Solon – 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 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; 120/2(c)(5) for the purchase or lease of real property for the use of the public body; 120/2(c)(6) for the setting of a price for sale or lease of property owned by the public body; 120/2(c)(11) to address litigation that is probable or imminent; and 120(c)(21) for the discussion of minutes of meetings lawfully closed under the Open Meetings Act regarding semi-annual review pursuant to Section 2.06 of the Act.

Return to Regular Meeting

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

Action Items from Executive SessionApproval to Make Available for Public Viewing Executive Session Minutes

Commissioner Solon made a motion to make available portions and/or entire minutes from Closed Session meetings as highlighted in "bold" on the list attached. The motion was seconded by Vice President McMahon. The motion passed 4-0.

Adjourn

There being no further business to come before the Board, Vice President McMahon made a motion to adjourn the meeting. The motion was seconded by Commissioner Solon. The motion passed 4-0 and the meeting was adjourned at 9:00 p.m.

Craig W. Hays, President

Cindy Harvey, Secretary

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

June 26, 2017

The Champaign Park District Board of Commissioners held a Special Meeting on Wednesday, June 26, 2017 at 5:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to published notice duly given. President Hays presided over the meeting.

Present: President Craig W. Hays, Commissioners Barbara J. Kuhl, Jane L. Solon and Kevin Miller, Treasurer Gary Wackerlin, and Attorney Guy Hall.

Absent: Vice President Timothy P. McMahon.

Staff Present: Joe DeLuce, Executive Director, Cindy Harvey, Assistant to the Executive Director/Board Secretary, Andrea Wallace, Director of Finance, Bret Johnson, Interim Director of Operations, Jameel Jones, Director of Recreation, Tammy Hoggatt, Director of Human Resources, and Andrew Weiss, Director of Planning.

Tim Mitchell, reporter with *The News-Gazette*, was in attendance.

Call to Order

President Hays called the meeting to order at 5:30 p.m.

Comments from the Public

There were no comments from the public.

Report of Officers

President's Report

President Hays reported that Mr. DeLuce and he met with City of Champaign Mayor Deborah Feinen and City Manager Dorothy David and discussed the following items: Bristol Park project, proposed trail around the new Carle facility, City Flower Islands, Downtown Plaza, Ebert Statute, Landfill project, Pipeline Trail, police support, Spalding improvements with the School District, stormwater fees, TIF District, Downtown Street Fest, Downtown Street Banner Policy, and drainage issues behind the Springer Cultural Center. The meeting was held to get an update and to determine the status of the projects and the Park District's role. The drainage issues at Heritage Park and other project areas were discussed as well. Mayor Feinen recommended adding an outside the fence path at the Dog Park.

President Hays stated that the Commissioners need to select a date to take former Commissioner Alvin Griggs to dinner. He stated that the Board will discuss this matter under New Business.

President Hays asked for a Commissioner to volunteer to serve on the Operations and Shop Yard Expansion Project Team.

Commissioner Solon arrived to the meeting at 5:33 p.m.

New Business

Approval to Apply for a Land and Water Conservation Fund Grant

President Hays stated that the grant is a 50% matching grant. Mr. DeLuce commented that there may not be significant funds available. However, staff would like to apply for the grant and the application deadline is July 1, 2017. The grant would be for land acquisition. Discussion ensued about a prior grant and ramifications of the grant if received and the Park District proceeds with the purchase.

Commissioner Kuhl made a motion to approve applying for a Land and Water Conservation Fund Grant. The motion was seconded by Commissioner Miller. The motion passed 4-0.

Executive Director Goals/Board Priorities for FY18

Mr. DeLuce presented the report. He asked if there were questions, updates or additions.

Commissioner Kuhl made a motion to approve the Executive Director Goals/Board Priorities for FY18. The motion was approved by Commissioner Miller. The motion passed 4-0.

Discussion Items

Policies

Capitalization Policy

Ms. Wallace presented the report. She stated that the policy has been revised and is to comply with the Distinguished Accreditation process.

Fund Balance Policy

Ms. Wallace reported that this is a new policy. This policy is mirroring what the Park District currently has in the audit report in terms of the different classifications and minimum balance requirements

The policies will be presented to the Board for approval at the July 12, 2017 Regular meeting.

Park Report Card

Mr. DeLuce presented the final Park Report to the Board. He stated that it took considerable time to compile the information and visit the 45 total parks. A significant amount of volunteer time and work went into the project. Mr. DeLuce reported that the overall score was 90.53. The low score of 74.78 went to Washington Park and the highest score of 97.72 went to Mullikin Park. The Park District received low scores for restroom facilities. It is hoped that the improvements to Hessel Park will increase the restroom scores. Mr. DeLuce reported that staff believes that the Report Card will help with prioritizing capital projects. He stated that staff is working on an updated priority list, how projects are prioritized, and proceeding with the capital projects. The Park District also needs to update the comprehensive plan. The parks will be evaluated every two years. Staff is working on ways to evaluate the facilities. Copies of the report will be sent to the volunteers along with a thank you letter.

Commissioner Kuhl stated that it was a great exercise and hopes that in two years all Commissioners will get involved and participate in the evaluation.

Mr. DeLuce thanked Ms. Hoggatt for her efforts compiling the information into a report.

Commissioner Solon stated that it was a great exercise. She commented that very few parks have bike racks. She stated that she felt all of the parks should have bike racks.

President Hays expressed concerns about the proposed retaining wall for Trevett-Finch Park. Mr. Weiss stated using concrete to determine an estimated cost for the wall using a concrete wall was or informational purposes only.

Commissioner Kuhl stated that the tree in Trevett-Finch Park is a unique feature in the community, and needs to be preserved. Commissioner Solon questioned whether a retaining wall will damage the tree or root system. Discussion ensued. Mr. Weiss stated that a retaining wall will not damage the tree. He also stated that staff will follow up with the adjacent property owner about the trampoline placed in Trevett-Finch Park.

Operating Budget FY18

Mr. DeLuce presented the report. He reported that the operating budget discussion included use of actual budget to determine the budget needs for FY18; maintain a minimum carryover of \$250,000; set the tax rate to not exceed 0.74; determined the new funds and reserve funds for the capital budget process; and complete the operating budget book. The Board approved the FY18 capital budget. The property tax rate was approximately 0.71 instead of 0.74. Mr. DeLuce reported that staff used the actual expenditures from FY17 to project for the FY18 budget. The FY17 budget ended with a \$3 million carryover with approximately \$1 million from operating funds with the remaining from capital funds. He stated that the FY18 budget is projecting approximately \$1 million in carryover funds projected for the general, recreation and museum funds total. The budget book was distributed to the Board in May 2017. The final approval for the budget is scheduled for July 26, 2017. All final changes should occur at this meeting to allow staff enough time to make revisions. Mr. DeLuce suggested that changes require Board consensus before being made. He stated that staff has provided responses to all questions received from the Commissioners.

Ms. Wallace reviewed overall budget summary for all funds. She reported that overall expenditures increased over 35.5%. The increase can be attributed to commodities and supplies, routine periodic maintenance and capital outlay. She updated the Board on the transfer of funds in FY17 and projected for FY18. Ms. Wallace distributed responses to questions that address questions and inconsistencies in charts or financial tables. She responded to questions from the Board.

Discussion ensued about questions that need further discussion. Mr. DeLuce addressed department heads overall salaries. He reported that there are eight (8) department heads which includes Cindy Harvey and recently promoted Andrew Weiss. Mr. DeLuce stated that ten (10) part-time regular staff were added to the full-time list to be in compliance with the Affordable Care Act and one (1) part-time staff was moved to a full-time position. He also stated that when considering full-time salaries it includes retirement salaries and payouts which fluctuate. Mr. DeLuce updated the Board on vacation accrual and stated that, as of May 1, annually only 240 hours carryover. Discussion ensued. Commissioner Kuhl commented about the 240 hours. Ms. Hoggatt will benchmark that against other local agencies.

Mr. DeLuce discussed the budgetary effect of salaries for full-time and part-time staff. He talked about the impact of vacancies versus when all position are filled. On the average, approximately 95% of budget for wages is spent for full-time salaries and 94% for part-time salaries. This includes vacancies throughout the year. Discussion ensued about employee health insurance plan. Ms. Hoggatt reported that the Park District pays employees single portion completely and 40% of family coverage. Ms. Wallace will follow up to ensure the stipend received by eligible employees is set and taxed properly, and not added to IMRF benefits.

Mr. DeLuce stated that a question was asked about setting aside funds for trails, park development and land acquisition. Discussion ensued. It was the consensus of the Board to set aside a \$100,000 each for land acquisition, trails and park development. Ms. Wallace asked for clarification on salaries. It was the consensus of the Board to leave salaries as is this year.

Mr. DeLuce stated that staff will work on ideas for Trevett-Finch Park and present a plan to the Board. He stated that Commissioner Solon expressed concerns about the funds budgeted for the increase in the water rates. After discussion, it was the consensus of the Board to leave as budgeted for FY18. Mr. DeLuce reported that there were additional items that will be discussed in Executive Session.

President Hays expressed a desire to have the budget reviewed to make sure all changes are included. Ms. Wallace stated that the budget will be reviewed further.

Commissioner Kuhl complimented Ms. Wallace, staff, and Mr. DeLuce. She thanked all of them for their time and effort.

President Hays thanked all Commissioners for submitting their questions. Commissioner Solon thanked Ms. Wallace and staff for time and efforts. President Hays commended all the hard work and informative answers. Discussion ensued about the final operating budget.

Comments from Commissioners

None.

Executive Session

Commissioner Solon moved as set forth below to convene into Executive Session. The motion was seconded by Commissioner Kuhl. The motion passed 4-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Miller – yes; President Hays – yes; and Barbara J. Kuhl – yes. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2(c)(1) for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body; (c)(5) for the purchase or lease of real property for the use of the public body including meetings held for the purpose of discussing whether a particular parcel should be acquired; and (c)(11) to address litigation that is probable or imminent.

Commissioner Kuhl made a supplemental motion as set forth below to convene into Executive Session. The motion was seconded by Commissioner Solon. The motion passed 4-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Miller – yes; President Hays – yes; and Barbara J. Kuhl – yes. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2(c)(6) to discuss setting of a price for sale or lease of property owned by the public body.

Return to Regular Meeting

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

The Board discussed setting a date for dinner with former Commissioner Alvin Griggs. Mr. DeLuce will coordinate a final date.

Adjourn

There being no further items to come before the Board, Commissioner Miller made a motion to adjourn the meeting. The motion was seconded by Commissioner Kuhl. The motion passed 4-0 and the meeting was adjourned at 7:14 p.m.

Craig W. Hays, President

Cindy Harvey, Secretary

CHAMPAIGN PARK DISTRICT

Capitalization Policy

This policy is to establish procedures for keeping an inventory of fixed assets owned by the Champaign Park District to comply with the Governmental Accounting Standards Board Statement 34 (GASB 34) requirements.

1. Capital assets purchased for use in governmental activities shall be recorded as expenditures in governmental funds at the time of purchase.
2. Enterprise fund assets (if applicable) will be capitalized based on this policy.
3. Governmental and Enterprise capital assets shall be recorded in the government-wide financial statements, offset by accumulated depreciation.
4. Capital assets shall be valued at actual or estimated historical costs, while donated capital assets shall be valued at their fair market value on the date donated.
5. Assets must have a useful life of more than two years, AND meet the following thresholds:
 - a. Land, Easements & Right of Way any value, as applicable
 - b. Land Improvements \$20,000 or more
 - c. Construction (Buildings) and Improvements \$20,000 or more
 - d. Infrastructure \$20,000 or more
 - e. Vehicles, Machinery & Equipment \$10,000 or more
 - f. Assets that appreciate in value \$10,000 or more
6. Depreciation shall be calculated on assets other than land using the following estimated useful lives:

Asset Type 100 – Land, Easements & Right of Way	not depreciable
Asset Type 200 – Land Improvements (Permanent/non-moveable) Includes but not limited to Outdoor Fencing, Lighting, Landscaping, Parking Lots, Outdoor Tennis & Basketball Courts	15 years
Asset Type 300 – Construction (Buildings) Improvements	15 years
New Construction	40 years
Asset Type 301 – Construction in Progress	not depreciable
Asset Type 400 – Infrastructure (effective 5/1/2004) Roads, Paved Surfaces	15 years
Bridges	50 years
Asset Type 500 – Machinery & Equipment Outdoor Equipment (Playgrounds & Poured In Place Surfacing)	12 years
Office Equipment	5 years
Other Equipment	5 years
Furniture	7 years
Major Appliances	7 years
Playground Equipment (Indoor)	12 years
Asset Type 600 – Licensed Vehicles Vehicles	5 years

7. A group purchase of assets shall be treated under this policy at the total cost, with the exception of computer equipment which will be expensed as purchased
8. Carpeting will be expensed as installed or replaced if under \$20,000 threshold, otherwise it will be capitalized as building improvements.
9. Roofing costs will be depreciated depending on whether the useful life of the roof is extended by the roofing cost.
10. Assets that appreciate in value, such as collectibles or art, will not be depreciated.
11. The straight line method shall be used over the estimated life of assets.

Approved by the Board of Commissioners
Revised by Board of Commissioners

June 8, 2005
July 12, 2017

Craig W. Hays, President

Joe DeLuce, Executive Director

CHAMPAIGN PARK DISTRICT

Fund Balance Policy

The purpose of this policy is to establish fund balance classifications utilized by the Champaign Park District (Park District), and to identify and define appropriate reserve requirements.

Classifications

The Park District's fund balances will be classified as follows:

1. **Non-Spendable** – Amounts that cannot be spent either because they are not in a spendable form, or because they are legally or contractually required to be maintained intact.
2. **Restricted** – Amounts that can be spent only for specific purposes because of the Park District charter, state or federal laws, or externally imposed conditions by grantors or creditors.
3. **Committed** – Amounts that can be used only for specific purposes determined by a formal resolution of the Park District Board of Commissioners (Board).
4. **Assigned** – Amounts that are constrained by the Board's intent to be used for specific purposes, but are neither restricted nor committed. Such intent is expressed by (a) the Board, or (b) a body or official to which the Board has delegated the authority to assign amounts used for specific purposes. The Park District's highest level of decision making authority is the Board, which is authorized to assign amounts to a specific purpose through its appropriations power.
5. **Unassigned** – All amounts not included in other spendable classifications. The general fund is the only fund that reports a positive unassigned fund balance amount.

When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) fund balance is available, the Park District considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned or unassigned fund balances are available, the Park District considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the Board has provided otherwise in its commitment or assignment actions.

Minimum Fund Balance Requirement

This policy also defines minimum fund balance levels for the Park District's three major funds, General, Recreation, and Museum. The minimum fund balance level to be maintained at any given time is based on 120-days (four-months) of current year budgeted operating expenditures by fund. Any amount above the minimum level may be re-classified through Board action using classifications 3 and 4 above, or maintained in those funds.

Approved by the Board of Commissioners

July 12, 2017

Craig W. Hays, President

Joe DeLuce, Executive Director