

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

**May 14, 2008**

The Champaign Park District Board of Commissioners held an Annual Meeting on Wednesday, May 14, 2008 at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to notice duly given. President Kuhl presided over the meeting.

Present: President Barbara Kuhl, Commissioners Newton Dodds, Alvin Griggs and Joe Petry, Attorney Guy Hall

Absent: Vice President Solon and Treasurer Gary Wackerlin

Staff present: Bobbie Herakovich, Executive Director/Secretary, Joe DeLuce, Director of Recreation, Jan Plotner, Director of Finance, Jim Spencer, Director of Operations, Laura Auteberry, Marketing and Development Director, Terri Gible, Park Planner and Mary McGrew, Human Resources Manager

Other staff were present as well as members of the public.

**Call to Order**

President Kuhl called the meeting to order at 6:50 p.m.

**ELECTION OF OFFICERS**

Election of President

Commissioner Dodds made a motion, seconded by Commissioner Griggs to nominate and elect Barbara Kuhl for the office of president and Jane Solon for the office of vice president. There were no other nominations. The motion passed 4-0.

**APPOINTMENT OF OFFICERS**

Appointment of Secretary and Treasurer

Commissioner Dodds made a motion, seconded by Commissioner Griggs that Bobbie Herakovich be appointed as Secretary and Gary Wackerlin be appointed as Treasurer for the Champaign Park District. There were no other nominations. The motion passed 4-0. Attorney Hall administered the Oath of Office to Secretary Herakovich.

**ADJOURN**

There being no further business to come before the meeting, on a motion duly made by Commissioner Dodds, seconded by Commissioner Petry and unanimously approved, the Annual Meeting was adjourned at 6:55 p.m.

Approved:

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Barbara J. Kuhl, President

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Bobbie Herakovich, Secretary

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

**May 14, 2008**

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, May 14, 2008 at 7:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, and published pursuant to notice duly given. President Kuhl presided over the meeting.

Present: President Barbara Kuhl, Vice President Jane Solon (*arrived at 7:24 p.m.*), Commissioners Newton Dodds, Alvin Griggs, and Joseph Petry, Treasurer Gary Wackerlin (*arrived at 7:26 p.m.*), Attorney Guy Hall

Staff present: Bobbie Herakovich, Executive Director/Secretary, Jan Plotner, Director of Finance, Joe DeLuce, Director of Recreation, Jim Spencer, Director of Operations, Laura Auteberry, Marketing and Development Director, Terri Gible, Park Planner, Mary McGrew, Human Resources Manager

**Call to Order**

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

**Comments from the Public**

None

**Communications**

President Kuhl circulated the correspondence.

**Treasurer's Report**

Consideration of Acceptance of the Treasurer's Report for the Month of April 2008

Ms. Herakovich presented the Treasurer's Report for the month of April 2008. She stated that the report had been reviewed by Treasurer Wackerlin and that he recommended Board approval.

Commissioner Dodds made a motion, seconded by Commissioner Griggs to accept the Treasurer's report for April 2008. The motion passed 4-0.

**Executive Director's Report**

Volunteer of the Month

Sherry Slade, a volunteer at the Virginia Theatre, was chosen as volunteer of the month for May. Mr. DeLuce reported that Ms. Slade has been a regular volunteer at the Virginia Theatre for many years. He stated that she assisted with Ebertfest and that she took charge of the training and supervision of the VIP area. Mr. DeLuce reported that Ms. Slade did an excellent job and made it easier for everyone during the event. She was presented a certificate of appreciation, gift certificate and bag of goodies from the Park District.

President Kuhl and the Board thanked Ms. Slade for her time and effort.

Updates

Ms. Herakovich reported that the Park District received a grant from the National Recycling Coalition for sixty (60) clear bins for recycling. She stated that Ms. Auteberry applied for the grant.

Ms. Herakovich reminded the Board of the CPD/UPD Joint meeting that will be held on Wednesday, June 25, 2008.

Ms. Herakovich reported that the bandshell dedication ceremony will be held on July 11, 2008 between 11 and 11:30 a.m. followed by an Eat to the Beat concert.

Ms. Herakovich reported that Dodds Park softball complex was chosen as Field of the Year by the Illinois Sports Turf Managers Association (ILSTMA). She stated that a four page article was included in the Spring 2008 edition of the ILSTMA magazine.

Ms. Herakovich updated the Board on the Annual Tax Increment Financing (TIF) meeting. She stated that the Park District received a TIF reimbursement of \$43,454.

Ms. Herakovich reported that the Foundation Board is interested in going on a park tour. She stated that proposed dates are June 13 or June 20. Ms. Herakovich asked the Board members to let her know if they are interested in attending as well.

Ms. Herakovich reported that there is discussion of bringing the off track betting parlor back to Champaign. She explained that the Park District may have to go forward with legislation to receive funds from the parlor if it were to open in Champaign.

Ms. Herakovich reported that the final PROS report has been received and that she will send copies to the Board for its review. She stated that the report will be discussed before the goal setting session at the Study Session in May.

## **Report of Officers**

### President's Report

President Kuhl updated the Board on the mandatory land dedication meeting that was held. She reported that the meeting went well and that Ms. Herakovich and staff did well with their presentation. Ms. Kuhl stated that the next meeting will be held later this month.

President Kuhl updated the Board on a meeting she attended with Bill Ackermann, chair of the Board of Directors of the Children's Museum. She stated that options and opportunities for the museum were discussed.

President Kuhl updated the Board on the Downtown Visioning Committee meeting that was held. She reported that the meetings continue to go well and that the Committee is focusing on employment, infrastructure, cultural arts and housing. President Kuhl stated that subcommittees will be set up to pursue these areas.

### Attorney's Report

Attorney Hall presented for Board approval Ordinance No. 527: An Ordinance Annexing Territory (3108 Farber Drove) into the Champaign Park District.

Commissioner Petry made a motion, seconded by Commissioner Dodds to adopt Ordinance No. 527, annexing territory into the Park District. The motion passed 4-0.

## **Consent Agenda**

President Kuhl stated that Consent Agenda items were items that had been discussed at a Study Session meeting or were considered routine in nature. These items were:

1. Minutes of the Study Session Meeting, April 9, 2008
2. Minutes of the Regular Board Meeting, April 9, 2008
3. Minutes of the Closed Session Meeting, April 9, 2008
4. Minutes of the Special Board Meeting, April 23, 2008

Commissioner Dodds made a motion, seconded by Griggs to approve the Consent Agenda. The motion passed 4-0.

## **New Business**

### Consideration of Approval of List of Bills

Ms. Herakovich reported that there were two lists of bills for Board approval; a final list of bills from FY 07-08 for April 2008 and list of bills for FY 08-09 from May 2008. She also informed the Board that the Park District has begun to use energy efficient bulbs to help reduce the power bills and has also put together a green team to look at other ways of going green (conserving resources). Ms. Herakovich stated that staff recommends approval of the list of bills for April 2008 and May 2008 for payment.

Commissioner Dodds made a motion, seconded by Commissioner Griggs to approve the list of bills for April 2008 and May 2008. The motion passed 4-0.

### Consideration of Approval of a Bid for the Construction of the Pipeline Trail

President Kuhl stated that staff recommended that the Board award the bid for construction of the Pipeline Trail to low bidder, Feutz Construction, at the bid price of \$346,643.72 subject to the final conveyance of easements.

Ms. Herakovich reported that the bid came in under budget. She stated that staff have worked with the contractor in the past and are pleased with their work as well as the excellent customer service to neighbors.

Commissioner Dodds made a motion, seconded by Commissioner Griggs to approve awarding the bid to construct the Pipeline Trail to Feutz Construction in the amount of \$346,643.72 subject to final conveyance and easements. The motion passed 4-0.

### Consideration of Approval of Budget Line Transfers

Ms. Plotner reported that staff recommends approval of line item transfers within funds where lines will exceed their original budget as presented.

Commissioner Petry made a motion, seconded by Commissioner Dodds to approve the line item transfers as presented by staff. The motion passed 4-0.

### Consideration of Approval Setting a Public Hearing on the Budget & Appropriation Ordinance

President Kuhl stated that staff recommends that the Board set a Public Hearing on the proposed Budget and Appropriation Ordinance for Wednesday, June 11, 2008 at 7 p.m. at the Bresnan Meeting Center to receive public comments. Ordinance No. 528, the proposed Budget and Appropriation Ordinance, is available at the Bresnan Meeting Center for public review.

Commissioner Dodds made a motion, seconded by Commissioner Griggs to set a Public Hearing on the Budget and Appropriation Ordinance for June 11, 2008 at 7 p.m. The motion passed 4-0.

### Consideration of Approval of a Resolution Appointing an Additional Person as Director of the Champaign Parks Foundation

President Kuhl stated that staff recommends approval to appoint Tracy Sholem as a Director of the Champaign Parks Foundation to fill the unexpired term vacated by Janet Gallivan.

Commissioner Dodds made a motion, seconded by Commissioner Petry to approve the appointment of Tracy Sholem as Director of the Champaign Parks Foundation. The motion passed 4-0.

Consideration of Approval of a Subrecipient Agreement between the City of Champaign and Park District for the Neighborhood Improvement Initiative Garden Hills Youth Pilot Program

Ms. Herakovich stated that staff recommends approval of the agreement between the City of Champaign and the Park District for the Garden Hills Youth Pilot Program.

President Kuhl stated that she would like to see an end of season report on the program.

Commissioner Dodds made a motion, seconded by Commissioner Petry to approve the Agreement between the City and Park District for the Garden Hills Youth Pilot Program pending review by legal counsel. The motion passed 4-0.

Consideration of Approval of Amendment No. 3 to an Intergovernmental Agreement for the Maintenance and Use of Property Adjacent to the Boneyard Creek Corridor from First Street to Wright Street and through Scott Park

Ms. Herakovich stated that staff recommends approval of Amendment No. 3 to an Intergovernmental Agreement for the maintenance and use of property adjacent to the Boneyard Creek Corridor from First Street to Wright Street and through Scott Park for the City's storm drainage work as well as construction staging and material storage pending review by legal counsel.

Commissioner Dodds made a motion, seconded by Commissioner Griggs to approve the Agreement as presented pending review by legal counsel. The motion passed 4-0.

**Old Business**

None

**Discussion Items**

Scott Park Development Proposed Timeline

Ms. Herakovich presented the proposed timeline for the Park District portion of development of Scott Park. She stated that staff will present a proposal from Hitchcock Design Group for design services to the Board for consideration in May or June of 2008.

FY 2008-09 Proposed Annual Budget Presentation

Ms. Plotner reported that the total budget amount is \$18,813,000. The budget is a balanced budget with operating income meeting or exceeding operating expenditures. She stated that the overall budgeted expenditures are higher than budgeted revenues due to the carryover in capital expenditures. Ms. Plotner reported that the total operating budget is \$10.1 million which is 2.3% higher in comparison to last year's operating budget of \$9.8 million. She stated that the budgeted amount for the capital program is \$6.7 million, which does not include over \$1.5 million of grant expenditures. Ms. Plotner reported that projected reserves as of May 1, 2008 show as \$6.8 million which includes carryover funding for capital projects. She stated that because of the anticipated surplus in the general, recreation and museum funds, staff is projecting that there will be \$960,000 transferred to the capital improvements fund for capital projects. Ms. Plotner reported that it is projected that the end of the year reserves will equal over \$3.9 million if the Park District takes in its anticipated revenues and expends all funds.

Vice President Solon arrived at 7:24 p.m.

Ms. Plotner reported that staff is projecting a 6.2% increase in property tax revenues or \$544,000. She stated that staff is starting to see a small shift in an increase in program fees and other income as an alternate financial source, which helps to alleviate some of the pressure of a strong reliance on tax revenues. Ms. Plotner reported that staff is working towards a cost recovery approach to programs.

Ms. Plotner reported there are no new positions budgeted for full time personnel. She stated that the Park District is in the process of hiring for three openings that have been approved by the Board.

Ms. Plotner reported that compared to last year's budget, increases are highest in utilities, 13% or \$100,000, and in employee benefits, 9% or \$90,000).

Ms. Plotner reported that this preliminary budget does not include individual department summaries. She stated that the final budget will include the department summaries and will have additional detailed information. Ms. Plotner reported that the budget will be discussed further at the Study Session meeting in May.

Treasurer Wackerlin arrived at 7:26 p.m.

Ms. Herakovich thanked department heads and staff for holding the line on spending and doing a good job. She said that she appreciated the Board's support and looked forward to further discussing the budget at the Study Session meeting in May.

#### **Comments from Commissioners**

Commissioner Dodds encouraged staff to make sure that Feutz Construction has sufficient insurance coverage during the construction of the Pipeline Trail project.

Mr. Spencer discussed the approach the contractor will use to complete the project. He stated that the contractor intends to pump the concrete in order to reduce the likelihood of damaging the pipeline with heavy equipment.

In response to a question by President Kuhl, Ms. Gible stated that letters were sent to neighbors informing them about maintenance and construction of the trail. She noted that there are a few encroaching homeowners.

Commissioner Dodds recommended that staff have Marathon and its engineer company sign acknowledging the construction plans.

#### **Oath of Office of Treasurer**

Attorney Hall administered the Oath of Office to Treasurer Wackerlin.

#### **Comments from Commissioners**

None

#### **Closed Session**

Commissioner Petry made a motion, seconded by Vice President Solon to convene 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, dismissal, performance, or personal status of employees, officers and legal counsel for the park district. Upon roll call vote, the vote was as follows: Commissioner Petry – yes; Vice President Solon – yes; President Kuhl – yes; Commissioner Dodds – yes; and Commissioner Griggs. The motion passed 5-0.

**Return to Regular Meeting**

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

**Consideration of a Merit Increase for the Executive Director**

Commissioner Griggs made a motion, seconded by Commissioner Solon to award the Executive Director a 3% increase effective May 1, 2008. The motion passed 5-0.

**Adjourn**

There being no further business to come before the Board, Commissioner Griggs made a motion, seconded by Commissioner Petry to adjourn the meeting. The motion passed 5-0 and the meeting was adjourned at 8:15 p.m.

Approved:

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Barbara J. Kuhl, President

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Bobbie Herakovich, Secretary