

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

February 24, 2010

The Champaign Park District Board of Commissioners held a Study Session on Wednesday, November 12, 2008 at 5:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to notice duly given. President Solon presided over the meeting.

Present: President Jane Solon, Commissioners Alvin Griggs, Joseph Petry and Barbara Kuhl, Treasurer Gary Wackerlin and Attorney Guy Hall

Absent: Commissioner Newton Dodds

Staff: Bobbie Herakovich, Executive Director/Secretary, Joe DeLuce, Director of Recreation, Jim Spencer, Director of Operations, Laura Auteberry, Marketing and Development Director, Terri Gible, Park Planner, Andrew Weiss, Park Planner, and Cindy Harvey, Administrative Assistant

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

Call to Order

President Solon called the meeting to order at 5:35 p.m. She recommended that the agenda be re-ordered to discuss the Unit IV School District easement request.

Commissioner Kuhl made a motion to re-order the agenda. The motion was seconded by Vice President Griggs. The motion passed 4-0.

Discussion Items

Unit IV Easement Request

Attorney Hall reported that the Park District had not received a proposed easement and that he only has the original easement granted to the Unit IV School District. He asked Stu Brodsky, Architect for Booker T. Washington Elementary School, to explain to the Board what Unit IV was requesting to enable the installation of geothermal heating and cooling systems, how it works, and the impact it would have on the parking lot below which is proposed to be installed.

Stu Brodsky of OWP/P CannonDesign, Architects for Booker T. Washington Elementary School reported that Unit IV was building a new school on the existing site. He stated that the parking lot would be resurfaced and essentially remains in a similar function as it is now, except that it would be used primarily for bus parking and ingress/egress. Mr. Brodsky stated that Unit IV plans to install a geothermal heating and cooling mechanical system at Washington School. He explained what a geothermal system is and how it works. Mr. Brodsky reported that such systems are extremely sufficient, considered sustainable and has been around for many years. He stated that they have been looking at places to put the wells, which could fit within the existing property line of the school. However it would be better to install the wells under the parking lot. Mr. Brodsky explained how the wells would be installed and stated there would be no affect on the ground or the surface.

In response to a question by Commissioner Petry, Mr. Brodsky stated that there would not be any grates above ground. He stated that all installation would be below the four foot level except for a grate that would be installed on School District property.

Ms. Herakovich explained to Mr. Brodsky that the Park District has had requests in the past where pipes were installed in Park District green space that had to be accessed at a later date. Mr. Brodsky stated that Unit IV would stay within the bounds of the parking lot and south of the property line of the parking lot.

President Solon asked if there would be a need to access the wells for maintenance. Mr. Brodsky responded that the wells did not require routine maintenance. He commented that if additional wells would be needed in the future they could be completed on Unit IV property.

Vice President Griggs asked how many geothermal systems had been installed by OWP/P Cannon Design. Mr. Brodsky stated that the company had installed 5 to 10 geothermal systems in the last two to four years.

Commissioner Kuhl asked if the parking lot would be re-asphalted after holes were drilled. Mr. Brodsky responded that the parking lot would be reconstructed as a concrete parking lot.

Discussion ensued about the parking lot. Mr. Brodsky stated that the construction of the parking lot would occur during the later part of the construction. He stated that the parking lot would be used as a staging area for construction. Mr. Brodsky reported that in the future, Unit IV would like to be able to bring buses onto the parking lot. However, the current asphalt surface is not strong enough to support such weight.

Ms. Herakovich reported that often times with the park/school concept there are overlapping boundaries or both public bodies grant each other easements. She cited several instances.

Commissioner Kuhl stated that since it is the Park District's parking lot, the Board would have to approve of Unit IV destroying and resurfacing it. Mr. Brodsky commented that the current easement already allows for modification. Attorney Hall addressed the terms of the current easement.

Mr. DeLuce expressed his concern about not having parking for the Park District's youth baseball program during the late spring and summer. Alternative parking was discussed. Mr. Brodsky stated that Unit IV is in the process of acquiring parking on Wright Street. Michael Stilger of PDK reported that the Unit IV is also negotiating with the Champaign County Housing Authority (HACC) to acquire additional parking.

Ms. Herakovich addressed whether it would cause a problem with the design or construction if the Park District uses a portion of the parking lot during the summer for baseball and soccer programs. Mr. Brodsky stated that he would need to confer with the School District. He stated that he believes that the School District is planning to offer summer school at Washington School since it will be an air conditioned site, and additional details were discussed.

Commissioner Kuhl asked about the timeline of the project. Mr. Brodsky stated that the project would be bid in May, with demolition probably commencing in May. Construction of the building should start in June or July with completion in July or August of 2011 for a 2011 fall opening.

President Solon asked if the parking lot would be needed during demolition. Commissioner Kuhl expressed her concern about ongoing activities during construction. She encouraged staff and the contractors to meet in order to come up with a plan for patron parking during construction. Ms. Herakovich stated that part of the challenge is staff had not been updated on timelines. A meeting with PKD to discuss the issues improving communication between the two public bodies has been scheduled.

Attorney Hall asked about the timeline for construction of the parking lot and installation of the geo thermal system. Mr. Stilger responded that it will likely be in the summer of 2011.

Vice President Griggs asked if demolition had already started. Mr. Brodsky stated that two organizations, including the Unit IV, have removed parts and pieces of the building that are worth salvaging for replacement parts. Asbestos has also been removed. The building is being readied for demolition.

Ms. Herakovich asked for Board direction on moving forward with this item. She reported that staff's intent would be to bring this item to the Board at the March 10, 2010 Board meeting on consent agenda for consideration if all conditions are met. There were no objections from the Board. Commissioner Kuhl reiterated her concern about the need for parking during summer activities. She asked staff to report to the Board if this matter has been resolved before it is voted on.

Presentations

Space Use Report

Ms. Herakovich reported that Andrew Weiss, Park Planner, prepared the Space Inventory Study for presentation to the Board. She reported that reports were prepared because the strategic plan calls for providing comprehensive facilities as well as park development plans for the future. Staff was unable to accomplish goal #5 in-house and sought additional help.

Mr. Weiss reported that the Space Inventory Study was undertaken based on the Comprehensive Park and Open Space Plan with the concept of a new 85,000 sq. ft. facility. He stated that the Space Inventory Study is a compilation of the individual facilities; their programmable rooms (the space) within; and what programs occur in the rooms (the inventory): The goal is to illustrate how the Park District currently uses its facilities and programmable spaces within them over time. He noted that Neil Strack of Architectural Expressions is to examine the potential for expanded or redeveloped recreational services in physical form while the Space Inventory Study is to illustrate the present accommodation and capacity of indoor recreation programming at six Park District facilities.

Mr. Weiss explained that RecTrac software program is used to register patrons and schedule the use of meeting rooms. He explained that the recreation staff also maintains attendance records at each facility. Either methodology, one on its own, does not tell the complete use story. However, the overlap of methods reasonably demonstrates the number of programs, and how many people are using the facilities. Mr. Weiss reported that Springer Cultural Center has the most utilization followed by Leonhard Recreation Center. Spalding Center has the least amount of use.

The Board thanked Mr. Weiss for undertaking the study. Commissioner Petry commented that the report was helpful and needed information. Commissioner Kuhl complimented Mr. Weiss for his efforts putting the report together.

Recreation Facilities Report, Neil Strack, Architectural Expressions

Ms. Herakovich stated that Neil Strack of Architectural Expressions was hired to evaluate and suggest options for the future of existing facilities to meet modern recreational needs

Neil Strack of Architectural Expressions reported that the reason for this indoor study is to aid in resolving or answering certain questions. He stated that the one question refers to the PROs study that proposed construction of an 85,000 sq. ft. facility. That was compared with what the Park District may be able to do with its existing facilities. He believes that there is a third question, which he terms as the "status quo." The "status quo" addresses what happens to the existing facilities if a recreation facility is built. Will the facilities be improved or stay in their current conditions? He noted that the Park District may determine that there is a certain minimum level of functionality that a

particular building will have in order to remain a good resource in the future.

Mr. Strack stated that the project has been narrowed to two phases. Phase I was to conduct a general assessment of each facility. A part of this assessment was to look at the physical conditions of each facility, location, and its current use, interact with staff to understand their needs, the Park Board's wishes, potential future programs and current problems. He reported that information was gathered, and facilities reviewed in an attempt to develop what the maximum utilization of each building could be. There was approximately 80,000 sq. ft. of space at the six facilities. He stated that the Park District could actually develop 160,000 sq. ft. which is not practical and would be expensive.

Phase II would involve taking the information and gather input from the Board and staff, making comparisons, and attempting to develop options for an ultimate. Related personnel questions would be evaluated in Phase II.

Ms. Herakovich noted that when staff read the PROs report about the 85,000 sq. ft. building and visited different facilities it became apparent the Park District would have to proceed with a referendum to fund such a facility. She stated that staff first decided to look at existing facilities and attempt to modernize them.

Commissioner Kuhl commented that she was surprised that all of the buildings received a high rating on their physical structures. Mr. Strack noted that the buildings are old but well-maintained. He stated that the programming is outgrowing some of the facilities. Ms. Herakovich addressed some of the challenges of having several buildings, and Mr. DeLuce spoke about the need for updating facilities, particularly Douglass and Leonhard Centers to meet current recreational needs. Discussion ensued about whether there was a need for an additional 85,000 sq. ft. of space if Douglass and Leonhard were updated. These questions would be addressed in phase two of the study.

Spalding Recreation Center, Spalding pool building and pool were also addressed. Mr. Strack noted that one option would be to move CUSR to Spalding Park. He also noted that it would not be cost effective to add to the existing building and discussed the possibility of other options for Spalding Park.

Commissioner Griggs asked if Unit 4 School District (Unit 4) was looking at other property for Central High School. Ms. Herakovich stated that Unit 4 is in the process of acquiring 100 acres in the community to relocate Central High. He encouraged staff to begin dialogue with Unit 4 about the building.

Ms. Herakovich stated that the study shows opportunities that are affordable where the Park District could improve its services and make the buildings more modern. She talked about the impact improvements would have if Leonhard Center were modernized. Commissioner Kuhl stated that she thought Centennial was an area that was over utilized with activities, and questioned if it would be better to make changes in Spalding Park, which is underutilized. Ms. Herakovich addressed different options that may occur at Centennial Park in the future, which is now geographically considered the center of Champaign.

President Solon stated that the report needs to address operational costs. Ms. Herakovich stated that this would be part of the next phase. There is a possibility of using Build America Bonds for construction matters, although there is currently December 31, 2010 deadline.

Discussion continued about options for various facilities and potential revenue sources. Ms. Herakovich noted that staff is developing a plan for Sholem Aquatic Center if Spalding Pool becomes unusable. Ms. Plotner discussed Build America Bonds.

Treasurer Wackerlin departed the meeting at 6:50 p.m.

Commissioner Petry asked about Phase II. Ms. Herakovich stated that she will seek Board authorization to proceed with it and provide cost information.

Commissioner Petry commented that he believes the Park District is moving in the right direction. He stated that the reports help answer the question of how to meet recreation needs and what the options and costs may be. Commissioner Petry complimented Ms. Herakovich for taking the initiative and moving the Park District along on this matter.

Bids/RFPs

Ms. Herakovich suggested the need to discuss other issues in Study Sessions and not spend as much time discussing bids since bidding is typically done by staff so as to reduce the need for Board to study such items at length. Bid items will be funded through FY 10-11 capital improvements budget which was previously approved by the Board. Commissioner Kuhl did note that she would like to see prior year comparative figures when there is a routine bid, such as the pool chemical bid.

President Solon inquired about underestimating the cost of pickup trucks. Mr. Spencer responded. He said that he could not necessarily predict the market and that staff had based the estimate on adding a percentage to last year's cost. Mr. Spencer stated that staff's goal is to meet the overall total approved for vehicles and equipment.

Mr. Spencer updated the Board on Item #10, the bid to replace the Spalding Pool main water line. He reported that last fall staff discovered a failed main water line that served both the Spalding Pool and Recreation Center. Mr. Spencer noted that there is still a 4 inch main to Spalding Pool that does not work. He reported that staff solicited bids for the project and recommended approval of the low bid for directional boring in the amount of \$15,000. Mr. Spencer updated the Board on the pump that is included in the capital budget for rebuilding. He reported that staff is working on rebuilding the pump in-house. He is not sure if staff will get the pump rebuilt in time for Spalding Pool to open.

Ms. Herakovich reported that Amy Doll coordinated the garment bid. The garment bids include basketball jerseys, staff t-shirts and lifeguard uniforms. Garment costs and reimbursement were further discussed.

After discussion, it was the consensus of the Board that all bid items be moved forward to the March 10, 2010 Board meeting for consideration.

1. Awarding a bid to purchase one 2010 Ford F350 4x4 Diesel Cab and Chassis with a Henderson Dump Bed to Geiser Ford in the amount of \$34,717.38.
2. Awarding a bid to purchase one 2010 Ford F250 4x4 Diesel Pick-up Truck to Geiser Ford in the amount of \$26,424.54.
3. Awarding a bid to purchase one 2010 Ford F250 4x2 Diesel Pick-up Truck to Freeway Ford in the amount of \$24,215.00.
4. Awarding a bid to purchase two John Deere 997 Zero Turn Mowers to Heath's Inc. in the amount of \$14,261.02.

5. Awarding a bid to purchase one John Deere 3520 4-Wheel Drive Tractor with attachments to Heath's Inc. in the amount of \$28,878.44.
6. Awarding a bid to purchase one John Deere 1445 Mower/Snow Unit with all alternatives to Heath's Inc. in the amount of \$27,380.33.
7. Awarding a bid for painting services for Park District facilities and structures to the lowest, responsible bidder, Barber-DeAtley, at the bid price of \$6,300.00 and authorizing the Executive Director to enter into a contract for this work.
8. Awarding a bid for ball field fence replacements to the lowest bidder, Hohulin Bros. Fence, at the bid price of \$26,577.00 and authorizing the Executive Director to enter into a contract for this work.
9. Awarding a bid for pool chemicals for Sodium Hypochlorite 12.5% bulk to low bidder, KA Steel Chemicals Inc. of LeMont, Illinois, for an estimated cost of \$11,220.00 and for Powdered Chemicals to low bidder, GS Robbins & Company of St. Louis, Missouri, for an estimated cost of \$5,020.00 for an estimated total bid amount of \$16,240.00.
10. Awarding a bid to replace the Spalding Pool main waterline to low bidder, Berry Garden Center, in the bid amount of \$15,000 using Method No. 1, installation by directional boring.
11. Awarding a bid for rental of portable toilets for special events, sports events, parks and various programs to low bidder, Midwest Pottyhouse, Inc., in the bid amount of \$8,350.00 per year for a two year period with the option to renew for one additional year.
12. Awarding bids for garments to the lowest bidder for each item that meets the specifications for that item as follows in an amount not to exceed \$58,002.78: The Incentive Mall in the amount of \$16,907.50; Sunburst Sportswear in the amount of \$11,183.54; Challenger Sports in the amount of \$9,374.60; The Winning Streak in the amount of \$8,461.08; Midwest Silkscreening in the amount of \$5,837.00; The Lifeguard Store in the amount of \$4,480.00; Hayden's Sport Center in the amount of \$1,780.08; and #135 be rejected.

Action Items

Consideration of an Ordinance Providing for the Disposal of Property Owned by the Park District
Staff recommends that the Board adopt Ordinance No. 546: An Ordinance Providing for the Disposal of Personal Property owned by the Champaign Park District, which will allow staff to dispose of one 1990 Ford 445C Tractor; one 1990 Ford F-150 Truck; one 1991 Ford CM274 Snow Blower; one 1995 Ford F-150 Truck; one 1995 John Deere F-11 45 Mower Snow Blower; one 1997 Ford F-250 Truck; and two 2005 Toro Z Master Mowers.

Commissioner Kuhl asked if staff were allowed to bid on the items. Mr. Spencer stated that staff could purchase items privately; however the old vehicles will be used for trade in.

Ms. Herakovich reported that in old day's government units including the Park District held auctions for some equipment. She stated that since the development of eBay there is no need to hold auctions.

Commissioner Kuhl expressed her concern about staff purchasing items from the Park District.

This item will be placed on the March 10, 2010 agenda for Board consideration.

Consideration of an Agreement with Developmental Services Center (DSC)

Ms. Herakovich reported that the agreement with DSC is for park walkers. She stated that DSC provides a supervisor for the park walkers. Ms. Herakovich reported that staff feels that it is worth the money, and it helps a group of employees who would typically have difficulty obtaining employment.

This item will be placed on the March 10, 2010 agenda for Board consideration.

Consideration of an Agreement with First Pitch Baseball

Mr. DeLuce reported that a major change is that the Park District is going from a per team charge to a per game charge. He also reported that a girl's fast pitch softball tournament was added.

Staff recommends approval of an Agreement with First Pitch Baseball for a period of one year with an option to renew for one additional year.

This item will be placed on the March 10, 2010 agenda for Board consideration.

Discussion Items

Update and Investment Options with IMET

Ms. Herakovich reminded the Board that staff had invested funds in IMET.

Ms. Plotner reported that in 2009, the Park District joined the Illinois Metropolitan Investment Fund (IMET). She stated that staff cautiously invested \$50,000 last year. Ms. Plotner reported that at the end of January 2010, the Fund has produced a 2.5% of return for the time period of the investment. She stated that in the month of January the annualized rate was 6.96%. Ms. Plotner reported that staff would like to invest the \$500,000, the amount approved by the Board in September 2009.

Discussion ensued. Staff reported that Treasurer Gary Wackerlin agreed with staff recommendations to invest \$500,000 in IMET.

Discussion ensued about the easement request from Unit 4 for the parking lot. Commissioner Kuhl expressed her concern about the School District actions regarding the parking lot. Attorney Hall suggested that the Park District needs to protect its interest in the easement and that items of concern should be forwarded to him for inclusion in any agreement.

Ms. Herakovich reported that President Solon attended a meeting of an update on the location of an Ameren line. She stated that staff had drafted a response for President Solon's signature. President Solon talked about additional purposed routes including up Rising Road and Duncan to Curtis Road as well the suggestion to go along Interstate 57. She stated that the Village of Savoy would like Ameren to avoid Curtis Road. Ms. Herakovich reported that the letter requested that Ameren avoid certain identified parks and any future parks.

Adjourn

There being no further business to come before the Board, Commissioner Petry made a motion to adjourn the meeting. Commissioner Griggs seconded the motion. The motion passed 4-0 and the meeting adjourned at 7:25 p.m.

Approved:

Jane L. Solon, President

Bobbie Herakovich, Secretary