

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

SEPTEMBER 22, 2010

The Champaign Park District Board of Commissioners held a Study Session on Wednesday, September 22, 2010 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, Vice President Alvin Griggs, Commissioners Newton Dodds, Joseph Petry and Treasurer Gary Wackerlin and Attorney Guy Hall

Absent: Commissioner Barbara Kuhl

Staff: Bobbie Herakovich, Executive Director/Secretary; Joe DeLuce, Director of Recreation; Jan Plotner, Director of Finance; Jim Spencer, Director of Operations; Terri Gible, Park Planner; Laura Auteberry, Marketing & Development Director, Stacey Cornell, Fitness/Wellness Coordinator, and Elaine Self-Calvin, Office Staff.

Call to Order

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

Bids/RFPs

Consideration of Shop Yard Repair Bids

Ms. Herakovich stated that a memorandum was included in the Board packet detailing the shop yard repair work to be performed and the list of bidders. She stated that staff recommends awarding the bid and authorizing the Executive Director to enter into a contract with low bidder, Schomberg & Schomberg, in the amount of \$43,738.61. Ms. Herakovich referred to Mr. Spencer for questions from the Board. There were no questions from the Board.

Commissioner Dodds made a motion to forward this item to the Park Board for consideration at the October 13, 2010 Regular Board meeting. The motion was seconded by Vice President Griggs and unanimously approved.

Consideration of Kaufman Lake Road and Embankment Repair Bids

Ms. Herakovich stated that a memorandum was included in the Board packet detailing the Kaufman Lake road and embankment repair work and a list of bidders. She stated that staff recommends awarding the bid to the low bidder, Duce Construction, in the amount of \$77,921.56. Ms. Herakovich referred to Mr. Spencer for questions from the Board.

Mr. Spencer stated that this work involves relocating excess fill to alleviate erosion between the Copper Slough and the lake, installing a concrete parking area for accessibility and completing road repair on the east side of the lake as funding allows.

Commissioner Dodds made a motion to forward this item to the Park Board for consideration at the October 13, 2010 Regular Board meeting. The motion was seconded by Vice President Griggs and unanimously approved.

Action Items

Consideration of Approval of a Temporary Transfer of Funds

Ms. Herakovich stated this item is a request for approval of a temporary transfer of funds. She reported that a temporary transfer of funds is often requested when there is a possibility of a shortage of cash flow. Ms. Herakovich referred to Ms. Plotner to provide additional information.

Ms. Plotner stated this request is for the Bond Proceeds Fund. She reported that the Park District receives \$1,000,000 in December but that there may be a need to transfer funds to pay for projects before December. Ms. Plotner reported that the transfer of funds will take place only if needed.

Commissioner Dodds made a motion to forward this item to the Park Board for consideration at the October 13, 2010 Regular Board meeting. The motion was seconded by Vice President Griggs and unanimously approved.

Discussion Items

Update on Reserves

Ms. Herakovich referred to Ms. Plotner for the update on reserves. Ms. Plotner reported that the chart included in the Board packet shows reserve funds available as of May 1, 2010 for General, Recreation, Museum, Special Recreation, and Capital Funds. She stated that after removing the 120-day reserve, there is \$4.3 million in reserve remaining for capital projects or other uses as determined by the Board. Ms. Plotner stated that she also removed the \$1.485 million for Porter Park that has already been approved by the Board. She reported that she did not add back the \$400,000 the Park District may receive from the State. Ms. Plotner stated that after removing the \$1.4 million it leaves approximately \$2.8 million in available reserves in the different funds as shown in the chart.

Commissioner Dodds expressed his concerns about the accuracy of the amount of available reserves. He stated that several of the funds are for restricted use. Commissioner Dodds stated that he believes there is approximately \$714,000 available for unrestricted use and that the remaining funds must be directed toward Recreation and Museum Funds or Operating and Capital development. He stated that the Park District should be cautious about saying it has \$2.8 million to spend when it does not.

Ms. Plotner noted at the bottom of the chart the different restricted usages. For example, the approximately \$533,000 in the Museum Fund could be used for the Virginia Theatre. Commissioner Dodds commented that the usage of funds would be determined by the Board.

Commissioner Petry arrived to the meeting at 5:35 p.m.

Ms. Herakovich reported that the purpose of this update was to show that staff has adjusted the fund balances to comply with the Board's directive to make sure there is always a 120-day reserve balance.

President Solon suggested deleting the word "available" and only show "amount of reserves."

Ms. Herakovich updated Commissioner Petry on the discussion about reserves upon his arrival to the meeting.

Park District 100 Year Anniversary Ideas

Ms. Herakovich stated that included in the Board packet was a list of ideas for the 100-year anniversary. She reported that she asked Mr. DeLuce to take the lead on this project. Ms. Herakovich stated that the date 11/11/11 marks 100 years of service to the community. She commented this will be an exciting time and provide the Park District with an opportunity to demonstrate its stability to the community. Ms. Herakovich stated that the Park District will also be celebrating the 90th anniversary of the Virginia Theatre. She reported that Mr. DeLuce has been working with staff to brainstorm celebration ideas.

Mr. DeLuce reported the list of ideas was from a brainstorming session held with staff and students from a class he taught at the University of Illinois. He stated that there are no funds set aside for these events at this time. Mr. DeLuce reported that staff wanted to put together ideas and seek Board direction for celebrating the 100th anniversary of service and the 90th anniversary of the Virginia Theatre for 2011. He stated that staff is questioning whether to hold a StreetFest with the City of Champaign or a large Music

Festival as was held this past year. Mr. DeLuce reported that the City believes that there will only be \$15,000 available for the Park District to use for a StreetFest or Music Festival plus \$5,000 from the TIF District to use for the Downtown Festival of the Arts. He asked for feedback from the Board about proposed ideas.

Ms. Herakovich commented that this will really be a marketing campaign and that the 100th year anniversary will be included on most of the Park District's written material. Staff is investigating having one big event and capitalizing on that marketing opportunity.

Commissioner Dodds recommended only using unrestricted funds for the events and not using tax dollars. He suggested the idea of coordinating the events with an event in downtown Champaign, in front of the Virginia Theatre, during the Downtown Festival of the Arts or a Musical Festival.

Ms. Herakovich addressed securing sponsorships and donations for the events in addition to using unrestricted funds and grant funds from the Illinois Arts Council. There are no plans to include any political speakers for the anniversary celebrations.

Commissioner Petry suggested the possibility of a free pool party, fireworks at a concert or a movie night. He stated that he agreed with Commissioner Dodds about not using tax dollars. President Solon cautioned staff about the idea of announcing plans for a new recreation center.

Ms. Herakovich reported that Ms. Auteberry's staff has created a Geocache program where people use a GPS unit to find clues linking people to parks they have never been to before. She stated that recently a group got together and cleaned up Kaufman Lake. Ms. Herakovich stated that hopefully the Park District can involve these types of groups and Adopt-A-Park groups.

Discussion ensued. Commissioner Dodds talked about the possibility of offering swimming at Sholem and Spalding as well as offering other activities at different locations for different groups. Vice President Griggs stated that he favored the idea of selling commemorative bricks at the Virginia Theatre for its 90th anniversary.

Commissioner Dodds asked where bricks would be placed at the Virginia Theatre. Ms. Herakovich stated that she was told that the bricks in front of the Theatre were meant to be removable for the purpose of putting inscriptions on the bricks.

Ms. Herakovich asked for feedback from the Board on the proposed ideas for the Virginia Theatre 90th anniversary. Staff had a volunteer put together slides from the sing-a-longs for possible use. Ms. Herakovich stated that staff will put together its best ideas. Commissioner Dodds reminded staff to stay within a budget of money available. President Solon encouraged the Board to share any exciting ideas with the staff.

Anniversary Logos

Ms. Herakovich reported that along with ideas for anniversaries, examples of logos for the 100th and 90th anniversaries were included in the Board packet. She stated that input was being sought from the Board about logos now because the *Funformation* brochure for next year will go to print soon. The Park District will then begin using the 100th anniversary logo. Ms. Herakovich reported that a Commissioner commented on the proposed color of the logo for the 100th anniversary and as a result staff has put together more options for the Board consideration. Discussion ensued about the preferred color of the 100th anniversary logo. There was no consensus on a particular color except for the preference that the tree be green in color.

Ms. Herakovich stated that the 90th year logo for the Virginia Theatre incorporates the fancy "V" used in the Theatre's current logo. She reported that the "V" is used on the doors and different Theatre materials. Ms. Herakovich stated that the "V" was adopted as the Theatre's logo approximately eight years ago.

President Solon asked if an historic logo existed for the Virginia Theatre. Ms. Herakovich responded that there is not one that she has seen, but that staff will follow up.

Summer 2010 Tennis Report

Ms. Herakovich deferred to Joe DeLuca to discuss the summer tennis report. Mr. DeLuca summarized the tennis report that was distributed to the Board giving accolades to the head professional, Yuri Sohn and his part-time staff for making the tennis program so successful and doing a great job this summer. He noted that Stacey Cornell, Wellness & Fitness Coordinator, who was in attendance at the meeting helps with the tennis program as well.

After summarizing the report, Mr. DeLuca stated that during the next few months the tennis staff will review tennis lessons offered during the summer and attempt to adjust the schedule so they are more cost effective but at the same time better serve the Park District's residents. He also stated that staff will also look at separating the summer budget from the indoor tennis center budget to determine how the summer tennis program is performing.

Ms. Herakovich stated that the tennis staff has done an excellent job with many favorable comments. She reminded the Board that 6 or 7 years ago, the Park District had to transfer funds to the Tennis Fund. Ms. Herakovich reported that the Tennis Center is a bit better than break even financially at this time. This shows that the Park District has a successful program.

Closed Session

Commissioner Dodds made a motion, seconded by Commissioner Petry to convene into Executive Section under the Illinois Open Meetings Act, specifically 5 ILCS, Par. 120/2(c)(5) to discuss purchase or lease of real property for the use of the public body, and Par. 120/2(c) (6) to discuss setting of a price for sale or lease of property owned by the public body. Upon roll call vote, the vote was as follows: Commissioner Petry – yes; Vice President Griggs; President Solon – yes; and Commissioner Dodds – yes. The motion passed 4-0.

Return to Regular Meeting

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

Adjourn

There being no further business to come before the Board, Commissioner Dodds made a motion to adjourn the meeting. The motion was seconded by Commissioner Petry. The motion passed 4-0 and the meeting adjourned at 6:35 p.m.

Approved:

Jane L. Solon, President

Bobbie Herakovich, Secretary