

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

**March 30, 2016**

The Champaign Park District Board of Commissioners held a Study Session Meeting on Wednesday, March 2, 2016 at 5:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to notice duly given. President McMahon presided over the meeting.

Present: President Timothy P. McMahon, Vice President Craig Hays, Commissioners Alvin S. Griggs, Barbara Kuhl and Jane L. Solon, and Attorney Guy Hall.

Absent: Treasurer Gary Wackerlin.

Staff Present: Joseph DeLuce, Executive Director, Cindy Harvey, Assistant to the Executive Director/Board Secretary, Andrea Wallace, Director of Finance, Kevin Crump, Director of Operations and Planning, Tammy Hoggatt, Director of Human Resources, Information Technology, and Risk, Steven Bentz, Director of the Virginia Theatre, and Andrew Weiss, Planning Supervisor.

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

**Call to Order**

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

**Comments from the Public**

Theresa Truelove, 508 S. McKinley, Champaign, addressed the Board about the need for indoor swimming pools to accommodate seniors as well as children.

**Presentations**

Glenn Park Storm Water Detention Project

Mr. DeLuce introduced City of Champaign staff, Alex Nagy, Civil Engineer, and Dennis Schmidt, Public Works Director.

Mr. Nagy is the project manager for the West Washington Street Drainage Improvements project. Mr. Nagy presented an overview of the West Washington Street project. The project is one of three major drainage improvement projects on which the City is currently working. The second project is Boneyard Creek project north of University Avenue and the third is the Garden Hills Drainage Study in the Gardens Hills neighborhood. Phase I of the West Washington Street Drainage project was completed in 2014 which is the detention basin a few blocks east of Glenn Park near Washington and Russell Streets at the former Robinson Court site. The official name of Phase I has been changed to Preservation Pond. Since completion of Phase 1 in 2014, the City has been pleased with how Phase I has performed in terms of stormwater management and the community amenities. The overall project goal of the West Washington Street project amenity level in the Phase 1 basin will be carried over into Phase 2 basin in Glenn Park Drive. The Phase 2 amenities include a gazebo, ornamental lighting, garden with native plants, and a multi-purpose path.

Mr. Nagy provided a status update and summary of proposed improvements of Phase 2 of the project. He reported that there are two main components of Phase 2: one is the detention basin north of Glenn Park and second a connective pipe system between Preservation Pond and Phase I basin and Phase 2 basin to manage the stormwater within the watershed. There will also be a sidewalk that connects the multi-purpose path between the two basins. The Phase 2 basin is a 4 acre site that consists of two stormwater cells: a wet cell just north of the main Glenn Park area and a dry cell adjacent to Mattis Avenue. The components of Phase 2 basin

will be similar to Phase 1 basin and will include a rain garden, planting islands, tall native plantings on the side slope of the basin which will hopefully dissuade geese from nesting, a multi-purpose path through the park, a sidewalk that wraps around the perimeter of the basin and connectivity. The City will reconstruct the Victor Street Boulevard and part of Miller Street to accommodate parking changes. Parking for Glenn Park will be diagonal parking. Mr. Nagy reported the City will construct a new driveway off of Mattis Avenue to accommodate the truck and vehicle traffic coming in and out the plant located to the north. He stated that on the north side of the basin there will be an overlook and on the south side of the basin just north of the new parking area will be a gazebo and waterfall that will be focal points of the project. On the north side of the basin vertical wall maximizes the ability for the basin to hold stormwater which is the reason for this project.

Mr. Nagy reported that the City wants to have a seamless transition from the new green area project to the old park site. For this, the City will need to build features on Park District property and will need permission to do so. He reviewed each feature included in the plan that are going to take place on Park District's property and the proposed plan by the City for construction of the components, ownership and maintenance of the different features. The City will pay for all new features. Mr. Nagy reported that the City purposes that it own the driveway, parking lot pavement, curb and gutter, traffic signal, controller and equipment, and LED lighting poles and fixtures. The City proposes that the Park District own and maintain the multipurpose path, rain garden, landscape island and decorative stone column. The City would also like the Park District to be responsible for snow removal on the City's portion of the sidewalk. The City is looking for feedback from the Board on whether it finds the proposal acceptable. Discussion ensued.

Mr. Nagy reported that the proposed schedule is to have the final design completed by May 2016, property acquisition to be completed in June 2016, construction financing discussed with the City Council in October 2016 and start construction in spring of 2017. This will be approximately an 18 month project. He stated that a draft agreement exists that has been reviewed by Attorney Hall.

Mr. Nagy addressed concerns and answered questions by the Board about elimination of the west bound street, proposal for one way east bound traffic, frequency of truck deliveries and traffic into the plant, using plants for screening and barrier purposes, and possibility of fencing certain areas. He noted that LED lights with adjustable dimmer settings will be used to control lighting. He discussed the program used by the City to address geese problems. He also reported that the Park District staff will receive a copy of the plans to review the plant selections.

Commissioner Kuhl stated that she would like staff to report to the Board with its comments and thoughts. She wants to see the project reviewed from the Park District staff's vantage point after which a decision can be made.

Mr. Nagy responded to questions by Commissioner Solon about the number of parking spaces. He will provide that information to the Board.

Attorney Hall addressed the responsibility for structural repairs on the City's portion of the sidewalk. Mr. Nagy stated that the City is only looking to the Park District staff to plow the sidewalk and that the City would be responsible for structural repairs on the City's portion. Attorney Hall asked about the solution to control the geese before the native plants are established. Mr. Nagy stated that using stakes and fishing line seems to work to control the geese. Mr. Schmidt stated that until the grass is established the geese must be made uncomfortable. He stated that the City has been aggressive in its programs and has prevented nesting at the Preservation Pond and the Boneyard. Discussion ensued.

President McMahon clarified that the entire project was being funded by the City and that the Park District would not incur any cost except for the ongoing maintenance items for which the Park District would be responsible. Mr. Nagy stated that the overall cost of the project is approximately \$12.7 million and would be covered by the City. Discussion ensued. President McMahon stated that staff will review the proposed plan. The Board thanked Mr. Nagy for his presentation.

## **Discussion Items**

### Large Capital Projects

Mr. DeLuce reported that President McMahon and he discussed the status of the large capital projects. He stated since the capital plan for the day to day items has been completed, staff would like to discuss moving forward with large capital projects. Mr. Weiss presented the information on the large capital projects and Ms. Wallace provided a financial update, status of the budget, and the timeline for the operating budget.

Mr. Weiss reported that there are five large projects for consideration. Two of the projects, Hessel Park and Heritage Park, are offered for consideration in FY17. The other three projects, Spalding Park, connection between Heritage Park and Kaufman Lake, and Landfill Park were presented for reference only. Paul Wiese of SmithGroup JJR recently presented a Heritage Park master plan. The playground at Hessel Park is in progress and will be completed in the fall. From a staff perspective, the next matters to address are what projects to consider either with Heritage Park or Hessel Park. Options were discussed. Mr. Weiss also reported that a staff priority is the trail connection of Heritage Park and Kaufman Lake which necessitates an engineering proposal.

Discussion ensued about the timeline for completion of the Hessel Park project. Mr. DeLuce noted that there had been interest in completing all phases of the project relatively contemporaneous and he brought it back for Board direction.

President McMahon asked for feedback from the Board on moving forward with the Hessel Park project. Mr. Crump stated that the Hessel Park playground has been let for bid and that the option remains to combine Phase 2 and 3 as one project. Discussion ensued.

It was the consensus of the Board to revise the Capital Budget to include funds to move forward with the completion of Hessel Park Phase 2 and 3 as one project in FY17.

Commissioner Solon requested conceptual drawings for the new Hessel Park restrooms.

Ms. Wallace presented a summary of the budget to date, including the projected surplus and excess funds beginning May 1, 2016, preliminary revenue and expenditures for FY17, and excess balance for FY17.

President McMahon asked if the Board was interested in moving forward with Phase 1 of Heritage Park. Discussion ensued about the project.

It was the consensus of the Board to move forward with Phase 1 of Heritage Park.

President McMahon stated that Spalding Park is on hold during discussions with the School District. Mr. DeLuce stated that discussion needs to take place about Landfill Park. Discussion ensued. President McMahon stated that the Board needs an in depth study of the site and suggested that the Board tour the site.

Mr. DeLuce stated that staff would like to include funds in the operating budget and move forward with requesting proposal for architectural service for the connection of Heritage Park and Kaufman Lake. Discussion ensued. It was the consensus of the Board to move forward with requesting proposals from an architectural firm.

Mr. Weiss reported that it stated in the Landfill Executive Summary that the site closure application is under review by the EPA. It will be completed in 2017. Also, the contemplated implementation strategy is for the City to continue owning the landfill but allow the Park District the site control it would need in order to apply and receive grants for the development of the park. The study was completed in 2008.

Mr. Crump asked about the status of the Operations facility. He stated that the proposed plan presented to the Board addresses storage needs, staff needs and efficiency needs as well as other issues with the current facility. Mr. Crump talked about the proposed plan and expressed concerns about not pursuing the shop project. He believes that it would be money well spent to have an engineer develop a design and budget. Discussion ensued.

Commissioner Kuhl asked about the estimated cost of an engineer and architect to develop a plan for phasing. Mr. Crump estimated that it would cost approximately \$60,000 for this service. Discussion ensued.

It was the consensus of the Board to move forward with allocating \$60,000 for requesting proposals for engineering and architectural services.

#### Employment Policies and Procedures Manual

Ms. Hoggatt presented the report and answered questions by the Board. She highlighted the changes in the manual, including titles and department name changes, grammatical and format revisions, major changes to the tuition reimbursement language, and clarification of reportable wages to IMRF.

Ms. Hoggatt reported that Commissioner Solon suggested additional clarification to the tuition reimbursement language. As a result, the following language is suggested for inclusion in the manual: "if the employee resigns or is terminated for cause before receiving a grade, the employee will not be reimbursed for tuition. Employees will be expected to pay the District in full if the employee resigns or is terminated for cause. Up to three years after receiving reimbursement the Park District will provide employees with written approval for tuition reimbursement and will specify the amount of reimbursement for each person as well as the payment requirements." She stated that this will allow for adjustment based on the number of semester hours each individual is taking. An internal policy specifying policy will be created regarding this matter.

Commissioner Kuhl questioned how many employees are taking advantage of this policy. Ms. Hoggatt indicated very few.

The manual will be placed on the April 13, 2016 Board agenda for consideration.

#### Comments from Commissioners

Mr. DeLuce stated that staff would like input from the Board regarding the budget.

Ms. Wallace stated that historically the Board has received the budget book. At this point the thought is to complete the budget ordinance for presentation and discussion. After the budget ordinance is approved, staff will complete the budget book to submit to the Government Finance Officers Association (GFOA). Ms. Wallace stated that there were many changes to the budget throughout the process last year with continual revisions to the budget book. The plan is to

present on April 13, 2016 the financials themselves with what the budget looks like by funds, bring the budget ordinance for approval at a Special Meeting on April 27<sup>th</sup>, and formally adopt the budget in June. The Park District has 90 days after adopting the budget to complete the budget book. The budget and appropriation ordinance has to be filed with the County Clerk by July 30<sup>th</sup>. Discussion ensued. Ms. Wallace asked the Board if it wanted to complete the budget book and the GFOA submission.

Commissioner Kuhl stated that she prefers having the book as she does use it but felt she did not need it until the final version was available.

Commissioner Solon asked if it was possible to receive the budget electronically. Commissioner Griggs stated that the budget will continue to change. He suggested approving the budget initially. Vice President Hays would like to see how the budget is developed..

Mr. DeLuce indicated that staff will present the detailed line item budget at the next meeting.

President McMahon asked if there was any objection to receiving the budget in the new format. It was determined that the plan would be to provide a summary of the budget, with the changes to date, in the April 13<sup>th</sup> Board packet.

### **Executive Session**

Commissioner Griggs moved as set forth below to convene into Executive Session. The motion was seconded by Commissioner Solon. The motion passed 5-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Griggs – yes; Vice President Hays – yes; President McMahon – yes; and Commissioner 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; 120/2(c)(2) collective negotiating matters involving 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; and 120/2(c)(11) to address litigation that is probable or imminent.

### **Reconvene turn to Open Meeting**

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

### **Adjourn**

There being no further business to come before the Board, Commissioner Griggs made a motion to adjourn the meeting. The motion was seconded by Vice President Hays. The motion passed 5-0, and the meeting was adjourned at 8:45 p.m.

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Timothy P. McMahon, President

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Cindy Harvey, Secretary