

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

April 27, 2016

The Champaign Park District Board of Commissioners held a Special Board meeting on Wednesday, April 27, 2016 at 5:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to published notice duly given. President McMahan presided over the meeting.

Present: President Timothy P. McMahan, Vice President Craig Hays, Commissioners Alvin S. Griggs, Barbara J. Kuhl, and Jane L. Solon.

Absent: Treasurer Gary Wackerlin and Attorney Guy Hall.

Staff Present: Joseph DeLuce, Executive Director, Cindy Harvey, Assistant to the Executive Director/Board Secretary, Kevin Crump, Director of Operations and Planning, Jameel Jones, Director of Recreation, and 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 in attendance as well as members of the public.

Call to Order

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

Comments from the Public

Genevieve Thomas, W. Daniel, Champaign, addressed the Board about the importance recycling and asked the Board to consider putting a recycling container in Clark Park.

The Board thanked Genevieve for her comments.

Presentation

Easement Requests for 2nd Street Pump Station

Rick Manner, Executive Director of Urbana & Champaign Sanitary District (Sanitary District), spoke to the Board about an easement request to build a pump station on City of Champaign property adjacent to Scott Park. He reported that the Sanitary District is requesting a temporary easement to reconstruct the sidewalk and install plantings that are on the edge of the park on both City of Champaign and Park District property. The new sidewalk will wrap around the new pump station. The pump station will be located on the west edge of the park. Mr. Manner presented a rendering of where the pump station will be located and what it will look like. He also presented a summary of the 2nd Street Pump Station and force main projects. The purpose of the project is to help downtown and campus area sewers.

Mr. DeLuce asked if there would be permanent encroachment on Park District land. Mr. Manner responded no. He stated that originally there was a request for a permanent easement; however, due to Illinois Department of Natural Resources (IDNR) regulations that is not allowed. Mr. Manner reported that Attorney Hall and the Urbana and Champaign Sanitary District attorney have reviewed the proposed temporary easement.

Attorney Hall reported that the Sanitary District originally opposed a two year temporary easement. There was a compromise of 18 months to submit to the Board. Scott Park has received OSLAD funds for improvements and IDNR has indicated that a temporary easement for more than six months is prohibited by federal regulations and may be problematic. Staff is communicating with IDNR and hope to get the issue resolved. Attorney Hall stated that what has been suggested to IDNR is that this is several governmental bodies coming together to do a project for the benefit of the community on

stormwater so we are hopeful that this will be resolved satisfactorily so that the Sanitary District can have sufficient time to construct the pump station and repair the adjacent area.

Mr. Weiss stated that a response is expected by the end of the week. Mr. Manner stated that it is possible to complete the construction in six to eight months. He stated that the longer period was requested because of landscaping and sidewalk repairs.

Mr. DeLuce stated that this item will be presented to the Board for consideration at the May 11, 2016 meeting.

Consent Agenda

President McMahon stated that all items on the Consent Agenda are considered routine and shall be acted upon by one motion. If discussion is desired, that item shall be removed and discussed separately. President McMahon asked that the Drug Free Workplace item, number 2, be addressed separately. The items for consent were as follows:

1. Approval of a Non-Discrimination and Anti-Harassment Policy
3. Approval of an American with Disabilities Policy or Policy Statement
4. Approval of a Family and Medical Leave Policy
5. Approval of Recording of and Disposal of Closed Session Minutes Policy

Commissioner Griggs made a motion to approve Consent Agenda Items 1, and 3 through 5. The motion was seconded by Commissioner Kuhl. The motion passed 5-0.

2. Approval of a Drug Free Workplace Policy

President McMahon asked if the policy applied to all employees with a CDL license. Ms. Hoggatt stated that the policy applies to all employees, however, random testing only applies to CDL licensed drivers. President McMahon stated that he thought there was discussion about all employees taking the test. Ms. Hoggatt reported that all employees take a pre-employment drug test. Discussion ensued about whether all employees that drive Park District vehicles are subject to random testing. Mr. DeLuce stated that all summer employees that drive Park District vehicles and lifeguards will be subject to pre-employment drug testing.

President McMahon asked if this was the time to discuss whether to change the policy to include random testing for any employee that drives a Park District vehicle. Discussion ensued about the possibility of participating in a different pool for random testing; cost associated therewith; the number of people in the pool; how often CDL licensed drivers have been tested; whether it was possible to randomly test all employees that may drive a Park District vehicle; and liability to the Park District if an employee is in an accident due to being impaired by alcohol or drugs. Commissioner Solon expressed her opinion about the importance of such testing.

President McMahon suggested exploring the idea of randomly testing all employees that drive a vehicle, and the legal ramifications associated herewith. Vice President Hays inquired about how many Park District vehicles are on the road daily. Mr. Crump indicated 30 vehicles, including CDL license drivers. However, there are approximately 60 employees that may drive Park District vehicles.

Commissioner Solon asked that Ms. Hoggatt investigate the legal issues associated with conducting random testing on all employees who may drive a vehicle for Park District purposes. Ms. Hoggatt stated that all Park District CDL drivers have been tested in the past two years.

Ms. Hoggatt stated that they will follow up with legal counsel and research other options. President McMahon suggested staff check with the City of Champaign and Urbana for comparison purpose.

This item was tabled until a future meeting.

Action Items

Approval of a Bid for the Dodds Tennis Center Court Refurbishment

Mr. Crump presented the staff report and responded to questions from the Board. He stated that staff examines tennis courts annually. The type of work required is fairly specialized. Mr. Crump stated that staff recommended accepting the bid for the Dodds Tennis Center Court Refurbishment Project, and authorizing the Executive Director to enter into a contract with the lowest responsible bidder, Harris-Barrier Corporation of Indianapolis, IN, in the amount of \$25,290.00. Discussion ensued. Mr. Crump discussed why the bid came in lower than the bid amount. Commissioner Kuhl asked if it was possible to use the remaining funds to complete refurbishment of the courts at Spalding. Mr. Crump stated that would be possible.

Commissioner Kuhl made a motion to approve accepting the bid for the Dodds Tennis Center Court Refurbishment Project, and authorizing the Executive Director to enter into a contract with the lowest responsible bidder, Harris-Barrier Corporation of Indianapolis, IN, in the amount of \$25,290.00. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Approval of a Professional Services Agreement for Legal Counsel

Mr. DeLuce presented the report and responded to questions from the Board. He reported that the current contract expires April 30, 2016. Mr. DeLuce reviewed the proposed changes to the contract. Staff recommended approval of a Professional Services Agreement for Legal Counsel between the Park District and Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd., acting primarily by and through Guy C. Hall. Discussion ensued. Mr. DeLuce addressed the Park District's legal needs.

Attorney Hall commented that projects over the past two years requiring legal counsel included a number of complex issues. He stated that he is available to discuss the matters and time involved with Commissioners anytime.

Commissioner Solon made a motion to approve a Professional Services Agreement for Legal Counsel between the Park District and Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd., acting primarily by and through Guy C. Hall. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Approval of Engineering Services for Hessel Park Restroom

Mr. Crump presented the report and responded to questions from the Board. He reported that MSA Professional Services (MSA) is currently the engineer on Phase 1. For purpose of continuity and the existing relationship, staff suggested contracting with MSA for the restroom project. Mr. Crump reported that after review of the building, MSA expressed concern with its condition. He presented three options to the Board: 1) expand the existing building; 2) build a new building; or 3) include both options to get prices bidding one as an alternate. Staff recommended Option 2 authorizing the Executive Director to enter into an agreement with MSA Professional Services to provide construction documents whose scope 1) razes the existing Hessel Park restroom building and 2) provides plans and specification for a brand new restroom building befitting Hessel Park. The cost would be in the amount of \$19,500. Discussion ensued about various aspects of construction.

Commissioner Kuhl made a motion to approve authorizing the Executive Director to enter into an agreement with MSA Professional Services to provide construction documents whose scope 1) razes the existing Hessel Park restroom building and 2) provides plans and specification for a brand new restroom building befitting one of our signature parks, Hessel Park, in the amount of \$19,500. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Discussion Items

Virginia Theatre Restoration and Other Fees

Mr. DeLuce reported that the question of whether to increase the Virginia Theatre restoration fund ticket

fee was raised by the Champaign Parks Foundation Board. He stated that currently the restoration fee is \$1.00, which has been in place since the Park District acquired the theatre. Mr. DeLuce reported that there is approximately \$250,000.00 in the restoration fund.

Mr. Bentz presented the report and answered questions. He reviewed the various fees associated with shows at the Virginia Theatre. Fees include a box office flat fee of \$750.00; a Seat Advisor Box Office \$1.00 per paid admission fee; a credit card commission of 4% on the gross of all credit card ticket sales; and the restoration fee of \$1.00. Mr. Bentz provided examples of ticket fees based on various shows, including Ebertfest, The Second City, CU Ballet, and REO Speed Wagon. Staff had been directed to examine the Virginia Theatre ticketing structure to see if an increase to the Restoration Fund fee should be considered. Mr. Bentz explained the pros and cons of increasing the ticket fee. Staff recommended leaving the ticket fee as it is.

Commissioner Solon stated that her preference is to leave the ticket fee as is. Vice President Hays discussed the reasons for possibly raising the ticket fee. He suggested considering a tiered approach and a slight increase in fees only on national touring events. Commissioner Kuhl suggested that the current ticket fee remain as is for another year and then reconsidered. Discussion ensued.

Commissioner Solon stated that she would be interested in knowing if a two tier system had been in place this past year what the financial implications would be.

Commissioner Griggs and President McMahon agreed with leaving the fee the same for another year and revisit the issue then.

It was the consensus of the Board to leave the ticket fees the same for another year and then examine a two tier approach.

Lobby Furniture for Virginia Theatre

Mr. Bentz presented the report and answered questions from the Board. He reported that the Virginia Theatre mezzanine is an underutilized area. Staff hopes that by furnishing the area patrons utilize the area before, during and after shows. Staff worked with Commissioner Kuhl and Westlake, Reed, Leskosky to recommend furniture for the area. He presented a map of the area with the proposed furniture. The furniture would include a Circle Banquette Sette Sofa; Century Royal Ring Side Tables; Century Anthony Chairs; Round Tables for Circular Niches; Sedlak "Camille" Benches; and COM fabric. Discussion ensued about storage of the furniture when not in use, glass tops for the tables, and use of fabric versus leather. Mr. DeLuce stated that staff would like Board direction about approaching the Champaign Parks Foundation about using Virginia Theatre designated funds to purchase the furniture.

Commissioner Solon also indicated concerns with the Tootsie sign. Vice President Hays expressed concern about the use of fabric for the furniture upholstery.

It was the consensus of the Board to recommend to the Foundation that this expenditure be approved under the renovation funds of the Virginia Theatre

Glenn Park Storm Water Detention Project Follow-up

Mr. Crump reported and responded to questions. There are currently six light fixtures in Glenn Park. The removal of snow on the multi-purpose path would cost the Park District approximately \$14.00 per snow event. Mr. Crump reported that the playground was not too close to the purposed entrance drive. He stated that of most concern to staff was the addition of the rain garden and landscape areas. The Park District currently maintains 50,000 sq. ft. of perennial landscape beds. This would add an additional 6200 sq. ft. of planting area, increasing the cost to approximately \$1.37 The Park District employs three part-time 1 staff to take care of the beds. Mr. Crump stated that staff recommended moving forward with the intergovernmental agreement with the City. Discussion ensued.

Commissioner Solon asked if the rain garden is needed. Mr. Nagy responded that they can be useful and stated that the City will work with Park District staff on the plant selection. He will be presenting the

plans to Park District staff for review and that there is flexibility to change the plants. From a stormwater perspective, native plants are better. However, if this is a concern, alternatives can be considered.

Commissioner Solon stated that if the project will add cost and more man hours, perhaps different options should be pursued. Commissioner Solon cautioned about adding more lights. Mr. Nagy stated that the City is aware of situation.

Commissioner Kuhl asked about the proposed land that the Park District would convey to the City. Mr. Nagy stated that it would be a portion on the northwest corner of the park and small area on Victor and Miller Streets. He stated that the area will look like the park has doubled in size.

Attorney Hall provided information on how the Park District acquired Glenn Park. He stated that the park was conveyed to the Park District by the City. He discussed the reasons for his recommendations about conveying the areas in question.

Mr. Nagy stated that the City will be responsible for the lights and the power using one controller.

FY16-17 Proposed Budget

Mr. DeLuce presented a line item detail of the budget for each of the General, Recreation and Museum Funds for the Board's review. He asked the Board to let staff know if there are questions or concerns. Mr. DeLuce noted a correction to the budget schedule, June 14, 2016 is not a Regular Board meeting date, but the date for the notice of the public hearing to appear in The News-Gazette. He also discussed the dates at which time the budget has been approved for the past five years.

Mr. DeLuce reported that staff was requesting Board direction on additional hirings. Mr. Bentz reported that the Youth Theatre program has been very successful and continues to grow. Patty Dudley is currently a year round part time employee working a 1,000 hours per year as the Youth Theatre Director. He stated that Ms. Dudley has done an outstanding job and he believes that for the program to continue to be successful, the Park District needs to support this program with a full time 2 position. Mr. Bentz stated that Ms. Dudley would be the person to further develop the program.

Mr. Crump indicated that the trash crew would normally consist of a full time 2 position working 32 hours per week and two seasonal employees. He discussed the difficulty in the past two to three years of hiring two seasonal staff for the trash crew. Mr. Crump talked about the benefit and impact increasing the full time 2 position to a full time 40 hour a week position. He stated that the person would be helpful in the winter months to assist with projects and snow removal.

Discussion ensued about whether additional equipment or trucks would be needed and the number of current Youth Theatre staff. President McMahon asked if the Youth Theatre position was just being reclassified. Vice President Hays asked if one of the seasonal trash crew positions would be eliminated if the part time position were to be reclassified to a full time position. Mr. Crump stated probably not, but he doubts that he will be able to fill the position. Staff discussed the difficulty in filling seasonal positions.

President McMahon asked what budget documents the Board would receive on May 11, 2016. Mr. DeLuce reported that the Board would receive the budget book on May 11, 2016. He asked the Board to inform staff of any questions or concerns.

President McMahon suggested the Board members contact staff to set up meetings for that purpose.

Comments from Commissioners

Commissioner Solon stated that she worked the Boneyard Creek Community Clean up event. She stated that there used to be a plaque for Bill Helms on the bridge in that park and assumed that it was removed during the Boneyard construction. She asked about the status of the plaque and if it should be placed back in the park. Staff will follow up and report to the Board.

Commissioner Solon reported that the Chicago concert at the Virginia Theatre is scheduled for August 24, 2016, the same night as a Study Session. She asked the Board to consider rescheduling the Study Session. Discussion ensued.

It was the consensus of the Board to reschedule the Study Session to Monday, August 22, 2016 at 5:30 p.m.

President McMahon stated that he attended the CUSR Sports Banquet and commented on the great job staff did putting on the event. He stated that it was rewarding from the staff and participants perspective. Commissioner Solon sent kudos to the staff person who secured Dee Brown. She stated that Mr. Brown made the athletes feel special.

Adjourn

There being no further business to come before the Board, Vice President Hays made a motion to adjourn the meeting. The motion was seconded by Commissioner Solon. The motion passed 5-0 and the meeting was adjourned at 7:00 p.m.

Timothy P. McMahon, President

Cindy Harvey, Secretary