

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

November 22, 2016

The Champaign Park District Board of Commissioners held a Study Session on Tuesday, November 22, 2016 at 6:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to published notice duly given. President Timothy P. McMahon presided over the meeting.

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

Absent: Commissioner Alvin S. Griggs and Treasurer Gary Wackerlin.

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, Tammy Hoggatt, Director of Human Resources, Information Technology and Risk, and Chelsea Norton, Director of Marketing and Communication.

Kevin Miller, Park Board candidate, was in attendance.

Call to Order

President McMahon called the meeting to order at 6:30 p.m.

Comments from the Public

There were no comments from the public.

Discussion

Large Capital Projects Priorities

Mr. DeLuce reported that staff would like clarification on definitions and topics as they relate to capital improvements and hopefully obtain Board consensus on each of the items.

President McMahon asked for clarification about the purpose of the meeting. Mr. DeLuce stated that it is a pre-staff planning meeting to discuss capital and receive Board feedback.

Mr. DeLuce reported that the proposed definition of new funds for capital projects or purchases is revenue that is budgeted for new capital projects or purchases in the proposed fiscal year including: paving and light fund, capital improvement fund, bond proceeds fund/debt proceed fund, land acquisition fund, park development fund, and the trail/pathway fund. These funds include transfers from projected revenue sources ("new" funds) in the general, recreation and/or museum funds for the upcoming budget year. Typically, those transfers do not include transfers of excess funds, unless previously approved by the Board. Discussion ensued. It was clarified that such funds would not involve expenditures of reserve funds. The funds basically come from the real estate taxes and bond proceeds. It was a consensus to accept the definition of new funds.

Mr. DeLuce reported that the carryover reserve funds are for capital projects and proposed capital projects that are not completed in the fiscal year in which they were approved and can be carried over to the next fiscal year. If the projects are approved to be completed in the next fiscal year, the carryover funds are not considered new funds. The funds will be considered separate from new capital projects or purchases. Discussion ensued. Mr. DeLuce noted that it would be similar to Hessel Park and Heritage Park projects which will need be carryovered. If funds remain for a project, at the end of the year it would go into the excess surplus earmarked for a specific project. Commissioner Solon suggested adding a separate line that refers to it as carryover reserve funds. The Board has to approve the carryover for a project to be carried over to the next year, but it would not be counted against the new funds. There was consensus to accept the definition of carryover reserve funds.

Mr. DeLuce discussed two options for the capital funds remaining from completed projects. Currently, any unspent funds from prior capital projects become part of the fund balance and are not considered "new revenue" in the subsequent year. Or, capital funds from current approved capital projects that have funds remaining after the project is completed, these capital funds will be considered new funds when considering new projects or purchases for the next fiscal year. Mr. DeLuce questioned whether the funds would be used as new funds or carryover or should it be put in excess reserves. Discussion ensued. There was consensus that funds remaining at the end of the fiscal year be earmarked into new funds for capital projects.

Mr. DeLuce reported that there are several large or expensive capital projects that are needed throughout the Park District, but if the funds for these projects come from new funds within the capital projects, it would limit other projects and purchases that are needed to maintain facilities and parks. Examples of projects include, the Virginia Theatre sound system; lights at Dodds 3-plex; Springer Cultural Center roof project and other roof projects; and large playgrounds. He questioned whether funds for projects that cost \$400,000 or more should be taken from reserves or from new funds. Discussion ensued. Commissioner Kuhl believes that large capital projects will need to be funded using excess reserves. President McMahon expressed the need to prepare a three to five year projection. Commissioner Solon expressed the need to prepare cost projections for proposed new facilities relating to the use of these funds. She also expressed concern about replacement of the Virginia Theatre roof. Vice President Hays concurred with the need for a three to five year projection.

Mr. DeLuce reported that Ms. Wallace will provide more information on the reserve balances. He discussed the total reserve funds and excess fund balance as of May 1, 2016. He also discussed capital projects with new funds projected for the next seven fiscal years. Discussion ensued. There was discussion about why the capital project new funds are projected to decrease over the next several years. Mr. DeLuce reported that Ms. Wallace will provide additional information to address the Board's questions.

FY18 – FY23 Capital Improvement Plan

Mr. Crump reviewed the FY18 through FY23 safety related capital items. He reported that staff recommended completing architect and engineering services and construction of confined space remediation at Sholem Aquatic Center in FY18. Discussion ensued. Commissioner Kuhl questioned whether confined space improvements could be considered a Tort liability fund issue. Ms. Hoggatt responded it is possible.

Mr. Crump reported that risk management improvements include installation of security cameras and devices at Park District facilities, including upgrades to some existing devices. Staff recommends installation in FY18. The funds taken from the tort liability fund are used to mitigate risk. Discussion ensued about using internal cameras, break-in of cars at Leonhard Recreation Center, and if there is any assistance from the City of Champaign. Vice President Hays expressed an interest in prioritizing expenditures on the security systems.

Mr. Crump reported that the Kaufman Lake wooden docks, both on the east and west, pose safety and accessibility issues. Staff recommends removal of both docks and addressed replacement in FY18 and 19. Discussion ensued about possibly using ADA funds and types of material that would possibly be used for construction.

Mr. Crump reported that the genie lift at the Virginia Theatre is aging and needs to be replaced. Discussion ensued about use of the genie lift. Commissioner Kuhl asked if it is possible to use funds from the Virginia Theatre Restoration Funds.

Mr. Crump reported that the current lights at the Dodds 3-plex do not meet standards for safe play. If the lights are not replaced, they should be removed. Discussion ensued. Commissioner Kuhl questioned if the poles could be removed, capped off, and replaced at a different time. Mr. Crump

responded that it is possible. Commissioner Solon questioned how the patrons reacted to reduced accommodations for play. Mr. Jones stated that staff made adjustments and turned away some teams. Commissioner Kuhl suggested that the poles be removed. She favors installing new lights depending on availability of funds. Vice President Hays encouraged staff to follow up with Ameren about rebates and that he believes there should be lights. Commissioner Solon favors installing lights and would like to know about additional costs if the project is phased-in.

President McMahon summarized that it was the consensus of the Board to move forward with confined space remediation, risk management improvements, removal of wood docks at Kaufman Lake, and purchase of genie lift at Virginia Theatre.

Mr. Crump updated the Board on large capital projects. He stated that the Heritage Park Phase 1 and Hessel Park Phase 2/3 were not completed and staff would like to carryover architect and engineer and construction dollars into FY18. Staff presented an estimate for the cost of the operations facility renovation. He stated that staff recommends moving forward with architect and engineering in FY18. Mr. Crump discussed three options for Spalding Park and various amenities for each option. Commissioner Kuhl asked each Board member and staff their preferred option for Spalding Park.

Mr. DeLuce updated the Board on the progress of the community survey. He stated that the group is looking at conducting the survey beginning in January 2017.

Mr. Crump reported that the Park District has three years to complete Abbey Fields. Staff suggested completing architecture and engineering in FY18 and completing construction in FY19 and 20. He reported that staff identified Zahnd Park as a location for internal path development. Staff suggests completing architecture and engineering and construction in FY18.

Mr. Crump reported that there is not a budget estimate for the Greenbelt Trail connection. He stated that the Park District will receive options and cost estimates in March 2017. Mr. Crump reported that the Park District should make a decision on taking over the site as park space by fall 2017. He stated that design master plan and cost estimates will be presented to the Board in March 2017.

Mr. Crump reported that the Springer Center entire flat roof surface, roof cornice and upper façade are failing due to age and exposure to the elements. Staff suggests completing construction in FY18. He stated that the next roof replacements include the Tennis Center and Virginia Theatre.

Mr. Crump discussed the Virginia Theatre sound system. He stated that staff suggests completing architecture and engineering in FY19 and construction in FY20. Mr. Crump discussed a nature center at Porter Park. Mr. DeLuce addressed the future needs

Mr. Crump shared his recommendations as follows: complete the roof at Springer Center, begin architecture and engineering work on some of the projects, build a shop, architecture and engineering for Abbey Fields, and Virginia Theatre sound system. He does not believe that the Park District should begin any work at Spalding Park until it is known when Unit 4 is going to begin its improvements. Discussion ensued.

It was the consensus of the Board to move forward with the Heritage Phase I and Hessel Park projects. The Board expressed interest in phasing the shop project. Concepts for the shop will be presented to the Board in January 2017. Discussion ensued about driveway entrances, relocating parts of material handling and other possible components of the project. Discussion ensued about Spalding Park. Commissioner Kuhl suggested that the Spalding Park project continue to be a priority. She encouraged moving forward with the Park District's plan for Spalding Park regardless of Unit 4 School District's plan noting that Unit 4's plan will need to fit within the Park District's plans for the park. The Board expressed interest in moving forward with architecture and engineering for Abbey Fields in FY18. The park must be completed in three years. Attorney Hall stated that as long as the Park District shows substantial progress it should not be an issue insofar as the deadline is

concerned. Commissioner Solon suggested that the Board give thought to the additional three lots in the Abbey Field area. Discussion ensued about paths at Zahnd Park. Commissioner Kuhl suggested meeting with YMCA staff prior to proceeding. The Greenbelt Trail is considered a long term project. The Board considers the landfill a low priority. The Springer Center roof replacement is a high priority. Commissioner Kuhl suggested researching availability of funds for historical buildings. Mr. DeLuce will research ideas of placing speakers in the ceiling at the Virginia Theatre and report to the Board. The nature center is considered a long term future project.

Mr. DeLuce stated that staff has received enough information and will work on priorities based on information received from the Board and present it to the Board at a future meeting.

Comments from Commissioners

Commissioner Kuhl stated that the discussion was informative and helpful. The Board thanked the staff for the information and presentation.

Executive Session

Commissioner Solon moved as set forth below to convene into Executive Session. The motion was seconded by Vice President Hays. The motion passed 4-0. Upon roll call vote, the vote was as follows: Commissioner Solon – 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)(5) for the purchase or lease of real property for the use of the public body.

Return to Regular Meeting

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

Adjourn

There being no further items to come before the Board, Commissioner Solon made a motion to adjourn the meeting. The motion was seconded by Vice President Hays. The motion passed 4-0 and the meeting was adjourned at 8:16 p.m.

Timothy P. McMahon, President

Cindy Harvey, Secretary