

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

**January 25, 2017**

The Champaign Park District Board of Commissioners held a Study Session on Wednesday, January 25, 2017 at 5:30 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 Alvin S. Griggs, Barbara J. Kuhl and Jane L. Solon, Treasurer Gary Wackerlin, and Attorney Guy Hall.

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, Jameel Jones, Director of Recreation, Tammy Hoggatt, Director of Human Resources, and Andrew Weiss, Park Planner.

Kevin Miller, Park Board candidate, was in attendance.

**Call to Order**

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

**Comments from the Public**

There were no comments from the public.

Introduction of Staff

Mr. Weiss, Park Planner, introduced park planners, Phil Burke and Bridgette Moen. He updated the Board on the planning staff's duties and responsibilities, completed projects and upcoming projects.

**Discussion**

Community Survey

Mr. DeLuce introduced Messrs. Robin Hall and Jarrod Scheunemann of the Office of Recreation and Park Resources (ORPR) at the University of Illinois, who will conduct the Park District's community-wide survey. Mr. DeLuce indicated that the Park District wants to focus on Spalding Park, however, solicit feedback from the entire community.

Mr. Scheunemann and Mr. Robin Hall discussed the methods and process for compiling and conducting a community-wide survey. The survey will emphasize Spalding Park, it will include the rest of the community to continue building upon benchmarks received from previous surveys. Mr. Scheunemann reported that the focus tonight is to receive Board's ideas and questions about amenities and other items specifically related to Spalding Park and possibly Human Kinetics Park.

Mr. Robin Hall stated that interviews are held with individual commissioners and meetings with staff to gather input. The last survey was conducted in 2011 and ORPR will use many of the questions from that survey for historical purposes with the new survey. The process includes hiring a professional firm to draw a random sampling of the community. Potential respondents will receive a postcard information them about the upcoming survey which will follow three to four days later. The survey response can be returned either by hard copy or online. ORPR will assure that all Spalding Park neighbors receive a survey.

Mr. DeLuce discussed the types of questions that Board feedback is desired on, including whether there is a need for a community center in Spalding Park and types of amenities. Those are the types of questions that ORPR needs feedback on and input from the residents.

Commissioner Kuhl stated that she reviewed the survey from 2011. She thinks that it is important to stay in the context of what the Board's missions and goals are now. She does not feel that it is necessary to include questions about Douglass Park, Sholem Aquatics Center or a referendum in the survey. She would prefer to see a question about whether residents would like to see an indoor or outdoor pool and specific questions addressing amenities that the Board has already given some thought to in order to gauge community survey.

Vice President Hays concurred with Commissioner Kuhl. He asked about the questions for the survey and a number of pertinent details, including typical response rates.

Mr. Scheunemann reported that the typical response rate is 12 to 15%. Approximately 3,000 to 4,000 survey are sent out and normally 350 to 500 responses are received. Mr. Scheunemann also discussed conducting an e-mail sampling. He reported that 385 responses are required to generalize the population. He also reported that it is possible to distinguish the Spalding residents by using a specific identifier in a code.

Mr. Robin Hall also stated that although the Board may not want to have a question about a referendum, he encourage the Board to give some thought about including questions about paying for desired amenities.

Commissioner Solon commented regarding past survey methodologies. Commissioner Griggs stated that he would like to stay away from the issue of a tax referendum.

President McMahon inquired about how the survey questionnaire will be compiled, the type of questions, length of time it will take to complete the survey, how many pages it will be, and turnaround time for the survey. He also asked what happens if less than the total desired responses are received. Mr. Scheunemann responded that the survey questionnaire will be six pages or less. The survey will include various types of questions as well as an opportunity to respond with open answers. It will take 10 to 15 minutes to complete the survey. He stated that the survey process from beginning to end takes about 16-20 weeks to complete. The targeted completion date is the beginning of May 2017. If an undesired response rate is received, ORPR will follow up with residents the initial survey was sent to and, if needed, send out more surveys. That could add two to four weeks to the completion schedule.

Commissioner Kuhl asked if the Board would get the opportunity to review the survey before it goes out. Mr. Robin Hall responded, "yes," The Board will approve the survey before it goes out.

The Board thanked Mr. Hall and Mr. Scheunemann for the presentation.

#### Health Insurance for Employees Update

Mr. Hoggatt presented the report. She reported that this item will be presented to the City Council for approval at its February 6, 2017 City Council meeting. Mr. DeLuce stated that staff is seeking consensus to move this item forward for Board approval.

It was the consensus of the Board to place this item on a future agenda.

#### Revision and Amendment to the Bereavement Policy in the Employment Policies and Procedures Manual

Mr. DeLuce presented the staff report. The state law changed. Discussion ensued. Commissioner Kuhl suggested change to the placement of the language where a child's association with the employee is defined.

It was the consensus of the Board to place this item on a future agenda.

### Website Privacy Policy

Ms. Hoggatt presented the report. She stated that this was suggested by the maintenance handling out website.

It was the consensus of the Board to place this item on a future agenda.

### Resolution to Commitment Excess Reserves for the Future Development of a Park North of Trails at Abbey Fields Subdivision

Ms. Wallace presented the staff report. She reported that this act is to have the Board formally make a commitment to reserve the funds to set aside and have available when the trails project gets underway. Discussion ensued.

It was the consensus of the Board to place this item on future agenda.

### **Presentation**

#### Tatyana McFadden

Mr. DeLuce reported that Ms. McFadden was unable to attend the October 1, 2017 event to induct local Olympic and Paralympic athletes to the Olympic Tribute at Dodds Park. Ms. McFadden attended this meeting.

President McMahon read a brief biography of Ms. McFadden's accomplishments. He concluded by stating that the Park District is delighted to be able to honor her achievements to the Dodds Park Tribute for Olympic and Paralympic Athletes.

Olympian Mark Johnson presented the award to Ms. McFadden. Ms. McFadden thanked the Park District for the recognition especially for the Paralympian Athletics and made briefing remarks thanking the Park District for all it does.

#### FY18 – FY23 Capital Improvement Plan

Mr. DeLuce presented the report. He stated that this is a continuation of the discussion held at prior meetings. Discussion ensued about whether to fund certain projects with new money or reserve funds; classification of projects; balancing and shifting funds; prioritization of projects; how funds are determined for various projects; unbudgeted large capital project; and other matters related to the capital plan. After discussion, it was the consensus of the Board to move forward with the version 3 of the capital plan and include the \$98,000 of items.

Discussion ensued about the following large capital projects: Spalding Park improvements, Operations and Shop Expansion, Greenbelt Bikeway connection, and lights for the 3-plex. It was the Board recommendation to postpone moving forward with improvements to Spalding Park, expansion of the Operations and Shop Expansion and Greenbelt Bikeway connection. It was the consensus of the Board to move forward with \$525,000 for lights at the 3-plex in Dodds Park. Commissioner Kuhl expressed concern about the projected cost of the Operations and Shop expansion.

### **Comments from Commissioners**

Commissioner Kuhl commented that the 2017 IAPD/IPRA Annual Conference was great. She learned new things, and enjoyed the opportunity to spend time with staff. Commissioner Griggs noted that the Park District received several awards during conference.

Mr. DeLuce updated the Board on the safety plan for the upcoming Ricky Skaggs concert at the Virginia Theatre.

**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 Commissioner Griggs. The motion passed 5-0 and the meeting was adjourned at 6:55 p.m.

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Timothy P. McMahon, President

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Cindy Harvey, Secretary