

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

April 26, 2017

The Champaign Park District Board of Commissioners held a Study Session on Wednesday, April 26, 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, and Attorney Guy Hall.

Staff Present: Cindy Harvey, Assistant to the Executive Director/Board Secretary, Andrea Wallace, Director of Finance, Kevin Crump, Director of Operations, Jameel Jones, Director of Recreation, Tammy Hoggatt, Director of Human Resources, and Andrew Weiss, Director of Planning.

Absent: Joe DeLuce, Executive Director and Gary Wackerlin, Treasurer

Kevin Miller, Park Commissioner elect, 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.

Discussion

Acceptance of Donations, Gifts and Bequests Policy

Ms. Wallace reported that the edits to the proposed policy have been made to comply the Distinguished Accreditation requirements. Discussion ensued. Commissioner Kuhl suggested minor revisions to the policy. Commissioner Solon suggested including language that naming rights be approved by the Board. Ms. Harvey reported that staff is seeking Board consensus to place this item on consent agenda of the May 10, 2017 regular meeting.

It was the consensus of the Board that this item be placed on the May 10, 2017 regular board meeting.

Crisis Management Plan

Ms. Hoggatt reported that a draft of the Crisis Management Plan was shared with the Board for review. She stated that the plan was revised in 2002 and 2011. The plan needs to be revised again to satisfy the Distinguished Accreditation standards. She stated that the plan has been rewritten in its entirety. Discussion ensued. Commissioner Solon stated that the crisis management plan is a plan for how the Park District addresses the public. She questioned whether an action plan for incidents such as tornadoes existed. Ms. Hoggatt responded that this plan is included in the safety manual. She reported that the safety manual will be presented to the Board for consideration in the future.

Commissioner Kuhl shared several comments. She stated that the Director of Human Resources should be included on the list of alternate spokespersons. The first step after a crisis should be to contact the appropriate member of the Crisis Team, who is the Executive Director. She also suggested that the Park District's corporate legal counsel should be notified of the crisis. Commissioner Kuhl recommended that the language be revised to clarify and define legal counsel throughout the document when it refers to staff consulting with legal counsel. Finally, she suggested making sure that a person at the Park District have a concise file of everything that pertains to the crisis.

Commissioner Solon stated that the risk manager is the person that should maintain the crisis information.

Vice President Hays commented that, it appears that two reporting forms will be prepared that are subject to disclosure under FOIA laws. He questioned the need for two documents. Vice President Hays preferred the use of one document that will protect confidentiality.

Attorney Hall stated that the forms will not necessarily be subject to FOIA laws. He stated that if the forms are prepared in defense of a claim, even though they are processed through an insurance company, they are still considered privileged. He stated that whether one form is preferable is a different question. Generally anything that is an incident report provided by staff that is being sent to the insurance company or legal counsel for that purpose is going to be considered a privileged document.

Vice President Hays still expressed concern about the use of a form that is subject to FOIA laws. Attorney Hall stated that he would need to review the forms before commenting further. Vice President Hays suggested that the forms be reviewed.

Attorney Hall will review the document and coordinate any discussion with Ms. Hoggatt and PDRMA representatives, as needed.

Ms. Hoggatt stated that changes will be made based on Board feedback. Ms. Harvey reported that the goal is to present the plan to the Board for approval at the May 10, 2017 regular meeting.

Park District Fee Schedule

Mr. Jones presented the report. He reported that staff was requesting a \$5 fee increase in facility fees; a \$20 reservation fee to secure small shelters; special events from \$100 to \$500 based on the number of participants; \$5 increase to the tent permit fee; \$100/hour tennis rental court fee; and \$10 increase to Leonhard Recreation Center membership fee and reducing the nonresident fee to 50%. Mr. Jones stated that staff is requesting no increase in Virginia Theatre fees. Staff is recommending capping nonresident fees of 50% for all programs that will be over \$100. Any program costing over \$100 would have a maximum nonresident fee of \$50. Also, program fees and concession fees are based on the Park District's revenue policy and must be approved by the Executive Director. Discussion ensued.

Commissioner Solon noted inconsistencies in the fees listed for facilities. Ms. Harvey stated that staff will revise the fees. Commissioner Solon if staff anticipated there being issues with people not being aware that the smaller shelters are reserved. Mr. Crump stated that people contact him when these problems arise. He stated users are required to have permit when reserving large pavilions in the park. Discussion ensued about the new fee system for smaller pavilions.

Commissioner Solon asked if the new fee structure for the smaller pavilions would cause much of a disturbance. Discussion ensued about how people will know about the options to rent the smaller pavilions. Mr. Jones stated that the Park District will have marketing prepare releases, include information in the program guide, and post notices at the pavilions.

Commissioner Solon asked about the breakdown of residents and nonresident that have memberships at the Leonhard Recreation Center. She does not favor increasing resident fees and reducing nonresident fees. Mr. Jones stated that there are approximately 1,800 memberships, but he is not sure of the breakdown of resident versus nonresidents. He will compile that information to share with the Board.

Vice President Hays asked if there is a need for a nonresident rate.

Commissioner Kuhl had questions about reducing nonresident fees. Discussion about taxpayers

paying for facilities and the reason for reducing nonresident fees. Mr. Jones reported that the concept is more people will participate or attend programs if they are less expensive. He discussed the research of surrounding parks districts about various facility and park shelter fees.

This item will be presented for Board consideration at the May 10th regular meeting.

Park Operating Hours

Mr. Weiss presented the report. He reported that staff is seeking a consistent strategy for a policy on park operating hours. Mr. Weiss stated that staff is requesting that parks be open from dawn to dusk except facilities that having certain programs or have lights.

Commissioner Solon commented that lights were installed in West Side Park to help deter undesirable behavior and activity in the park, and allow the police to see inside the park when it is dark. She does not favor encouraging people to use the parks later at night. Commissioner Kuhl favors and support the consistency policy.

President McMahon commented that most of the 11 p.m. times are a result of programming, with the exception of West Side Park.

Discussion ensued. It was suggested that the time for Human Kinetics Park should be dawn to dusk only.

Discussion ensued about opening and closing times for West Side Park. The Board directed staff to follow up with the Champaign Police Department regarding its opinion about that issue.

Ms. Harvey stated that staff will follow up on the comments for West Side Park and change the time for Human Kinetics. This item will be presented to the Board for consideration at the May 10, 2017 regular meeting.

Comments from Commissioners

Commissioner Kuhl complimented the staff on the awards ceremony at the Virginia Theatre. She thought it was excellent and the CUSR Sports Banquet was tremendous. Commissioner Kuhl favors keeping the event at the Virginia Theatre.

Commissioner Solon stated that both events were great. She asked if there was going to be any recognition for Sean O'keeffe for his time and dedication as a volunteer coach for CUSR Mustang sports team. Mr. Jones stated that staff is discussing a way to recognize Mr. O'keeffe. Commissioner Kuhl requested his address be shared with Commissioners in case they wish to send a "thank you" for his efforts.

Commissioner Kuhl noted that currently there are 600 volunteers signed up to work at the Boneyard Creek Community Cleanup.

Executive Session

Commissioner Solon moved as set forth below to convene into Executive Session. The motion was seconded by Commissioner Griggs. The motion passed 5-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Solon – yes; Vice President Hays – yes; President McMahon – yes; and Barbara J. 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; (c)(5) for the purchase or lease of real property for the use of the public body including meetings held for the purpose of discussing whether a particular parcel should be acquired; and (c)(11) to address litigation that is probable and imminent.

Return to Regular Meeting

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

Commissioner Comments

Commissioner Hays noted the tax levy status and suggested that it may be useful to inform the public.

Adjourn

There being no further items to come before the Board, Vice President Hays 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 7:31 p.m.

Craig W. Hays, President

Cindy Harvey, Secretary