

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

September 23, 2015

The Champaign Park District Board of Commissioners held a Study Session Meeting on Wednesday, September 23, 2015 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, Commissioners Alvin S. Griggs, Barbara J. Kuhl, and Jane L. Solon, Treasurer Gary Wackerlin and Attorney Guy Hall.

Absent: Vice President Craig Hays

Staff Present: Joseph DeLuca, 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, Chelsea Norton, Director of Marketing and Communications, and Andrew Weiss, Park Planner/Landscape Architect.

Members of the public were in attendance. Tim Mitchell, a reporter with *The News-Gazette*, was also present.

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 year round deep water swimming for seniors. She encouraged the Park District to research the Silver Sneakers Seniors program which is offered in several fitness centers in the area. There are several different program levels and it is paid for by the individual's health insurance.

President McMahon thanked Ms. Truelove for her comments.

Presentations

Proposed Plan for Improvements to Hessel Park

Mr. Weiss presented and responded to questions about the proposed plan for improvement to Hessel Park. He reported that the initial plan was presented and discussed with the Board at the June 2015 Study Session as part of the list of priorities. Mr. Weiss reported that the plan for improvements is to occur during FY15-16 and FY16-17. In FY15-16, the work will include purchase and installation of a new playground equipment, installation of new poured-in-place playground safety surfacing, and installation of a new concrete accessible path. The old playground will remain operational until the new playground has been constructed. In FY16-17, construction of the new sprayground and new restrooms/concrete path will be addressed in capital budget planning process.

Discussion ensued. Commissioner Solon inquired about the number of trees that will be affected, impact on the swale that helps with the water drainage from the middle of the park, and the feasibility of building a large sprayground. Mr. Weiss reported that it unknown at this time how many trees will be affected but the aim is to minimize the loss of trees. He stated that staff will know more once it has a more detailed accurate drawing. Commissioner Solon stated that she would like to know how many trees and which of the trees will be affected. Mr. Weiss stated that staff will compile a list of questions to be addressed, and as the project is developed,

staff will keep the Board abreast of the design developments. Ms. Solon expressed concern about spending a large sum of money on water for a sprayground that will only be operational for three months of the year and questioned whether it was the most effective and efficient use of Park District funds.

Commissioner Kuhl does not believe the Park District will construct a sprayground and not provide enough space. She suggested that the use and popularity of spraygrounds continues to increase.

Discussion continued. The current plan is for the restrooms to remain in their current location.

Staff will share more schematic drawings and updates as the design progresses. President McMahon thanked Mr. Weiss for the presentation.

Leonhard Recreation Center Marketing Study

Ms. Norton reviewed and answered questions about the results of the marketing study regarding the Leonhard Recreation Center (Center). She reported that the study was designed to evaluate the current performance and public awareness of the facility. Ms. Norton reviewed the mission and goals for the Center. Staff worked with DCC Marketing to conduct an online survey and focus group session to assess applicable factors. DCC analyzed the results and presented recommendations to continue to build on the public perception, membership, and membership retention of the facility. Discussion ensued.

Commissioner Kuhl commented that it was a great report and very beneficial report for the Park District to see what it is doing to enhance the experience of participants.

Ms. Norton updated the Board on the focus group and its attendees. The focus group consisted of Center members and nonmembers. The report is an overview of what the survey and the focus group as a whole came expressed and shared with the staff. Mr. DeLuce noted that DCC came up with the tag "get connected." The Park District will soon offer Wi-Fi to the public at the Center.

Commissioner Solon suggested that the Park District offer more senior citizen oriented physical activities. Ms. Norton concurred. President McMahon commented that it was a great report with good ideas. He also noted that 88% of respondents to the survey were women.

Mr. DeLuce stated that Mr. Jones and his staff will work with Ms. Norton on the recommendations. Staff will provide periodic progress updates to the Board.

The Board thanked Ms. Norton for her presentation. Ms. Norton departed the meeting at 5:55 p.m.

Discussion Items

Champaign Parks Foundation 1st Quarterly Financial Update

Ms. Wallace presented the Parks Foundation quarterly financial report and responded to questions from the Board. She reported that for the three months ended July 31, 2015, the Foundation had revenues of \$74,021 compared to \$23,427 last year. Ms. Wallace reported that expenses through the end of July 31, 2015 were \$8,657 compared to \$6,116 the prior year. She noted that revenues included the \$25,000 contribution to the scholarship fund, \$5,000 in donation to Eisner Park to rename the ballfield, \$3,800 in memorials, and a general increase in contributions. A detailed list of all the restricted funds received and what is remaining to be spent was shared with the Board. Approximately \$14,000 in donations was received for the

Virginia Theatre restoration the first three months of the fiscal year. She reported the Foundation total net assets for the three months ended July 31, 2015 is \$685,704 compared to \$506,104 for the same time in the prior year.

Commissioner Solon inquired about the donation from Amdocs and questioned the procedure for following up with donors on unspent funds. She noted that Champaign West Rotary set up a memorial area in Mattis Park to place plaques for members who have passed away and no one has a copy of the agreement. Ms. Wallace reported that she will have Ms. Auteberry follow up with Amdocs about the remaining funds.

President McMahon inquired about the process for following up with donors on unspent funds. He noted that there are a number of line items with remaining balances. President McMahon inquired about the remaining funds in the Leonhard Recreation Center Buy a Brick program. Ms. Wallace stated that she monitors invoices to determine if Foundation funds can be used for certain expenses. President McMahon also asked about the fund balance for memorials. Ms. Wallace stated that memorials are normally used to purchase trees. Mr. Wackerlin noted that a specific process does not exist to use remaining funds. President McMahon inquired about the Harlen E. Moore funds and Ms. Wallace stated that the Park District can not spend the remaining funds because they are permanently restricted. The Park District is only allowed to spend interest from the funds for general operating expenses. Commissioner Solon inquired about the funds designated for the Tootsie sculpture in West Side Park. Ms. Wallace indicated that remaining funds are to be used for the maintenance of the sculpture and the interest from remaining funds left over are to be used for the Virginia Theatre restoration. Commissioner Solon expressed concern about the over grown shrubs around the Tootsie sculpture. Ms. Wallace stated that unrestricted funds are used for general administrative expenses.

Champaign Park District 1st Quarterly Financial Update

Ms. Wallace presented the staff report and responded to questions from the Board. She reported that the first three months revenues are at 41.2% of overall budgeted revenues. Property taxes collected through July 31, 2015 are 53.7% of budget. Concessions revenue was 83.5% of budget. The Virginia Theatre concessions was 21.2% of budget due the closure for renovations during part of the year. Interest income is at 55% of budget, which is more than expected but due to the delay of capital projects and cash reserves being higher than originally participated. Ms. Wallace reported that charges for services include all of the Park District's program fees, Virginia Theatre ticket sales, day camp fees, membership fees, and pool admission/ticket sales. Ms. Wallace reported that overall expenditures for the three months ended July 31, 2015 are 18.5% of budget, which is below the expected benchmark of 25% of budget.

Ms. Wallace provided information on the three major funds: museum, recreation and general. All three of the funds are on track. The general fund is slightly less than budgeted. Expenses were at 18.5% of budget. Recreation fund is at 30.9% of budget. The museum fund is at 27% of budget. The fund balance is well in excess of the 120-day reserve. She reported that the Park District's three main funds are at 91% of the reserve requirements due to have property taxes received in advance.

Ms. Wallace stated that if the Board would like to see the information at department level to let her know.

The Board thanked Ms. Wallace for her presentations.

Agreement with Champaign Telephone for Network Connections

Ms. Hoggatt presented the staff report and responded to questions by the Board. She reported that the agreement is due to expire on October 1, 2015. She stated that Champaign Telephone is the parent company but that the Park District works directly with SPOC, owners of the UC2B fiber lines installed in 2012. Ms. Hoggatt reported that staff has worked out the terms and

conditions for fiber and the cost for service. Attorney Hall has reviewed the agreement and made substantial changes. Attorney Hall and staff is working with Champaign Telephone to finalize the agreement which will be presented to the Board for approval at the October 14, 2015 Board meeting. The cost proposed is \$4,133.33 per month, or \$49,599.60 annually. The Park District will save approximately \$4,300.00 annually.

Commissioner Solon asked if the Park District was required to bid this service. Attorney Hall stated that due to the nature of the services it is not required to be bid. Ms. Hoggatt reported that staff discovered that if it went to a different service because SPOC own the fiber lines it would require the Park District to run all new infrastructure. Commissioner Solon noted that through some type of agreement other carriers are permitted to use existing fiber lines.

Commissioner Solon inquired about the proposed set up and availability of public Wi-Fi in the facilities. Ms. Hoggatt reported that Wi-Fi will be made available to the public in the all Park District facilities. There are no plans to make Wi-Fi available in parks at this time.

Commissioner Comments

Ms. Solon inquired about the letter received about the IAPD Executive Director annual salary. There was a brief discussion and Board requested that this matter be placed on the October Board agenda for further discussion.

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 Commissioner Solon. The motion passed 5-0, and the meeting was adjourned at 6:24 p.m.

Timothy P. McMahon, President

Cindy Harvey, Secretary