

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

May 13, 2020

The Champaign Park District Board of Commissioners held the Annual Meeting and Regular Board Meeting on Wednesday, May 13, 2020 at 7:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to published notice duly given. President Hays presided over the meeting. The seven individuals identified below were physically present at the meeting with appropriate social distancing. Citizens were given the opportunity to participate in the teleconference at the web address: <https://us02web.zoom.us/j/81614984748?pwd=UWdudUFGck90QW9ySFNMVHFLeWw0dz09> or by calling 312-626-6799. Citizens were also offered the opportunity to submit comments or questions by email prior to the meeting. Those comments were to be announced by the Executive Director during the public comment portion of the meeting. Email submissions were solicited from the public through a notice of intent to speak or comment to be submitted by noon on Wednesday, May 13, 2020 to be sent to the Executive Director of the Park District at: joe.deluce@champaignparks.org. One email question was submitted by a citizen for consideration by the Board and is highlighted in the public comment section below.

Present in person: President Craig W. Hays, Attorney Guy C. Hall, and Treasurer Donna Lawson.
Present electronically: Vice President Kevin J. Miller, Commissioners Barbara J. Kuhl, Jane L. Solon, and Timothy P. McMahon.

Staff present in person: Joseph DeLuce, Executive Director, Tammy Hoggatt, Director of HR, Risk and IT, Jarrod Scheunemann, Assistant to the Executive Director, and Tom Gilbert, Assistant Director of Finance. Staff present electronically: Andrea Wallace, Director of Finance, Andrew Weiss, Director of Planning, Chelsea Norton, Director of Marketing and Communications, Dan Olson, Director of Operations, Jameel Jones, Director of Recreation, Jimmy Gleason, Director of Revenue Facilities, Joe Kearfott, Risk Manager, and Steven Bentz, Director of the Virginia Theatre, Bret Johnson, Grounds and Maintenance Supervisor, Brittany Fairfield, Aquatics and Fitness Manager, Christina Mott, CUSR Athletics and Volunteer Coordinator, Cody Evans, Leonhard Recreation Center Facility Manager, Debbie Sage, Human Resources Coordinator, Erin Dietmeier, Horticulture and Natural Areas Supervisor, Grace Tissier, CUSR Manager, Jeff Headley, Virginia Theatre Front-of-House Coordinator, Justice Miller, Sports Manager, Keeva Keeling, Administrative Assistant to Finance, Kevin Weaver, Network Administrator, Kyle Ayers, Dance Arts Director, Melanie Kahler, Cultural Arts Manager, Michelle Horvat, Preschool Supervisor, Mitch Marlow, Virginia Theatre Sales and Public Relations Manager, Nathan Massey, Special Projects Supervisor, Patty Dudley, Youth Theater Director, Rachel Voss, Marketing Coordinator, Sean Hurst, Springer Cultural Center Facilities Coordinator, Shannon Walter, Leonard Recreation Center Program Manager, Stacey Cornell, Tennis and Sports Concession Manager, and Zoe Southlynn-Savage, Special Events Manager.

Lacey Lawrence and Joseph Brusseau of Hitchcock Design Group were also electronically in attendance.

Call to Order

President Hays called the meeting to order at 7:00 p.m.

Election of Officers

Election of President

Vice President Miller made a motion to nominate and elect Craig W. Hays for the office of President. The motion was seconded by Commissioner Solon. There were no other nominations. The motion passed 5-0.

Election of Vice President

Commissioner Solon made a motion to nominate and elect Kevin Miller for the office of Vice President. The motion was seconded by Commissioner McMahon. There were no other nominations. The motion passed 5-0.

Administer Oath of Office for Secretary

Tom Gilbert, Assistant Director of Finance and Notary Public administered the Oath of Office to Secretary Guy C. Hall who was appointed to this role by the Board on April 22, 2020.

Appointment of Officers

Appointment of Assistant Secretary and Treasurer

Commissioner Kuhl made a motion that Joseph C. DeLuce be appointed as Assistant Secretary. The motion was seconded by Commissioner McMahon. There were no other nominations. The motion passed 5-0.

Commissioner Solon made a motion that Donna Lawson be appointed as Treasurer. The motion was seconded by Vice President Miller. There were no other nominations. The motion passed 5-0.

Attorney Hall then administered the Oaths of Office to Assistant Secretary Joe DeLuce and Treasurer Donna Lawson.

Appointment of Board Member to Boards and Committees

Commissioner Solon made a motion to nominate Vice President Miller to the Champaign Parks Foundation Board. The motion was seconded by Commissioner McMahon. There were no other nominations. The motion passed 5-0.

Adjourn

There being no further business to come before the meeting, upon a motion duly made by Commissioner Solon, Seconded by Commissioner McMahon and unanimously approved, the Annual Meeting was adjourned at 7:06 p.m.

Approved:

Craig W. Hays, President

Guy C. Hall, Secretary

MINUTES OF THE REGULAR BOARD MEETING CHAMPAIGN PARK DISTRICT BOARD OF COMMISSIONERS

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Call to Order

President Hays called the meeting to order at 7:06 p.m.

Presentations

Human Kinetics Park Project, Hitchcock Design Group

Mr. DeLuce introduced Lacey Lawrence and Joseph Brusseau from Hitchcock Design Group to present the schematic design and major components for the Human Kinetics Park Project.

After the introduction, Ms. Lawrence proceeded to review the potential Human Kinetics Park site plan with the board meeting attendees. She highlighted a loop trail with connections to the existing Boneyard Trail and the Human Kinetics parking lot, a playground with two seating nodes, a small splash pad, a picnic shelter with green space, courts, and splashpad viewsheds, tee ball area, three soccer fields, a basketball court, multi-use futsal court with interactive Sutuwall, volleyball standards, community gardens, and interpretive signage.

At the close of the presentation President Hays opened the floor for any questions. Mr. DeLuce asked Ms. Lawrence to explain the plan to add a second parking lot under favorable circumstances. Parking lot clarifications and discussion ensued.

Commissioner Kuhl requested more information about the location of the looping trail in its relation to various amenities and clarification on the status of current and proposed connecting trails in the design. Mr. DeLuce responded that the detention basin in the park would no longer qualify as a water feature and was therefore left out of the trail plan.

Vice President Miller asked if the City of Champaign would still be funding a seating area in the park. Mr. DeLuce confirmed that to be true. Commissioner Solon inquired about trail snow plowing obligations. Mr. Olson confirmed what would be the City's responsibility.

Commissioner Kuhl asked to review the trail widths in the Human Kinetics Park design. Mr. Brusseau and Mr. Weiss explained that the current trail width of 6' feet was established to extend what recreation amenities were possible within financial limitations. Discussion ensued about trail width standards and trail widths at various parks around the Park District. President Hays noted that it had been previously decided that the standard width of Park District trails should be 8' feet. Commissioner McMahon agreed and noted that the recent trail development at Zahnd Park did not follow this standard. Mr. Weiss responded that the reduction of trail width was solely based on cost limitations. Mr. Brusseau noted similar concerns for the trail width at Human Kinetics Park. Commissioner Solon requested cost estimates by feature in order to determine what could be eliminated to fund the expansion of the trail width. Mr. Brusseau highlighted OSLAD grant requirements due to this project having received IDNR grant support, but he would have their civil engineers prepare cost estimates with alternatives. Discussion ensued about what amenities were required by the granting agency and the potential cost of a variety of amenities. Mr. DeLuce shared a reminder about the \$50,000 grant previously received from Illinois American Water to support the splashpad in the design. All commissioners agreed to pursue 8' trail width standards for the Park District moving forward.

President Hays called for additional questions. Commissioner Kuhl asked if the second parking lot and trail connection to Human Kinetics were considered to be alternates. Mr. Brusseau confirmed this to be true and stated they would be able to clarify alternates with the cost estimates. Commissioner Kuhl posed additional questions about trail surface costs. Discussion ensued related to trail surface type, cost, and location within the District.

Commissioner Kuhl asked for confirmation on the overall project cost. Mr. DeLuce stated the total project would be roughly \$800,000, which included a \$400,000 OSLAD grant from IDNR, with \$200,000 of the \$400,000 grant paid upfront. After discussion, Mr. DeLuce then clarified the total cost would be \$850,000 including the \$50,000 grant from Illinois American Water.

Comments from the Public

Mr. DeLuce shared one comment received by email from Ben LeRoy, 808 W. William Street, Champaign. Mr. LeRoy stated he and his infant daughter have been frequent park visitors due to daycare cancellations in the last two months. He requested the Board consider strategically placed accessible portable toilets throughout the Park District to enhance and extend park enjoyment and use. Mr. DeLuce stated he responded to Mr. LeRoy and noted that while it would be extremely difficult and cost prohibitive to distribute portable toilets to the Park District's 62 park locations, he and Mr. Jameel Jones were looking at the current list of portable toilet locations to see if any changes could be made.

There being no additional public comment, President Hays proceeded with the agenda.

Communications

President Hays called attention to the communications, which had been distributed to the Board members by email.

Treasurer's Report

Ms. Lawson presented the Treasurer's Report for the month of April 2020. All commissioners acknowledged receiving the Treasurer's Report to review by email with the exception of Vice President Miller. Vice President Miller did not receive the report in time for the meeting due to a clerical error. Commissioner Solon made a motion to accept the Treasurer's Report for the month of April 2020. The

motion was seconded by Commissioner Kuhl. The motion passed 4-0 with one abstention.

Executive Director's Report

General Announcements

Mr. DeLuce reported that outdoor tennis courts, pickleball courts, and the disc golf course had received the approval to reopen from Champaign-Urbana Public Health District. He also mentioned the Park District had recently soft launched a new app.

Committee and Liaison Reports

Champaign Parks Foundation

Vice President Miller reported that the Foundation Board had discussed creative ways to move major fundraisers to virtual platforms. Additionally, Foundation Board members deliberated on their ability to give back to local businesses in support of those who have supported the Foundation during these difficult times.

Report of Officers

Attorney's Report

Mr. Hall reported that the firm continues to work on various contracts and other Park District matters.

President's Report

President Hays discussed his recent visits to multiple park sites and correspondence with staff about his observations from the visits. He encouraged others to reach out to the Park District staff if they noted any litter or trash pick up needs at the parks.

Consent Agenda

President Hays stated that all items on the Consent Agenda are considered routine and shall be acted upon by one motion. If discussion is desired regarding any item, that item shall be removed and discussed separately.

1. Approval of Minutes of the Regular Board Meeting, April 8, 2020.
2. Approval of Minutes of the Special Board Meeting, April 22, 2020.

Commissioner Kuhl made a motion to approve all Consent Agenda Items. The motion was seconded by Commissioner Solon. The motion passed 5-0.

New Business

Commissioner Solon inquired if the Commissioner and staff expense report was still being distributed. Ms. Wallace outlined its location as previously distributed and Commissioner Solon found and retrieved the report in question.

Approval of Disbursements as of April 8, 2020

Vice President Miller made a motion to approve the list of disbursements for the period beginning April 08, 2020 and ending May 12, 2020. The motion was seconded by Commissioner Solon. The motion passed 5-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Vice President Miller – yes, Commissioner McMahon – yes; President Hays – yes; and Commissioner Kuhl – yes.

Approval of FY20-21 Garment Bids

Mr. Gleason presented the report. He indicated there were 62 bids for garments to outfit a variety of events, programs, and staff. Mr. Gleason stated the Park District is not required to purchase and should it choose to order all items, the total would equal \$33,557.31; over \$1,000 less than the previous year. Discussion ensued. Commissioner Solon requested a copy of the bid tally sheet and a chart of the comparatives with the previous year. President Hays asked if the bid prices were contingent on quantity. Mr. Gleason responded that the Park District is only obligated to the bid prices, not quantities.

Vice President Miller made a motion to approve bids for garments from the lowest responsible bidder for each item that meets specifications as noted in the amount of \$33,557.31 as follows: Will Enterprise in the amount of \$14,227.40; Winning Streak in the amount of \$8,088; Sunburst Sportswear in the amount of \$7,481.91; and The Lifeguard Store in the amount of \$3,760. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Approval to Apply for an Open Space Land Acquisition and Development (OSLAD) Grant

Mr. DeLuce presented the report. He reported that at a previous Board meeting the Commissioners had narrowed the application possibilities to Kaufman Park and Prairie Farm, but were split in their priorities. Mr. DeLuce requested the Board's direction on whether or not to apply for the \$400,000 matching grant and if yes, what project would the Board prioritize. Discussion ensued.

Vice President Miller inquired about the potential fees associated with an architectural firm for the application and the application fees. Mr. DeLuce stated the application would be completed in-house and Mr. Weiss noted the absence of an application fee.

Commissioner Solon raised concerns about project completion dates and the funding of the OSLAD grant in light of the COVID-19 crisis and the State of Illinois' budgetary challenges. Mr. Weiss replied that the expected project completion date would be two years after the agreement was fully executed. Mr. DeLuce responded that the OSLAD fund is a grant source that is protected from being swept by the State of Illinois.

Commissioner Kuhl outlined the major projects currently underway at the Champaign Park District and shared her concern about completing the work with reopening uncertainties and limited staffing. Commissioner McMahon agreed and expressed his interest in not submitting an application for this year. Vice President Miller also agreed. Mr. DeLuce mentioned the possibility of other grants coming available through the Rebuild Illinois capital plan and would present options at the next Board meeting.

President Hays called for a motion to refrain from an OSLAD Grant application in 2020. Commissioner Kuhl made a motion to forgo an OSLAD application at this time. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Approval of Formal Action Related to the COVID-19 Virus

Mr. DeLuce presented the report. He highlighted the recent phasing plan announced by the Governor's Office to reopen the state. Mr. DeLuce briefed the Board on how the phasing plan would make it nearly impossible to open the Sholem Aquatic Center and Prairie Farm and offer summer day camps and summer special events. He cited group size restrictions, finding and training staff, and residents' willingness to reengage in social and public activities as significant hurdles. Mr. DeLuce and the Department Heads also met with the Urbana Park District's leadership team and they concurred. Ms. Wallace followed up Mr. DeLuce's report with budget implications and projections. Mr. DeLuce then recommended the Board consider closing Prairie Farm, Sholem Aquatic Center, summer day camps, and summer special events for 2020. He also mentioned staff would be taking a hard look at furloughing non-essential staff. Discussion ensued. Commissioners encouraged creativity and flexibility in support of families and the greater community for the duration of the crisis.

Commissioner Kuhl made a motion to approve the closure of Prairie Farm, Sholem Aquatic Center, summer day camps, and summer special events in 2020 with the request to review the press release prior to its submittal. The motion was seconded by Commissioner Solon. Discussion ensued. Vice President Miller and Commissioner Kuhl inquired about Leonhard Recreation Center membership refunds. Additional correspondence with members was requested. With no further questions or discussion, President Hays called for a vote on the motion. The motion passed 5-0.

Old Business

None.

Discussion Items

None.

Comments from Commissioners

Commissioner Kuhl recognized the efforts of staff who are completing essential tasks that may not be within their normal job description and those that perform contractual services.

Commissioner Solon requested a naming opportunity in honor of Cindy Harvey's service to the Board and Park District.

Vice President Miller noted staff's creative approach to programming in light of current regulations and increased use of parks. Commissioner McMahan and President Hays concurred.

Adjourn

There being no further business to come before the Board, Commissioner Solon made a motion to adjourn the meeting. The motion was seconded by Commissioner Kuhl. The motion passed 5-0 and the meeting was adjourned at 8:18 p.m.

Approved

Craig W. Hays, President

Guy C. Hall, Secretary