

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

**April 14, 2021**

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, April 14, 2021 at 7:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, and online due to President Hays' determination that an in-person meeting or a meeting conducted pursuant to the Open Meetings Act was not practical or prudent because of the COVID-19 disaster. The Regular Board Meeting occurred pursuant to published notice duly given. President Hays presided over the meeting. The two 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/89438812005?pwd=bIVFTkVyKzVOcHk4bkhOS3hFK3N3dz09> 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 President Hays 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, April 14, 2021 to be sent to the Executive Director of the Park District at: [joe.deluce@champaignparks.org](mailto:joe.deluce@champaignparks.org). There were no email comments or questions submitted by citizens for consideration by the Board.

Present in-person: President Craig W. Hays, and Jarrod Scheunemann, Secretary and Assistant to the Executive Director.

Present electronically: Vice President Kevin J. Miller, Commissioners Jane L. Solon, Timothy P. McMahon, and Barbara J. Kuhl; Treasurer Brenda Timmons, and Attorney Guy C. Hall.

Staff present electronically: Andrea Wallace, Director of Finance, Andrew Weiss, Director of Planning, Chelsea Norton, Director of Marketing and Communication, Dan Olson, Director of Operations, Jameel Jones, Director of Recreation, Jimmy Gleason, Director of Revenue Facilities, Steven Bentz, Director of the Virginia Theatre, Tammy Hoggatt, Director of HR, Risk and IT, Bret Johnson, Assistant Director of Operations, Erin Dietmeier, Horticulture & Natural Areas Supervisor, and Nicholas Lee, Recreation Intern.

Jean Flood from the League of Women Voters also electronically attended the meeting.

Joseph DeLuce, Executive Director, was excused from the meeting due to a personal matter.

**Call to Order**

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

**Comments from the Public**

None.

**Communications**

None.

**Treasurer's Report**

Treasurer Timmons presented the report. She noted that revenue had increased to \$85,000 for the last quarter and that notice of grant payment had been received from the Illinois Department of Natural Resources for the Virginia Theatre Sound Project.

Commissioner Solon made a motion to accept the Treasurer's Report for the month of March, 2021. The motion was seconded by Vice President Miller. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Commissioner McMahon – yes; President Hays – yes; Commissioner Solon – yes; and Vice President Miller - yes. The motion passed 5-0.

### **Executive Director's Report**

Mr. Scheunemann provided the report in Mr. DeLuce's absence. He reported that staff were investigating a date in May for the Martens Center groundbreaking ceremony.

### **Committee and Liaison Reports**

#### Champaign Parks Foundation

Vice President Miller presented the report. He stated that the Foundation had collected seventy-seven (77) pairs of shoes to donate to the Don Moyer Boys and Girls Club in lieu of hosting a Ties and Tennis Fundraiser this year due to the pandemic. Vice President Miller also noted that the Foundation had received three (3) applications for Director and is also seeking reappointment of three (3) current Directors.

### **Report of Officers**

#### Attorney's Report

Attorney Hall reported that he had been working on a number of matters for the Park District, including Board policy revisions, updating the Dog Park lease with the Urbana-Champaign Sanitary District, a professional services agreement with Clark Dietz regarding the Greenbelt Bikeway Trail, and a variety of other issues.

#### President's Report

President Hays reported on his recent tour of the CUSR Center. He stated that Broeren Russo has punch list items to complete, but staff expect to move into the building in May. President Hays also highlighted additional potential change orders for the project.

President Hays confirmed that the Board had received an update from staff regarding the soil testing process at the Martens Center construction site.

President Hays also noted several current and potential intergovernmental agreements that staff are developing, revising, or renewing.

### **Consent Agenda**

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

1. Approval of Minutes of the Regular Board Meeting, March 10, 2021
2. Approval of Minutes of the Study Session, March 10, 2021
3. Approval of the Disbursement of \$5,000 for 2021 Executive Committee of the Champaign County Community Coalition Membership Dues
4. Approval of a Resolution Appointing Brian Holding, Sheri Boberg, and Joshua Robertson to the Board of Directors of the Champaign Parks Foundation to a Two-Year Term That Expires in May, 2023 and Reappointing AJ Thoma, Patrick Harrington, and Jackson Aaberg to Two-Year Terms Expiring in May, 2023.

Commissioner McMahon made a motion to approve the Consent Agenda. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Vice President Miller – yes; Commissioner McMahon – yes; Commissioner Kuhl – yes; Commissioner Solon; and President Hays – yes. The motion passed 5-0.

## **New Business**

### **1. Approval of Disbursements**

Staff recommended approval of disbursements for the period beginning March 10, 2021 and ending April 14, 2021.

Commissioner Kuhl made a motion to approve the list of disbursements for the period beginning March 10, 2021 and ending April 14, 2021. The motion was seconded by Vice President Miller. Upon roll call, the vote was as follows: Commissioner Solon – yes; Commissioner Kuhl – yes; President Hays – yes; Vice President Miller – yes; and Commissioner McMahon - yes. The motion passed 5-0.

### **2. Approval of the FYE21 Capital Budget and the 2022-2027 Capital Improvement Plan**

Staff recommended approval of the FYE21 Capital Budget and the 2022-2027 Capital Improvement Plan.

Commissioner Solon requested clarification on the Park District's commitment of funds for the Martens Center project from its reserves. Ms. Wallace responded that all expenses were not accounted for, but she estimated the Park District's commitment to be \$2,800,000.

Commissioner Kuhl requested future discussion and approval on the pickleball complex location. President Hays responded that Zahnd Park and Parkland College were under consideration, but the Board could allocate the resources and not specify a location.

Commissioner Kuhl made a motion to approve the FYE21 Capital Budget and the 2022-2027 Capital Improvement Plan. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: President Hays – yes; Commissioner Kuhl – yes; Commissioner Solon – yes; Vice President Miller – yes; and Commissioner McMahon – yes. The motion passed 5-0.

Justice Miller, Sports Manager, electronically joined the meeting at 7:28 p.m.

### **3. Approval of FY21-FY22 Garment Bids**

Mr. Gleason presented the report. He reported that staff annually prepare a bid to address the Park District's garment needs. Mr. Gleason noted that nineteen (19) vendors had been contacted and five (5) vendors had submitted bids. He stated that the Park District's need had decreased in the last year from \$33,500 in FY20-FY21 to \$21,338.91 in FY21-FY22. Mr. Gleason commented that the bids were best estimates and totals could be adjusted when orders are placed.

Commissioner Solon made a motion to approve acceptance of the bids for garments from the lowest responsible bidder for each item that meets specifications in the amount of \$21,338.91 as follows: Will Enterprise in the amount of \$5697.37; All-Star Custom Apparel & Design in the amount of \$3237.70; Sunburst Sportswear in the amount of \$11,945.78; and Express Press in the amount of \$458.06. The motion was seconded by Vice President Miller. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Commissioner McMahon – yes; President Hays – yes; Commissioner Solon - yes; and Vice President Miller – yes. The motion passed 5-0.

4. Approval of Accepting the Proposal for Replacement Playground Equipment at Robeson Park

Mr. Olson presented the report. He stated that the playground equipment is to be purchased through Sourcewell, the Park District's cooperative purchasing agreement. Mr. Olson noted that staff would be responsible for installing the equipment.

Commissioner Solon asked if staff had considered moving the playground equipment closer to the baseball fields to accommodate families who attended games. Discussion ensued. The Board agreed that the current playground location is the preferred installation area.

Commissioner Solon made a motion to accept the proposal from NuToys Leisure Products, Inc., in the amount of \$88,198.00 and to authorize the Executive Director to execute this purchase. The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: Vice President Miller – yes; President Hays – yes; Commissioner Kuhl – yes; Commissioner Solon – yes; and Commissioner McMahon. The motion passed 5-0.

5. Approval of Bid for Rental of Portable Toilets

Mr. Jones reported that the Park District had completed its fourth year of portable toilet service with Gulliford Services, Inc. He noted that Gulliford Services, Inc. has been responsive and attentive to the Park District's needs during this time. Mr. Jones stated that staff recommended the Board authorize the Executive Director to exercise the one (1) year renewal option with Gulliford Services, Inc. dba Illinois Portable Toilets for rentable portable toilets for programs and events in FYE22 in the amount of \$22,900.00.

Commissioner Kuhl asked if extra porta-potties would be needed in parks for the summer season due to the pandemic. Mr. Jones responded that additional requests for porta-potties would not be necessary due to reopening park restrooms this summer.

Commissioner McMahon requested clarification on liability for portable toilet vandalism. Mr. Jones responded that the vendor had attended to a majority of the vandalism issues in the past.

Vice President Miller made a motion to approve authorizing the Executive Director to exercise the one (1) year renewal option with Gulliford Services, Inc. dba Illinois Portable Toilets for programs and events in FYE22 in the amount of \$22,900.00. The motion was seconded by Commissioner Kuhl. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; President Hays – yes; Vice President Miller - yes; Commissioner McMahon – yes; and Commissioner Kuhl - yes. The motion passed 5-0.

6. Approval of Bid for Toalson Park Turf Improvements

Mr. Weiss reported that a bid opening for the Toalson Park Turf Improvement Project had occurred on Wednesday, April 7, 2021, and Dig It of Champaign, Inc. was the lowest, responsible bidder at \$17,500.00. He stated that the project would re-grade and level the east side of the park, add positive drainage, and turf seeding.

Commissioner Kuhl requested clarification on the removal of soil from the location. Mr. Weiss responded that the area would be regraded and that the park would experience no net gain or loss of soil.

Commissioner Solon requested clarification on the contractor's obligation to water the new grass seed. Mr. Weiss responded that the contractor was required to water the seed for sixty (60) days.

Commissioner Solon made a motion to award the Toalson Park Turf Improvements construction contract to Dig It of Champaign Inc, Champaign IL, in the amount of \$17,500.00 and authorize the Executive Director to enter into the contract. The motion was seconded by Vice President Miller. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Commissioner McMahon – yes; Commissioner Solon - yes; Vice President Miller – yes; and President Hays - yes. The motion passed 5-0.

7. Approval of a Resolution Ratifying Playground Equipment and Splashpad Equipment Purchases for Human Kinetics Park Development

Mr. Weiss presented the report. He indicated that the Park District's joint purchasing agreement with Sourcewell had been utilized to purchase the equipment. Due to time constraints the equipment had been ordered and staff recommends the Board approve a resolution ratifying the purchase of playground and splashpad equipment for the Human Kinetics Park development.

Commissioner Solon requested clarification on installation. Mr. Weiss responded that pursuant to the contract the general contractor would be required to install the equipment.

Commissioner Kuhl made a motion to approve a resolution approving and ratifying the playground equipment and splashpad equipment purchases for Human Kinetics Park Development. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: President Hays – yes; Vice President Miller – yes; Commissioner McMahon - yes; Commissioner Solon – yes; and President Hays - yes. The motion passed 5-0.

8. Approval of Resolution Ratifying Change Order No 1 for the Martens Center Construction

Mr. Weiss reported that testing was undertaken to determine if the project site contained suitable soils. Testing determined that the correct bearing soil for the structural foundation of the Martens Center would need to be imported. To achieve this, Mr. Weiss stated that staff recommends approval of a resolution approving and ratifying Change Order 1 to the Broeren Russo construction contract for the Martens Center in the amount of \$55,867.50. Discussion ensued.

Commissioner McMahon made a motion to approve a resolution ratifying Change Order 1 to the Broeren Russo construction contract for the Martens Center in the amount of \$55,867.50. The motion was seconded by Commissioner Kuhl. Upon roll call, the vote was as follows: Vice President Miller – yes; Commissioner Solon – yes; Commissioner McMahon - yes; Commissioner Kuhl – yes; and President Hays - yes. The motion passed 5-0.

9. Approval of Change Order 1 to Human Kinetics Park Construction Contract with Duce Construction

Mr. Weiss provided the report. He reported that this change order served to clarify permit and code changes.

Commissioner Solon requested clarification on the code changes. Mr. Weiss responded that the City of Champaign had requested the changes.

Commissioner Solon made a motion to approve approval of Change Order 1 to the Human Kinetics Park construction contract in the amount of \$6,769.00. The motion was seconded by Vice President Miller. Upon roll call, the vote was as follows: Commissioner McMahon – yes; President Hays – yes; Commissioner Solon - yes; Vice President Miller – yes; and Commissioner Kuhl - yes. The motion passed 5-0.

10. Approval of Resolution Ratifying Additional Services Agreement No. 1, an amendment to the Farnsworth Group Professional Services Agreement for additional services regarding fire escape repairs at the Virginia Theatre

Mr. Bentz presented the report. He noted that Farnsworth Group had evaluated the fire escape on the east side of the Virginia Theatre on March 9, 2021. Farnsworth Group recommended the fire escape be repaired and also recommended further structural analysis and design work be completed in the total amount of \$10,550.00.

Commissioners Solon and Kuhl requested a project report highlighting expenses compared to original cost estimates. Discussion and clarification ensued.

Vice President Miller made a motion to approve a resolution authorizing Additional Services Agreement No. 1, an amendment to the professional service agreement with Farnsworth Group, for additional services, in the amount of \$10,550.00. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; President Hays – yes; Commissioner Solon - yes; Commissioner McMahon – yes; and Vice President Miller - yes. The motion passed 5-0.

### **Old Business**

None.

### **Discussion Items**

1. Merit Increase & Salary Class Adjustments

Ms. Hoggatt presented the report. She highlighted Park District statistics outlining prior Board action related to merit increases, one-time bonuses, and salary class adjustments. Ms. Hoggatt stated that staff have presented the Board with multiple scenarios for discussion. The three options excluded staff who recently transitioned from FT2 to FT1 status, staff who had been hired within the last six (6) months, the Executive Director, and CUSR employees. Ms. Hoggatt offered several reasons to implement a merit increase and salary adjustment program such as staff departures for higher paying jobs, increased revenue as COVID-19 restrictions decrease, and wage compression due to the increase in minimum wage. Ms. Hoggatt asked the Board to consider increasing the bottom and top levels of each classification by 8% or \$1.00 per hour.

President Hays commented that minimum wage has increased by \$3 per hour and full-time staff wages may be compressed presenting the Park District with a scenario in which new and possibly inexperienced staff are receiving similar wages to veteran employees.

President Hays requested clarification between hourly vs. salary listings in the memorandum. Ms. Hoggatt responded that annual salaries were provided for comparative purposes. Discussion ensued.

Commissioner Solon requested clarification on the distribution of merit increases to staff who would receive salary class adjustments. Ms. Hoggatt responded that no current staff will receive a salary class adjustment.

Commissioner Solon requested clarification on IMRF payments. Ms. Hoggatt responded that the Park District's rate is expected to decrease from 6.1% to 5.4% due to a number of factors. Discussion ensued.

2. Park District FY21 Facility Fee Schedule for May 1, 2021 through April 30, 2022

Mr. Jones presented updates to the Facility Fee Schedule to the Board. He noted that staff are requesting an increase to the Showmobile fees and deposit as well as several facility fee revisions to offset additional cleaning and sanitation expenses.

Commissioner Solon requested clarification on collections for the Showmobile rentals. Mr. Jones responded that some renters pay slower than expected, which justifies the increase in deposit requests. Discussion ensued.

Commissioner McMahon requested more information on the number of rentals and fees for the ball field at Spalding Park. Mr. Jones responded that staff is working on aligning Park District rental fees with Unit 4's ball field rental fees. He also noted that the ball field at Spalding Park had been rented during the previous summer for travel baseball and one (1) tournament. Discussion ensued.

Commissioner McMahon requested clarification on the Virginia Theatre's rental fees. Mr. Bentz responded that the Virginia Theatre rental system included three (3) tiers of associated fees, which do not include additional services that can be purchased with supplementary fees.

Commissioner Solon asked for more information on tennis court rentals by private instructors. Mr. Gleason responded that court time is most frequently rented by local schools or is utilized by Park District instructors. He noted that if private instructors are found to be teaching classes at Park District courts without paying rental fees, it is addressed by staff. Discussion ensued.

Commissioner Kuhl stated that she had noticed increased activity at the Hessel Park volleyball court. Discussion ensued.

President Hays noted that the Park District had not raised fees in the previous year

3. Champaign Parks Foundation – 3<sup>rd</sup> Quarter Financial Update

Ms. Wallace presented the report. She highlighted a decrease in revenue by \$52,000 due to the cancellation of the Ties and Tennis Fundraiser and absence of Virginia Theatre restoration funds due to its temporary closure. Ms. Wallace noted that the Foundation's total fund balance is \$5,400,000 and \$4,700,000 is allocated for the Martens Center project. Discussion and clarifications ensued.

4. Champaign Park District – 3<sup>rd</sup> Quarter Financial Update

Ms. Wallace reported that all tax revenue had been received and she expected no additional funding from the County Clerk's office. Ms. Wallace highlighted an increase in fee revenue from youth soccer and Dodds Tennis Center court time rentals. She noted that the personal property replacement tax had been recorded at \$80,000, which was more than expected. However, Ms. Wallace added that she did not expect to receive May's anticipated payment. Ms. Wallace estimated the Park District's contribution to the Martens Center project to be \$2,800,000. She also highlighted progress with FEMA for the Park District's COVID-19 grant application.

Commissioner Solon requested clarification about bid requirements for the purchase of builder's risk insurance at the Martens Center. Attorney Hall responded that a provision in bidding did not require the bidding of builder's risk insurance. It was noted that the coverage was acquired from Travelers Insurance.

Commissioner Kuhl requested clarification on the budget format for the Martens Center. Discussion ensued.

Commissioner Hays requested a report on the estimated tax revenue compared to actual tax revenue received. Commissioner Kuhl requested the Board consider formal communication with County officials regarding any delays.

**Comments from Commissioners**

Commissioner Kuhl noted the signs of spring in the parks and thanked staff for preparing for the busy outdoor season. Commissioners McMahon and Solon concurred.

Vice President Miller congratulated President Hays and Commissioner Solon for being reelected to the Board.

President Hays shared highlights from a recent tour of a pickleball complex in Naples, Florida.

**Adjourn**

There being no further business to come before the Board, Vice President Miller made a motion to adjourn the meeting. The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: President Hays – yes; Commissioner Kuhl – yes; Commissioner Solon – yes; Vice President Miller – yes; and Commissioner McMahon - yes. The motion passed 5-0 and the meeting was adjourned at 8:40 p.m.

Approved:

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Kevin J. Miller, President

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Jarrod Scheunemann, Secretary