

**CHAMPAIGN PARK DISTRICT
MINUTES OF THE PUBLIC HEARING AND REGULAR BOARD MEETING
BOARD OF PARK COMMISSIONERS**

October 13, 2021

PUBLIC HEARING

The Champaign Park District Board of Commissioners held a Public Hearing on Wednesday, October 13, 2021 at 7:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, and also online due to President Miller's determination that an in-person meeting or a meeting conducted pursuant to the Open Meetings Act was not practical or prudent due to the COVID-19 disaster. The Regular Board Meeting occurred pursuant to published notice duly given. President Miller presided over the meeting. The fifteen 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 following web address:

<https://us02web.zoom.us/j/89438812005?pwd=b1VFTkVyKzVOcHk4bkhOS3hFK3N3dz09> 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 Miller 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, October 13, 2021 to be sent to the Executive Director of the Park District at: joe.deluce@champaignparks.org. There were no email comments or questions submitted by citizens for consideration by the Board.

Present in-person: President Kevin J. Miller, Vice President Craig W. Hays, Commissioners Barbara J. Kuhl and Jane L. Solon, Treasurer Brenda Timmons, Joseph DeLuce, Executive Director, and Jarrod Scheunemann, Assistant to the Executive Director / Secretary.

Commissioner Timothy P. McMahon and Attorney Guy C. Hall were absent with excused notice.

Staff present in-person: 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, Tammy Hoggatt, Director of HR, Risk, and IT, and Steven Bentz, Director of the Virginia Theatre.

Open the Public Hearing

President Miller opened the Public Hearing at 7:02 p.m.

General Obligation Bonds

President Miller stated that the purpose of the public hearing was to discuss and receive comments on the intent to issue \$1,212,500 in General Obligation Bonds. A notice of the public hearing was published in *The News-Gazette* on October 1, 2021 in compliance with state law.

Public Comments

President Miller called for comments from the public. There were no comments received.

Close the Public Hearing

Commissioner Kuhl made a motion to adjourn the Public Hearing. The motion was seconded by Vice President Hays. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Kuhl – yes; Vice President Hays – yes; and President Miller – yes. The motion passed 4-0. The Public Hearing was adjourned at 7:04 p.m.

REGULAR BOARD MEETING

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, October 13, 2021 immediately following the Public Hearing at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, and online due to President Miller's 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 Miller presided over the meeting. The fifteen 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:

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Present in-person: President Kevin J. Miller, Vice President Craig W. Hays, Commissioners Barbara J. Kuhl and Jane L. Solon, Treasurer Brenda Timmons, Joseph DeLuce, Executive Director, and Jarrod Scheunemann, Assistant to the Executive Director / Secretary.

Commissioner Timothy P. McMahon and Attorney Guy C. Hall were absent with excused notice.

Staff present in-person: 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, Tammy Hoggatt, Director of HR, Risk, and IT, Steven Bentz, Director of the Virginia Theatre.

Bret Johnson, Assistant Director of Operations and Jean Flood of the League of Women Voters also attended the meeting electronically.

Call to Order

President Miller called the meeting to order at 7:04 p.m.

Comments from the Public

There were no comments from the public.

Communications

None.

Treasurer's Report

Treasurer Timmons presented the report. She stated the Park District's finances had been reviewed and were found to be in appropriate order.

Commissioner Kuhl requested an update on the technical difficulties that staff are experiencing with PayCom. Ms. Wallace responded that the number of manual overrides were decreasing and that staff are meeting with PayCom personnel to troubleshoot recent challenges. Discussion ensued regarding the costs and benefits of implementing the PayCom system.

Vice President Hays made a motion to accept the Treasurer's Report for the month of September 2021. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Vice President Hays – yes; President Miller – yes; Commissioner Kuhl – yes; and Commissioner Solon – yes. The motion passed 4-0.

Executive Director's Report

Mr. DeLuce reported that Jameel Jones and Recreation Department staff had received an Illinois Arts Council grant totaling \$15,950. He also requested the Board consider using a portion of its December Regular Board meeting for a Park District awards ceremony.

Committee and Liaison Reports

Champaign Parks Foundation

None.

Report of Officers

Attorney's Report

None.

President's Report

None.

Consent Agenda

President Miller 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 addressed separately.

1. Approval of Minutes of Regular Board Meeting, September 8, 2021
2. Approval of Minutes of the Special Board Meeting, September 22, 2021
3. Approval of Board Policy Manual Updates
 - a. Distribution of Employment Policies and Procedures Manual Policy
 - b. District Wide Strategic Plan Policy
 - c. District Wide Comprehensive Plan Policy
 - d. Employment of Certified/Professionally Trained Staff Policy
 - e. Environmental Policy

Commissioner Solon made a motion to approve the Consent Agenda. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Commissioner Solon – yes; President Miller – yes; and Vice President Hays – yes. The motion passed 4-0.

New Business

1. Approval of Disbursements

Staff recommended approval of the list of disbursements for the period beginning September 8, 2021 and ending October 13, 2021.

Commissioner Solon requested the age of vehicle number 25 and the office location of a contracted vendor. Discussion ensued.

Vice President Hays made a motion to approve the list of disbursements for the period beginning September 8, 2021 and ending October 13, 2021. The motion was seconded by Commissioner Kuhl. Upon roll call, the vote was as follows: President Miller – yes; Commissioner Kuhl – yes; Vice President Hays – yes; and Commissioner Solon – yes. The motion passed 4-0.

2. Approval to Solicit Bids for Issuance of General Obligation Bonds

Commissioner Kuhl made a motion to approve and confirm authorizing the Treasurer and Director of Finance to solicit bids for the issuance of \$1,212,500 in General Obligation Bonds for the purpose of paying debt service on certain outstanding obligations and for financing, as applicable, the maintenance, improvements and protection of lands, buildings and parks, including land acquisition, and related design, facilities, improvements and costs, as provided in a resolution adopted by the Board at its Regular Meeting held September 8, 2021. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Vice President Hays – yes; Commissioner Solon – yes; Commissioner Kuhl – yes; and President Miller – yes. The motion passed 4-0.

3. Approval of Dumpster Service Bid

Mr. Olson presented the report. He noted that it had been three years since the last agreement had been signed for this service and that prices had increased during that time period.

Commissioner Solon asked if services and expenses had been reduced during the pandemic. Mr. Gleason confirmed that expenses had been cut due to closures at the Sholem Aquatics Center and Prairie Farm.

Commissioner Solon made a motion to approve accepting the lowest responsible base bid from Republic Services, in the bid amount of \$945.00 per month, and additional service rates for dumpsters in the bid amounts as follows: a 2-yard rolling dumpster at \$10.00 per lift, 20-yard roll off dumpster at \$295.00 per haul plus \$85.00 per ton that is over 3 tons, and ½ yard tote at \$6.00 per lift and also rejecting the alternate bid amount of \$180.00 for recyclable materials and authorizing the Executive Director to enter into a contract for this service. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: President Miller – yes; Commissioner Kuhl – yes; Commissioner Solon – yes, Vice President Hays - yes. The motion passed 4-0.

4. Approval of Professional Services Agreement with MSA for Spalding Tennis Courts

Mr. DeLuce presented the report. He noted that MSA's professional services agreement to design, bid, and oversee the renovation of the Spalding Park tennis courts had been reviewed by legal counsel. Bret Johnson has been chosen as the lead project manager and will work directly with MSA and Unit 4. Mr. DeLuce added that the Park District will pay 35% of the architect's expenses (\$24,986.50) and Unit 4 will pay 65% of the expenses (46,403.50) totaling \$71,390.

Commissioner Kuhl requested more information regarding recommended foul ball netting and drainage services that are included in the scope of work exhibit. Discussion ensued.

Commissioner Solon made a motion to approve the contract with MSA after striking "foul ball netting" from the scope of work exhibit, in the amount of \$71,390 and direct the Executive Director to execute the contract. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Vice President Hays – yes; President Miller – yes, and Commissioner Solon - yes. The motion passed 4-0.

5. Approval of Professional Services Agreement with Architectural Expressions for the Design of a Pickleball Complex

Mr. DeLuce reported that Architectural Expressions had been requested to provide a professional services agreement to develop the design and bid documents for a pickleball complex at Seaman Field in Centennial Park. He stated that legal counsel had reviewed the agreement. The project's total estimated construction cost is \$750,000. Compensation under the contract for the architect is \$67,500.

Discussion and clarifications ensued regarding the site location, parking, and impact to trees.

Commissioner Solon made a motion to approve the proposed agreement with AEX and direct the Executive Director to execute the contract to design a pickleball complex within Centennial Park and develop the bid documents for \$67,500. The motion was seconded by Commissioner Kuhl. Upon roll call, the vote was as follows: Commissioner Solon – yes; President Miller – yes; Commissioner Kuhl – yes, and President Hays - yes. The motion passed 4-0.

6. Approval of Adding a Full-Time Position in the Finance Department

Ms. Wallace presented the report. She highlighted each staff position in the finance department and explained the role of each staff member. Ms. Wallace stated that the Board had approved eliminating a generalist position from the finance department in January, 2021 in anticipation that the implementation of PayCom would offset work load. However, additional compliance standards and reporting requirements have increased the need to create a new position requiring an advanced skill set.

Discussion and clarifications ensued related to staff training, the roles of current staff within the finance

department, qualifications for the finance controller position, and the current job market.

Commissioner Solon made a motion to approve authorizing the Executive Director to add a full-time position for a Financial Controller and thereby increase the number of full-time staff from 80 to 81. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; President Miller – yes; Vice President Hays – yes, and Commissioner Solon - yes. The motion passed 4-0.

7. Approval of Material Handling Site Lease Agreement with the City of Champaign

Mr. Olson reported that staff recommends the Board approve the Material Handling Lease Renewal between the City and the Park District for the purpose of a Park District material handling site. The lease agreement had been reviewed by the Park District’s legal counsel and the City Attorney. Mr. Olson stated that the lease sunsets in five (5) years with an automatic renewal for three (3) additional five (5) year terms.

Commissioner Solon made a motion to approve the Material Handling Lease Renewal between the City and the Park District for the purpose of a Park District material handling site. The term of the renewal lease shall be for five (5) years, commencing November 20, 2021 and shall automatically renew for three (3) additional five (5) year terms unless earlier terminated as stated therein. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: President Miller – yes; Commissioner Solon – yes; President Hays – yes, and Commissioner Kuhl - yes. The motion passed 4-0.

Old Business

1. Approval of Recreational Trail Easement for Parker Glen Trail

President Miller stated that staff recommends the Park Board vote to approve the recreational trail easement for the 800-foot Parker Glen Trail that connects to the North Champaign Trail. He added that respondents to the 2017 community survey prioritized trails. President Miller noted that the Parker Glen Trail will connect to an existing Park District trail. He stated that the Park District needs to define how it will partner with the City on trail projects through its joint trail plan and that the 2011 joint trail plan needs to be revised and renewed.

Commissioner Solon has observed limited North Champaign Trail use patterns and noted the City’s process for approving the installation of trails has varied.

Commissioner Kuhl supported the recreational easement if the 2011 joint trail plan was reviewed and revised to reflect current Park District priorities. However, she stated that maintenance of the trail should be the property developer’s responsibility.

Vice President Hays did not support the easement due to its lack of priority within the trail and pathway system and overall maintenance cost. Discussion ensued.

Mr. DeLuce recommended the Board approve the easement and require the City and Park District review and revise the 2011 joint trail plan. Discussion ensued.

The approval of the recreational trail easement for Parker Glen Trail did not pass due to lack of motion.

Comments from Commissioners

Commissioner Solon thanked staff for their efforts to safely reopen the Virginia Theatre in the pandemic and shared her appreciation for the Boz Scaggs reopening concert.

Vice President Hays also expressed his appreciation for the Boz Scaggs concert at the Virginia Theatre. He noted working with the Operations Department on several items and he shared his concern for staff who had witnessed an incident of violence at Centennial High School and offered his support and recommended help for staff if needed.

Commissioner Kuhl asked if staff had received a response to inquiries to the City related to the distribution of American Rescue Plan funds. Mr. DeLuca responded that staff had sent two letters to the City and County and had not yet received a response.

Commissioner Kuhl also requested more information on the status of the IDNR grant at HK Park. Mr. DeLuca responded that the project is considered substantially complete with a few minor tasks left to be completed. Commissioner Solon noted that grass seed is expected to increase in cost.

Adjourn

There being no further business to come before the Board, Vice President Hays made a motion to adjourn the meeting. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Commissioner Solon – yes; Vice President Hays – yes; and President Miller – yes. The motion passed 4-0 and the meeting was adjourned at 8:03 p.m.

Approved

Kevin J. Miller, President

Jarrod Scheunemann, Secretary