

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

December 8, 2021

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, December 8, 2021 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. Citizens were given the opportunity to participate in the teleconference at the web address: <https://us02web.zoom.us/j/86949973253?pwd=djlHUmwvcFpZak9EZzZrU0pBaEtEQT09> 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 December 8, 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 Jane L. Solon and Barbara J. Kuhl, Treasurer Brenda Timmons, Attorney Guy C. Hall, Joseph DeLuca, Executive Director, and Jarrod Scheunemann, Secretary and Director of Administrative Services. Present electronically: Timothy P. McMahon.

Staff present in-person: Andrea Wallace, Director of Finance, Chelsea Norton, Director of Marketing and Communications, Heather Miller, Interim Director of Human Resources, Jameel Jones, Director of Recreation, Jimmy Gleason, Director of Revenue Facilities, Alexis Webb, Youth Theatre Director, Bret Johnson, Assistant Director of Operations, Cody Flowers, Sport Coordinator, Erin Dietmeier, Horticulture Supervisor, Grace Tissier, CUSR Manager, Jimmy Hutchcraft, Maintenance Specialist, Joe Kearfott, Assistant Director of Administrative Services, Justice Miller, Sports Manager, Katy Denight, Graphic Designer, Misty Stocking, Leonhard Recreation Center Facility Coordinator, Rachel Voss, Marketing Manager, Ryan Musgrove, Grounds Worker, Sean Hurst, Springer Cultural Center Facilities Coordinator, Shannon Clarkson, Accounts Payable Coordinator, Stacey Cornell, Tennis Manager, and Tommy Buhr, Grounds Supervisor.

Staff present electronically: Steven Bentz, Director of the Virginia Theatre, Bailey Walden, Horticulture Worker 1, Brandon Martin, Leonhard Recreation Center Manager, Brittany Fairfield, Aquatics and Fitness Manager, Dannon Dripps, Leonhard Recreation Center Facility Coordinator, Josh Borchardt, Special Project Specialist, Shannon Walter, Leonhard Recreation Center Program Manager, and Thomas Albers, Horticulture Specialist.

Brian Holding attended the meeting in-person to receive the Honorary Commissioner Award.

Additionally, Jean Flood from the League of Women's Voters virtually attended the meeting.

Call to Order

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

Presentation

President Miller presented the Champaign Park District's Honorary Commissioner Award to Brian Holding for his exemplary service in connection with Human Kinetics Park, the Martens Center, and the Parks Foundation.

Mr. DeLuce and several Department Heads presented the 2021 Outstanding Employee Awards to the following staff: Bret Johnson, Assistant Director of Operations, Cody Flowers, Sport Coordinator, Grace Tissier, CUSR Manager, Jarrod Scheunemann, Director of Administrative Services, Joe Kearfott, Assistant Director of Administrative Services, Justice Miller, Sports Manager, Katy Denight, Graphic Designer, Sean Hurst, Springer Cultural Center Facilities Coordinator, Shannon Clarkson, Accounts Payable Coordinator, and Tommy Buhr, Grounds Supervisor.

Comments from the Public

None.

Communications

President Miller stated that the Board had received and reviewed the communications.

Treasurer's Report

Treasurer Timmons presented the Treasurer's Report for the month of November 2021. She stated the Park District's finances had been reviewed and were found to be in appropriate order.

Discussion ensued regarding PayCom's customer service and technical support.

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

Executive Director's Report

None.

Committee and Liaison Reports

Champaign Parks Foundation

President Miller presented the report. He congratulated the Foundation and CUSR staff for their efforts in the Doublegood Popcorn fundraiser for CUSR scholarships. He commended their efforts that achieved over \$10,000 in popcorn sales, totaling over \$5,000 in donations for CUSR toward its scholarship funds.

President Miller also thanked Foundation for serving hot chocolate to solicit donations and raise awareness for the Parks Foundation at the Prairie Farm Holiday Lights show.

Report of Officers

Attorney's Report

Attorney Hall reported that he had been working on several routine matters for the Park District. He updated the Board on the Park District's course of action regarding its Human Kinetics Park IDNR grant matter.

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.

1. Approval of Minutes of the Regular Board Meeting, November 10, 2021.

2. Acceptance of the FY21 Audit Report as presented.

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

New Business

1. Approval of Disbursements

Staff recommended approval of disbursements for the period beginning November 11, 2021 and ending December 8, 2021.

Commissioner Kuhl made a motion to approve the list of disbursements for the period beginning November 11, 2021 and ending December 8, 2021. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: President Miller – yes; Vice President Hays – yes; Commissioner McMahon – yes; Commissioner Solon – yes; and Commissioner Kuhl – yes. The motion passed 5-0.

2. Approval of Staff Wage and Wage Classifications

Vice President Hays reported that inflation, minimum wage increases, and hiring and retention concerns had led the Board and staff to research possibilities to address wage compression for full-time employees. He stated that the Board's approach would comprehensively address wage compression through updates to its fee schedule, consolidation, and performance metrics to attempt to limit the effect upon youth programming and resident taxpayers in the process. Vice President Hays added that staff members are the Park District's greatest assets and he hoped this opportunity would provide its leadership with another tool to help attract and retain high-quality staff.

President Miller noted the impact of wage compression, especially for front-line staff, and the Board's desire to offer a competitive employee compensation program.

Commissioner Solon made a motion to approve amounts for full-time staff wage adjustments and wage classification (excluding assistant directors, department heads, and the executive director) updates totaling \$62,500 effective December 1, 2021 through April 30, 2022, and \$150,000 from May 1, 2022 through April 30, 2023. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Vice President Hays – yes; Commissioner McMahon – yes; President Miller – yes; Commissioner Solon – yes; and Commissioner Kuhl – yes. The motion passed 5-0.

3. Approval of Resolution to Appoint Illinois Municipal Retirement Fund (IMRF) Authorized Agent

Mr. DeLuce reported that due to a recent resignation, staff recommends Board approve a resolution appointing Heather Miller as the IMRF Authorized Agent. He stated that IMRF requires participating public bodies to appoint an authorized agent by adoption of a resolution by the governing Board.

Commissioner Solon asked if this appointment would require training. Mr. DeLuce responded that staff would investigate if training is necessary and offered his support to Ms. Miller, if needed.

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

4. Approval of Resolution to Appoint MissionSquare Retirement Plans Coordinator

Staff recommends Board approval of the resolution appointing the Human Resources Manager as Plans Coordinator (457b and Roth IRA). MissionSquare Retirement requires the governing board of participating public bodies to appoint a plan coordinator by adoption of a resolution.

Discussion and clarifications ensued about benefits distribution, fees, and number of participants. Commissioner Kuhl requested an evaluation of retirement plans offered by MissionSquare.

Vice President Hays made a motion to approve the resolution appointing the Human Resources Manager as the district's plans coordinator (457b and Roth IRA) for MissionSquare. The motion was seconded by Commissioner Kuhl. Upon roll call, the vote was as follows: Commissioner McMahon – yes; President Miller – yes; Vice President Hays – yes; Commissioner Kuhl - yes; and Commissioner Solon – yes. The motion passed 5-0.

5. Approval of Purchase of Furniture, Fixtures, and Equipment for the Wellness Room at the Martens Center

Mr. DeLuce reported that the Board had established a \$300,000 budget to supply furniture, fixtures, and equipment (FF&E) for the Martens Center. He noted that the budget for FF&E at the Martens Center was calculated from the FF&E budget for the construction of the Leonhard Recreation Center, which is a smaller facility that opened seven years ago.

Mr. Jones added that staff had received several quotes through the Park District's joint purchasing program agreement. He reported that the cumulative total of the estimates exceeds the current FF&E budget. He noted that staff expect long pandemic-related lead times when purchases are executed.

Discussion and clarifications ensued related to the terms of the joint cooperative purchasing program agreement, the comprehensive FF&E requirements for the Martens Center, FF&E items included in the construction agreement, projected protocols and use patterns due to the pandemic, the terms of the Don Moyer Boys and Girls Club agreement, public health department requirements for the pandemic and instructional kitchen, solicitation of donors for additional expenses, timelines, projected opening date for the Martens Center, and Ratio Architect's opinions on FF&E in light of the pandemic.

The Commissioners requested that staff contact the Don Moyer Boys and Girls Club to reconsider its operational needs based upon pandemic protocols, review and prioritize the Martens Center FF&E needs within a \$310,000 budget, and prepare a phasing strategy for the remaining requested FF&E items.

Commissioner Kuhl made a motion to approve furniture, fixture, and equipment purchases for the Martens Center not to exceed \$310,000. Staff are requested to prioritize needs and seek approval for items prior to purchase. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Commissioner Solon – yes; Commissioner Kuhl – yes; Vice President Hays – yes; Commissioner McMahon - yes; and President Miller – yes. The motion passed 5-0.

Discussion Items

1. Strategic Plan

Mr. DeLuce requested the Board review the first draft of the Park District's next strategic plan and prepare comments or questions for the next Regular Board meeting.

2. Annual Report, Summer Youth Program

Mr. DeLuce reported that staff had included an annual report about the Summer Youth Program for the Board to review and offered to answer any questions.

3. Annual Report, Revenue Facilities

Mr. DeLuce reported that staff had included an annual report about the Department of Revenue Facilities for the Board to review and offered to answer any questions.

Comments from Commissioners

Commissioner Solon expressed her excitement for the turnout at the Leonhard Recreation Center pickleball tournament and the Winter Nights at Prairie Farm. She shared her appreciation for the quality display of lights at the Winter Nights event.

President Miller also noted that the Winter Nights event had been well received by the community.

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; President Miller – yes; Commissioner McMahon – yes; and Vice President Hays – yes; and Commissioner Solon - yes. The motion passed 5-0 and the meeting was adjourned at 8:19 p.m.

Approved:

Kevin J. Miller, President

Jarrod Scheunemann, Secretary