

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

January 12, 2022

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, January 12, 2022 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 eight 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/86949973253?pwd=djIHUmwvcFpZak9EZzZrU0pBaEtEQT09> 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, January 12, 2022 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, Commissioner Barbara J. Kuhl, Joseph DeLuce, Executive Director, Attorney Guy C. Hall, and Jarrod Scheunemann, Secretary and Director of Administrative Services.

Present electronically: Vice President Craig W. Hays, Commissioners Jane L. Solon, Timothy P. McMahon, and Treasurer Brenda Timmons.

Staff present in-person: Jameel Jones, Director of Recreation, Jimmy Gleason, Director of Revenue Facilities, Heather Miller, Director of Human Resources.

Staff present electronically: Andrea Wallace, Director of Finance, Dan Olson, Director of Operations, Steven Bentz, Director of the Virginia Theatre, Bret Johnson, Assistant Director of Operations, Brittany Fairfield, Aquatics and Fitness Manager, and Stephanie Hege, Virginia Theatre Box Office Manager.

Neil Strack and Brian Kesler of Architectural Expressions, Jean Flood from the League of Women's Voters, Nathan Fleming and Thomas Warda also attended the meeting electronically.

Call to Order

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

Presentation

Mr. DeLuce invited Neil Strack of Architectural Expressions to present an update on the costs and elements of the proposed project at Centennial Park. Mr. DeLuce requested discussion about controlled access at the new pickleball complex. Mr. DeLuce highlighted the dog park as the Park District's only outdoor recreation location with controlled access and membership-issued keyless entry remote transmitters. He stated that the Park District does not require membership or keyless entry at its tennis courts.

Discussion and clarifications ensued regarding prioritizing resident use at the proposed pickleball complex, current regulation of use and access at outdoor Park District amenities; ensuring the new pickleball courts are utilized for their intended purpose, offsetting staff wage increases with non-

resident fees; how to prevent members from “sweet-hearting” access to non-members if controlled access is applied; and fencing requirements and expenses related to keyless entry.

President Miller requested clarification about court lighting and potential revenue generated by tournament play. Mr. Strack responded that the pickleball courts would be lit with directional LED lighting to reduce glare for the surrounding neighborhood. Mr. Gleason responded that the inaugural Leonhard Recreation Center indoor pickleball tournament had over one hundred (100) participants who utilized four (4) courts. He expected increased outdoor tournament participation due to the proposed complex’s eight (8) court configuration.

Mr. DeLuce commented that staff would investigate whether any other pickleball complexes require memberships or keyless entry.

Mr. Strack added that the design documents would be ready for bid in spring, and he anticipated the pickleball complex would be open for play this fall.

Commissioner Solon asked if detention basin expansion would be included in phase one. Mr. Strack responded that Architectural Expressions is working with Farnsworth Group, the original designer of the detention basin, to develop a design to increase its capacity to support runoff from the complex.

Comments from the Public

Nathan Fleming from the Village of Savoy commented that he would be willing to pay a non-resident fee to use the pickleball complex.

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 December 2021. She stated the Park District’s finances had been reviewed and were found to be in appropriate order.

Discussion ensued about strategies to find a new financial controller.

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

Executive Director’s Report

General Announcements

Mr. DeLuce reported that the health insurance agreement and Don Moyer Boys & Girls Club Martens Center use agreement would be made available to the Board for discussion and action at future meetings. He noted staff has reviewed several updates from PDRMA and is developing a plan to address new requirements.

Mr. DeLuce also offered to organize a Board member tour of the Martens Center construction site.

Committee and Liaison Reports

Champaign Parks Foundation

President Miller presented the report. He reported that Foundation Directors are reviewing Park District planning documents.

Report of Officers

Attorney's Report

Attorney Hall reported that his office continued to advise the Park District on several ongoing matters including the development and revisions of several agreements and policies.

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 Joint CPD/UPD Board Meeting, December 2, 2021
2. Approval of Minutes of the Regular Board Meeting, December 8, 2021

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

New Business

1. Approval of Disbursements

Staff recommended approval of disbursements for the period beginning December 8, 2021 and ending January 11, 2022.

Vice President Hays made a motion to approve the list of disbursements for the period beginning December 8, 2021 and ending January 11, 2022. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Commissioner Solon – yes; Vice President Hays – yes; Commissioner McMahon – yes; Commissioner Kuhl – yes; and President Miller – yes. The motion passed 5-0.

2. Approval of Part-Time and Seasonal Wage Increases

Mr. Gleason presented the report. He stated that Illinois' minimum wage had increased to \$12.00 per hour on January 1, 2022. Mr. Gleason also highlighted several recommended wage increases for positions that require special skills or are locally competitive.

Discussion and clarifications ensued regarding the minimum wage increase and wage increases for Park District positions that require special drivers licenses.

Commissioner Kuhl made a motion to approve the updated seasonal pay rates for FY22 and FY23. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Commissioner McMahon – yes; Vice President Hays - yes; President Miller – yes; Commissioner Solon – yes; and Commissioner Kuhl – yes. The motion passed 5-0.

3. Approval of Purchase of Information Technology Equipment for the Martens Center

Mr. Jones reported that staff reviewed the technology equipment needs for the Martens Center and prepared a report for the Board that estimated quantities, expenses, and lead times.

Discussion and clarifications ensued requesting more information about the specific purchases that would be made within the current budget for furniture, fixtures, and equipment for the Martens Center. Mr. DeLuce responded that the Board had approved a budget of \$310,000 at the 12/8/21 Regular Board meeting. He noted that staff had worked to reduce furniture expenses to \$231,076 and technology equipment expenses to \$71,270 to stay within the phase one budget.

Discussion ensued clarifying the original development of the furniture, fixture, and equipment budget and Board expectations of future spending for this budget line item.

Commissioner Kuhl requested that a monthly financial report about the Martens Center project be provided to the Board.

Commissioner Solon highlighted the short serviceable lifespan of technology equipment and that the Board and staff should account for future replacement costs when considering these purchases.

Discussion ensued in regard to Martens Center wayfinding, furniture purchases by the Don Moyer Boys and Girls Club, the equipment purchasing process, and requesting reduced rates from vendors due to the Martens Center underserved population service area.

Commissioner Kuhl made a motion to approve the purchase of technology equipment for the Martens Center totaling \$71,270. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Commissioner McMahon – yes; Commissioner Kuhl – yes; Vice President Hays – yes; President Miller – yes; and Commissioner Solon – yes. The motion passed 5-0.

4. Approval of a Resolution Authorizing the Destruction of Recordings of Executive Sessions and Disaster-Related Remote Participation for Regular and Special Meetings

Mr. Scheunemann presented the report. He stated that this action was an annual housekeeping matter. He added that staff recommended approval of a resolution authorizing the destruction of recordings of executive sessions and disaster-related remote participation recordings for Regular and Special Meetings.

Commissioner Solon made a motion to approve a resolution authorizing, approving and ordering the destruction of the verbatim audio records of the following executive sessions and disaster-related remote participation Regular and Special Meetings: February 12, 2020; March 11, 2020; April 8, 2020 (Disaster); April 20, 2020 (Disaster); May 13, 2020 (Disaster); May 27, 2020 (Disaster) June 10, 2020 (Disaster); June 24, 2020 (Disaster); and July 8, 2020 (Disaster). The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: President Miller – yes; Commissioner Kuhl – yes; Vice President Hays – yes; Commissioner McMahon – yes; and Commissioner Solon – yes. The motion passed 5-0.

Old Business

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

Mr. Jones presented the report. He reported that staff had reached out to vendors after the 12/8/21 Regular Board meeting and received reduced and updated estimates from Stocks Furniture and Direct Fitness Solutions. The Don Moyer Boys and Girls Club would now also be required to purchase its own furniture for the Martens Center. The Direct Fitness Solutions product estimate encompassed the first-floor needs. Second floor fitness product would be shifted to phase two if membership and programming registrations signal the need for additional equipment.

Discussion and clarifications ensued regarding the Martens Center financial report, capital campaign contributions, and investment income and fees. Ms. Wallace responded that less than \$200,000 in campaign pledges remain.

Commissioner Kuhl requested a recommendation from Ratio Architects to determine if the Board should consider installing an air filtration system in the Martens Center.

President Miller requested a detailed report about revisions to the furniture estimates and where the furniture would be located throughout the Martens Center. Discussion ensued.

Commissioner Kuhl made a motion to approve the purchase of office furniture and exercise equipment for the wellness room at the Martens Center that have been bid through a cooperative government purchasing program totaling \$231,076.42. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Commissioner Solon – yes; Vice President Hays – yes; Commissioner Kuhl – yes; Commissioner McMahon – yes; and President Miller – yes. The motion passed 5-0.

Discussion Items

1. Park District Facility Fee Schedule

Mr. DeLuce reported that Mr. Jones, Mr. Olson, and Mr. Gleason had calculated that recommended fee increases would generate an estimated additional \$40,000 to \$50,000 in revenue. He also noted that staff are investigating porta-potty vendors to provide renters with multiple preferred vendor options. Mr. DeLuce added that pool renter fees included associated pool staff wages. He stated that the Urbana Park District had agreed to raise dog park fees as part of its reciprocal agreement with the Champaign Park District. Staff are also reviewing non-resident fee policies for programming and are investigating what the market will bear.

Discussion ensued regarding the cancellation of programs if resident participation does not equal minimum participation numbers, increasing specialty service fees, introductory pricing for Martens Center memberships and use, joint-use memberships, offsetting the seven percent (7%) inflation increase, and the targeted approval date for the facility fee schedule.

2. Y23-FY25 Mission, Vision, and Strategic Plan

Mr. Scheunemann presented the report. He highlighted staff's process for gathering input for the Park District's next strategic plan. Mr. Scheunemann outlined the mission, vision, values, workplace culture statements, SWOT analysis, and initiatives, goals, and action steps.

The Commissioners requested a Word version of the strategic plan. Staff were also requested to divide the plan draft into segments for the Board to review and discuss at future Board meetings.

Vice President Hays expressed his desire to conduct business during the first Regular Board meeting of each month and to offer a Study Session for the second Board meeting of each month.

3. FY23 Capital Budget and the 2023-2032 Capital Improvement Plan

Mr. DeLuce reported that Mr. Olson was leading the capital improvement planning process this year.

Mr. Olson noted that he had met with staff throughout the Park District to prepare the capital improvement plan. He added a section representing annual reoccurring capital projects totaling \$1,200,000. New or rollover projects totaled \$1,878,000. Mr. Olson commented that pandemic-related supply chain and contractor staff absenteeism challenges would continue into the foreseeable future.

He also stated that the Board and staff could choose to reduce the number of capital improvement projects this year after a few years of major construction work.

Commissioner Solon commented that a reduced capital improvement project load would be helpful with regard to opening the Martens Center and finishing the Spalding Park renovation.

President Miller stated that he appreciates the annual placeholders for reoccurring projects.

4. COVID-19 Protocol at the Virginia Theatre

President Miller reported that the Park District had been following the CDC and Champaign-Urbana Public Health Department's COVID-19 regulations by mandating masking at all indoor facilities, including the Virginia Theatre, as well as eliminating concessions to limit the need for patrons to lower their masks when attending events.

Mr. DeLuce added that other local large indoor event providers such as the University of Illinois and Unit 4 School District had adopted a COVID-19 vaccine or negative test entry policy.

Mr. Bentz noted that the COVID-19 vaccine or negative test entry policies had been widely adopted at theaters across the country and that the Virginia Theatre's staff were prepared to implement the protocol while doing their best to limit wait times for entry.

Discussion ensued praising Virginia Theatre staff for their resilience, masking enforcement, and creativity, the impacts of potential policy changes, and the status of current ticket sales.

It was the consensus of the Board to continue to follow CDC and Champaign-Urbana Public Health Department regulations at the Virginia Theatre.

Comments from Commissioners

None.

Executive Session

Vice President Hays moved pursuant to the bases set forth below to convene into Executive Session. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Commissioner McMahan – yes; Commissioner Kuhl – yes; Vice President Hays – yes; Commissioner Solon – yes; and President Miller - yes. The motion passed 5-0. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2(c)(11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting and (c)(21) for the discussion of minutes of meetings lawfully closed under this Act, whether for purpose of approval by body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

Return to Regular Meeting

Following the adjournment of the Executive Session, the Board reconvened in open meeting.

Executive Session Action Item

Approval to Make Available for Public Viewing Executive Session Minutes

Commissioner Solon made a motion to approve making available for public viewing certain minutes from Executive Session meetings on approval making available for public viewing certain minutes from Executive Session meetings on May 24, 2017, July 11, 2018, July 14, 2021, and July 28, 2021. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: President Miller –

yes; Commissioner Kuhl – yes; Vice President Hays – yes; Commissioner Solon – yes; and Commissioner McMahon – yes. The motion passed 5-0.

Adjourn

After the Executive Session, 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 Kuhl. Upon roll call, the vote was as follows: Vice President Hays – yes; Commissioner Solon – yes; Commissioner Kuhl – yes; President Miller – yes; and Commissioner McMahon – yes. The motion passed 5-0 and the meeting was adjourned at 9:22 p.m.

Approved:

Kevin J. Miller, President

Jarrod Scheunemann, Secretary