

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

**March 9, 2022**

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, March 9, 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 fifteen individuals identified below were physically present at 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, March 9, 2022 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 Kevin J. Miller, Commissioner Jane L. Solon, Attorney Guy C. Hall, Treasurer Brenda Timmons, Joseph DeLuce, Executive Director, and Jarrod Scheunemann, Secretary and Director of Administrative Services.

Present electronically: Vice President Craig W. Hays and Commissioner Barbara J. Kuhl.

Excused absence with prior notice duly given: Timothy P. McMahon.

Staff present in-person: Andrea Wallace, Director of Finance, Andrew Weiss, Director of Planning, Dan Olson, Director of Operations, Heather Miller, Director of Human Resources, Jameel Jones, Director of Recreation, Jimmy Gleason, Director of Revenue Facilities, Bret Johnson, Assistant Director of Operations, and Joe Kearfott, Assistant Director of Administrative Services.

Staff present electronically: Chelsea Norton, Director of Marketing and Communication, Steven Bentz, Director of the Virginia Theatre, and Kevin Weaver, Network Administrator.

Jayne DeLuce from Visit Champaign County was an in-person attendee.

Neil Strack and Brian Kesler from Architectural Expressions, Jean Flood from the League of Women's Voters, and Joy Okumu also attended the meeting electronically.

**Call to Order**

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

**Presentation**

Jayne DeLuce from Visit Champaign County updated the Board about the African American Heritage Trail (AAHT) initiative. Members of the initiative had previously presented concepts for updating Skelton Park as part of the AAHT effort. Ms. DeLuce explained that after analyzing

expenses the initiative members had developed a phasing plan for the AAHT. The first phase total project cost is estimated at \$500,000 and includes a walkway, sculpture, musical instruments, and shade structure upgrades at Skelton Park.

Discussion and clarifications ensued regarding the AAHT's project timeline when compared with the City's Boneyard Creek project timeline, as well as the timeline for the Park District bus "wrap" promoting the history of Douglass Park.

The Commissioners thanked Ms. DeLuce for her presentation and stated they were looking forward to the initiatives efforts to update Skelton Park.

### **Comments from the Public**

None.

### **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.

Treasurer Timmons noted that certificate of deposit interest rates are increasing and staff are transferring reserve funds into these type of accounts as appropriate and available.

Commissioner Solon made a motion to accept the Treasurer's Report for the month of February 2022. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Vice President Hays – yes; Commissioner Solon – yes; and President Miller - yes. The motion passed 4-0.

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

#### Introduction of Interns

Mr. DeLuce reported that the Recreation Department had hired two interns. Mr. Jones was asked to introduce the interns. Mr. Jones welcomed Sean Callahan and Destiny Rohwedder to the Park District for the spring semester. The interns highlighted their plans after graduation and their involvement in the Park District's egg hunt event as well as their work with the Douglass Community Center seniors' program.

Mr. DeLuce asked the Board to consider several dates for the grand opening of the Martens Center.

Mr. DeLuce also requested that the Board consider a Special Meeting on March 23, 2022 to review a potential structured cabling project at the Bresnan Meeting Center. The Board agreed by consensus to host a Special Meeting on that date.

### **Committee and Liaison Reports**

#### Champaign Parks Foundation

President Miller reported that the Parks Foundation Directors are launching another popcorn fundraiser in the near future and he encouraged Board members to participate.

## **Report of Officers**

### Attorney's Report

Attorney Hall reported that he had been working on a number of matters for the Park District, including bid documents, change orders, contracts, and compliance items.

### President's Report

President Miller reported that he had discussed the HK Park grant matter with Senator Scott Bennett at the Illinois Association of Park Districts Legislative Conference and is waiting on an update and action from his office.

## **Consent Agenda**

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

1. Approval of Minutes of the Regular Board Meeting, February 9, 2022
2. Approval of the Minutes of the Special Board Meeting, February 23, 2022
3. Approval of the Illinois Park and Recreation Association Environmental Report Card

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: President Miller – yes; Vice President Hays – yes; Commissioner Kuhl – yes; and Commissioner Solon – yes. The motion passed 4-0.

## **New Business**

### 1. Approval of Disbursements

Staff recommended approval of disbursements for the period beginning February 9, 2022 and ending March 10, 2021.

Commissioner Solon made a motion to approve the list of disbursements for the period beginning February 9, 2022 and ending March 8, 2022. 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, and President Miller – yes. The motion passed 4-0.

### 2. Approval of Permit for Champaign County Humane Society Mutt Strut Event at Mattis Park

Mr. Scheunemann presented the report. He highlighted details from a permit request by the Champaign County Humane Society to use Mattis Park for its Mutt Strut fundraising event. This permit request asked the Park District to allow the sale of alcohol at a secure location within the park during the event. Mr. Scheunemann noted that Ordinance 618: Regulating the Use of Parks and Property Owned or Controlled by the Champaign Park District states in chapter six (6), section four (4), permitted the sale, delivery, or consumption of alcoholic beverage to any person over the age of 21 within a specified area owned by the Park District, as authorized by the Park District from time to time.

Discussion ensued regarding liability, security, public perception, alternative options for the location of the sale of alcohol for the event, and an update to Ordinance 618.

Vice President Hays made a motion to approve the permit for an alcohol-free Champaign County Humane Society's Mutt Strutt event. The motion was seconded by Commissioner Solon. 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.

### 3. Approval of FY22-FY23 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 six (6) vendors had submitted bids. He stated that the Park District's need had increase in the last year from \$21,338.91 in FY20-FY21 to \$37,713.87 in FY21-FY22 due expected increases in programming because of reduced COVID-19 restrictions. Mr. Gleason commented that the bids were best estimates and totals could be adjusted when orders are placed.

Commissioner Solon commented that she was pleased to see a bid from a local vendor.

Vice President Hays 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 \$37,713.87 as follows: Will Enterprise in the amount of \$2,417.91; The Lifeguard Store in the amount of \$5,200.00; Sunburst Sportswear in the amount of \$26,346.15; and Leadaz Athletic Footwear in the amount of \$3,749.75. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; President Miller – yes; Vice President Hays – yes, and Commissioner Solon. The motion passed 4-0.

### 4. Approval of Bids for Mowing Services

Mr. Johnson presented the report. He noted that the mowing services agreements are two-year contracts with option to renew for an additional two years. Mr. Johnson stated that these bids included roughly half of the mowing sites.

Discussion ensued related to the bidder's locations.

Vice President Hays made a motion to authorize the Executive Director enter into contracts with the low bidders (D&R Lawn Care in the amount of \$2,075 per month for groups 1 & 4, C&C Custom Services in the amount of \$1,785 per month for groups 2, 5 & 7, Bill's Lawn Care in the amount of \$950 per month for group 3, Dun Right in the amount of \$1,800 per month for group 6, Scotty's Turf in the amount of \$1,025 per month for groups 8 & 9) for mowing services for a period beginning April 4, 2022 through November 2023; that in the event of a contractor forfeiting their contract prior to its completion, the Executive Director proceed to the next, lowest responsive bidder and enter into a contractual arrangement for the remainder of the original contract; as well as authorize the Executive Director to extend Scotty's Turf contract for two (2) years in the amount of \$1,000 per month for Douglas, Wesley and MLK Trail. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: President Miller – yes; Commissioner Kuhl – yes; Vice President Hays – yes; and Commissioner Solon. The motion passed 4-0.

### 5. Approval of Bid for the North Champaign Trail Extension

Mr. Weiss reported that staff recommends awarding the construction contract to Duce Construction Company in the amount of \$29,725.00 and authorize the Executive Director to enter into the contract.

Commissioner Solon made a motion to approve awarding the construction contract to Duce Construction Company in the amount of \$29,725.00 and authorize the Executive Director to enter into the contract. The motion was seconded by Commissioner Kuhl. Upon roll call, the vote was as

follows: Commissioner Kuhl – yes; Vice President Hays - yes; Commissioner Solon – yes; and President Miller - yes. The motion passed 4-0.

#### 6. Approval of Bid for Leonhard Recreation Center Access Drive

Mr. Olson reported that Architectural Expressions had developed the design, engineering, and bid documents for the project. He noted that this driveway will allow access to the Leonhard Recreation Center from Kenwood Road as well as an ADA egress and expanded programming space.

Mr. Olson stated that six (6) bids had been received and four (4) out of the six bids did not include affirmative action forms due to clerical errors. Mr. Strack added that it was made public that the bids did not include this documentation and that bidders would have five (5) days to protest the award after the bid is approved. Discussion ensued.

Commissioner Kuhl asked if the City had approved all permits for this project. Mr. Strack responded that he had sent the drawings to the City and had not received confirmation.

Vice President Hays made a motion to table approval of awarding the Leonard Recreation Access Drive construction agreement until permits had been approved by the City. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: President Miller – yes; Commissioner Solon - yes; Commissioner Kuhl – yes; and Vice President Hays - yes. The motion passed 4-0.

#### 7. Approval of Change Order No 4 for Virginia Theatre HVAC Project

Mr. Johnson presented the report. He reviewed the three-year history of the project. The HVAC unit on the southwest corner of the Virginia Theatre roof is now five (5) to six (6) feet higher above the roof deck when compared to the previous model. Due to this fact, the Board is requested to consider a change order to add steel rails and grating for life safety updates to support any individual who would need to service this HVAC unit. Mr. Johnson added that this change order would place the project at approximately \$9,000 over budget, but approximately \$13,000 in anticipated Ameren incentives would offset this overage.

Discussion ensued about the engineer's role and related omission as well as staff's priority to field verify the drawings and protect Park District's assets throughout construction.

Commissioner Kuhl made a motion to approve a resolution authorizing change order #4, with Reliable Plumbing and Heating, for the additional steel work, in the amount of \$54,432. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Vice President Hays – yes; President Miller - yes; Commissioner Solon – yes; and Commissioner Kuhl - yes. The motion passed 4-0.

#### 8. Approval of New Phone System

Mr. Scheunemann reported the Park District's current Toshiba phone system has outlived its useful life-expectancy and is no longer a supported product. Staff investigated several options for replacement, specifically voice over internet phone systems. The lowest bid that staff received was from a local vendor, DNDC, which employs a cloud-based phone system platform entitled, Crexendo. DNDC offered options to purchase new phones and also lease-to-own phones for the duration of three (3) or five (5) year agreements. Staff also recommended the Board allocate an additional \$6,000 to support software integration, the purchase of headsets, and potential consulting fees.

Discussion and clarifications ensued regarding product testing, references, and pricing discrepancies.

Commissioner Solon made a motion to table approving a new phone system until staff clarified lease-to-own pricing questions with DNDC. The motion was seconded by Commissioner Kuhl. Upon roll call, the vote was as follows: Vice President Hays – yes; Commissioner Kuhl - yes; Commissioner Solon – yes; and President Miller - yes. The motion passed 4-0.

### **Discussion Items**

None.

### **Comments from Commissioners**

None.

### **Executive Session**

Commissioner Solon moved pursuant to the bases set forth below to convene into Executive Session. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Vice President Hays – yes; Commissioner Solon – yes; and President Miller - yes. The motion passed 4-0. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2 (c)(5) The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired, (c)(6) The setting of a price for sale or lease of property owned by the public body, and (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.

### **Return to Regular Meeting**

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

### **Executive Session Action Item**

None.

### **Adjourn**

After the Executive Session, there being no further business to come before the Board, Commissioner Solon made a motion to adjourn the meeting. 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; and Commissioner Solon – yes. The motion passed 4-0 and the meeting was adjourned at 9:22 p.m.

Approved:

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Kevin J. Miller, President

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Jarrod Scheunemann, Secretary