

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

March 23, 2022

The Champaign Park District Board of Commissioners held a Special Board Meeting on Wednesday, March 23, 2022 at 5:30 p.m. 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 Special Board Meeting occurred pursuant to published notice duly given. President Miller presided over the meeting. The nine 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 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 23, 2022 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 Jane L. Solon, Attorney Guy C. Hall, Joseph DeLuce, Executive Director, and Jarrod Scheunemann, Assistant to the Executive Director / Secretary.

Present electronically: Vice President Craig W. Hays, Commissioners Barbara J. Kuhl and Timothy P. McMahan

Treasurer Brenda Timmons was excused as absent with prior notice duly given.

Staff present in person: Andrea Wallace, Director of Finance, Dan Olson, Director of Operations, Heather Miller, Director of Human Resources, Jameel Jones, Director of Recreation,

Staff present electronically: Steven Bentz, Director of the Virginia Theatre

Call to Order

President Miller called the meeting to order at 5:30 p.m.

Comments from the Public

None.

New Business

1. Approval of Updating the Policy on Alcohol Use in the Parks and Facilities

Mr. DeLuce reported that a non-profit organization had requested the ability to serve alcohol at an event on Park District property. The Board denied the request to serve alcohol and staff have revised the Park District's alcohol policy to confirm the Park District is the only user that is allowed to serve alcohol in specific circumstances on Park District property or during Park District special events.

Commissioners Solon and Kuhl clarified the policy's statement to read "Park District sanctioned event."

Commissioner Kuhl made a motion to approve changes to the Drug and Alcohol Abuse policy as stated below:

Section 4. Alcohol or Drug Use

No person shall upon or in connection with any property of the Park District possess, give away, sell, serve, dispense or consume any alcoholic beverage; provided however, that the sale, possession and consumption of alcoholic beverages to or by any person 21 years or older in a specified Park District building, or within a specified area owned by the Park District, or a Park District sanctioned event shall be permitted. No person shall upon or in connection with any property of the Park District possess, sell, deliver, smoke, inhale, inject, eat, chew, swallow, or otherwise ingest in any manner whatsoever any narcotic drug, or illegally possessed controlled substance; provided any person found to be in violation of this section shall be subject to arrest or ejected from the park or facility premises.

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

2. Approval of Bid for Leonhard Recreation Center Access Drive

Mr. Olson presented the report. He indicated that all permits are approved by the City. He stated that staff recommends that the Board of Commissioners reject Alternate 1 (trash enclosure) and accept the base bid from Duce Construction Company for \$58,675.00 and allow the Executive Director to enter into a contract for the work.

Commissioner McMahon made a motion to approve rejecting Alternate 1 (trash enclosure), accept the base bid from Duce Construction Company for \$58,675.00 and allow the Executive Director to enter into a contract for the work. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Vice President Hays – yes; Commissioner Kuhl – yes; President Miller – yes; Commissioner McMahon – yes; and Commissioner Solon -yes. The motion passed 5-0.

3. Approval of the Updating of the Wiring with the Bresnan Meeting Center.

Mr. Scheunemann reported that the structured cabling project in the Bresnan Meeting Center would replace aging infrastructure and address several safety concerns through the installation of a uniform and efficient internet wiring system.

Commissioner Solon made a motion to approve the agreement with Heart Technologies for the structured cabling project at the Bresnan Meeting Center in the amount of \$31,052.05. The motion was seconded by Commissioner Kuhl. 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.

4. Approval of New Phone System.

Mr. Scheunemann presented the report. He noted that this item was tabled at the March 9, 2022 Regular Board meeting due to pricing discrepancies. Mr. Scheunemann stated that the quote had been revised to reflect the correct pricing. Staff recommends that the Park District approve an agreement with DNDC to purchase and install the Crexendo system, pursuant to a five-year agreement that includes the purchase of desk and office phones totaling \$95,066.93 and \$6,000 for additional infrastructure upgrades, and authorize the Executive Director execute the contract after review and approval by the Park District's legal counsel.

Commissioner Solon made a motion to approve the purchase of desk and office phones and a five-year agreement with DNDC to purchase and install a Crexendo phone system totaling \$95,066.93

and an additional \$6,00 for additional infrastructure upgrades. 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.

5. Approval of Bid for Exergame Equipment for the Martens Center.

Mr. Jones reported that staff had received one bid at the opening for the Exergame Equipment totaling \$125,445.00, which is \$95,988.67 over the original \$310,000.00 appropriation for Martens Center furniture, fixtures, and equipment needs.

Discussion and clarifications ensued regarding the type of equipment, the equipment's lifespan, expected maintenance costs, warranty terms, vendor responsiveness, expected age and use patterns, the demographics of the serviceable area of the Martens Center, target markets, Don Moyer Boys and Girls Club participant's schedule, expectations for software updates, the location of service technicians, and additional gaming equipment/tables that would be provided by the Don Moyer Boys and Girls Club.

Thereafter, Commissioner Kuhl made a motion to approve accepting the bid from lowest responsible bidder, Exergames in the amount of \$125,445.00 for the electronic exercise gaming equipment for the Martens Center. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Vice President Hays – yes; Commissioner McMahon – yes; Commissioner Solon – yes; Commissioner Kuhl; and President Miller - yes. The motion passed 5-0.

Discussion

1. Don Moyer Boys and Girls Club Agreement

Mr. DeLuce reported that new recommended terms resulted from further negotiations with the Don Moyer Boys and Girls Club, such as, a suggested contract duration of ten (10) years with three (3) options for five (5) year extensions. Mr. DeLuce noted that Mr. Jones had forecasted operational expenses for the Martens Center by developing a formula involving hours of operation, estimated expenses, and percentage of use by square footage. Mr. DeLuce estimated the Boys and Girls Club share of expenses to fall between \$35,517 per year and \$39,000 per year. Mr. DeLuce noted that pricing and expenses would be evaluated at the end of 2024. He requested clarification from the Board regarding its preference for the agreement's terms.

Discussion and clarifications ensued related to the Boys and Girls Club's financial position, the process to evaluate and share common area maintenance expenses, the process to identify and list possible common area maintenance expenses, and the process to reconcile actual expenses when compared to projected expenses.

The Commissioners requested Attorney Hall to revise the license agreement to reflect an initial duration of ten (10) years provided that the agreement is reevaluated after eighteen (18) months. Attorney Hall was also requested to work with Commissioner Solon to establish terms regarding anticipated expenses related to rent, maintenance, and insurance expenses. The expectation that the first annual payment from the Boys and Girls Club would total \$38,000 prior to the eighteen (18) month evaluation, which may revise the Boys and Girls Club payment based upon variable costs.

Comments from Commissioners

Commissioner Solon commented that it was nice to visit the Leonhard Recreation Center after the Governor's COVID-19 mask mandate has been lifted.

President Miller noted increased use of Eisner Park with the onset of spring and recommended staff increase efforts to pick up litter and consider yard signs to remind visitors where to place their trash as a result.

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 McMahon – 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 5ILCS Par. 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.

Commissioner Kuhl departed the meeting at 7:00 p.m.

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 Commissioner McMahon. Upon roll call, the vote was as follows: President Miller – yes; Commissioner McMahon – yes; Vice President Hays – yes; and Commissioner Solon – yes. The motion passed 4-0 and the meeting was adjourned at 7:04 p.m.

Approved:

Kevin J. Miller, President

Jarrod Scheunemann, Secretary