

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

**April 13, 2022**

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, April 13, 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 fourteen 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, April 13, 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, Commissioners Jane L. Solon and Barbara J. Kuhl, Treasurer Brenda Timmons, Attorney Guy C. Hall, Joseph DeLuce, Executive Director, and Jarrod Scheunemann, Secretary and Director of Administrative Services.

Present electronically: Vice President Craig W. Hays and Commissioner Timothy P. McMahon.

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, Jimmy Gleason, Director of Revenue Facilities, Bret Johnson, Assistant Director of Operations, and Ryan McGrath, Revenue Facilities Intern.

Staff present electronically: Chelsea Norton, Director of Marketing and Communication and Sean Hurst, Springer Cultural Center Facilities Coordinator.

Jean Flood from the League of Women Voters also electronically attended the meeting.

**Call to Order**

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

**Comments from the Public**

None.

**Communications**

None.

**Treasurer's Report**

Treasurer Timmons presented the Treasurer's Report noting revenue and expenses for the month of March 2022. She stated the Park District's finances had been reviewed and were found to be in appropriate order.

Discussion ensued about hiring a new part-time accounting staff member and the status of accountant search for the Finance Department.

Commissioner Solon made a motion to accept the Treasurer's Report for the month of March, 2022. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Commissioner McMahan – yes; Vice President Hays – yes; President Miller – yes, Commissioner Kuhl – yes; and Commissioner Solon – yes. The motion passed 5-0.

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

Mr. DeLuce thanked the Board and staff for sending flowers in memory of his father-in-law, Jim Turpin.

He also mentioned that it had been announced that the Illinois state budget contains an appropriation of \$56 million dollars for the Illinois Department of Natural Resources (IDNR) Open Space Land Acquisition and Development (OSLAD) grant program. Mr. DeLuce asked the Board if it would consider the Centennial Park pickleball complex project for an OSLAD grant application.

Discussion and clarifications ensued regarding the current phasing plan for the potential pickleball complex; the elements of each phase; the estimated timeline for the project and delay effect of OSLAD grant applications; the OSLAD grant application scoring system; estimates for each phase of the pickleball complex project; and other project possibilities for an OSLAD grant application. After discussion the board consensus was to proceed as currently planned.

Mr. DeLuce agreed to develop a list of potential projects for the Board to consider for an OSLAD grant application. The Commissioners requested that the list include construction and operations estimates.

### **Committee and Liaison Reports**

#### Champaign Parks Foundation

President Miller presented the report. He noted that several Directors are seeking reappointment to the Foundation Board and that three (3) openings are also available.

President Miller requested the Board review the invite list for the pre-opening event at the Martens Center. Vice President Hays agreed and asked the Board and staff to ensure that the Mayor, City Council members, and State Legislators be invited.

President Miller reminded the Board that the Martens Center pre-opening event would be held on June 23<sup>rd</sup> and the grand opening event would held on June 25<sup>th</sup>.

### **Report of Officers**

#### Attorney's Report

Attorney Hall reported that he had been working on a number of matters for the Park District, including an amendment to the terms of service with Crexendo, and an agreement with the Don Moyer Boys and Girls Club. He drew attention to several items the Board could address in the near future such as, title insurance for the Martens Center and the ballot box agreement with the County Clerk.

Discussion ensued regarding the timeline and process for lease agreements.

### President's Report

President Miller reported about his recent tour of the Martens Center with Commissioner McMahon and Mr. Jones. Discussion and clarifications ensued in relation to the Martens Center operations, shared use, and marketing plans.

Ms. Norton responded that marketing staff members have developed design elements to support a comprehensive approach to promote memberships through flyers, handouts, media buys, press releases, and social media.

Vice President Hays highlighted the importance of engaging interested residents to secure memberships prior to the grand opening. He stated that he and his wife will donate funds to support scholarships for initial memberships.

Discussion and clarification ensued about the official opening of the Martens Center, when the Don Moyer Boys and Girls Club would begin programming, and whether a joint membership would be available for the Leonhard Recreation Center and Martens Center members.

### **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, March 9, 2022
2. Approval of Minutes of the Executive Session, March 9, 2022
3. Approval of Minutes of the Special Board Meeting, March 23, 2022
4. Approval of the Minutes of the Executive Session, March 23, 2022
5. Approval of the Disbursement of \$5,000 for 2022 Executive Committee of the Champaign County Community Coalition Membership Dues
6. Approval of a Resolution Appointing Emily Corum and Kathy Aquino to the Board of Directors of the Champaign Parks Foundation to a Three-Year Term That Expires in May, 2025.

The Commissioners discussed the duration of the Boys and Girls Club agreement addressed at the March 23, 2022 meeting.

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

### **New Business**

1. Approval of Disbursements

Staff recommended approval of disbursements for the period beginning March 10, 2022 and ending April 13, 2022.

Commissioner Kuhl made a motion to approve the list of disbursements for the period beginning March 10, 2022 and ending April 13, 2022. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Commissioner Solon – yes; Commissioner Kuhl – yes; President Miller – yes; Commissioner McMahon – yes; and Vice President Hays. The motion passed 5-0.

2. Approval of Bid for Spalding Park Tennis Courts Improvements

Mr. Johnson reported that bids are roughly 10% higher when compared to the original estimates from MSA due to increased costs associated with labor and supply shortages for the project's materials. He stated that staff members recommend against approving the alternates at this time.

Mr. DeLuce noted that Unit 4 approved the bid on Monday, April 11, 2022.

Discussion and clarifications ensued in relation to spectator seating and confirmation of Unit 4's percentage of cost share (65%) for all future needs and improvements at the Spalding Park tennis courts.

Commissioner Solon made a motion to approve the bid from the lowest bidder that meets all required specifications, Petry-Kuhne, at the base bid amount of \$829,455, rejecting all alternate bids, and authorize the Executive Director to enter into an agreement for the project. The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: Vice President Hays – yes; Commissioner Kuhl – yes; Commissioner Solon – yes; President Miller – yes; and Commissioner McMahon – yes. The motion passed 5-0.

3. Approval of Bid for Rental of Portable Toilets

Mr. Jones presented the report. He indicated that staff recommends approval of the bid from Illinois Portable Toilets and requests the Board authorize the Executive Director to enter into a three-year agreement for Rentable Portable Toilets for programs and events in FYE23 in the amount of \$22,025.00.

Discussion and clarifications ensued to determine reasons why the Park District received only one bid. Mr. Jones added that staff values the relationship with the vendor.

Commissioner Kuhl recommended staff investigate the current location of the porta-potty at Morrissey Park due to drainage issues.

Commissioner Kuhl made a motion to approve the bid from Illinois Portable Toilets and authorize the Executive Director to enter into an agreement to rent portable toilets for programs and events in FYE23 in the amount of \$22,025.00. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Commissioner McMahon – yes; President Miller – yes; Vice President Hays – yes; Commissioner Solon - yes; and Commissioner Kuhl – yes. The motion passed 5-0.

4. Approval of an Ordinance Declaring Personal Property as Surplus

Mr. Olson presented the report. He stated that staff biannually recommend approval of an ordinance to dispose of personal property owned by the Champaign Park District that the Board has determined is no longer necessary, useful to, or in the best interests of the park district to keep or retain.

Discussion and clarifications ensued about repurposing Seaman Field dugout benches, the methods of selling and recycling surplus items, and the process for watering plants after the sale of a water tank included within the ordinance.

Commissioner Hays then made a motion to approve adopting Ordinance No. 658, an ordinance providing for the disposal of personal property owned by the Champaign Park District. The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: Commissioner

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

#### 5. Approval of Full-Time Staff for the Martens Center

Mr. Jones presented the full-time staffing plan for the Martens Center. He noted that Sean Hurst and Katie Hicks have been requested to manage the facility in addition to their current duties. Staff also recommended the Board authorize the addition of three (3) full-time positions consisting of (two (2) full-time receptionists and one (1) full-time building service worker).

Discussion and clarifications ensued in relation to full compensation with benefits for each new employee, hours of operation, and staggering shifts to ensure full-time and other staff are always available in the building. Estimates for contracted cleaning services were also discussed.

Commissioner Kuhl made a motion to approve authorizing the Executive Director to add three (3) full-time staff positions at the Martens Center. 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.

### **Discussion Items**

#### 1. Staffing and Programming at the Martens Center

Mr. Jones presented a draft of the facility schedule and reported about Martens Center partnerships, Boys and Girls Club programming, and Park District programming.

Discussion and clarifications ensued regarding field trips to the Martens Center for Champaign-Urbana Special Recreation; the walking track schedule; bus schedules; memberships for adjacent neighborhoods, partner rental arrangements; safety protocol and emergency action plan; the staffing plan for the innovation lab; Human Kinetics staff membership program; annual reporting related to scholarship and paid memberships; and the opening of Human Kinetics Park.

#### 2. Final Update: 2019-2022 Strategic Plan

Mr. Olson presented the report. He highlighted accomplished objectives and noted that this plan is considered closed upon the Board's previous adoption of the new strategic plan.

### **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 McMahon – yes; Commissioner Kuhl – yes; President Miller – yes; Vice President Hays – yes; and Commissioner Solon - yes. The motion passed 5-0. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS Par. 120/2 (c)(1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act. (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**

Commissioner Solon made a motion to approve a Professional Services Agreement for Legal Counsel between the Park District and Robbins Schwartz, acting primarily by and through Guy C. Hall, beginning May 1, 2022 and ending April 30, 2025. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Commissioner Solon – yes; Vice President Hays – yes; Commissioner McMahon – yes; and President Miller – 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 Solon. 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 and the meeting was adjourned at 8:35 pm.

Approved:

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Kevin J. Miller, President

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Jarrod Scheunemann, Secretary