

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

April 27, 2022

The Champaign Park District Board of Commissioners held a Special Meeting on Wednesday, April 27, 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=b1VFtKvYkzVOcHk4bkhOS3hFK3N3dz09> 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 27, 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, Vice President Craig W. Hays, Commissioners Barbara J. Kuhl, Jane L. Solon, Timothy P. McMahon; Attorney Guy C. Hall, and Jarrod Scheunemann, Director of Administrative Services / Secretary.

Present electronically: Joseph DeLuce, Executive Director.

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

Staff present in-person: Andrea Wallace, Director of Finance, and Joe Kearfott, Assistant Director of Administrative Services.

Staff present electronically: Dan Olson, Director of Operations and Jimmy Gleason, Director of Revenue Facilities.

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 Merit Increase and Salary Class Adjustment

Mr. DeLuce reported that a 3.5% wage increase for Department Heads and Assistant Directors is comparable to the increase for full-time staff who are not in these salary classes that was approved by the Board beginning on December 1, 2021. He noted that the proposed salary budget listed in the memo for FYE23 (\$4,331,239) included the approved full-time positions for the Martens Center which increases the number of full-time staff from eighty-one (81) to eighty-four (84) for FYE2023. The proposed salary budget also includes wage increases for all staff except department heads and assistant directors that went into effect December 1, 2021, and assumes one hundred percent (100%) of all full-time positions will be filled for FYE2023.

Discussion and clarifications ensued regarding the salary budget numbers that were presented, previous wage increases, which Department Heads and Assistant Directors had been previously promoted, their new roles, and wage increases; where wage increases for staff who would be

taking on additional roles with the Martens Center are represented in the budget, the proposed merit increase totaling \$23,401 would occur in FYE23, the status of the accountant search, and IMRF rates.

Vice President Hays made a motion to approve \$23,401 for merit performance increases for Assistant Directors and Department Heads. The motion was seconded by Commissioner McMahan. Upon roll call, the vote was as follows: Commissioner Solon – yes; President Miller – yes; Vice President Hays – yes; Commissioner Kuhl – yes; and Commissioner McMahan - yes. The motion passed 5-0.

2. Approval of Beverage Agreement

Mr. DeLuce presented the report. He noted that Pepsi Bottling Company had been the exclusive provider of beverages to the Park District since 2002. He stated that Pepsi will donate \$10,000 in cash and \$12,000 in product to the Park District each year of the five-year agreement.

Discussion and clarifications ensued related to the last time the Park District issued a request for proposal for a beverage provider, the eighteen percent (18%) to twenty-eight percent (28%) increase in product pricing without an increase in donations, the duration of the agreement, and the concession stands as point of sale for cases of product.

Commissioner McMahan made a motion to approve extending the contract for Pepsi-Cola Champaign-Urbana Bottling Company for an additional five (5) years through April 30, 2027 and to authorize the Executive Director to enter into the agreement. The motion did not carry due to the lack of second.

Commissioner Solon made a motion to approve extending the contract for Pepsi-Cola Champaign-Urbana Bottling Company for an additional two (2) years through April 30, 2024 and to authorize the Executive Director to enter into the agreement. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Commissioner Solon – yes; Commissioner McMahan – yes; President Miller – yes; and Vice President Hays - yes. The motion passed 5-0.

Discussion

1. Review of ADA Transition Plan

Mr. Olson reported that the ADA transition plan had been approved by the Board in 2012 after conducting an ADA audit the same year. He reviewed the Park District's process to track the plan's progress and highlighted areas of interest.

Commissioner Kuhl requested more information about how staff monitor and address new ADA requirements. Mr. Olson responded that staff address new ADA requirements as needed, but do not make revisions to the ADA plan.

Commissioner Solon requested clarification about the acronym "AR" that is used throughout the ADA plan. Mr. Olson responded that "AR" is an abbreviation for accessible route.

2. FY23 Annual Operating Budget

Ms. Wallace presented several budget funds and the projected tax levy rates, including Special Recreation fund, Police Protection fund, Illinois Municipal Retirement Fund (IMRF), and Audit Fund.

Discussion and clarifications ensued about the process to verify the accuracy of IMRF members.

Ms. Wallace highlighted several items within the Special Recreation Fund, including planning for two (2) summer camps, a ninety-six percent (96%) increase in natural gas expenses since May, 2021, potential contracted cleaning services from the Developmental Services Center, and wage proposals which would include six (6) full-time staff at full capacity.

Discussion and clarifications ensued regarding special recreation wage and salaries increases, Urbana Park District contributions, increases in part-time staffing to compensate for increased program demand

due to the recent ending of pandemic mitigation requirements, inclusion aide demand, and minimum wage increases.

Commissioner McMahon requested a chart highlighting the percent of budget that is allocated to salary and wages over the last five years. Commissioner Kuhl requested the chart include fringe benefits.

Vice President Hays requested a comprehensive life-cycle assessment of Park District programs to determine if impractical programs should close and to ensure that program fees maintain a standard percentage of the budget overtime.

President Miller requested a timeline for the Board to receive the rest of the budget. Ms. Wallace responded that the Board will receive the rest of the budget at its next Regular Board meeting on May 11, 2022.

Comments from Commissioners

Commissioner Hays requested more information regarding the Park District's management of wildlife. Mr. Olson responded that Park District staff are employing several Illinois Department of Natural Resources authorized methods to deter nuisance wildlife at a variety of parks and facilities.

Commissioner Kuhl asked about the anticipated hours of operation at the Sholem Aquatic Center. Mr. Gleason responded that the Sholem Aquatic Center will be opening an hour earlier and closing an hour earlier than the previous summer.

Commissioner Kuhl also noted that she had attended an event at a theatre in Chicago that had pandemic restrictions in place.

President Miller noted that he attended the CUSR award banquet. He stated that the program was impressive and he looks forward to the staff's continued creative and commendable work in the future.

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 McMahon – yes; President Miller – yes; Commissioner Kuhl – 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 and (c)(6) The setting of a price for sale or lease of property owned by the public body.

Return to Regular Meeting

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

Executive Session Action Item

Vice President Hays made a motion to approve a three and a half percent (3.5%) merit increase for the Executive Director. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: President Miller – yes; Vice President Hays – yes; Commissioner McMahon – yes; Commissioner Kuhl – yes; and Commissioner Solon – yes. The motion passed 5-0.

Adjourn

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: Vice President Hays – yes; Commissioner Kuhl – yes; Commissioner Solon – yes; President Miller – yes; and Commissioner McMahon – yes. The motion passed 5-0 and the meeting was adjourned at 7:30 pm.

Approved:

Kevin J. Miller, President

Jarrod Scheunemann, Secretary