

**CHAMPAIGN PARK DISTRICT  
MINUTES OF THE SPECIAL BOARD MEETING  
BOARD OF PARK COMMISSIONERS  
July 13, 2022**

The Champaign Park District Board of Commissioners held the Special Board Meeting on Wednesday, July 13, 2022 at 6:00 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 fourteen 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/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, July 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, Vice President Craig W. Hays, Commissioners Barbara J. Kuhl and Jane L. Solon, Attorney Guy C. Hall, Treasurer Brenda Timmons, Joseph C. DeLuce, Executive Director, and Jarrod Scheunemann, Secretary and Director of Administrative Services.

Excused as absent with prior notice duly given: Commissioner Timothy P. McMahon.

Staff present in person: Andrea Wallace, Director of Finance, Heather Miller, Director of Human Resources, Jimmy Gleason, Director of Revenue Facilities, and Joe Kearfott, Assistant Director of Administrative Services.

Staff present electronically: Jameel Jones, Director of Recreation.

Peter Murphy, President and CEO and Alan Howard, Director of Finance and Human Resources for the Illinois Association of Park Districts (IAPD) attended the meeting in-person.

Dr. Jane Westerhold and Dr. Ken Arndt from HYA Associates (HYA) as well as Chuck Balling, Vice President and Laurie Pederson, Client Services and Administrative Director for GovHR USA also attended the meeting electronically.

#### **Call to Order**

President Miller called the meeting to order at 6:00 p.m.

#### **Comments from the Public**

None.

#### **Presentations**

Mr. Murphy and Mr. Howard presented IAPD's executive director search qualifications and capabilities for the Board's consideration. They highlighted IAPD's thirty (30) year history of leading executive director searches. Messrs. Murphy and Howard reviewed IAPD's executive director search process, including its Board questionnaire, advertising, background checks, social media review, timeline, interviews, negotiations, and one-year satisfaction guarantee.

Discussion and clarifications ensued related to the number times IAPD has been obligated to fulfill the one-year satisfaction guarantee, types of background checks, the national scope of IAPD's search, available salary range and benefits data, diversity of the candidate pool outside of the parks and recreation field, and number of candidates who will be recommended for review.

President Miller thanked Mr. Murphy and Mr. Howard for their presentation and time.

Mr. Balling and Ms. Pederson presented on behalf of GovHR USA. They explained the benefits to the Park District contracting with GovHR USA to lead the Park District's search for its next executive director. GovHR USA is a certified female owned business, has led over one thousand (1000) recruitments, and employs thirty-eight recruiters across the country that expands the Park District's executive director search network. GovHR USA's search process begins with a Board survey and focus group to identify qualities of an ideal candidate. The information that is collected is analyzed and synthesized to build an outreach and advertising campaign. Candidates who apply are vetted and interviewed. A select group of candidates will then be presented to the Board to decide who the Commissioners would prefer to interview. GovHR USA also offers a one-year satisfaction guarantee.

Discussion and clarifications ensued regarding credit checks, timeline, proposal terminology, professional references, and whether the executive director search process has changed in the last five years.

President Miller thanked Mr. Balling and Ms. Pederson for their presentation, and they departed the meeting at 6:42 p.m.

Dr. Westerhold and Dr. Arndt shared HYA's proposal to lead the executive director search for the Champaign Park District. The firm offered thirty-five (35) years of experience with expertise in community engagement. HYA's executive director search process includes a Board survey, interviews, and community member focus groups. After advertising the position, select applicants are interviewed. Five (5) to ten (10) candidates are then considered by the Board for additional interviews. HYA also offered a one-year satisfaction guarantee.

Discussion and clarifications ensued to confirm pricing, whether the Commissioners could select specific services from the proposal, and HYA's timeline.

President Miller thanked Dr. Westerhold and Dr. Arndt for their time and presentation and they departed the meeting at 6:58 p.m.

### **Adjourn**

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 Kuhl – yes; President Miller – yes; Vice President Hays – yes; and Commissioner Solon - yes. The motion passed 4-0 and the meeting was adjourned at 7:00 p.m.

Approved

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Kevin J. Miller, President

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Jarrod Scheunemann, Secretary

**CHAMPAIGN PARK DISTRICT  
MINUTES OF THE REGULAR BOARD MEETING  
BOARD OF PARK COMMISSIONERS  
July 13, 2022**

**PUBLIC HEARING**

The Champaign Park District Board of Commissioners held a Public Hearing on Wednesday, July 13, 2022 at 7:02 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 Public Hearing occurred pursuant to published notice duly given. President Miller presided over the meeting. The twelve 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/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, July 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, Vice President Craig W. Hays, Commissioners Barbara J. Kuhl and Jane L. Solon, Attorney Guy C. Hall, Treasurer Brenda Timmons, Joseph C. DeLuce, Executive Director, and Jarrod Scheunemann, Secretary and Director of Administrative Services.

Excused as absent with prior notice duly given: Commissioner Timothy P. McMahon.

Staff present in person: Andrea Wallace, Director of Finance, Heather Miller, Director of Human Resources, Jimmy Gleason, Director of Revenue Facilities, and Joe Kearfott, Assistant Director of Administrative Services.

Staff present electronically: Jameel Jones, Director of Recreation.

**Open the Public Hearing**

President Miller opened the Public Hearing at 7:02 p.m.

**Ordinance No. 659, Amended Budget and Appropriation Ordinance**

He stated that the purpose of the public hearing is to discuss and receive public comments on the Amended Budget and Appropriation Ordinance for FY22-23. A Notice of Public Hearing was published in The News-Gazette on July 1, 2022.

**Public Comments**

President Miller called for comments from the public. There were no comments received.

**Close the Public Hearing**

Commissioner Kuhl made a motion to adjourn the Public Hearing. 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; and President Miller - yes. The motion passed 4-0. The Public Hearing was adjourned at 7:02 p.m.

Approved

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Kevin J. Miller, President

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Jarrod Scheunemann, Secretary

## REGULAR MEETING

The Champaign Park District Board of Commissioners held a Regular Meeting on Wednesday, July 13, 2022 at 7:03 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 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. 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, July 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, Vice President Craig W. Hays, Commissioners Barbara J. Kuhl and Jane L. Solon, Attorney Guy C. Hall, Treasurer Brenda Timmons, Joseph C. DeLuce, Executive Director, and Jarrod Scheunemann, Secretary and Director of Administrative Services.

Timothy P. McMahon attended the meeting in-person arriving at 7:47 p.m. Commissioner McMahon's absence was excused with prior notice duly given.

Staff present in person: Andrea Wallace, Director of Finance, Heather Miller, Director of Human Resources, Jimmy Gleason, Director of Revenue Facilities, and Joe Kearfott, Assistant Director of Administrative Services.

Staff present electronically: Jameel Jones, Director of Recreation.

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

Tom Gilbert, recently retired Assistant Director of Finance for the Park District, attended the meeting in-person.

### **Call to Order**

President Miller called the meeting to order at 7:03 p.m.

### **Comments from the Public**

Mr. Gilbert shared that he began his career with the Park District in the Finance Department in 1987. He recently retired. He offered a brief history of the Finance Department and its current status. Mr. Gilbert added that he is available to share more information if warranted.

President Miller thanked Mr. Gilbert for his comments and for his 35 years of service to the Park District and community.

### **Communications**

None.

### **Treasurer's Report**

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

Commissioner Kuhl requested an updated financial report about the Martens Center and Human Kinetics Park projects.

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

Jean Flood electronically joined the meeting at 7:07 p.m.

## **Executive Director's Report**

### General Announcements

Mr. DeLuce provided a status report about the Martens Center construction project. Flooring is now installed and Broeren Russo is working on the punch list as well as adjusting misplaced pickleball stantion holes.

Commissioner Solon requested that interior and exterior concrete cracks at the Martens Center be immediately addressed. Mr. DeLuce responded that the interior cracks could not be fixed, however, Broeren Russo is willing to address the exterior cracking. Discussion ensued.

President Miller requested more information on the status of Sholem Aquatic Center. Mr. DeLuce responded that a pump and solenoid were recently repaired and the Sholem Aquatic Center is operational again with minimal downtime.

## **Committee and Liaison Reports**

### Champaign Parks Foundation

Mr. Scheunemann reported about several donations and a grant that had been received for the Virginia Theatre and Sholem Aquatic Center. He also noted the Parks Foundation is seeking to fill three Directors vacancies and is planning a gala fundraiser in 2023.

Commissioner Solon requested that the Virginia Theatre donor and volunteer who helped the Park District receive a grant be recognized with appropriate signage.

## **Report of Officers**

### Attorney's Report

Mr. Hall reported about his involvement in several agreements and other routine matters for the Park District.

### 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. If discussion is desired regarding any item, that item shall be removed and discussed separately.

1. Approval of Minutes of the Regular Board Meeting, June 8, 2022
2. Approval of Minutes of the Executive Session, June 8, 2022
3. Approval of the Minutes of the Special Board Meeting, June 22, 2022
4. Approval of Minutes of the Executive Session, June 22, 2022
5. Updates to the Board Policy Manual:
  - a. American's with Disabilities Act Policy
  - b. American's with Disabilities Program Statement
  - c. Bond Rating Policy
  - d. Bonded Indebtedness Policy
  - e. FOIA and Fee Schedule
  - f. Identity Protection Policy

- g. New Employee Reporting Policy
- h. Safety Policy
- i. Safety Committee Policy
- j. Smoke Free Illinois Policy
- k. Statement of Purpose for Collection of Social Security Numbers by the Park District

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

## **New Business**

### **1. Approval of Disbursements**

Commissioner Kuhl made a motion to approve the list of disbursements for the period beginning June 8, 2022 and ending July 12, 2022. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Commissioner Solon – yes; Vice President Hays – yes; President Miller – yes; and Commissioner Kuhl - yes. The motion passed 4-0.

### **2. Approval of Ordinance No. 659: Amended Budget and Appropriation Ordinance**

Ms. Wallace reported that staff recommends adoption of Ordinance No. 659, the Amended Budget and Appropriation Ordinance for fiscal year beginning May 1, 2021 and ending on April 30, 2022 and authorize staff to file with the Champaign County Clerk.

Vice President Hays made a motion to adopt Ordinance No. 659, the Amended Budget and Appropriation Ordinance for fiscal year beginning May 1, 2021 and ending on April 30, 2022 and authorize staff to file the Ordinance with the Champaign County Clerk. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; President Miller – yes; Commissioner Solon – yes; and Vice President Hays – yes. The motion passed 4-0.

### **3. Approval of Easement at Bresnan Meeting Center with Consolidated Communications**

Mr. DeLuce presented the report. He stated that staff requested Attorney Hall review the easement and he prepared a new version utilizing the Park District's standard easement terms.

Discussion and clarifications ensued about the type of cabinet that will be installed by Consolidated Communications.

Commissioner Kuhl made a motion to approve entering into the easement agreement with Consolidated Communications and collect related fees and expenses. The motion was seconded by Vice President Hays. 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.

## **Discussion**

### **1. FY23 Annual Operating Budget**

Ms. Wallace presented the FY23 Budget Book and noted that the Martens Center's actual operating expenses had not been included in this draft and would be available in the final version together with anticipated personnel expenses.

Discussion and clarifications ensued about a number of aspects of the budget.

Commissioner Kuhl commented about the method of allocation of funds and Board and Executive Director roles.

Commissioner McMahon joined the meeting at 7:47 p.m.

## **Comments from Commissioners**

Commissioner Solon commented that she appreciated staff's involvement in decorating and driving the Park District trolley to support the 4<sup>th</sup> of July parade.

Vice President Hays commented that the cracks in the concrete at the Martens Center need to be addressed. He also mentioned that he appreciated the design of the Martens Center flag. He thanked the pool staff for providing extended walk-the-river hours.

Attorney Hall expressed his gratitude for the Dodds Park staff, Shaun Jones and Avari Nix who aided a softball teammate who was injured during a game at the Dodds 4-plex fields.

Rob Sperl joined the meeting at 7:52 p.m and departed the meeting shortly thereafter.

### **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; Commissioner McMahon – yes; Vice President Hays – yes; Commissioner Solon – yes; and President Miller. The motion passed 5-0. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2(c)(1) for the discussion of 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 Items**

#### 1. Approval of Agreement with Don Moyer Boys and Girls Club at the Martens Center

Vice President Hays made a motion to approve an agreement with the Don Moyer Boys and Girls Club (DMBGC) with amended annual fees of \$16,000 and payment of 13% of estimated operating expenses for the Martens Center until April 30, 2024 when actual operating expenses will be reviewed and the DMBGC will be required to reconcile payments per 13% of actual costs. The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Commissioner Solon – yes; Commissioner McMahon – yes; Vice President Hays - yes; and President Miller – yes. The motion passed 5-0.

#### 2. Approval of Firm to Lead Executive Director Search

Vice President Hays made a motion to approve GovHR USA to lead the Park District's search for a new executive director. The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: President Miller – yes; Commissioner Kuhl – yes; Commissioner Solon – yes; Commissioner McMahon - yes; and Vice President Hays – yes. The motion passed 5-0.

### **Adjourn**

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 McMahon. Upon roll call, the vote was as follows: President Miller – yes; Commissioner Kuhl – yes; Commissioner Solon – yes; Commissioner McMahon – yes; and Vice President Hays - yes. The motion passed 5-0 and the meeting was adjourned at 9:28 p.m.

Approved

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Kevin J. Miller, President

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Jarrod Scheunemann, Secretary