

**CHAMPAIGN PARK DISTRICT
MINUTES OF THE PUBLIC HEARING AND SPECIAL BOARD MEETING
BOARD OF PARK COMMISSIONERS
July 27, 2022**

The Champaign Park District Board of Commissioners held a Public Hearing on Wednesday, July 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 hearing or a hearing 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 hearing. The twelve 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, July 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 Timothy P. McMahon, Barbara J. Kuhl, and Jane L. Solon, Attorney Guy C. Hall, Joseph C. DeLuce, Executive Director, and Jarrod Scheunemann, Secretary and Director of Administrative Services.

Excused as absent with prior notice duly given: Treasurer Brenda Timmons.

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

Staff present electronically: Andrew Weiss, Director of Planning, Chelsea Norton, Director of Marketing and Development, Dan Olson, Director of Operations, Jameel Jones, Director of Recreation, Steven Bentz, Director of the Virginia Theatre, and Melanie Kahler, Cultural Arts Manager.

Open the Public Hearing

President Miller opened the Public Hearing at 5:30 p.m.

Ordinance No. 660, Budget and Appropriation Ordinance

President Miller stated that the purpose of the public hearing was to discuss and receive comments about the Budget and Appropriation Ordinance for FY23. A notice of the public hearing was published in *The News-Gazette* on July 15, 2022 in compliance with state law.

Discussion and clarifications ensued regarding fund balance updates for the Martens Center and ordinance line item totals.

Public Comments

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

Close the Public Hearing

Vice President Hays made a motion to adjourn the Public Hearing. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Commissioner McMahon – yes; Vice President Hays – yes; President Miller – yes; Commissioner Kuhl – yes; and Commissioner Solon - yes. The motion passed 5-0. The Public Hearing was adjourned at 5:39 p.m.

SPECIAL BOARD MEETING

The Champaign Park District Board of Commissioners held a Special Board Meeting on Wednesday, July 27, 2022 at 5:40 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 twelve 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=bVFTkVYKzVOcHk4bkhOS3hFK3N3dz09> 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 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 Timothy P. McMahon, Barbara J. Kuhl, and Jane L. Solon, Attorney Guy C. Hall, Joseph C. DeLuce, Executive Director, and Jarrod Scheunemann, Secretary and Director of Administrative Services.

Excused as absent with prior notice duly given: Treasurer Brenda Timmons.

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

Staff present electronically: Andrew Weiss, Director of Planning, Chelsea Norton, Director of Marketing and Development, Dan Olson, Director of Operations, Jameel Jones, Director of Recreation, Steven Bentz, Director of the Virginia Theatre, and Melanie Kahler, Cultural Arts Manager.

Call to Order

President Miller called the meeting to order at 5:40 p.m.

Comments from the Public

There were no comments from the public.

New Business

1. Approval of Ordinance No. 660: Budget and Appropriation Ordinance

President Miller reported that staff recommended adopting Ordinance No. 660, an Ordinance Approving the Combined Annual Budget and Appropriation of Funds for the Champaign Park District, Champaign County, Illinois, for the fiscal year beginning on the first (1st) day of May 2022 and ending on the thirtieth day (30th) of April 2023 in the amount of \$25,179,699.00 and authorize staff to file the ordinance with the Champaign County Clerk's office.

Commissioner Kuhl made a motion to adopt Ordinance No. 660, Budget and Appropriation Ordinance for fiscal year beginning May 1, 2022 and ending April 30, 2023 including amendments to the ordinance's estimated beginning cash on hand, \$30,639,770.00, and ending cash estimate on hand, \$31,669,493.00 as well as authorizing staff to file the ordinance with the Champaign County Clerk's office. The motion was seconded by Commissioner Solon. 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. A copy of Ordinance No. 660 is attached to the minutes.

2. Approval of FYE2023 Budget Book

Ms. Wallace reported that the FYE2023 Budget Book has a different format this year because it will not be submitted to Government Officers Finance Association (GFOA) for the Distinguished Budget Award. Mr. DeLuce added that it could be brought back to the Board at a future meeting date for approval and submission.

Discussion and clarifications ensued related to computations between budget drafts. Ms. Wallace responded that Martens Center budgetary information has been added to the final version, which accounts for a majority of the updates are changes.

President Miller requested a holistic summary of the departments' budgetary process and a broader narrative about controllable or elective expenses to determine the purpose for various budget line items. Mr. Gleason, Mr. Jones, and Mr. Olson reported about programs and services evaluations, increased revenue from a variety of programs and rentals, detailed summaries of budgetary requests, and staff's October to February budgetary calendar.

Commissioner Kuhl addressed the roles of the Board and staff in the budgetary process. Discussion and clarifications ensued about department standards for planned increases, the budget timeline, staffing limitations within the finance department, and job guidebooks for future employees.

Commissioner Kuhl made a motion to table approval of the FYE2023 Budget Book. The motion was seconded by Commissioner Solon. 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.

3. Approval of Bid for Parkland Way Improvements at Dodds Park

Mr. Olson reported that staff recommends accepting the base bid (\$88,500.00), add alternate #1 (not to exceed \$10,000.00), add alternate #2 (\$12,500), and add alternate #3 (\$19,000.00) from Duce Construction for Parkland Way Improvements and authorizing the Executive Director to enter into an agreement for the total contract amount not to exceed \$130,000.00.

Discussion and clarifications ensued regarding the location of ramps and detectable warnings at the Dodds soccer complex.

Vice President Hays made a motion to approve accepting the base bid (\$88,500.00), add alternate #1 (not to exceed \$10,000.00), add alternate #2 (\$12,500), and add alternate #3 (\$19,000.00) from Duce Construction for Parkland Way Improvements and authorize the Executive Director to enter into an agreement for the total contract amount not to exceed \$130,000.00. The motion was seconded by Commissioner Kuhl. Upon roll call, the vote was as follows: President Miller – yes; Vice President Hays – yes; Commissioner Kuhl – yes; Commissioner Solon – yes; and Commissioner McMahon – yes. The motion passed 5-0.

Commissioner Kuhl requested staff reach out to the City and Parkland College to review and discuss ownership and maintenance of Parkland Way.

4. Approval of Amending Champaign Parks Foundation By-Laws

Mr. Scheunemann reported that staff recommend approval of amending the Champaign Parks Foundation By-Laws to establish procedures for electronic meeting attendance. He noted Attorney Hall recommended the Board approve a resolution for this amendment. Mr. Scheunemann recommended tabling approval of the by-laws amendment until a resolution is prepared.

Vice President Hays made a motion to table amending the Parks Foundation By-Laws to establish procedures for electronic meeting attendance. The motion was seconded by Commissioner Kuhl. Upon roll call, the vote was as follows: Commissioner Solon – yes; President Miller – yes; Commissioner McMahon – yes; Vice President Hays – yes; and Commissioner Kuhl - yes. The motion passed 5-0.

Commissioner Solon requested that the amendment include a requirement for Parks Foundation meeting

participants who are attending electronically to keep their video settings “on” for the duration of each meeting.

Katherine Hicks, Douglass Park Manager, electronically joined the meeting at 6:45 p.m.

5. Approval of Resolution for the Sale of Town Center Park Property

Attorney Hall reported that this action is the starting point for a petition to be filed with the court, required public notices, and a hearing to authorize the sale of less than three acres of land at Town Center Park, as it is no longer needed, necessary, or useful for the purposes of parks. The potential purchaser has indicated that it will not pay more than \$2,500 which is in connection with legal expenses.

Commissioner Solon made a motion to approve a resolution authorizing the sale of less than three acres of land at Town Center Park, as it is no longer needed, necessary, or useful for the purposes of parks, and that a petition be filed with the Circuit Court of Champaign County, Illinois seeking to obtain an order permitting the sale and conveyance of the lot. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Commissioner McMahon – yes; President Miller – yes; Vice President Hays – yes; and Commissioner Solon - yes. The motion passed 5-0.

6. Approval of Updates to the Compensation Policy

Mr. DeLuce reported that staff recommend updates to the Compensation Policy.

Commissioner Solon requested that references to the executive director’s performance evaluation and compensation be based upon the fiscal year calendar.

Commissioner Kuhl requested that the policy be amended to read, “The executive director shall be responsible for the evaluation and compensation of the Department Heads with any hiring, promoting, or adjusting of compensation of the Department Heads to be reviewed in advance by the Board.”

Vice President Hays made a motion to approve updates to the Compensation Policy with amendments to include fiscal year performance evaluation and compensation actions such that the executive director shall be responsible for the evaluation and compensation of the Department Heads with any hiring, promoting, or adjusting of compensation of the Department Heads to be reviewed in advance by the Board. The motion was seconded by Commissioner Kuhl. Upon roll call, the vote was as follows: Commissioner McMahon – yes; Vice President Hays – yes; Commissioner Kuhl – yes; Commissioner Solon - yes; and President Miller – yes. The motion passed 5-0.

7. Approval of a Resolution Authorizing the Destruction of Recordings of Executive Sessions

Mr. Scheunemann stated that staff recommends approval of a resolution authorizing, approving and ordering the destruction of the verbatim audio records of the following closed session and disaster declaration-related remote participation Regular and Special meetings: July 22, 2020 (Disaster); July 22, 2020; August 12, 2020 (Disaster); August 24, 2020 (Disaster); August 26, 2020 (Disaster); September 9, 2020 (Disaster); September 23, 2020 (Disaster); October 14, 2020 (Disaster); October 28, 2020 (Disaster); November 10, 2020 (Disaster); December 9, 2020 (Disaster); January 6, 2021 (Disaster); January 13, 2021 (Disaster).

Vice President Hays made a motion to approve a resolution authorizing, approving and ordering the destruction of the verbatim audio records of the following closed session and disaster declaration-related remote participation Regular and Special meetings: July 22, 2020 (Disaster); July 22, 2020; August 12, 2020 (Disaster); August 24, 2020 (Disaster); August 26, 2020 (Disaster); September 9, 2020 (Disaster); September 23, 2020 (Disaster); October 14, 2020 (Disaster); October 28, 2020 (Disaster); November 10, 2020 (Disaster); December 9, 2020 (Disaster); January 6, 2021 (Disaster); January 13, 2021 (Disaster).

The motion was seconded by Commissioner Kuhl. 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.

Discussion Items

1. Reviewing Ordinance 618: Park Rules and Regulations Chapter 7 – Enforcement, Chapter 8 Miscellaneous, and Chapter 9 – Amendments.

Mr. Olson reported about recommended updates that had been shared by the Commissioners. Discussion and clarifications ensued regarding the food and beverage permit section.

Mr. Olson requested that the Board submit final recommendations by August 24, 2022.

2. FY23 OSLAD Grant Application

Mr. DeLuce reported that \$56,000,000 in Open Space Land Acquisition and Development (OSLAD) grant funds would be available through the Illinois Department of Natural Resources (IDNR) in the near future. He presented several application options for the Board to consider: Douglass Park baseball and concessions improvements, the African American Heritage Trail at Skelton Park, Prairie Farm shelter and improvements, Heritage Park phase II, and phase II of the Centennial Park pickleball complex. Discussion ensued.

The Commissioners came to consensus and their top choices for applications include: Douglass Park baseball and concessions improvements and the African American Heritage Trail at Skelton Park.

3. Board Policy Manual – Policy Review

Mr. Scheunemann requested the Board review, discuss, and recommend updates to the Auditing Services Policy, Designation of Depositories Policy, Economizing Purchases and Resources Policy, Emergency Appropriations Policy, and Payment of Bills Policy.

Commissioner Solon requested grammatical updates to the Emergency Appropriations Policy.

There being no further comments, President Miller directed staff to recommend approval of these policies at the next Regular Board meeting.

Comments from Commissioners

Commissioner Kuhl thanked Mr. Scheunemann for his efforts to help a resident with a project idea for Clark Park and Mr. Johnson for his quick action with tree maintenance at West Side Park.

President Miller thanked staff for helping to clean up litter at the Eisner Park basketball courts. He noted the courts improved cleanliness over the course of the summer.

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 Kuhl – yes; Commissioner Solon – yes; Vice President Hays – yes; Commissioner McMahon – yes; and President Miller - yes. The motion passed 5-0. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2(c)(6) The setting of a price for sale or lease of property owned by the public body and (c)(21) for the discussion of minutes of meetings lawfully closed under this Act, whether for purpose of approval by body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

Return to Regular Meeting

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

Executive Session Action Item

Approval to Make Available for Public Viewing Executive Session Minutes

Commissioner Solon made a motion to table making available for public viewing minutes from Executive Session meetings. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: President Miller – yes; Commissioner McMahon – yes; Vice President Hays – yes; Commissioner Kuhl – yes; and Commissioner Solon - yes. The motion passed 5-0.

Adjourn

After the Executive Session, there being no further business to come before the Board, Commissioner Kuhl made a motion to adjourn the meeting. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Commissioner McMahon – yes; President Miller – yes; Commissioner Kuhl – yes; Commissioner Solon – yes; and Vice President Hays - yes. The motion passed 5-0 and the meeting was adjourned at 8:04 p.m.

Approved

Kevin J. Miller, President

Jarrod Scheunemann, Secretary