

**CHAMPAIGN PARK DISTRICT  
MINUTES OF THE SPECIAL BOARD MEETING  
BOARD OF PARK COMMISSIONERS  
August 24, 2022**

The Champaign Park District Board of Commissioners held a Special Board Meeting on Wednesday, August 24, 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 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, August 24, 2022 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, Timothy P. McMahon, 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.

Staff present in person: Dan Olson, Director of Operations, Heather Miller, Director of Human Resources, Jimmy Gleason Director of Revenue Facilities, and Steven Bentz, Director of the Virginia Theatre.

Staff present electronically: Jameel Jones, Director of Recreation.

Barry Accountius of Woda Cooper Companies attended the meeting in-person.

Jean Flood of the League of Women's Voters, Ethan Simmons from the News-Gazette, and Rob Sperl were also electronically in attendance.

**Call to Order**

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

**Presentation**

Mr. Accountius presented on behalf of Woda Cooper Companies (WCC). WCC is currently constructing phase one (1) of its apartment complex development in the Parker Glen subdivision. He estimated that the fifty-eight (58) unit apartment building would render annual tax benefit of \$41,000 per year for the Park District. As part of the development, WCC will build the Parker Glen Trail, per the City's Subdivision Regulations that requires developers to build and dedicate trail as outlined in the City and Park District's 2011 joint trail plan. WCC indicated it will manage the trail's mowing needs and it asked the Park District to assume ownership of the trail, including snow removal.

Discussion and clarifications ensued regarding the presentation's map features, current sidewalk infrastructure within the Parker Glen subdivision area, WCC's long-term ownership plans and other elements of the project.

**Comments from the Public**

None.

## **New Business**

### **1. Approval of a Resolution to Apply for an Open Space Land Acquisition and Development (OSLAD) Grant for the Douglass Park Concessions and Baseball Project**

Mr. DeLuce presented the report. He stated that staff recommend applying for a \$400,000 OSLAD grant by September 30, 2022 for the Douglass Park Concessions and Baseball Improvements Project. Mr. DeLuce added that the Board could do so by approving the Illinois Department of Natural Resources (IDNR) resolution.

Discussion and clarifications ensued regarding whether the project amenities can be amended after the application has been submitted, First String's interest in of the conceptual design, project amenities, the Park District's ownership and scheduling, concession stand location, and storage/sanitary needs.

Vice President Hays made a motion to approve proceeding with an application for a \$400,000 OSLAD grant to support the Douglass Park Concessions and Baseball Improvements Project and authorizing the Resolution. The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: Vice President Hays – yes; Commissioner Solon – yes; Commissioner Kuhl – yes; Commissioner McMahon – yes; and President Miller - yes. The motion passed 5-0.

### **2. Approval of a Request for Proposal (RFP) to Sell Alcohol Beverages at Virginia Theatre**

Mr. Bentz reported that the Virginia Theatre contracts with an outside vendor to provide alcoholic beverages at certain shows and events. Staff contacted thirty (30) vendors and received two (2) proposals. Staff recommends the Park Board authorize the Executive Director to enter into an agreement with Carbri Inc., doing business as Farren's Pub and Eatery to act as sole merchant for alcohol sales at the Virginia Theatre for a one-year period beginning September 13, 2022, with the option to extend the agreement by one year, upon mutual agreement.

Commissioner Kuhl made a motion to approve authorizing the Executive Director to enter into an agreement with Carbri Inc., doing business as Farren's Pub and Eatery to act as sole merchant for alcohol sales at the Virginia Theatre for a one-year period beginning September 13, 2022, with the option to extend the agreement by one year, upon mutual agreement. 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; Commissioner Solon – yes; and Commissioner Kuhl – yes. The motion passed 5-0.

### **3. Approval of a Bid for Janitorial Services at the Dodds Tennis Center**

Mr. Gleason presented the report. Staff received one bid from ESS Clean, Inc., which has provided the services for the last five years. Mr. Gleason noted that the bid total was higher due to increased staffing expenses. However, he anticipated that the final amount would be lower due to prorated expenses for holiday closures.

Commissioner Solon made a motion to approve the Base Bid and Alternate 1 Carpet Cleaning, Alternate 1 Fabric Covered Furniture Cleaning and Alternate 1 West Wall Dusting and authorizing the Executive Director to execute a two-year contract with the option to renew for one additional year with, ESS Clean, Inc., in the annual base bid amount \$28,180.00 with Alternate 1 Carpet Cleaning of \$195.00, Alternate 1 Fabric Covered Furniture Cleaning of \$195.00 and Alternate 1 West Wall Dusting of \$165.00 as well as accepting and approving Alternate 2 Additional Services Rate of \$22.00/hour on an as needed basis. The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Commissioner Solon – yes; President Miller – yes; Commissioner McMahon – yes; and Vice President Hays – yes. The motion passed 5-0.

Commissioner Kuhl requested more information on the status of janitorial services at the Virginia Theatre. Mr. Bentz responded that Ram Clean will temporarily provide janitorial services due to ServiceMaster's cancellation of its agreement.

## **Old Business**

### **1. Approval of a Resolution to Amend Champaign Parks Foundation By-Laws**

Mr. Scheunemann reported that staff had worked with Attorney Hall to prepare a resolution for the Board to consider regarding the amendment of the Champaign Parks Foundation By-Laws.

Attorney Hall responded that the resolution has been prepared to represent elements of the General Not-for-Profit Act. He recommended retaining certain language to adhere to Roberts Rules of Order.

Commissioner McMahon made a motion to approve of a resolution to amend the Champaign Parks Foundation By-Laws to allow electronic attendance of its meetings and establish procedures for electronic attendance. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: President Miller – yes; Vice President Hays – yes; Commissioner Kuhl – yes; Commissioner McMahon – yes; and Commissioner Solon – yes. The motion passed 5-0.

## **Discussion**

### **1. Final Discussion – Review and Updates to Ordinance 618: Park Rules and Regulations**

Mr. Olson presented the report. He noted that President Miller had approved a public review of the next draft of the ordinance. Mr. Olson reviewed several updates to the Park Rules and Regulations including panhandling, motorized vehicles, and bicycles.

Discussion and clarification ensued about bicycle regulations, ADA compliance, duration of public comment, regulation of neighborhood vehicles, and editorial review process.

Commissioner Kuhl commended Mr. Olson and staff for their thorough review of the ordinance.

### **2. FY23 Annual Operating Budget – Operations Department**

President Miller noted that the Board requested more information about each Department's budget before it formally adopts the Park District's budget book.

Mr. Olson reported that staff research indicated potential increases in consumables, materials, and supplies and predicted significant increases in gasoline (5%), pesticides and fertilizers (10%), paint (5%), and automotive parts expenses (7%). Overall, staff anticipated and planned for a 7% total increase in the Operations budget. Mr. Olson noted that staff also reviewed and planned for increased expenses related to several of its contracted services (i.e., mowing).

Discussion and clarifications ensued related to the budget process, fiscal year comparatives, accounting for increased use of parks, evaluation of the new maintenance building, budget schedule, and staff turnover and hiring challenges.

## **Comments from Commissioners**

Commissioner Solon thanked staff for investigating questions regarding an individual without an address at Mattis Park. Discussion ensued.

Vice President Hays noted that he and staff had attended the memorial service for Keeva Keeling, Administrative Assistant to the Finance Department. He expressed his sorrow for her loss and stated she will be missed. Commissioner Kuhl added that she will be donating toward a memorial tree in her honor and encouraged others to consider a gift in her honor as well.

## **Executive Session**

Commissioner Kuhl moved pursuant to the basis 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 Solon – yes; Vice President Hays – yes; President Miller – yes; Commissioner McMahon – yes; and Commissioner Kuhl – 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.

**Return to Regular Meeting**

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

**Executive Session Action Item**

1. Proposed Agreement with Don Moyer Boys and Girls Club

There was no motion taken on this matter.

**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: Vice President Hays – yes; Commissioner McMahon – yes; President Miller – yes; Commissioner Kuhl – yes; and Commissioner Solon – yes. The motion passed 5-0 and the meeting was adjourned at 7:13 p.m.

Approved

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Kevin J. Miller, President

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Jarrod Scheunemann, Secretary