

**CHAMPAIGN PARK DISTRICT
MINUTES OF THE PUBLIC HEARING AND REGULAR BOARD MEETING
BOARD OF PARK COMMISSIONERS**

**December 14, 2022
PUBLIC HEARING**

The Champaign Park District Board of Commissioners held a Public Hearing on Wednesday, December 14, 2022 at 7:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, and also 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 due to the COVID-19 disaster. The Public Hearing occurred pursuant to published notice duly given. President Miller presided over the meeting. Citizens were given the opportunity to participate in the teleconference at the following 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, December 14, 2022 to be sent 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, Timothy P. McMahon, and Jane L. Solon, Joseph DeLuce, Executive Director, Jarrod Scheunemann, Secretary and Director of Administrative Services, Attorney Guy C. Hall, and Treasurer Brenda Timmons.

Staff present in person: Andrea Wallace, Director of Finance, Andrew Weiss, Director of Planning, Chelsea Norton, Director of Communications and Development, Dan Olson, Director of Operations, Jimmy Gleason, Director of Revenue Facilities, Heather Miller, Director of Human Resources, Sarah Sandquist, Steven Bentz, Director of the Virginia Theatre, Bret Johnson, Assistant Director of Operations, Joe Kearfott, Assistant Director of Administrative Services, James Kennedy, HVAC Maintenance Worker, Jean Burrige, Arborist, Kelly Albert, Accounting Clerk, Kenny Denton, Trash & Recycling Service Worker, Misty Stocking, Registration and Parks Reservations Manager, Natea Fisher, Leonhard Recreation Center Front Desk, Nikiaya Brandon, CUSR Adult & Events Coordinator, and Steven Richey, Building Services Worker.

Staff present electronically: Melanie Kahler, Cultural Arts Manager.

Eric Robeson, Carol Cope, Michael Klitzing, Director of Carmel Clay Parks and Recreation, Brent Castle, Musco Lighting, Jean Flood, League of Women's Voters, Dick Flood, Jayne DeLuce, Jordan DeLuce, Michael Somers, family members of Keeva Keeling, and family members of outstanding employee award winners also attended the meeting in-person.

Open the Public Hearing

President Miller opened the Public Hearing at 7:00 p.m. He stated that the purpose of the Public Hearing was to discuss and receive comments on the proposed Property Tax Levy for the year commencing May 1, 2023 and ending April 30, 2024. A notice of the proposed 2023-2024 Tax Levy was published in *The News-Gazette* on December 6, 2022 in compliance with State Law including the Truth in Taxation Act and on the Park District's website.

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

Vice President Hays made a motion to adjourn the Public Hearing. The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: Commissioner Solon – yes;

Commissioner Kuhl – yes; Vice President Hays – yes; President Miller – yes; and Commissioner McMahon – yes. The motion passed 5-0. The Public Hearing was adjourned at 7:01 p.m.

REGULAR BOARD MEETING

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, December 14, 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. Citizens were given the opportunity to participate in the teleconference at the web address: <https://us02web.zoom.us/j/86949973253?pwd=djlHUmwvcFpZak9EZzZrU0pBaEtEQT09> 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 December 14, 2022 to be sent 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, Timothy P. McMahon, and Jane L. Solon, Joseph DeLuce, Executive Director, Jarrod Scheunemann, Secretary and Director of Administrative Services, Attorney Guy C. Hall, and Treasurer Brenda Timmons.

Staff present in person: Andrea Wallace, Director of Finance, Andrew Weiss, Director of Planning, Chelsea Norton, Director of Communications and Development, Dan Olson, Director of Operations, Jimmy Gleason, Director of Revenue Facilities, Heather Miller, Director of Human Resources, Sarah Sandquist, Steven Bentz, Director of the Virginia Theatre, Bret Johnson, Assistant Director of Operations, Joe Kearfott, Assistant Director of Administrative Services, James Kennedy, HVAC Maintenance Worker, Jean Burrige, Arborist, Kelly Albert, Accounting Clerk, Kenny Denton, Trash & Recycling Service Worker, Misty Stocking, Registration and Parks Reservations Manager, Natea Fisher, Leonhard Recreation Center Front Desk, Nikiaya Brandon, CUSR Adult & Events Coordinator, and Steven Richey, Building Services Worker.

Staff present electronically: Melanie Kahler, Cultural Arts Manager.

Eric Robeson, Carol Cope, Michael Klitzing, Director of Carmel Clay Parks and Recreation, Brent Castle, Musco Lighting, Jean Flood, League of Women's Voters, Dick Flood, Jayne DeLuce, Jordan DeLuce, Michael Somers, family members of Keeva Keeling, and family members of outstanding employee award winners.

Call to Order

President Miller called the meeting to order at 7:01 p.m.

Presentation

Mr. Klitzing and Mr. Castle presented the National Gold Medal Finalist Award to the Champaign Park District on behalf of the American Academy for Park and Recreation Administration and the National Park and Recreation Association. Mr. Klitzing noted that fewer than one percent (1%) of cities in the United States have received this honor.

Mr. DeLuce thanked staff for the teamwork necessary to accomplish this goal and highlighted the importance of community support and partnerships.

President Miller added that the award reflects Joe DeLuce's exemplary career. He thanked staff for their efforts as well.

President Miller presented the Champaign Park District's Honorary Commissioner Award to Eric Robeson for his service to the Park District in a variety of ways, including weekly litter clean up at Hessel Park and park beautification through placement of sculptures with the Public Art League.

Mr. DeLuce announced that the Outstanding Employee Awards would be posthumously named in honor of Keeva Keeling. Her work exemplified the Park District's values, and she is missed by all who knew her. Ms. Keeling's relatives shared their gratitude for the honor and thanked the Park District staff for the care and friendship they offered to Ms. Keeling throughout her employment.

Mr. DeLuce and several Department Heads presented the 2022 Keeva Keeling Outstanding Employee Awards to the following staff: James Kennedy, HVAC Maintenance Worker, Jean Burrige, Arborist, Kelly Albert, Accounting Clerk, Kenny Denton, Trash & Recycling Service Worker, Misty Stocking, Registration and Parks Reservations Manager, Melanie Kahler, Cultural Arts Manager, Natea Fisher, Leonhard Recreation Center Front Desk, Nikiaya Brandon, CUSR Adult & Events Coordinator, and Steven Richey, Building Services Worker.

Don Block was unable to attend the meeting. Mr. Gleason honored his efforts through the Sports Volunteer of the Year Award. Mr. Bentz presented about Joe and Phyllis Williams who were also unable to attend. The Williams received Volunteer of the Year Awards for their efforts at the Virginia Theatre.

Mr. Bentz presented a Volunteer of the Year Award to Carol Cope for her service to the Virginia Theatre. Ms. Cope worked more volunteer hours than any other employee at FedEx in 2022. This achievement won her the opportunity to designate a \$25,000 grant from FedEx to the Virginia Theatre.

President Miller congratulated each of the awardees.

New Business

President Miller modified for consideration and action item number three (3) from the New Business section to this portion of the meeting.

3. Approval of a Resolution to Name the Innovation Center at the Martens Center

President Miller highlighted Mr. DeLuce's efforts related to the construction of the Martens Center. He read the following resolution to be recorded in the minutes in honor of Mr. DeLuce:

RESOLUTION

WHEREAS, Joe DeLuce's life-long dedication to parks and recreation in several U.S. communities, has positively impacted the lives of millions of individuals; and

WHEREAS, Joe DeLuce's achievements with the Illinois Association of Park Districts, the National Recreation and Park Association, the Illinois Parks and Recreation Association and the American Academy of Parks and Recreation Administration, have inspired and advanced the efforts of the profession; and

WHEREAS, Joe DeLuce has generously devoted 25 years of service to the Champaign Park District, including nine years serving as the Executive Director; and

WHEREAS, Joe DeLuce collaborated with a variety of agencies, not-for-profits, and businesses to have exceptional partnerships and greater community involvement in order to increase services available to everyone; and

WHEREAS, Joe DeLuce encouraged innovation and continuing education in employees and students in the fields of parks and recreation; and

WHEREAS, Joe DeLuce was instrumental in bringing together the people and the talents to open the Martens Center and Human Kinetics Park, a unique community complex that brings education, recreation, programming and outdoor spaces together for all to enjoy,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Champaign Park District, acknowledge Joe DeLuce's unwavering dedication to parks, education and recreation, by dedicating the Innovation Center within the Martens Center, in Champaign Illinois, in his name.

Vice President Hays made a motion to approve a resolution to dedicate the naming of the Joe DeLuce Innovation Center within the Martens Center. 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.

Comments from the Public

Jean Flood shared appreciation for the Martens Center. Ms. Flood requested the Board consider pilot testing a youth scholarship program based on merit and grades. Jean and Dick Flood offered \$1,000 per year for five (5) years to support the initiative.

The Board members thanked Ms. Flood for her comments and generosity. They requested staff work with Ms. Flood regarding her proposal.

Communications

None.

Treasurer's Report

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

Vice President Hays made a motion to accept the Treasurer's Report for the month of November 2022. The motion was seconded by Commissioner Solon. 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.

Executive Director's Report

Mr. DeLuce welcomed Sarah Sandquist to the Park District. He expressed his gratitude to the Board, staff, and his wife and children for their support during his nine (9) years as Executive Director.

Committee and Liaison Reports

Champaign Parks Foundation

Mr. Scheunemann presented the report. He congratulated the Foundation and CUSR staff for their efforts in the Doublegood Popcorn fundraiser for CUSR scholarships. He thanked Foundation for serving hot chocolate to solicit donations and raise awareness for the Parks Foundation at the Prairie Farm Holiday Lights show. Mr. Scheunemann also highlighted several significant donations that had been recently received.

Report of Officers

Attorney's Report

Attorney Hall reported that he had been working on several routine matters for the Park District including title insurance for Human Kinetics Park and several agreements related to the African American Heritage Trail.

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.

1. Approval of Minutes of the Special Board Meeting, October 26, 2022.
2. Approval of Minutes of the Executive Session, October 26, 2022.
3. Approval of Minutes of the Special Board Meeting, October 27, 2022.
4. Approval of Minutes of the Executive Session, October 27, 2022.
5. Approval of Minutes of the Special Board Meeting, November 1, 2022.
6. Approval of Minutes of the Executive Session, November 1, 2022.
7. Approval of Minutes of the Special Board Meeting A, November 3, 2022.
8. Approval of Minutes of the Special Board Meeting B, November 3, 2022.
9. Approval of Minutes of the Executive Session A, November 3, 2022.
10. Approval of Minutes of the Executive Session B, November 3, 2022.
11. Approval of the Minutes of the Regular Board Meeting, November 9, 2022.
12. Approval of the Minutes of the Executive Session, November 9, 2022.
13. Approval of the Minutes of the Special Meeting, November 23, 2022.
14. Approval of Adoption of Ordinance No. 665: Declaring Personal Property as Surplus
15. Approval of Board Policy Manual Updates:
 - a. Behavior Management Policy
 - b. Capitalization Policy
 - c. Comprehensive Revenue Policy
 - d. Conflicts of Interest Policy
 - e. Cybersecurity Policy
 - f. Fund Balance Policy
 - g. Investment Policy
 - h. Naming of Parks and Facilities Policy
 - i. Resolution Adopting Non-discrimination and Anti-Harassment Policy
 - j. Non-discrimination and Anti-Harassment Policy
 - k. Payment Card Industry Data Security Standards Policy
 - l. Primary Functions of the Park District Board
 - m. Privacy Policy
 - n. Purchasing Policy and Procedures
16. Approval of Bid for Purchase of Three (3) Vehicles.
17. Approval of the Park District FY24 Facility Fee Schedule.
18. Approval of a Resolution Appointing Amy Roady and Ryan Heiser to the Board of Directors of the Champaign Parks Foundation for the Remainder of Three-Year Terms Expiring May, 2025.

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

New Business

1. Approval of Disbursements

Staff recommended approval of disbursements for the period beginning November 9, 2022 and ending December 13, 2022.

Vice President Hays made a motion to approve the list of disbursements for the period beginning November 9, 2022 and ending December 13, 2022. The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Commissioner Solon – yes; Vice President Hays – yes; President Miller – yes; and Commissioner McMahon – yes. The motion passed 5-0.

2. Approval of Adoption of Ordinance No. 664: Tax Levy Ordinance

Ms. Wallace reported that the Board passed a resolution at its Regular Board meeting on November 9, 2022 to give public notice and hold a public hearing on December 14, 2022 regarding its intent to adopt a tax levy. Public notice was posted in the News-Gazette and on the Park District's website. Ms. Wallace also stated that the tax rate will not exceed 0.7259 and the amount extended will not exceed \$15,769,282.00.

Commissioner Solon made a motion to adopt Ordinance No. 664: An Ordinance to Levy Property Taxes in the amount of \$15,769,282.00 for fiscal year beginning May 1, 2023 and ending April 30, 2024. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Commissioner McMahon – yes; Commissioner Solon – yes; Commissioner Kuhl – yes; President Miller – yes; and Vice President Hays – yes. The motion passed 5-0.

3. Approval of Bid for Greenbelt Bikeway Connection Improvements

Mr. Weiss reported that staff recommends awarding the construction agreement to the lowest responsible bidder, Duce Construction, in the amount of \$348,533 and authorize the Executive Director to enter into the contract.

Discussion and clarifications ensued regarding the scope and cost of the project. Mr. DeLuce noted that project expenses had been reduced because the route of the trail had changed.

Commissioner Kuhl made a motion to award the construction agreement to the lowest responsible bidder, Duce Construction in the amount of \$348,533 and to authorize the Executive Director to enter into the contract. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Commissioner Solon – yes; Commissioner McMahon – yes; President Miller – yes; and Vice President Hays - yes. The motion passed 5-0.

4. Approval of Douglass Park Ballfield Improvements Project

Mr. DeLuce reported that the Park District's OSLAD application in support of concessions and ballfield improvements at Douglass Park was publicized in the news and an anonymous potential donor came forward to support elements of the project that are outside of the scope of the grant application. Mr. DeLuce added that the Park District has not received notification from the Illinois Department of Natural Resources about the OSLAD application.

Discussion and clarifications ensued about whether the ballfield improvements that are supported by the proposed donation are included in the scope of the grant. Mr. DeLuce responded that the proposed donation will support the stand-alone ballfield project at Douglass Park.

Commissioner Kuhl made a motion to approve the development of the new Douglass Park ballfield, contingent upon receipt of the \$300,000 donation. The motion was seconded by Vice President Hays. 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.

Discussion Items

1. FY24 Capital Budget and the 2024-2033 Capital Improvement Plan
Mr. Olson reviewed the first draft of the FY24 Capital Budget and the 2024-2033 Capital Improvement Plan. He highlighted reoccurring expenses and cost estimate increases due to inflation and supply chain issues.

Discussion and clarifications ensued to determine whether expenses related to the Douglass Park or Henry Michael Park projects were included in the capital budget.

Commissioner Solon requested a conceptual design of the potential retaining wall at Hessel Park.

President Miller asked when the Board would be requested to consider the capital budget and plan for final approval. Mr. Olson responded that the Board would consider the budget and plan for approval in January or February of 2023.

The Performance Measurement Report and Annual Report, Special Events & Summer Youth Program were distributed within the Board packet. The Board did not share comments or ask related questions about these items.

Comments from Commissioners

Commissioner Solon shared her appreciation of the award winners and thanked the staff and volunteers for their hard work. She also thanked Joe DeLuce for his years of service.

Commissioner McMahan expressed his thanks to Joe DeLuce and wished him luck in the future. He added his appreciation for the staff who made the Gold Medal award possible.

Vice President Hays thanked staff for another great year and thanked Joe DeLuce for his leadership.

Commissioner Kuhl recognized that the awards commentary highlighted a staff culture that focuses on helping each other.

President Miller thanked Joe DeLuce for helping the Park District become one of the best agencies in the state and hopes he enjoys retirement.

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 McMahan – yes; President Miller – yes; Vice President Hays – yes; Commissioner Solon – yes; and Commissioner Kuhl - yes. The motion passed 5-0 and the meeting was adjourned at 8:13 p.m.

Approved:

Kevin J. Miller, President

Jarrod Scheunemann, Secretary