

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

January 8, 2020

REGULAR BOARD MEETING

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, January 8, 2020 at 7:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to notice duly given. President Hays presided over the meeting.

Present: President Craig Hays, Vice President Kevin Miller, Commissioners Barbara J. Kuhl, Jane L. Solon, and Timothy P. McMahon, and Treasurer Donna Lawson and Attorney Guy Hall.

Staff Present: Joseph DeLuce, Executive Director, Cindy Harvey, Assistant to the Executive Director/Board Secretary, Andrea Wallace, Director of Finance, Daniel Olson, Director of Operations, Tammy Hoggatt, Director of HR, Risk & IT, Jimmy Gleason, Director Revenue Facilities, and Chelsea Norton, Director of Marketing & Communications.

Also in attendance were Jean Flood, League of Women Voters of Champaign County observer, and her husband, Richard Flood.

Call to Order

President Hays called the meeting to order at 7:00 p.m.

Presentations

Paycom Software, Inc.

Ms. Hoggatt reported that staff researched software programs to consolidate and process various applicant tracking, time clock and payroll tasks. She stated that no other company compared to Paycom's proposed system. Ms. Hoggatt reported that staff has researched adding a time clock to the current BS&A software program. However, staff found that it was not sufficient nor cost effective. Ms. Hoggatt introduced Casey Angst with Paycom who then introduced Kyle Ankerich, its regional sales manager from St. Louis, Mo.

Mr. Angst and Mr. Ankerich presented and responded to questions about the proposed software program offered by Paycom. They discussed the Park District's current human resource and payroll process and the number of software systems currently used to accomplish tasks. Mr. Angst reported that Paycom proposes a single application and database system to process applicant tracking, time clock, and payroll tasks as well as many other tasks. He stated that advantages of the change include, reducing culture and recreation operating expenses over five years, achieve 2020 vision and enable the reinvestment of funds back into capital projects. Ms. Angst talked about what makes Paycom different, experience for Park District employee and administrative staff, direct data exchange, the transition process and annual cost savings. The proposed cost per employee, per paycheck is \$10.52 plus a one-time conversion, set-up and training fee of \$27,804.58.

Paycom would bill the Park District only for the number of paychecks each payroll. As noted the, per paycheck cost is \$10.52, plus a base fee of \$228.54 per payroll. Last year the Park District had as few as 212 checks in a January pay period and as many as 508 paychecks in a June pay period. Overall, the Park District issued 7,843 checks in 2019. Based on the number of checks in 2019, the estimated cost of all payroll processing, software, and time clock would be \$88,450.40 in 2020. Discussion ensued about the one-time conversion fee and how it was calculated, cost per check, document exposure, process for wiring funds, clocking in using personal cell phone, cost for upgrades, as well as other aspects associated with the program. Approximately 200 municipalities

and 6 park districts use Paycom software. Mr. Ankerich reported that Paycom has not increased its annual cost for service in 10 years.

The Board thanked Mr. Angst and Mr. Ankerich for the presentation.

Comments from the Public

There were no comments from the public.

Communications

None.

Treasurer's Report

Treasurer Lawson presented the Treasurer's Report for the month of December 2019. Ms. Lawson reported that Liquidating Trust was fully received this month and over the expected amount. She stated the Park District's finances have been reviewed and found to be in appropriate order.

Commissioner Solon made a motion to accept the Treasurer's Report for the month of December 2019. The motion was seconded by Commissioner McMahon. The motion passed 5-0.

Executive Director's Report

General Announcements

Mr. Olson introduced Erin Dietmeier, new Horticulture and Natural Areas Supervisor. Ms. Dietmeier presented a brief bio about herself.

The Board welcomed Ms. Dietmeier aboard.

Mr. DeLuce reminded everyone that the next Board meeting is scheduled for Tuesday, January 21, 2020 at 5:30 p.m. due to upcoming IAPD/IPRA Annual Conference. He distributed the list of project updates for review.

Committee Reports

Champaign Parks Foundation

Commissioner Miller reported that Ties and Tennes fundraiser will be held on January 9, 2020 at the Virginia Theatre. He stated scholarship recipients will perform at 7 p.m. Treasurer Lawson noted that sponsorships increased this year.

Report of Officers

Attorney's Report

Mr. Hall reported that the firm continues to work on various contracts and other Park matters.

President's Report

President Hays reported that Commissioner Kuhl, Mr. DeLuce and he met with representatives with the Children's Museum for a tour and discussion. He stated that they indicated Park District did not have a need for another facility.

New Business

Approval of Disbursements as of December 11, 2019

President Hays stated that staff recommends approval of disbursements for the period beginning December 11, 2019 and ending January 7, 2020.

Vice President Miller made a motion to approve the list of disbursements for the period beginning December 11, 2019 and ending January 7, 2020. The motion was seconded by Commissioner Solon. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner McMahon – yes; Vice President Miller – yes; Vice; President Hays – yes; and Commissioner Kuhl. The motion passed 5-0.

Approval of Summer Part-Time and Seasonal Position Pay Rates for Calendar Year 2020

Mr. DeLuce and Ms. Hoggatt presented the report. Mr. DeLuce discussed the impact of the minimum wage increase and stated that staff is recommending only increasing the required amount.

Ms. Hoggatt reported that the proposed plan attempts to keep the wage compression at a minimum and recommends only following the minimum wage increase as of January 1, 2020 and the next increase as of July 1, 2020. She stated that teens under 18 will be paid the same wage. Mr. DeLuce addressed ongoing research to reduce costs. Discussion ensued about minimum wages and local employment programs. Ms. Hoggatt stated that returning employees will not receive an additional increase this year. Discussion ensued. Commissioner McMahon asked how much of the increase in wages is attributed to minimum wage versus wage increases, and the plan for next five years. Commissioner Solon requested a breakdown of the number of employees that fall into each salary range. Commissioner McMahon inquired about reducing the number of positions. Mr. DeLuce reported that staff is researching options for summer employment.

Commissioner Solon stated that it would be preferable to not have to increase taxes over the next five years to pay for mandated wage increase. Vice President Miller inquired about the timeframe for hiring lifeguards. Mr. Gleason reported that the process had begun and summer jobs listings are currently posted. Discussion ensued about whether applicants for lifeguard positions are notified if they are not hired. President Hays suggested that a better job of communication and better evaluation of programs to make changes will possibly decrease the number of employees.

Commissioner McMahon stated that he thought this item would not be approved until additional information was received. Ms. Hoggatt stated that positions are posted without the proposed increases except for the mandatory minimum wage increase. Discussion ensued. Commissioner Solon requested the additional information be provided to the Board.

Commissioner Kuhl made a motion to approve the summer seasonal and part-time position pay rates for calendar year 2020 as presented by staff. The motion was seconded by Vice President Miller. The motion passed 5-0.

Approval of an Agreement with Architectural Expressions, LLP for The Bicentennial Center Project

Mr. DeLuce presented the report. Mr. Hall reported that copyright and insurance issues have been resolved. Discussion ensued.

Commissioner McMahon made a motion to approve an agreement between Park District and Architectural Expressions, LLP for the Bicentennial Center facility renovations project. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Approval of Contract for Construction Manager of The Bicentennial Center Project

Mr. DeLuce presented the report. He stated that staff decided to try utilizing a construction manager process. Mr. DeLuce discussed the various reasons for selecting Broeren Russo Builders, Inc. to service as construction manager. Discussion ensued.

Mr. Hall explained the construction manager process. He stated that the construction manager has a fiduciary responsibility to bring the project in on budget. Discussion ensued about the process for

hiring the subcontractors, who is responsible is problems occur, and fees associated with the cost of the project.

Commissioner Kuhl made a motion to approve an agreement between Park District and Broeren Russo Builders, Inc. to be the construction manager for the Bicentennial Center facility renovations project. The motion was seconded by Vice President Miller. The motion passed 5-0.

Old Business

Approval of a Central Parks App Hosting and Support Agreement with Links Technology Solutions, Inc. Ms. Norton presented the report. She reported that the additional information was included in the report. Discussion ensued about potential liability matters. Ms. Norton stated that Links Technology has insurance.

Commissioner Kuhl made a motion to approve a Central Parks App Hosting and Support Agreement with Links Technology Solutions, Inc. for hosting, support and ongoing maintenance services for the Champaign Park District's App Development Project for a three (3) year term. The motion was seconded by Commissioner McMahon. The motion passed 5-0.

Discussion Items

None.

Comments from Commissioners

Commissioner Solon encouraged staff to evaluate programs and extracurricular activities to determine if they are justified before the budget is approved.

President Hays received inquiries about the new gate at the Dog Park. He stated that people are happy about it. Mr. Gleason reported that new gate will be in service the following Monday. Discussion ensued about how the new entry process will work.

Adjourn

There being no further business to come before the Board, Vice President Miller made a motion to adjourn the meeting. The motion was seconded by Commissioner McMahon The motion passed 5-0 and the meeting was adjourned at 8:21 p.m.

Kevin J. Miller, Vice President

Cindy Harvey, Secretary