

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

**April 22, 2020**

The Champaign Park District Board of Commissioners held a Special Board Meeting on Wednesday, April 22, 2020 at 5:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to published notice duly given. President Hays presided over the meeting. The five 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: [uberconference.com/room/champaignparks](https://uberconference.com/room/champaignparks) or by calling 217-866-1188. Citizens were also offered the opportunity to submit comments or questions by email prior to the meeting. Those comments were to be announced by the Board President 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, April 22, 2020 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 Craig W. Hays and Attorney Guy C. Hall.

Present electronically: Vice President Kevin J. Miller, Commissioners Barbara J. Kuhl, Jane L. Solon, Timothy P. McMahon, and Treasurer Donna Lawson.

Staff present in person: Joseph DeLuce, Executive Director, Tammy Hoggatt, Director of HR, Risk and IT, Jarrod Scheunemann, Assistant to the Executive Director

Staff present electronically: Andrea Wallace, Director of Finance, Dan Olson, Director of Operations, Jameel Jones, Director of Recreation, Jimmy Gleason, Director of Revenue Facilities, and Steven Bentz, Director of the Virginia Theatre, Brett Johnson, Grounds and Maintenance Supervisor, Cody Evans, Leonhard Center Facility Manager, Jeff Headley, Virginia Theatre Front-of-House Coordinator, Kevin Weaver, Network Administrator, Nathan Massey, Special Projects Supervisor, Shannon Walter, Leonard Recreation Center Program Manager, and Stacey Cornell, Tennis & Sports Concession Manager.

Ryan Hinz and Ed Scopel of Ratio Architects were also electronically in attendance.

**Call to Order**

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

**Presentations**

Martens Center Project, RATIO

President Hays introduced Ryan Hinz from RATIO Architects to present the schematic design for the Martens Center.

Mr. Hinz succinctly highlighted various aspects of the Martens Center's schematic design, including, but not limited to the following: site location, visitor parking and traffic flow, unique landscaping features, artistic renderings of the facility from different angles, the square footage of space allocated to the Park District and Head Start program, recreational amenities by level, latinesque influenced internal and external design elements, and roofing possibilities.

At the close of the presentation, Mr. DeLuce requested the delivery date for the cost estimates. Mr. Hinz replied that RATIO would be receiving the cost estimates for the project on April 24, 2020.

President Hays asked if any board members had any questions and then opened the floor to Ed Scopel, Principal of RATIO Architects to see if he had any additional comments to share. Mr. Scopel shared his gratitude for working with the Park District. He noted how the hard work, collaboration, and cooperation of multiple organizations throughout Champaign have led to a wonderful enhancement for the community.

Minutes of the April 22, 2020 Special Board Meeting  
Page 1

Commissioner Kuhl commended RATIO for a job well done and thanked them for their hard work. President Hays concurred that the project has come together exceptionally well and looks forward to seeing the cost estimates. He added his thanks to Brian Holding and Human Kinetics as well as the Don Moyer Boys and Girls Club.

Mr. DeLuce also mentioned that the schematic designs had been shared with the Martens Family and that they are receptive to the plan. Messrs. Scopel and Hinz then departed the meeting.

### **Comments from the Public**

President Hays called for comments from the public. There were no comments from the public.

### **New Business**

#### Approval of Appointment of Board Secretary and Assistant Secretary

Commissioner Solon made a motion to appoint Attorney Hall as board secretary and Mr. DeLuce as assistant secretary. Vice President Miller seconded the motion. Discussion ensued. Commissioner Kuhl expressed concerns about fees associated with this role for Attorney Hall and requested the definition of the role of the board secretary. Commissioner Solon stated the importance of maintaining consistency and continuity in this transition and throughout the COVID crisis and that it would be easier for Mr. Scheunemann to observe and learn in this scenario. Commissioner Hays called for a motion to amend Attorney Hall's secretary appointment to six months and table the reappointment of Mr. DeLuce to assistant secretary until the annual meeting on May 13, 2020. Commissioner Solon amended her motion as noted with the second by Vice President Miller and the motion passed 5-0.

#### Approval of entering into an Agreement for Dental and Life Insurance Benefits

Ms. Hoggatt presented the report. She discussed how the Park District selected a new broker this year and after negotiations and a competitive bidding process received quotes for dental and life insurance for employees. She indicated that Mutual of Omaha submitted the lowest quote that meets the Park District's needs. Life insurance rates remained the same and dental insurance increased by 5% from last year totaling \$1,186 in additional costs. She recommended that the Board approve the one-year agreement with Mutual of Omaha from June 1, 2020 through May 31, 2021.

Commissioner Solon made a motion to enter into a one-year agreement with Mutual of Omaha for dental and life insurance benefits from June 1, 2020 through May 31, 2021. The motion was seconded by Commissioner Kuhl. The motion passed 5-0.

#### Approval of FYE21 Capital Budget and the 2021-2026 Capital Improvement Plan

Mr. DeLuce summarized a report that had been prepared to highlight the Park District's capital needs. A number of projects were highlighted as above the red line to draw attention to their priority. Mr. DeLuce stressed the importance of the Virginia Theatre Sound System project. This project recently received approval to proceed from IDNR. The IDNR Public Museum Capital Grant award in support of this project had been placed on hold since 2014. Mr. DeLuce also offered to place the connection path for the Greenbelt Bikeway below the red line if it would encourage support for the Virginia Theatre Sound System project.

Commissioner Kuhl questioned why the Dodd's Park 3-Plex Restroom project was above the red line. Mr. DeLuce offered to move it if necessary, due to staff identifying it as a borderline option.

President Hays called for additional questions and entertained a motion. Commissioner Kuhl made a motion to approve FYE21 Capital Budget and the 2021-26 Capital Improvement Plan. No second motion was made at that time and discussion ensued.

Commissioner Solon expressed her concern about the state possibly holding or sweeping all non-disbursed funds. She also requested the reopen date of the Virginia Theatre for when the stay at home order is lifted. Discussion ensued about planning for social distancing, event capacity at the Virginia Theatre, and when the

state will lift the stay at home order. Ms. Wallace shared details on how Park District funds can be spent and the process for reimbursement from IDNR for the Public Museum Capital Grant award at the Virginia Theatre.

President Hays commented that the budget and plan could be approved with the stipulation that all projects receive board approval on the list, no matter the cost.

Commissioner Kuhl mentioned there was a motion on the floor to approve the list. Commissioner Solon seconded the motion with an amendment for staff to seek approval from the board for all projects on the capital improvement plan list, no matter the dollar amount. Discussion ensued.

Vice President Miller asked for clarification on the connection path for the Greenbelt Bikeway moving below the red line. Mr. DeLuce responded that this was a possibility if it would encourage the approval of the Virginia Theatre Sound System project. Commissioner Kuhl noted the current state of affairs put all projects in question for the future.

President Hays called for a vote on the motion to approve the FYE21 Capital Budget and the 2021-2026 Capital Improvement Plan with the amendment that all projects, no matter the dollar amount, are subject to board approval. The motion passed 5-0.

#### Approval of Bid for Virginia Theatre Sound System

Mr. DeLuce invited Mr. Bentz to share about the proposed bid. Mr. Bentz then explained about the process of working with BLDD Architects to develop a base bid with five alternates. Three bids were received with Grunloh Construction being the lowest responsible bidder. Mr. Bentz recommended the board accept the base bid plus alternate three (a new sound console for the front of house). Taken altogether, the base bid, alternate three, a construction contingency, and what is owed to BLDD Architects equals \$726,000.

President Hays called for a motion, and Commissioner Kuhl requested the opportunity to ask a question about alternate preferences. She desired more information on the choice of alternate three because she felt alternate five to fix the catwalk was a higher priority due to safety concerns. Mr. Bentz replied that the attic catwalk was included in the base bid. Alternate 5 allowed contractors to substitute a different solution to the catwalk specified in the base bid, bringing in a pre-fab unit instead of building one onsite. BLDD said there was no real benefit in switching to the prefab unit, so staff elected to go with the catwalk in the base bid spec.

Commissioner Kuhl made a motion to approve total project expenses equal to \$726,000 for the Virginia Theatre Sound System. Vice President Miller seconded the motion. The motion passed 5-0.

#### Approval of a Resolution Establishing Authority for the Executive Director to Execute Change Orders

Mr. DeLuce presented the report. He reported that staff recommends approval of a resolution establishing the Executive Director's authority to execute contracts, including change orders, amendments, and/or time extensions as it relates to specific projects approved by the Board for FY20-21. Discussion ensued.

Commissioner Solon made a motion to approve a resolution establishing the Executive Director's authority to execute contracts, including change orders, amendments, and/or time extensions as it relates to specific projects approved by the Board for FY20-21. The motion was seconded by Vice President Miller. The motion passed 5-0.

#### **Old Business**

Mr. DeLuce revisited the plan to pay part-time staff during the stay at home order due to the COVID-19 crisis. Under the current plan, part-time staff would continue to receive pay through April 30<sup>th</sup>, however, the stay at home order might be extended and staff desired clarification if the board would support laying off part-time staff or continuing to pay them beyond April 30, 2020.

Ms. Hoggatt was asked to comment on the arguments for and against laying off part-time employees. She addressed the concerns for the staff who would be laid off. She also noted that unemployment payments will encompass 47% of the laid off employees' wages, and with an additional \$600 payment from the federal government, most part-time staff may receive more money during the layoff period than if they were employed.

Therefore, it was the recommendation of staff to begin layoffs of part-time staff after April 30<sup>th</sup> if the stay at home order was extended. Discussion ensued.

President Hays shared his concern about the extra federal unemployment benefits ending in July, but was satisfied with staff's recommendation. Commissioner Kuhl questioned if any staff who would be laid off would receive less than their current salary despite the additional \$600 received from the federal government. Ms. Hoggatt responded no.

Commissioner Solon requested a list of all essential part-time staff and that she was not ready to make a decision until she had seen that list. Mr. DeLuce and staff noted a number of essential part-time employees and that staff would provide a list to the board the following day. Commissioner Solon stressed the importance of knowing details about the essential employees, and President Hays concurred due to concerns over how long laid off employees may have to wait for payment from the federal government. Discussion ensued about the impact on the Park District's services due to the potential lay off of part-time employees. Pursuant to prior action, all commissioners agreed to continue allowing President Hays and Mr. DeLuce to make the final decision about laying off part-time staff per recommendations from staff for the period in question.

#### **Discussion Items**

None.

#### **Comments from Commissioners**

Commissioner Solon expressed her gratitude for the Park District staff's work during this difficult time, especially the continued upkeep of parks and facilities. Vice President Miller echoed these sentiments and added the parks are busy and yet the dog bag dispensers have still been kept full by staff. Commissioner McMahon agreed and mentioned he has visited many parks in the last few weeks and appreciates the work of staff. President Hays agreed and noted the increased park usage and the importance of 8-foot pathways and trails standards.

#### **Adjourn**

There being no further business to come before the Board, Commissioner Solon 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 6:46 p.m.

Approved:

---

Craig W. Hays, President

---

Guy Hall, Secretary