

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

**June 10, 2020**

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, June 10, 2020 at 7:00 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:

<https://us02web.zoom.us/j/81614984748?pwd=UWdudUFGck90QW9ySFNMVHFLZWw0dz09> 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 the Executive Director 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, June 10, 2020 to be sent to the Executive Director of the Park District at: [joe.deluce@champaignparks.org](mailto:joe.deluce@champaignparks.org).

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, and 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, Steven Bentz, Director of the Virginia Theatre, and Amanda Carrington, Hays Recreation Center Receptionist.

Gokhul Ranganath, Project Manager for Broeren Russo Builders, Inc. also attended virtually.

**Call to Order**

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

**Comments from the Public**

There were no comments from the public.

**Communications**

None.

**Treasurer's Report**

Treasurer Lawson reviewed the Treasurer's Report for the month of May 2020. Ms. Lawson reported cash was down \$790,000, which included nearly \$100,000 in refunds for canceled programs. Ms. Wallace added that the first installment of real estate taxes was low at \$1,245,000 when compared to 2019's (\$2,900,000) and 2018's (\$3,800,000) first installments. Commissioner Kuhl asked if the County Clerk's Treasurers Office had been contacted. Ms. Wallace stated they had been contacted and the Park District was waiting for a reply. Discussion ensued.

Commissioner Solon joined the meeting virtually at 7:07 p.m.

Ms. Lawson stated the Treasurer's Report had been reviewed and was found to be in appropriate order.

Commissioner McMahon made a motion to accept the Treasurer's Report for the month of May 2020. The motion was seconded by Commissioner Kuhl. Upon roll call vote, the vote was as follows: Commissioner Kuhl – yes; Commissioner McMahon – yes; President Hays – yes; Vice President Miller – yes; and Commissioner Solon – yes. The motion passed 5-0.

## **Executive Director's Report**

### General Announcements

Mr. DeLuce asked Ms. Hoggatt to present the latest staffing numbers. Ms. Hoggatt reported that the Park District normally employs 81 full-time staff at capacity. Recently, eight full-time staff had either retired (2), resigned to take new jobs (3) or had accepted voluntary furloughs (3). 73 full-time staff were reported to be currently working with three additional staff on medical leave. Six part-time staff were retained as essential workers. Phase three protocols from the Governor's Executive Order had opened up new possibilities and staff were looking to rehire 30 part-time positions in various departments to cover new and existing needs. Discussion ensued.

Commissioner Kuhl asked for insight into why staff had left the Park District. Mr. DeLuce responded that one staff member had resigned to move back home and two had resigned for higher pay elsewhere.

Commissioner Solon requested to know more about the retirees. Ms. Hoggatt responded that Cindy Harvey and Glenn Brown had retired.

Commissioner Kuhl inquired if the positions would be filled. Mr. DeLuce responded that the positions would remain unfilled until September 1<sup>st</sup>. Ms. Hoggatt mentioned that the open CUSR position had been advertised, but would not be filled until September 1<sup>st</sup>. Commissioner Kuhl inquired about CUSR's programs. Mr. DeLuce responded that most of CUSR's programs had been held virtually due to its users' higher risk factors.

Mr. DeLuce also noted that the Commissioners should have received the latest capital projects update by email and that a check had been received from the City of Champaign for the Heritage Park shoreline project.

Commissioner Kuhl asked about the Picnic Parks program. Discussion ensued. Mr. DeLuce responded that weather had impacted the first week. He also stated that evenings had more visitors than during lunch hours. He mentioned that the City would be adding umbrellas and possibly live music to these areas in the near future. Commissioner Kuhl asked if the Park District was staffing these Picnic Parks. Mr. DeLuce responded that the Picnic Parks were open from 11 a.m. – 2 p.m. and 5-9 p.m. and that the City pays for the Park District to staff the locations. Commissioner Kuhl requested clarification on Park District staff roles for these positions. Mr. DeLuce explained that the staff were serving as Park Ambassadors to clean, help maintain social distancing, and provide general oversight. Commissioner Kuhl asked if it was cost effective for the Park District to be involved. Mr. DeLuce responded that it has been an important component of helping staff maintain their 40 hours even if they had physical limitations and were not able to assist in Operations.

## **Committee and Liaison Reports**

### Champaign Parks Foundation

There was no report from Vice President Miller.

## **Report of Officers**

### Attorney's Report

Attorney Hall reported that he is working on a number of routine matters, contracts and various Park District issues.

### President's Report

President Hays reported on a number of budgetary items. He noted recent refunds totaling \$98,366. President Hays also shared the final total for the new Operations building at \$2,560,000, which was 8.325% over budget. He stated this percentage was normal. However, he wanted to highlight this fact for consideration for future projects. President Hays also reported on a number of Park District flower islands that were expected to be addressed when a flower shipment arrives on 6/15/20.

Commissioner Solon stated she did not know there had been a sale of unused annual flowers to the public. Discussion ensued. Mr. Olson highlighted the dates of recent sales and an income of over \$4,000 to help recover costs for the plants that would not be used. Mr. Olson added that the sale had been promoted on

social media. Mr. DeLuce commented that the staff will do a better job of communicating flower sales to the Board members in the future.

### **Consent Agenda**

President Hays stated that all items on the Consent Agenda are considered routine and shall be acted upon by one motion. If discussion is desired regarding any item, that item shall be removed and discussed separately.

1. Approval of Minutes of the Annual and Regular Board Meetings, May 13, 2020
2. Approval of Minutes of the Special Board Meeting, May 27, 2020

Vice President Miller made a motion to approve the consent agenda. The motion was seconded by Commissioner Kuhl. Upon roll call vote, the vote was as follows: Vice President Miller – yes; Commissioner Kuhl – yes; Commissioner McMahon – yes; Commissioner Solon – yes; and President Hays – yes. The motion passed 5-0.

### **New Business**

#### Approval of Disbursements as of May 13, 2020

President Hays reported that staff recommended approval of the list of disbursements for the period beginning May 13, 2020 and ending June 9, 2020.

Vice President Miller made a motion to approve the list of disbursements for the period beginning May 13, 2020 and ending June 9, 2020. The motion was seconded by Commissioner Kuhl. Upon roll call vote, the vote was as follows: Commissioner McMahon – yes; Commissioner Solon – yes; Commissioner Kuhl – yes; Vice President Miller – yes; and President Hays – yes. The motion passed 5-0.

#### Approval of Setting a Public Hearing on the Budget and Appropriation Ordinance

Ms. Wallace reported on the ordinance draft and budget draft. She stated it had been challenging to plan due to uncertainty related to the COVID-19 virus shutdown. Ms. Wallace commented that supplemental budgets might be appropriate if future phasing allows for revenue generating programs and services. She also highlighted other budgetary data that would be subject to changes as the draft becomes finalized.

Commissioner Solon made a motion to approve setting a public hearing on the proposed budget and appropriation ordinance for Wednesday, July 22, 2020 at 5:30 p.m. at the Bresnan Meeting Center and to receive public comments. Ordinance No. 645, the proposed Budget and Appropriation Ordinance, is available at the Bresnan Meeting Center for public review. The motion was seconded by Commissioner Kuhl. Upon roll call vote, the vote was as follows: Commissioner McMahon – yes; President Hays – yes; Vice President Miller – yes; Commissioner Kuhl – yes; and Commissioner Solon – yes. The motion passed 5-0.

#### Approval of Bids for Bicentennial Center CUSR Renovation

Mr. DeLuce recommended the Board table the approval of the bids for the renovation of the Bicentennial Center due to delays in Fast Track grant process pending with the Illinois Department of Commerce and Economic Opportunity (DCEO) until the June 24<sup>th</sup> Special Board Meeting. Mr. DeLuce, Mr. Olson, and Mr. Ranganath from Broeren Russo concurred that the current bids would be valid for 60 days from opening.

Commissioner Kuhl requested clarification on the amount of money that would be received from state budget appropriations earmarked by Senator Bennett for this project as well as the total from the DCEO grant application if awarded. Mr. DeLuce mentioned that the DCEO grant award would be distributed through reimbursements and if grant monies exceeded the project's budget, the Park District would request less reimbursement from DCEO.

Commissioner Kuhl made a motion to table the approval of the bids for the Bicentennial Center renovation. Commissioner Solon seconded the motion. Upon roll call, the vote was as follows: Commissioner Solon – yes; Vice President Miller – yes; Commissioner McMahon – yes; President Hays – yes; and Commissioner Kuhl – yes. The motion passed 5-0.

### **Old Business**

None.

## Discussion Items

### FY20 Performance Management Report

Mr. Scheunemann provided the report. He reviewed the purpose of the Performance Management Report and provided observations on the results in comparison to the previous years. He indicated that several targets were not met due to the COVID-19 crisis and that it should be expected that numbers and targets will look differently in FY21 due to the crisis. He specifically noted the reduction in volunteer hours due to the pandemic and highlighted the potential value of lost time from these volunteers to be more than \$200,000. Mr. Scheunemann also noted comparatives with results from the National Park and Recreation Association (NRPA) were included for the first time in this report.

Commissioner Kuhl stated that in light of the pandemic and future uncertainty it will be important to find areas of focus for FY21.

Commissioner Solon observed the attendance numbers at the Douglass Annex and Hays Recreation Center appeared to be low. Discussion ensued. Mr. Jones responded that the numbers were lower due to the pandemic. He noted that the two populations which are served by the Hays Recreation Center, seniors and special recreation, have not been meeting at these locations since March.

Commissioner Solon commented that the Park District's budget and expenses appeared to be higher than the national averages as presented in the report. Discussion ensued. Mr. Scheunemann responded he would review formulas with NRPA to make sure the results were comparable. Mr. DeLuce and Mr. Hall noted how Illinois' unique Park District system may also have impacted the results. Mr. Scheunemann responded that he would find comparatives within Illinois to present as well. Vice President Miller added the report shows the Park District was deficient in dog parks.

### Comments from Commissioners

Commissioner Kuhl clarified who would be responding (Ms. Wallace) to an inquiry from Claire O'Brien, a member of the public. Commissioner McMahon thanked the Park District for the work at Spalding Park to create an outdoor space for a memorial service for the Adams family and for working with Unit 4 in the process. Discussion ensued. Commissioner Solon commented that she received many compliments on the use of Spalding Park for the memorial. She also noted the need to pull weeds in the flower islands and tree damage from one of the lawn mowing services. Mr. DeLuce stated that Mr. Johnson is working with the contractor at Noel Park on the tree damage issue.

### Adjourn

There being no further business to come before the Board, Commissioner Kuhl 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 7:55 p.m.

Approved

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Craig W. Hays, President

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Guy C. Hall, Secretary