

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

June 24, 2020

The Champaign Park District Board of Commissioners held a Special Board Meeting on Wednesday, June 24, 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: <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 the President Hays 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 24, 2020 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 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, Andrew Weiss, Director of Planning, Dan Olson, Director of Operations, Jameel Jones, Director of Recreation, and Jimmy Gleason, Director of Revenue Facilities.

Joseph Brusseau of Hitchcock Design Group, Jean Flood of the League of Women Voters, and Claire O'Brien of the Daily Illini were also electronically in attendance.

Call to Order

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

Attorney Hall joined the meeting at 5:31 p.m.

Presentations

Human Kinetics Park Project, Hitchcock Design Group

Mr. DeLuce introduced Joseph Brusseau from Hitchcock Design Group to present cost estimates for and updates to the schematic design for Human Kinetics Park.

Mr. Brusseau presented the refinements to schematic designs for Human Kinetics Park. Updates included realigned and widened (from 6 feet to 8 feet) pathways, Martens Center site plan and parking lot updates, and the removal of the Sutu wall. Mr. Brusseau also reviewed cost estimates totaling \$1,157,000. Discussion ensued.

Mr. DeLuce questioned the inclusion of an asphalt line item for paving totaling \$38,000. Mr. Brusseau responded that should not be included, but would need to verify. Attorney Hall clarified that the asphalt paving line item should be considered a subtraction. Mr. Brusseau confirmed it would be a subtraction after verification.

Mr. DeLuce confirmed the original overall project budget of \$900,000, which included a grant from Illinois American Water for \$50,000 and an additional \$50,000 in naming rights.

Commissioner Solon requested clarification on the pathway labeled as “A” on the schematic design. She noted that the path, as drawn, could not be constructed due to crossing land that is not owned by the Park District. Commissioner Kuhl asked if the path in question could be eliminated from the design. Discussion ensued. Ms. Solon and Ms. Kuhl made several additional suggested park pathway modifications. Vice President Miller commented that pathway “A” would be an important link between the new pathway investments at Human Kinetics Park and the broader neighborhood trail system. President Hays responded that the initial cost estimates were \$300,000 over budget and reductions need to be made, however, he supported staff reaching out to the City of Champaign to see if it would be willing to partner on the connecting path. Mr. DeLuce added that staff would make the request to the City at a planning meeting the following week.

Ms. Kuhl also requested the removal of a circular concrete pad and pathway to reduce the congestion near the volleyball and basketball courts. Mr. Brusseau responded that all of the aforementioned suggestions were feasible and their design team would address the Board’s changes quickly.

Comments from the Public

There were no comments from the public.

New Business

Approval of Bid for Playground Surfacing

Mr. Olson presented the report. He discussed the history on the bids for playground surfacing. Discussion ensued. Mr. Olson reported that a company that inadvertently forgot to submit a bid last year was the lowest responsible bidder in 2020.

Mr. DeLuce added that the CU Public Health District had approved the reopening of playgrounds, with stipulations, in phase four of the Governor’s Rebuild Illinois plan. He also noted staff were working to open the playgrounds as quickly as possible.

Commissioner Solon made a motion to approve a contract with the lowest responsible bidder and authorized the Executive Director to purchase playground surfacing mulch from J & L Morris Trucking, LLC at a bid price of \$17.50 per cubic yard, or \$35,000 using the bid multiplier. The motion was seconded by Vice President Miller. Upon roll call vote, the vote was as follows: Vice President Miller – yes; Commissioner McMahon – yes; Commissioner Solon – yes; Commissioner Kuhl – yes; and President Hays – yes. The motion passed 5-0.

Approval of a Subrecipient Agreement between the City of Champaign and the Park District for the Community Matters Program

Mr. DeLuce recommended the Board table the approval of the Subrecipient Agreement between the City of Champaign and the Park District for the Community Matters Program until a fully executed contract has been received from the City of Champaign.

Commissioner Kuhl requested clarification on whether or not delays in the contract process would delay camps for children in need. Mr. Jones responded that camps would not be impacted and that the City would be billed for any expenses that would be incurred in the interim. Mr. DeLuce added that the agreement has been in place for 15 to 20 years. Attorney Hall clarified the expiration date of the current contract. Mr. Jones confirmed June 30, 2020 was the final date for the current agreement.

Commissioner Solon made a motion to table the approval of the Subrecipient Agreement between the City of Champaign and the Park District for the Community Matters Program until the July 8th Regular Board Meeting. The motion was seconded by Vice President Miller. Upon roll call vote, the vote was as follows: Commissioner Kuhl – yes; Commissioner Solon – yes; Commissioner McMahon – yes; President Hays – yes; and Vice President Miller – yes. The motion passed 5-0.

Approval of Updated Board Participation with External Entities Policy

Mr. DeLuce presented the report. He stated that this update was the beginning of the formal process to review and update the Board Policy manual every five years. Mr. Scheunemann and Attorney Hall added that this update included minor revisions to improve reader comprehension.

Commissioner Solon made a motion to approve the updated Board Participation with External Entities Policy. The motion was seconded by Commissioner McMahon. Upon roll call vote, the vote was as follows: Vice President Miller – yes; Commissioner McMahon – yes; Commissioner Kuhl – yes; Commissioner Solon – yes; and President Hays – yes. The motion passed 5-0.

Old Business

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 grant award notice from the Illinois Department of Commerce and Economic Opportunity (DCEO) until the July 8th Regular Board Meeting. He also commented that Ms. Auteberry has kept in contact with DCEO about the potential award and that he had reached out to Senator Bennett to help as well.

Commissioner Solon thanked staff for creating a document to fully explain each add alternate. President Hays concurred.

Commissioner Solon made a motion to table the approval of the bids for the Bicentennial Center renovation. Vice President Miller seconded the motion. Upon roll call, the vote was as follows: President Hays – yes; Commissioner Solon – yes; Commissioner McMahon – yes; and Vice President Miller – yes. At 6:04 p.m., Commissioner Kuhl lost connection to the meeting via video conference call. The meeting was paused until she was able to rejoin by phone at 6:06 p.m. Commissioner Kuhl then voted yes after verifying she could hear other Board members. The motion passed 5-0.

Discussion Items

FY21 Annual Operating Budget

Ms. Wallace presented the report. She noted the transmittal letter which was used to elaborate on unstable circumstances that would impact the budget such as: the pandemic, interest rates, unemployment, and the minimum wage increase. Other challenges would include related program cancellations and additions with shelter-in-place recommendations changing throughout the year. The budget and appropriation ordinance will be presented for approval at the July 22, 2020 Special Meeting.

Strategic Plan

Mr. DeLuce presented the report. He explained that the Strategic Plan was created in 2019 and combined Department Head goals, Board goals, and the Strategic Plan at that time. He explained that quarter four updates for FY20 were highlighted in red throughout the document. Mr. DeLuce mentioned staff would be available for related questions in the future.

Comments from Commissioners

Commissioner Solon shared appreciation for the flower island installations at Hessel Park and the Neil Street floral peacock. She also attended an outdoor yoga class and noted the quality of the instructor. President Hays complimented the Park Maintenance staff for their work at Porter and Hessel Parks.

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 Vice President Miller. Upon roll call, the vote was as follows: Vice President Miller – yes; Commissioner McMahon – yes; Commissioner Kuhl; Commissioner Solon – yes; and President Hays – yes. The motion passed 5-0.

Approved:

Craig W. Hays, President

Guy C. Hall, Secretary