

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

July 22, 2020

PUBLIC HEARING

The Champaign Park District Board of Commissioners held a Public Hearing on Wednesday, July 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: <https://us02web.zoom.us/j/89438812005?pwd=bIVFTkVyKzVOcHk4bkhOS3hFK3N3dz09> 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 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, July 22, 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, Jimmy Gleason, Director of Revenue Facilities, and Steven Bentz, Director of the Virginia Theatre.

Claire O'Brien of CU Citizen Access also attended the public hearing electronically.

Open the Public Hearing

President Hays opened the Public Hearing at 5:30 p.m.

Ordinance No. 645, Budget and Appropriation Ordinance

President Hays stated that the purpose of the public hearing was to discuss and receive comments on the Budget and Appropriation Ordinance for FY20-21. A notice of the public hearing was published in *The News-Gazette* on July 11, 2020 in compliance with state law.

Public Comments

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

Close the Public Hearing

Commissioner McMahon made a motion to adjourn the Public Hearing. The motion was seconded by Vice President Miller. Upon roll call vote, the vote was as follows: Commissioner Solon – yes, Commissioner McMahon – yes; Vice President Miller – yes; Commissioner Kuhl – yes; and President Hays – yes. The motion passed 5-0. The Public Hearing was adjourned at 5:33 p.m.

SPECIAL BOARD MEETING

The Champaign Park District Board of Commissioners held a Special Board Meeting on Wednesday, July 22, 2020 immediately following the Public Hearing at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to 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=bIVFTkVyKzVOcHk4bkhOS3hFK3N3dz09> 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 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, July 22, 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

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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, Jimmy Gleason, Director of Revenue Facilities, Steven Bentz, Director of the Virginia Theatre, Brittany Fairfield, Aquatics and Fitness Manager, and Justice Miller, Sports Manager.

Claire O'Brien of CU Citizen Access attended the meeting electronically as well.

Call to Order

President Hays called the meeting to order at 5:34 p.m.

Comments from the Public

There were no comments from the public.

New Business

1. Approval of Ordinance No. 645: Budget and Appropriation Ordinance

President Hays reported that staff recommended adopting Ordinance No. 645, an Ordinance Adopting the Combined Annual Budget and Appropriation of Funds for the Champaign Park District, Champaign County, Illinois, for the fiscal year beginning on the first (1st) day of May 2020, and ending on the thirtieth day (30th) of April 2021 in the amount of \$25,082,689 and authorize staff to file it with the Champaign County Clerk's office.

Vice President Miller made a motion to adopt Ordinance No. 645, Budget and Appropriation Ordinance for fiscal year beginning May 1, 2020 and ending April 30, 2021 and authorize staff to file it with the Champaign County Clerk's office. The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: Commissioner Solon – yes; Commissioner Kuhl – yes; Commissioner McMahon – yes; President Hays – yes; and Vice President Miller – yes. The motion passed 5-0. A copy of Ordinance No. 645 is attached to the minutes.

2. Approval of a Resolution Authorizing stated provisions of Public Act 101-0640 entitled Government Emergency Administration Act as and for its method of addressing meetings in applicable emergency circumstances.

Mr. DeLuce presented the report. He recommended authorizing a resolution to accept the provisions of Public Act 101-0640 entitled Government Emergency Administration Act amending the Open Meetings Act Sections 2.01 and 7 to permit meetings without the physical presence of a quorum, when specific conditions are met.

Commissioner Solon made a motion authorize a resolution to accept the provisions of Public Act 101-0640 entitled Government Emergency Administration Act as and for its method of addressing meetings in applicable emergency circumstances. The motion was seconded by Commissioner Kuhl. Upon roll call, the vote was as follows: Commissioner McMahon – yes; Vice President Miller – yes; President Hays – yes; Commissioner Solon – yes; and Commissioner Kuhl – yes. The motion passed 5-0.

3. Approval of a Lost and Found Policy

Mr. Olson presented the report. He stated that procedures related to public or private property that have been determined to be lost or abandoned in Park District properties and facilities have in place in various departments. He commented that this policy would be used to formalize staff's efforts district-wide, standardize procedures related to returning lost items to rightful owners, and outline how staff should proceed if items remain unclaimed. Discussion ensued.

Commissioner Solon requested clarification on whether or not an incident prompted the creation of this policy. Mr. Olson replied that the Park District had seen an increase in lost or abandoned items during the pandemic, but no single issue had induced the need for approval of a policy.

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

4. Approval to Initiate the Process of Purchasing Capital Equipment – Vehicles and Mowers

Mr. Olson presented the report. He indicated that when the Board was presented the capital budget, priorities were placed above a red line in the report. Two vehicles and two small mowers were listed below the red line. Mr. Olson highlighted the need to review these four purchases and requested permission from the Board to begin the process to solicit bids for the vehicles and receive estimates for the mowers. Mr. Olson stated each purchase would be brought back to the Board for final approval when all bids and estimates had been received.

Commissioner Kuhl made a motion to authorize staff to begin the process of purchasing two vehicles and two mowers. The motion was seconded by Vice President Miller. Upon roll call, the vote was as follows: Vice President Miller – yes; Commissioner Solon – yes; Commissioner Kuhl – yes; Commissioner McMahon – yes; and President Hays – yes. The motion passed 5-0.

5. Approval to Complete Three (3) Roofing Projects

Mr. Olson presented the report. He indicated that the roofing projects for Douglass concession, Dodds Tennis Center shed, and Rotary shelter had been simultaneously included in the operating budget and capital budget (below the red line). Mr. Olson requested permission to purchase the necessary materials to complete the projects in-house and, if necessary, to authorize the Executive Director to enter into an agreement to roof the Rotary shelter. Discussion ensued.

Commissioner Kuhl expressed concern about Operations taking on extra projects with less staff due to the pandemic. Mr. Olson responded that the projects would be spread throughout the budget year to minimize impact on staffing resources and that contractors would be hired, if necessary.

Commissioner Solon made a motion to authorize staff to commence with the three roofing projects at Douglass concessions, Dodds Tennis Center shed, and Rotary shelter and to authorize the Executive Director to enter into an agreement to roof Rotary shelter, if necessary. The motion was seconded by Commissioner Kuhl. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Commissioner McMahon – yes; Commissioner Solon– yes; President Hays – yes; and Vice President Miller – yes. The motion passed 5-0.

President Hays requested a staff report on whether or not the Park District sustained any hail damage from a recent storm. Mr. Olson responded that despite two recent significant hail events within the Park District, he had no areas of concern to report outside of tree damage.

6. Approval of Request for Quote for Technology Wiring at the Virginia Theatre

Ms. Hoggatt provided the report. She reported that after completing a review of the Park District code, the installation of technology wiring at the Virginia Theatre would not require a formal bid process. Ms. Hoggatt added that three qualified vendors who had previously completed work for the Park District were selected to quote. The quotes that were received were higher than the \$30,000 that had been estimated to complete the work. Vendors were asked to requote and Consolidated Communications submitted a new quote at \$27,221.44. Ms. Hoggatt requested an additional \$2,000 to cover the cost of materials. She stated that this project had been approved as part of the capital plan and was previously listed as an above the red line priority. Ms. Hoggatt added that additional approval to proceed for each capital project had been required by the Board due to the uncertainty of the pandemic. Discussion ensued.

Commissioner Kuhl requested clarification on the quote's price reduction and where the project fit within the Park District's priorities. Mr. DeLuce responded that the current wiring had outlived its usefulness. Ms. Hoggatt responded that it was also important to complete this work to meet fire code standards.

President Hays asked if surveillance cameras would be included in this project. Ms. Hoggatt replied that the cables for the cameras would be installed as part of this project. However, the purchase and installation of the surveillance cameras could be financed through another fund.

Commissioner Solon made a motion to accept the quote from Consolidated Communications for a total \$27,221.44 with an additional \$2,000 for project expenses, and authorization for the Executive Director to enter into the contract. The motion was seconded by Vice President Miller. Upon roll call, the vote was as follows: Vice President Miller – yes; Commissioner Kuhl – yes; Commissioner Solon– yes; Commissioner McMahon – yes; and President Hays – yes. The motion passed 5-0.

7. Approval of Resolutions to Commit Local Funds for the Rebuild Illinois Competitive Regional Economic Development (RIRED) Grant Application

Mr. Scheunemann provided the report. He reported that \$16 million dollars had been made available for applications with a minimum request requirement of \$500,000 and a maximum of \$2,000,000. Mr. DeLuce identified the Martens Center as the Park District's proposed project. He also stated that to request \$2,000,000 from this grant program, the Park District would need to commit \$2,000,000 for construction due to the potential grant award being released only upon reimbursement for associated expenses.

Mr. Hall addressed approving two resolutions in one action due to the granting agency requiring a templated resolution for their records and another for the Park District to be more consistent with its requirements. Discussion ensued.

Commissioner Solon requested clarification on outcomes if the Park District received both the PARC grant and the RIRED grant for the Martens Center. Ms. Wallace responded that she had used a cost estimate that included construction management costs to account for this potential result.

Commissioner Kuhl made a motion to approve the resolutions to commit local funds for the Rebuild Illinois Competitive Regional Economic Development (RIRED) Grant application. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Vice President Miller – yes; Commissioner Kuhl – yes; Commissioner Solon – yes; Commissioner McMahon – yes; and President Hays – yes. The motion passed 5-0.

8. Approval to Apply for the Rebuild Illinois Competitive Regional Economic Development (RIRED) Grant

After discussing the grant program in the previous action item, the Board did not require further deliberation or have additional questions for the approval to apply for the Rebuild Illinois Competitive Regional Economic Development (RIRED) grant.

Commissioner Kuhl made a motion to authorize staff to apply for Rebuild Illinois Fast Track Public Infrastructure Grant and obtain the Board President's signature on the applicable documents. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Vice President Miller – yes; Commissioner Kuhl – yes; Commissioner Solon – yes; Commissioner McMahon – yes; and President Hays – yes. The motion passed 5-0.

9. Approval of a Resolution Authorizing the Destruction of Recordings of Executive Sessions

Mr. Scheunemann presented the report. He stated that this action was an annual housekeeping matter. He added that staff recommended approval of a resolution authorizing the destruction of recordings of executive sessions.

Commissioner McMahon made a motion to approve a resolution authorizing, approving and ordering the destruction of the verbatim audio records of the following executive session meetings: February 14, 2018; March 14, 2018; April 11 & 25, 2018; May 9 & May 23, 2018; June 13 & 27, 2018; July 11, 2018; and August 8 & 22, 2018. The motion was seconded by Vice President Miller. Upon roll call, the vote was as follows: Vice President Miller – yes; Commissioner Solon – yes; Commissioner McMahon – yes; Commissioner Kuhl – yes; and President Hays – yes. The motion passed 5-0.

Old Business

Approval of Bids for Bicentennial Center CUSR Renovation

Mr. DeLuce provided the report. He stated that no word had been received from the Department of Commerce and Economic Opportunity regarding the announcement of grant awards. Mr. DeLuce noted that all bidders had been contacted with a request to extend their bid for 30 days. He also reported that Reliable Plumbing was the only contractor that would not honor its bid beyond the deadline and D. Joseph Construction was the only contractor that did not respond to the extension request. Mr. Olson added that the Park District would lose \$22,970 if the Board chose to wait on the grant and extend the bid deadline for 30 days due to Reliable Plumbing removing their bid. He added that the next lowest bidder for the plumbing work was willing to extend its bid for 30 days.

Mr. DeLuce recommended the Board table the approval of the bids for the renovation of the Bicentennial Center due to delays in grant award notification from the Illinois Department of Commerce and Economic Opportunity (DCEO) until the August 12th Regular Board meeting. He added that the Board may need to accept bids at that point regardless of the grant outcomes. Discussed ensued.

Vice President Miller inquired about the impact fees on others by extending the bids for 30 days beyond the original deadline. Mr. Olson responded that the extension would not impact architectural or engineering fees. He stated that pushing back the deadline would impact the project due to weather conditions. He also noted that fluctuations in material costs would give the Park District less flexibility related to change orders.

Commissioner Kuhl 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: Vice President Miller – yes; Commissioner Kuhl – yes; Commissioner Solon – yes; Commissioner McMahon – yes; and President Hays – yes. The motion passed 5-0.

Discussion Items

1. Dodds 3-Plex Restroom

Mr. DeLuce gave the report. He stated that the Board had received a memo and exhibits outlining the project's history, scope of work, and cost estimates. Mr. DeLuce mentioned that staff had been working with Chuck Reifsteck on lowering the overall project cost. He added that the construction of a new building would cost over \$230,000 plus ADA improvements. Chuck Reifsteck and his staff had reduced the overall renovation cost to \$103,000 and \$54,000 in ADA parking and pathway updates. Mr. DeLuce requested direction from the Board related to the options at hand; 1.) place the project on hold, 2.) renovate the building this year and hold on the ADA work until next year, or 3.) complete the building renovation and ADA improvements this year. Ms. Wallace added that the ADA updates had been set aside in the ADA fund and would be available to cover incurred costs. Discussion ensued.

Vice President Miller and President Hays were supportive of completing the restoration and ADA work at the same time. Commissioner McMahon added that it appeared that the cost estimates had been repackaged and had not changed.

Commissioner Kuhl stated that this project is not a priority due to the lack of use of the 3-plex because of pandemic restrictions. Mr. DeLuce responded that fall softball leagues would be opening soon. Commissioner Kuhl questioned why the 3-plex bathrooms would be opened and not Hessel Park, which has been receiving increased use. She added that portable bathrooms could be a viable option.

Commissioner Solon supported completing the renovation and ADA upgrades at the same time if the pricing is within budget.

President Hays restated the Board's desire to move forward with the architect to create plans to complete both the renovation and the ADA upgrades at the Dodds 3-plex Restroom and Concessions at the same time. He commented that the projects could go to bid and if the Board was not ready to move forward or if the pricing is not within budget the Board is not required to approve the construction. Discussion ensued.

Commissioner Kuhl requested clarification on the architect's fees if the Board chose to proceed in this manner. Vice President Miller asked if the asphalt parking lot was included in the cost estimate. Mr. Olson responded that the architect's fees would not increase and that the parking lot would be resurfaced in the future as part of the District-wide parking lot replacement plan.

President Hays confirmed that the Board desired for staff to move forward with developing plans for completing both the renovation of the Dodds 3-plex Restroom and Concessions and the ADA pathway and parking lot upgrades as well as completing the bidding process.

2. Ordinance Regulating Vegetation on Property Owned or Controlled by the Champaign Park District

Mr. Olson presented the report. He reported that this ordinance had been brought before the Board two years ago and staff had revised the document according to the Board's suggestions, staff committee recommendations, and Attorney Hall's counsel. Mr. Olson reiterated the importance of this ordinance to protect the Park District's vegetation and trees. Discussion ensued.

Commissioner Solon requested clarification about updates related to Board requested changes to

volunteer restrictions. Mr. Olson mentioned that restrictions had been alleviated in two areas to support the efforts of various volunteer groups. Commissioner McMahon requested a version of the ordinance that showed revisions. Commissioner Solon requested clarification on the need to have an arborist present when cutting down trees. Mr. Olson responded that an arborist's expertise is critical to the safety of staff and for providing technical advice. Mr. DeLuce inquired about how many arborists were on staff at the Park District. Mr. Olson responded that the Park District has three arborists and that his memo provided random comparatives with other local government bodies in the area. Commissioner Solon requested more information on the number of trees that staff cut down versus the number of trees that were contracted with external entities for removal. Mr. Olson responded that very few trees were contracted for removal. Commissioner Solon requested a review of the ordinance with visible revisions. President Hays reiterated the need to define restrictions for volunteer groups. Mr. DeLuce stated that the ordinance would be brought forward to the Board for approval at the August 12th Regular Board meeting.

Comments from Commissioners

Commissioner Solon commented that she was pleased that staff had been weeding the flowerbeds and that the garbage removal looked appropriate. President Hays reported that staff who removed invasive species at Porter Park knowledgeably shared about the process and variety of plants at the park.

Executive Session

Vice President Miller moved pursuant to the bases set forth below to convene into Executive Session. The motion was seconded by Commissioner Solon. Upon roll call vote, the vote was as follows: Commissioner McMahon – yes; Commissioner Kuhl – yes; Vice President Miller – yes; President Hays – yes; and Commissioner Solon - yes. The motion passed 5-0. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS Par. 120/2 (c)(5) for the purchase or lease of real property for the use of the public body including meetings held for the purpose of discussing whether a particular parcel should be acquired; (6) the setting of a price for sale or lease of property owned by the public body; and (c)(21) for the discussion of minutes of meetings lawfully closed under this Act, whether for purpose of approval by body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

RETURN TO REGULAR MEETING

Following the adjournment of the Executive Session, the Board reconvened in open meeting.

EXECUTIVE SESSION ACTION ITEM

Approval to Make Available for Public Viewing Executive Session Minutes

Commissioner Solon made a motion to approve making available for public viewing partial minutes Executive Session meetings on May 11, 2005; July 13, 2005; August 10, 2005; August 31, 2005; September 14, 2005; July 27, 2016; September 14, 2016; September 28, 2016; April 12, 2017; April 26, 2017; May 10, 2017; May 24, 2017; June 12, 2019; June 26, 2019; July 10, 2019; and February 12, 2020. 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; Vice President Miller – yes; and President Hays – yes. The motion passed 5-0.

President Hays opened the floor to any additional comments. Commissioner Kuhl requested an organizational update related to Phase Four reopening efforts.

Mr. DeLuce responded that the Hessel Park splashpad was now open from 10 am to 7 pm. The Douglass Park splashpad was continuing to experience mechanical issues and that staff is working on the problem. Camps are going well despite restrictions and Mr. Gleason is developing a plan to reopen the Leonhard Recreation Center. Mr. DeLuce added that Springer Cultural Center had begun offering social distance pottery classes and that CU at Home would be vacating the Douglass Community Center on 8/26/20. He commented that special recreation would remain virtual due to

the vulnerable populations served by that program and that the tennis and softball programs were growing in registrations. Mr. DeLuce added that the Virginia Theatre sound system construction is on schedule and that staff has been working on small programs and events, staff will be evaluating the budget in the near future. Discussion ensued.

Commissioner Kuhl commented that she had seen a volleyball team using the courts at Hessel Park. Mr. DeLuce mentioned that he would have staff look into it. Mr. DeLuce also added that staff were working with CU at Home and a security firm to work with the individuals without residences who had been congregating at various parks and other efforts are underway to deter other unsavory activities at the parks.

Adjourn

There being no further business to come before the Board, Commissioner McMahon made a motion to adjourn the meeting. The motion was seconded by Vice President Miller. Upon roll call vote, the vote was as follows: Commissioner McMahon – yes; Commissioner Kuhl – yes; Commissioner Solon – yes; Vice President Miller – yes; and President Hays – yes. The motion passed 5-0. The meeting was adjourned at 6:42 p.m.

Approved

Craig W. Hays, President

Guy C. Hall, Secretary