

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

August 12, 2020

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, August 12, 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/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, August 12, 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, Joseph DeLuce, Executive Director, 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: 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, Bret Johnson, Grounds and Maintenance Supervisor, and Laura Auteberry, Development Director.

Eleanor Blackmon from the City of Champaign was also electronically in attendance.

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.

Presentation

Mr. Weiss introduced Eleanor Blackmon, Assistant City Engineer for the City of Champaign. Ms. Blackmon presented a report on the Boneyard Creek improvements with an update on the next phase to include Wesley Park. She highlighted several creek and trail developments that would require construction easements from the Park District later this year. Ms. Blackmon also requested input from the Board and staff on the addition of parking spaces to the south side of Wesley Park. Discussion ensued. Ms. Blackmon agreed to provide a map highlighting the potential location of the new parking area and to work with Mr. Weiss to clarify the historical development of and intended purpose for the southern section of Wesley Park. She noted that an alternative proposal is to be presented.

Ms. Blackmon departed the meeting at 7:18 p.m.

Communications

President Hays confirmed that Board members had received the communications in the Board packet.

Treasurer's Report

Treasurer Lawson reviewed the Treasurer's Report for the month of July 2020. She reported on revenue and expense comparatives between July 31, 2019 and current day. Ms. Lawson noted that income was \$5.1 million dollars lower than last year. She reported that the most significant lower income totals consisted of \$3.1 million dollars in delayed payments of real estate taxes and \$1.4 million dollars lost in services and merchandise revenue. Ms. Lawson added that these shortfalls were expected to be recovered through fall programming and deferred real estate tax payments. She also reported that expenses were \$2.1 million dollars lower than last year. She noted that this total included a \$1.1 million-dollar reduction in capital expenses, a \$400,000 reduction in staff salaries, a \$325,000 reduction in contracted services, and a \$190,000 reduction in the purchase of supplies. Discussion ensued. Commissioner McMahon requested clarification about whether pandemic protocol had impacted the supplies line item. Treasurer Lawson responded that the purchase of sanitation supplies and protective equipment had increased, but overall spending for supplies was down.

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

Executive Director's Report

General Announcements

Mr. DeLuce reported that staff were working on the plans for reopening facilities and that the details would be available soon. He noted that the Virginia Theatre would be closed for the remainder of the fiscal year due to the pandemic. He stated that a number of repairs and upgrades to the Virginia Theatre would be completed during the shutdown and that staff would be reassigned to other departments as needed. Discussion ensued. Commissioner Kuhl inquired about the Urbana Park District's plan for its pandemic response. Mr. DeLuce responded that he had not heard any news about the Urbana Park District's plans. However, he stated that staff had been working with Unit 4 to determine how to best serve the community's needs during the student's first quarter of virtual learning. Mr. DeLuce noted that staff were working on helping to increase student's access to internet, computers, and physical activity in the Park District's parks and facilities as permissible.

Commissioner Kuhl requested more information on the Park Ambassador Program. Mr. DeLuce responded that the Park District had contracted with retired and off-duty police officers to serve as ambassadors in various parks throughout the week.

Committee and Liaison Reports

Champaign Parks Foundation

Vice President Miller reported that the Foundation's August 10, 2020 meeting included discussion related to yard sign thank you campaigns for donors and sponsors. He noted that the Trustees also brainstormed new ideas before the meeting was cut short when a storm interrupted power throughout the city.

Report of Officers

Attorney's Report

Attorney Hall reported that he had been working on a number of policies, contracts, FOIA requests, and other routine matters for the Park District. Discussion ensued. Commissioner Kuhl requested more information about the FOIA requests. Attorney Hall responded that two FOIA requests had

been received. He reported that one request from IBEW 601 revolved around prevailing wage matters. The second request involved a requester who inquired about the Park District's handling of geese apparently motivated by the actions of another local government entity.

President's Report

President Hays reported that he had been meeting with Mr. DeLuca to discuss the Park District's optimal use of resources during the pandemic. He stated that capital projects at the Virginia Theatre, such as HVAC work, would move forward during the its shutdown.

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 Regular Board Meeting, June 10, 2020
2. Approval of the Minutes of the Special Board Meeting, June 24, 2020
3. Approval of Minutes of the Regular Board Meeting, July 08, 2020
4. Approval of Minutes of the Special Board Meeting, July 22, 2020
5. Approval of Minutes of the Executive Session, July 22, 2020
6. Approval of 1-Year Amended Extension of Virginia Theatre Alcohol Concession Agreement for 2020-2021
7. Approval of the Request for Quote for the Purchase of Two Lawn Mowers

Vice President Miller made a motion to approve the Consent Agenda. The motion was seconded by Commissioner Solon. 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.

New Business

1. Approval of Disbursements as of July 08, 2020

Staff recommended approval of the list of disbursements for the period beginning July 08, 2020 and ending August 12, 2020.

Commissioner Kuhl made a motion to approve the list of disbursements for the period beginning July 08, 2020 and ending August 12, 2020. 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, President Hays – yes; and Commissioner Kuhl – yes. The motion passed 5-0.

2. Approval of Ordinance No. 647: Regulating Vegetation on Property Owned or Controlled by the Champaign Park District

Mr. DeLuca presented the report. He stated that this ordinance had been a discussion item in the previous meeting and inquired if there were any questions. Commissioner Solon requested this action item be tabled to address revisions related to volunteer work. Commissioner Solon and Mr. Olson agreed to work on edits to present at the next meeting.

Commissioner Solon made a motion to table the approval of Ordinance No. 647: Regulating Vegetation on Property Owned or Controlled by the Champaign Park District. The motion was seconded by Commissioner McMahon. Upon roll call vote, the vote was as follows: President Hays – yes; Commissioner Kuhl – yes; Vice President Miller – yes; Commissioner McMahon – yes; and Commissioner Solon – yes. The motion passed 5-0.

Ms. Hoggatt departed the meeting at 7:28 p.m.

3. Approval of Acceptance of Interim GASB 75 Actuarial Valuation Report for FYE2020 Ending April 30, 2020

Ms. Wallace presented the report. She stated that this report was an update to the document from the previous year. She noted that the discount rate had decreased resulting in an increase in liability. Ms. Wallace also updated the Board about the discount rate and highlighted a change in premiums.

Ms. Hoggatt returned to the meeting at 7:35 p.m.

Commissioner Solon made a motion to accept the Interim GASB 75 Actuarial Valuation Report for FYE2020 Ending April 30, 2020. Commissioner Kuhl seconded the motion. Upon roll call vote, the vote was as follows: Vice President Miller – yes; Commissioner McMahon – yes; President Hays – yes; Commissioner Solon – yes; and Commissioner Kuhl – yes. The motion passed 5-0.

4. Approval of the Sale of Real Estate in the Trails at Abbey Fields Subdivisions

Mr. DeLuce presented the report. He shared the latest correspondence with the buyer and recommended approval.

Commissioner Kuhl made a motion to approve the sale Lot 181 in The Trails at Abbey Fields subdivisions for \$55,000 plus all associated fees, costs, and assessments. The motioned was seconded by Commissioner Solon. Upon roll call, the votes were as follows: Commissioner Kuhl – yes; Commissioner Solon – yes; President Hays – yes; Commissioner McMahon – yes; and Vice President Miller – yes. The motion passed 5-0.

5. Approval of a Resolution to Commit Cash Proceeds Received in Land Sale to Land Acquisition Fund

Mr. DeLuce presented the report. He indicated that this action followed protocol related to the sale of a similar lot in a previous year. Discussion ensued. Commissioner Solon requested clarification on the purpose of prioritizing land acquisition for these monies ahead of other priorities. Commissioner Kuhl clarified that the Board still has the authority to transfer the funds from the Land Acquisition Fund to other areas if necessary.

Commissioner Kuhl made a motion to approve a resolution to commit \$55,000 from the sale of Lot 181 at the Trails of Abbey Fields as of the date of this resolution or before April 30, 2021 into the Land Acquisition Fund for the future purchase of lands. The motion was seconded by Vice President Miller. Upon roll call vote, 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.

6. Approval of Rescinding Bid Award for Path Extension at Zahnd Park to Connect Existing Paths

Mr. Weiss presented the report. He indicated that the lowest possible bidder declined to proceed with the contract and agreed to forfeit the bond. He requested input from the Board on whether or not collect the bidder's 10% bid bond. Commissioner Kuhl requested clarification on the advantages and disadvantages on collecting the bid bond. Discussion ensued. Commissioner Solon responded that collecting the bid bond was standard practice since the Park District will incur

additional costs by selecting the next lowest responsible bidder. Mr. DeLuce recommended the Board collect the bid bond.

Commissioner Kuhl made a motion to approve rescinding A&R Mechanical's contract award for the path extension at Zahnd Park to connect existing paths and to collect on A&R's 10% bid bond. The motion was seconded by Commissioner Solon. Upon roll call vote, the vote was as follows: Vice President Miller - yes; Commissioner Solon – yes; President Hays – yes; Commissioner McMahon – yes; and Commissioner Kuhl – yes. The motion passed 5-0.

7. Approval of Bid for Path Extension at Zahnd Park to Connect Existing Paths

Mr. DeLuce presented the report. He noted that the next lowest responsible bidder for the Zahnd Park project was A & A Concrete. It was contacted to negotiate a lower price to come in line with the prior award (noted above), but it declined to do so.

Commissioner Solon made a motion to award the construction contract to A and A Concrete in the amount of \$56,928.14 and authorize the Executive Director to enter into the contract. The motion was seconded by Vice President Miller. Upon roll call vote, the votes were as follows: Commissioner McMahon – yes; Commissioner Kuhl – yes; Commissioner Solon – yes; Vice President Miller – yes; and President Hays – yes. The motion passed 5-0.

8. Approval of a Modification to a Resolution to Commit Local Funds for the Rebuild Illinois Competitive Regional Economic Development (RIRED) Grant Application

Mr. DeLuce reported that this resolution and grant application required revisions due to the change in project scope and cost estimates for the Martens Center.

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

Old Business

1. 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 notification from the Illinois Department of Commerce and Economic Opportunity (DCEO). He noted that the Board would need to hold a special meeting on August 21st or August 24th to approve the bids if the Board decided to table the motion.

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

Discussion Items

1. Trails at Abbey Fields Homeowners Association Vote on Lot Special Assessment

Mr. Weiss presented the report. He stated that he is to serve as the proxy representing the Board and Park District at the homeowners association matter related to a special assessment for the

shoreline repair of a neighborhood pond. Mr. Weiss requested direction from the Board in this matter. The Board members directed Mr. Weiss to vote “no” on behalf of the Park District.

Comments from Commissioners

Commissioner Solon commented that staff had been responsive to her requests and the requests of residents when asked to attend to litter issues in the parks.

President Hays noted the damage from the recent storms to the trees in the parks and he had noticed the quick response of staff to clean up the downed branches and trees.

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 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 and the meeting was adjourned at 7:51 p.m.

Approved

Craig W. Hays, President

Guy C. Hall, Secretary