

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

**August 26, 2020  
SPECIAL BOARD MEETING**

The Champaign Park District Board of Commissioners held a Special Board Meeting on Wednesday, August 26, 2020 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, August 26, 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, Joseph DeLuce, Executive Director, and Attorney Guy C. Hall

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

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.

**Call to Order**

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

**Comments from the Public**

None.

**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, that item shall be removed and discussed separately.

1. Approval of the FYE21 Budget Book.

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

**New Business**

1. Approval of Updates to Board Policies

Mr. Scheunemann presented the report. He stated that several policies in the Board Policy Manual had been scheduled for the Board to review. He noted that each policy needed to be reviewed every

five years according to Board policy. The Board can systematically and comprehensively review the Board Policy Manual over the course of the next year until completion.

Commissioner Solon requested several changes to the Prospective Board of Commissioners Candidate and Packet Policy and the Public Participation Policy. Commissioner Kuhl commented that since the suggested changes did not impact the content of the policies and were non-substantive, the Board could still approve the policies.

Vice President Miller requested clarification on the removal of “romantic relationship” from the Hiring of Relative Policy. Discussion ensued.

Attorney Hall responded that he had worked with the Human Resources staff to define the term, “close relative,” and specifically focus the policy’s guidance on decisions related to these terms. The romantic relationships matter is defined and governed by the Employee Handbook under 6-17 Romantic or Sexual Relationships Policy. Attorney Hall recommended separating close relative policies from romantic relationship policies. Discussion ensued.

Vice President Miller noted a conflict of interest if romantically involved employees were allowed to supervise their partner. Attorney Hall responded regarding the policy distinction. Ms. Hoggatt suggested that the Board wait to consider this policy until staff presents versions for comparison.

Commissioner Solon made a motion to approve updates to the Alcoholic Beverage, Board Code of Conduct, Distinction Between Board Policies and Administrative Procedures, Participation in Professional Conferences and Seminars, Prospective Board of Commissioners Candidate and Packet, Public Participation, and Volunteers policies including all non-substantive amendments to these policies and table the approval of the Hiring of Relatives Policy. The motion was seconded by Vice President Miller. Upon roll call vote, the vote was as follows: Commissioner Kuhl – yes; Commissioner McMahon – yes; Vice President Miller – yes; Commissioner Solon – yes; and President Hays – yes. The motion passed 5-0.

## 2. Approval of Bids to Repair HVAC at the Springer Cultural Center

Mr. Olson presented the report. He stated that this project would add three air conditioning units to the Springer Cultural Center roof and replace the boiler that had been installed in 1972. Discussion ensued.

Commissioner Solon requested clarification on the functions of the system. Mr. Olson responded that the system would comprehensively heat and cool the building.

Vice President Miller requested clarification on whether or not control systems were included in the project. Mr. Olson responded that they were included as well as a new gas line to the roof top units. Commissioner Solon recommended a schedule for the replacement of the control systems due to their short life span.

Commissioner Kuhl made a motion to award the bid to the lowest bidder that meets all required specifications, Reliable Plumbing and Heating Company, Champaign, IL, at the bid amount of \$96,600 and authorize the Executive Director to enter into a contractual agreement for this work. Vice President Miller seconded the motion. Upon roll call vote, the vote was as follows: Commissioner Kuhl – yes; Commissioner McMahon – yes; Vice President Miller – yes; Commissioner Solon – yes; and President Hays – yes. The motion passed 5-0.

## 3. Approval of Bid for Hessel Park Tennis Courts Accessible Sidewalk

Mr. Olson presented the report. He stated that this project would provide access by sidewalk from parking near the large Hessel Park pavilion to the Hessel Park tennis and pickleball courts. He also

noted that the lowest responsible bidder, Mid Illinois Concrete, had previously completed work for the Park District at Hessel Park's splash pad and restrooms.

Mr. DeLuce commented that the Park District had received a request to provide access to the tennis courts.

Commissioner Solon made a motion to award the bid to Mid Illinois Concrete in the amount of \$10,645 to install a sidewalk for access to the Hessel Park tennis courts and to authorize the Executive Director to enter into a contract for the work. Vice President Miller seconded the motion. 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.

#### 4. Approval of Bid for the Bresnan Meeting Center ADA Sidewalk Entry

Mr. Olson presented the report. He noted that this project was similar to the last action item. This is for ADA entry into the Bresnan Meeting Center. Mr. Olson commented that Farnsworth Group had previously developed three plans for this project. He stated that this bid represents the lowest cost alternative of the three plans.

Mr. DeLuce noted that one full-time staff member who uses a wheelchair is currently working at the Bresnan Meeting Center.

Vice President Miller made a motion to approve awarding the bid to Duce Construction in the amount of \$11,225 for the ADA sidewalk entry at Bresnan Meeting Center and authorize the Executive Director to enter into a contract for the work. The motion was seconded by Commissioner Solon. Upon roll call vote, the vote was as follows: Commissioner McMahon – yes; Commissioner Solon – yes; Commissioner Kuhl – yes; President Hays – yes; and Vice President Miller – yes. The motion passed 5 – 0.

#### 5. Approval of Agreement Between MSA Professional Services and the Park District for Spalding Park

Mr. DeLuce recommended that the Board table the agreement due to several items that were still under review. Attorney Hall reported that the current terms and conditions needed several revisions. Mr. DeLuce noted that staff would work with Attorney Hall to amend the agreement for the Board's consideration at the September Regular Board meeting.

Commissioner Solon made a motion to table the approval of an agreement with MSA Professional Service and the Park District for Spalding Park. Commissioner McMahon seconded the motion. 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.

Commissioner Kuhl requested clarification on whether or not the tennis courts would be removed as part of the OSLAD project at Spalding Park. Discussion ensued. Mr. DeLuce responded that the tennis courts were to be removed in the current plan. Commissioner McMahon requested that the Board revisit this decision due to increased use of the courts during the pandemic.

#### 6. Approval of Authorization to Execute Agreement with DCEO for Local Coronavirus Urgent Remediation Emergency Support Program (local CURE) Funding

Mr. DeLuce stated that staff would like to apply for this grant to reimburse a number of COVID-19 pandemic related expenses, such as teleworking. Ms. Wallace reported that this grant originally only accepted applications from five counties in Illinois. However, three million dollars (\$3,000,000) had

been recently allocated to the remaining counties throughout the state. She stated that roughly \$19,000 in expenses could be covered by this grant, not including additional payroll claims. Discussion ensued.

Commissioner Solon requested clarification on the eligibility of park security expenses. Ms. Wallace responded that the grant has five criteria for the application and she would work with staff to determine if those expenses are eligible. President Hays noted that it would be advantageous to maximize the number of expenses the Park District could offset with grant monies.

Commissioner Kuhl made a motion accept and execute the funding agreement with the Illinois DCEO Local Coronavirus Urgent Remediation Emergency Support Program with funding not to exceed \$30,000. Vice President Miller seconded the motion. Upon roll call vote, the vote was as follows: Commissioner Kuhl – yes; Vice President Miller – yes; Commissioner McMahon – yes; Commissioner Solon – yes; and President Hays – yes.

#### 7. Approval of Update to Holiday Policy in the Employee Policies and Procedures Manual

Ms. Hoggatt presented the report. She reported that a law has been enacted to adopt a one-time state holiday for the November 3, 2020 election day, which expires at the end of the year. She noted that all state employees would receive a paid holiday, unless they are involved in staffing the facilities that were hosting polling locations. Ms. Hoggatt stated that if Park District staff were required to work, they would receive holiday pay at double time and a half. Discussion ensued regarding the number of employees, full time and part time status, and rates of pay involved. Ms. Hoggatt responded that staff would only receive overtime pay if they were working for the Park District at the four facilities that were open for the November 3<sup>rd</sup> election day.

Commissioner Kuhl made a motion to approve a one-time Election Day holiday for Park District staff on November 3, 2020, following current Holiday policy. The motion was seconded by Commissioner Solon. Upon roll call vote, the vote was as follows: Commissioner McMahon – yes; Commissioner Kuhl – yes; Commissioner Solon – yes; President Hays – yes; and Vice President Miller – yes.

### **Discussion Items**

#### 1. Champaign Parks Foundation 1st Quarter Financial Update

Ms. Wallace presented the report. She stated that the Park Foundation's first quarter revenues and expenditures were down due to the balance sheet related to the Martens Center project. Ms. Wallace reported that a \$75,000 unanticipated gift was received for the Martens Center. She noted that due to the closure of the Virginia Theatre, the Foundation will not receive an expected \$50,000 in restoration funds. Discussion ensued.

Commissioner Kuhl requested clarification on the terms and funding of the five-year scholarship pledge from Jimmy Johns. Ms. Wallace responded that the last payment was expected to be received in October and that Ms. Auteberry was working on renewing the pledge.

President Hays requested an update on unfulfilled pledges for the Martens Center.

#### 2. Champaign Park District 1st Quarter Financial Update

Ms. Wallace presented the report. She stated that most items in the report highlighted refunds, deferments, and adjustments that had been made or will need to be made in September as the Leonhard Recreation Center and programs continue to reopen. Discussion ensued.

Commissioner Solon inquired about the Museum Fund and what would happen with the ticket sales from the shows that were moved to 2021. Ms. Wallace responded that she anticipated refunds and

deferments into 2021.

Ms. Wallace noted that a reduction in programs had also decreased the Park District's contribution to the scholarship fund. She also highlighted the various fund locations throughout the financial update report. Discussion ensued.

President Hays requested an update on the current status of tax receipts. Ms. Wallace responded that the Park District had received three payments to date, which was less than previous years. Discussion ensued.

### 3. Professional Services for Virginia Theatre HVAC Project

Mr. DeLuce stated that two Virginia Theatre projects were listed as items for Board discussion. He noted that staff recommended proceeding due to the Virginia Theatre's temporary shutdown. Mr. DeLuce requested Mr. Bentz to present a report on the HVAC project. Mr. Bentz presented a proposal from GHR for professional services related to the HVAC project at the Virginia Theatre. He noted that the Park District had applied for an Illinois Department of Natural Resources (IDNR) Public Museum Capital Grant to cover associated expenses. Staff had confirmed that the Park District could proceed with the architectural and engineering portion of the project and still receive reimbursement for these expenses if awarded the IDNR grant. Discussed ensued.

President Hays noted that the Park District could move forward with this project during the Virginia Theatre's shutdown, and it would not need to close again for construction after being closed for FY21. Commissioner Solon requested clarification on the grant award timeline. Mr. DeLuce responded that the application had been submitting on April 30, 2020 and staff had been expecting an award notice. Ms. Wallace stated she expected to receive notice by the end of 2020.

Commissioner McMahon requested clarification on where the funds to pay for this agreement would be allocated from if the Park District did not receive the grant. Discussion ensued. President Hays responded that this project was on the 2022 capital project list, and it was advanced in hopes that the work will be completed and the pandemic restrictions will have lifted by fall of 2021. Commissioner McMahon requested clarification on additional expenses should this project be delayed. Mr. Olson responded that staff did not anticipate many changes beyond upgrades in software, control systems, and air filters.

The discussion concluded with the Park Board directing staff to move forward with negotiating a contract for professional services with GHR related to the Virginia Theatre HVAC project.

### 4. Virginia Theatre Exterior Tuckpointing Project

Mr. Bentz provided the report. He indicated that this project would remedy cracks in the plaster and help to seal the building from leakage and humidity. Ms. Wallace noted that \$220,000 is available in the Virginia Theatre restoration fund. Discussion ensued.

Commissioner Kuhl noted that other tuckpointing has been completed at the Virginia Theatre. She requested an update on recent similar projects. Mr. Bentz responded that the southern wall had been completed in prior work and that the proposed project would focus on the eastern wall as a whole. Discussion ensued.

Vice President Miller requested clarification on the use of architectural firms for a number of projects. Mr. Bentz responded that it was suitable to engage with a firm for this particular project due to its experience with safety matters and overall structural integrity of the Theatre.

The discussion concluded with the Park Board directing staff to proceed.

**Comments from Commissioners**

There were no comments from the Commissioners.

**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 Solon. The motion passed 5-0. 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 meeting was adjourned at 6:49 p.m.

Approved

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Craig W. Hays, President

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Guy C. Hall, Secretary