



**REGULAR BOARD MEETING  
REMOTE MEETING HELD VIA TELECONFERENCE**

*(As permitted by Governor Pritzker's Executive Order 2020-07, 2020-33, 2020-39, 2020-44, and Public Act 101-0640)*

The President of the Board of Commissioners has determined that an in-person meeting or a meeting conducted pursuant to the Open Meetings Act is not practical or prudent because of the COVID-19 disaster.

**Citizens may participate in the zoom meeting by going to the following web address:**

<https://us02web.zoom.us/j/84904946682?pwd=b0dtNHNmelpYit1cTg1cXdSXRUZz09>

For online video access, please use the following Meeting ID and Password when prompted:

Meeting ID: 849 0494 6682

Password: 938149

Alternatively, the meeting may be accessed by telephone at:

1-312-626-6799, If prompted for the following items, please enter:

Meeting ID: 849 0494 6682, followed by the # symbol

Password: 938149, followed by the # symbol

Citizens will be offered an opportunity to speak to the Board during the public comment portion. To facilitate this and not have individuals speaking over one another, the Park District kindly requests that individuals wishing to address the Board via the conference line during public comment notify the Park District via email, as noted below, of their intent to address the Board. Alternatively, citizens may submit public comments by email prior to the Board meeting, to be announced by the Park Board President during the public comment portion of the meeting. Email submissions (notice of intent to speak or comment via email) should be submitted by Noon on Wednesday, September 9, 2020, and sent to [joe.deluce@champaignparks.org](mailto:joe.deluce@champaignparks.org).

**Wednesday, September 9, 2020  
7:00 p.m.**

**A. CALL TO ORDER**

**B. COMMENTS FROM THE PUBLIC**

**C. COMMUNICATIONS**

**D. TREASURER'S REPORT**

1. Consideration of Acceptance of the Treasurer's Report for the Month of August 2020

**E. EXECUTIVE DIRECTOR'S REPORT**

1. General Announcements

**F. COMMITTEE REPORTS**

1. Champaign Parks Foundation

**G. REPORT OF OFFICERS**

1. Attorney's Report
2. President's Report

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**The mission of the Champaign Park District is to enhance our community's quality of life through positive experiences in parks, recreation, and cultural arts.**

#### H. CONSENT AGENDA

All items appearing below are considered routine by the Board and shall be enacted by one motion. If discussion is desired, that item shall be removed and discussed separately. **(Roll Call Vote)**

1. Approval of Minutes of the Regular Board Meeting, August 12, 2020
2. Approval of Minutes of the Special Board Meeting, August 24, 2020
3. Approval of Minutes of the Special Board Meeting, August 26, 2020

#### I. NEW BUSINESS

1. Approval of Disbursements as of August 12, 2020  
Staff recommends approval of disbursements for the period beginning August 12, 2020 and ending September 09, 2020. **(Roll Call Vote)**
2. Approval of a Resolution Initiating the 2020 General Obligation Bond Issue  
Staff recommends that the Champaign Park District Board of Commissioners approve a resolution stating the Park District's need and intent to issue \$1,195,800 of General Obligation Bonds for FYE2021. **(Roll Call Vote)**
3. Approval of a Resolution Setting a Public Hearing on Proposed Bond Issue  
Staff recommends approval of a resolution to set a Public Hearing for Wednesday, October 14, 2020 at 7:00 p.m. at the Bresnan Meeting Center, which can be heard and participated in live by the public utilizing Zoom call in information that will be posted on the Champaign Park District's website, to discuss the issuance of \$1,195,800 of General Obligation Bonds for the purpose of providing funds for capital improvements. As required by law, a public hearing must be set for the purpose of receiving public comments on the Board's proposal to sell bonds. **(Roll Call Vote)**
4. Approval of Agreement for Professional Services for Virginia Theatre HVAC Project **(Roll Call Vote)**  
Staff recommends the park board authorize the Executive Director to enter into an agreement with GHR Mechanical and Consulting Engineers to provide architectural and engineering services for the Virginia Theatre HVAC project.
5. Approval of Agreement for Camera Wiring at the Virginia Theatre **(Roll Call Vote)**  
Staff recommend the board approve the addition of a security camera system at the Virginia Theatre for a cost up to \$16,199.61.

#### J. OLD BUSINESS

1. Approval of Agreement Between MSA Professional Services and the Park District for Spalding Park OSLAD Improvements Staff recommends approval of Professional Services Agreement between MSA Professional Services and the Park District for Spalding Park OSLAD Improvements. **(Roll Call Vote)**

#### K. DISCUSSION ITEMS

#### L. COMMENTS FROM COMMISSIONERS

#### M. ADJOURN

**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](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, 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. DeLuce 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. DeLuce 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 21<sup>st</sup> or August 24<sup>th</sup> 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

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Craig W. Hays, President

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Guy C. Hall, Secretary

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

**August 24, 2020**

The Champaign Park District Board of Commissioners held a Special Board Meeting on Monday, August 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 four 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/87859583867?pwd=Vkg3dDIZeUIQL2RGM3ZBUIFUTGZidz09> 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 Monday, August 24, 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 and Attorney Guy C. Hall.  
Present electronically: Vice President Kevin J. Miller, Commissioners Barbara J. Kuhl, Jane L. Solon, Timothy P. McMahon, Treasurer Donna Lawson, and Joseph DeLuce, Executive Director.

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.

**Call to Order**

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

**Comments from the Public**

None.

**Old Business**

1. Approval of Bids for Bicentennial Center CUSR Renovation

Vice President Miller made a motion to accept the bids and authorize the Executive Director to execute contracts with the respective lowest responsible bidders as follows: Bid Package 1 – Exterior General Trades: English Brothers, \$117,149, Bid Package 2 – Interior General Trades: Broeren Russo \$305,300, Bid Package 3 – Plumbing: Reliable Plumbing, \$39,880, Bid Package 4 – HVAC and Temperature Controls: Davis Houk Mechanical Inc, \$123,750, Bid Package 5: Aladdin Electric, \$112,967. The total cost of the five recommended bids for 2020 will be \$699,046 and funds will be allocated in the FY21 operating budget. Commissioner McMahon seconded the motion.

Discussion ensued. Mr. Olson responded that the Park District did not receive the Department of Commerce and Economic Opportunity Rebuild Illinois Fast Track grant in support of this project. Mr. Olson highlighted Broeren Russo's outreach to Reliable Plumbing for the purposes of honoring its original bid, to which it agreed. He stated confirmation documents are forthcoming.

There being no further discussion, the roll call vote was as follows: Commissioner Solon – yes; Commissioner McMahon – yes; Commissioner Kuhl – yes; President Hays – yes; and Vice President Miller – yes. The motion passed 5-0.

**Comments from Commissioners**

None.

**Adjourn**

There being no further business to come before the Board, Vice President Miller made a motion to adjourn the meeting. The motion was seconded by Commissioner McMahon. Upon roll call vote, the vote was as follows: Commissioner Kuhl – yes; Commissioner Solon – yes; Vice President Miller – yes; President Hays – yes; and Commissioner McMahon – yes. The motion passed 5-0 and the meeting was adjourned at 5:35 p.m.

Approved

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Craig W. Hays, President

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Guy C. Hall, Secretary

**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 McMahan – 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 McMahan – 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



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** September 2, 2020

**SUBJECT:** Approval of a Resolution Initiating the 2020 General Obligation Bond Issue

### Background

Each year the Champaign Park District issues General Obligation (GO) Bonds in order to fund necessary improvements and repairs to Park District property and has been pledged towards the future debt service payments outstanding on the alternate revenue bonds (ARB) issued to build Sholem Aquatic Center. For fiscal year ended (FYE) 2021, this translates to approximately \$527,350 of the bond issue applied to the ARB debt service payment, and the remaining \$668,450 to capital improvements. Last year the Board authorized the issuance of \$1,168,900 of non-referendum General Obligation Bonds. The consumer price index (CPI) increased 2.3% during this past year, therefore the District has the authority to add that percent to the prior year issuance which increases the new bond issue to \$1,195,800. The current debt service extension base of the District for calendar year 2020 is \$1,221,999.77, the maximum amount including interest that the District may levy. The interest rate for the current bond issue that matures November 30, 2020 is 1.50%, or \$17,534 estimated total expense.

### Timeline for bond issuance

- September – resolution of intent to issue the annual GO bond is presented for approval and the date for the public hearing is set
- October – request approval to solicit bids for the bond issue
- November – request approval to accept bid for bond issue, approve bond ordinance, and approve payoff amount for the prior year bond issue due November 30

### Prior Board Action

None

### Budget Impact

The FYE2021 budget includes the GO Bond issue at the full value mentioned above, as well as all applicable attorney and filing fees.

### Recommended Action

Staff recommends that the Champaign Park District Board of Commissioners approve a resolution stating the Park District's need and intent to issue \$1,195,800 of General Obligation Bonds for FYE2021.

Prepared by:

Andrea N. Wallace, CPA  
Director of Finance

Reviewed by:

Joe DeLuce, CPRP  
Executive Director

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**The mission of the Champaign Park District is to enhance our community's quality of life through positive experiences in parks, recreation, and cultural arts.**

## RESOLUTION

**WHEREAS**, the Champaign Park District is a duly authorized General Park District organized under the provisions of the Park District Code of the State of Illinois as amended; and

**WHEREAS**, for the payment of land purchased for parks and boulevards, for the building, maintaining, improving and protecting of the same, and for certain debt service on alternate bonds issued for such purposes, and for the payment of expenses incident thereto, the Champaign Park District is authorized and empowered to issue general obligation limited bonds of said Park District in an amount not to exceed .575% of the total assessed valuation of all property in said Park District by Ordinance, and within the Park District's applicable debt service extension base, without an election on such proposition; and

**WHEREAS**, it is now reasonably expected that the aggregate outstanding unpaid balance of bonds and notes of the Park District, including the bond issue which the Park District proposes to issue and sell on or about December 1, 2020, will not, on that date, exceed .575% of the total assessed valuation of all taxable property in the Park District, and in any event such amount will not be exceeded; and

**WHEREAS**, the Commissioners of the Champaign Park District have made a thorough investigation and given careful consideration of the needs for maintaining, improving and protecting of the lands and buildings and the parks of said Park District, and for land acquisition and the payment of debt service on outstanding alternate bonds; and

**WHEREAS**, said Commissioners have determined it is necessary to raise additional funds for maintaining, improving and protecting the lands, buildings and parks of said Park District, including the payment of expenses incident thereto and the payment of debt service on outstanding alternate bonds; and

**WHEREAS**, Champaign Park District does not have sufficient funds available for such purposes and, therefore, it will be necessary to borrow and to issue and sell general obligation limited bonds of said Park District as evidence of such indebtedness in the sum of up to \$1,195,800.00, all as provided for by The Park District Code and the statutes of the State of Illinois thereunto enabling;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Park Commissioners of Champaign Park District, as follows:

Section 1. It is desirable and necessary for the best interests of the Champaign Park District and for the residents thereof that the Park District raise additional funds for the maintaining, improving and protecting of the lands and buildings and the parks of said Park District, and the payment of debt service on outstanding alternate bonds, and for land acquisition, including the payment of expenses incident thereto.

Section 2. The Park District has obligated itself to pay the costs of such improvements and repairs and the payment of debt service on outstanding alternate bonds in excess of \$1,195,800.00 and that, in order to be able to pay those costs, it is necessary, and for the best interests of Champaign Park District, that the Park District borrow the sum of \$1,195,800.00 and that general obligation bonds of the Park District in the aggregate amount of \$1,195,800.00 be issued in evidence thereof, and sold.

Section 3. The ordinance selling such general obligation bonds shall not be enacted for a period of seven (7) days after the adjournment of the public hearing to receive public comments on the proposal to sell such bonds. After expiration of said seven (7) day period, the Park District may act on the ordinance selling such bonds for sale on terms to be hereafter approved by this Board general obligation limited bonds of Champaign Park District in the aggregate amount of up to \$1,195,800.00, said bonds to be dated as provided in such ordinance, maturing on or about November 30, 2021 and the Treasurer of the Park District is hereby authorized and directed to seek out and negotiate with prospective purchasers of said bonds and to report to this Board for its consideration and approval or disapproval the interest rates and other terms bid by said prospective purchasers.

Adopted this 9<sup>th</sup> day of September, 2020.

Approved:

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Craig W. Hays, President

Attest:

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Guy Hall, Secretary



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** September 2, 2020

**SUBJECT:** Approval of a Resolution Setting a Public Hearing on Proposed 2020 General Obligation Bond Issue

### Background

According to State Statute, if the Champaign Park District is to sell General Obligation Bonds, a Public Hearing must occur for the purpose of receiving public comments on the Board proposal to sell bonds. Staff is requesting Board approval of a Resolution to set a public hearing for Wednesday, October 14, 2020 at 7:00 p.m. at the Bresnan Meeting Center (The said public hearing can be heard and participated in live by the public utilizing Zoom call in information that will be posted on the Champaign Park District's website: <http://www.champaignparks.com> before the hearing on the General Obligation Bonds) to discuss the issuance of \$1,195,800 of bonds for the purpose of providing funds for capital improvements and to pay debt service on alternate bonds.

### Prior Board Action

None

### Budget Impact

The FYE2021 budget includes the GO Bond issue at the full value mentioned above, as well as all applicable attorney and filing fees.

### Recommended Action

Staff recommends that the Champaign Park District Board of Commissioners approve a resolution to set a Public Hearing for Wednesday, October 14, 2020 at 7:00 p.m. at the Bresnan Meeting Center, which can be heard and participated in live by the public utilizing Zoom call in information that will be posted on the Champaign Park District's website, to discuss the issuance of \$1,195,800 of General Obligation Bonds.

Prepared by:

Reviewed by:

Andrea N. Wallace, CPA  
Director of Finance

Joe DeLuce, CPRP  
Executive Director

## RESOLUTION

**WHEREAS**, it is the intention of Champaign Park District to sell bonds in the total amount of \$1,195,800.00 for the purpose of providing funds to pay for the building, maintaining, improving and protecting the parks and boulevards of the Park District, and for certain debt service on alternate bonds issued for such purpose, and for the payment of expenses incident thereto.

**WHEREAS**, it is required by statute that a governmental unit proposing to sell non-referendum general obligation bonds hold a public hearing concerning its intent to do so prior to the sale of such bonds, and that it give notice of such hearing as required by said statute.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Park Commissioners of Champaign Park District that said Park District shall hold a public hearing concerning its intent to issue and sell general obligations bonds of said Park District in the amount of \$1,195,800.00 for such purpose, with the public hearing to be held Wednesday, October 14, 2020 at 7:00 P.M. Central Daylight time at Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, which can be heard and participated in live by the public utilizing zoom call in information that will be posted on the Champaign Park District's website as part of the regularly scheduled meeting of the Board to be held that date.

**BE IT FURTHER RESOLVED** that the Secretary of this Board shall give due public notice of said hearing in the time and manner prescribed by law.

Adopted this 9<sup>th</sup> day of September, 2020.

Approved:

\_\_\_\_\_  
Craig W. Hays, President

Attest:

\_\_\_\_\_  
Guy Hall, Secretary



## **REPORT TO PARK BOARD**

**FROM: Joe DeLuce, Executive Director**

**DATE: September 9, 2020**

**SUBJECT: Architectural and Engineering Agreement—Virginia Theatre HVAC Project**

### Background

On March 11, 2020, the park board authorized staff to apply for a Public Museum Capital Grant in the amount of \$750,000.00 from the State of Illinois Department of Natural Resources (IDNR) to support the Virginia HVAC project. Staff submitted the IDNR grant application at the end of May, 2020.

It is important to note that the IDNR Public Museum Capital Grant application indicates that “No project costs can be incurred until after IDNR approval, except for preliminary engineering and design costs”. In other words, if the Champaign Park District were to move forward in contracting for architectural and engineering services (A&E) only, those expenses would be reimbursable should the park district be awarded the IDNR grant.

On March 19, 2020, GHR Mechanical and Consulting Engineers (GHR), 1615 South Neil Street, Champaign, completed a study on the Virginia Theatre auditorium air conditioner. The study concluded that the existing air conditioner lacks the capacity to adequately cool the auditorium, and a number of safety and access deficiencies were also identified. The total cost of a remedial project to replace the Virginia’s auditorium air conditioner and to correct the safety and access deficiencies was estimated by GHR at \$1,125,780.00.

On August 19, 2020, GHR submitted a proposal to the park district for professional services to complete the HVAC project at the Virginia Theatre.

On August 26, 2020, the park board gave direction to staff to develop an agreement with GHR to provide professional services in support of the Virginia HVAC project.

On September 3, 2020, GHR submitted a revised proposal (attached) to the park district for A&E only for the HVAC project at the Virginia Theatre.

### Prior Board Action

On March 11, 2020, the park board authorized staff to apply for an IDNR Public Museum Capital Grant of \$750,000.00 to support the Virginia Theatre HVAC project.

Budget Impact

While the proposed A&E expense for the Virginia’s HVAC project (below) is not currently included in the park district’s FY2021 budget, a request for \$71,879.00 could be made to the Parks Foundation to support the work. The resulting revenue/expense recorded on the park district side could then be approved through a supplemental budget.

Ultimately, the full expense amount for A&E would be reimbursed by IDNR if the park district was awarded the Public Museum Capital Grant.

**Virginia Theatre HVAC Project A&E, Proposed Agreement Expense:**

Program Analysis	\$5,000.00
Schematic Design	\$10,936.00
Design Development	\$32,806.00
50% Contract Documents	<u>\$19,137.00</u>
<b>Project A&amp;E Expense Subtotal</b>	<b>\$67,879.00</b>
 Reimbursable Expenses (Structural Analysis):	 \$4,000.00
 <b>HVAC PROJECT A&amp;E TOTAL EXPENSE</b>	 <b>\$71,879.00</b>

Recommendation

Staff recommends the park board authorize the Executive Director to enter into an agreement with GHR Mechanical and Consulting Engineers to provide architectural and engineering services for the Virginia Theatre HVAC project.

Prepared by:

Reviewed by:

Steven Bentz  
Director, Virginia Theatre

Joe DeLuce, CPRP  
Executive Director



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** September 3, 2020

**SUBJECT:** Security Camera Installation at Virginia Theatre

### Background

The Virginia Theatre has a few outdated security cameras that are limited to the south side of the building. The current cameras do not cover most of the assets inside and outside the facility and with recent crime in the downtown area staff would recommend this additional security measure to better protect the Park District's investments in the Virginia Theatre. The theatre is currently undergoing a network rewiring throughout the building, and the Board has approved Consolidated Communications to complete this project. Wiring at the same time for cameras will decrease labor costs as the wiring is placed in many of the same locations as the network drops that are being added. Upon advice from Corporate Counsel, IT technology services have been listed as an exception to bidding requirements and may be awarded without bidding.

### Prior Board Action

This is the first time the board has been asked about adding a security camera system to the Virginia Theatre. However, the board approved the network rewiring project on July 22, 2020.

### Budget Impact

The cost of the wiring labor and material from Consolidated Communications is \$13,199.61. There will be an additional \$3,000 to purchase the cameras. These funds are budgeted in the Risk Management Capital budget.

### Recommended Action

Staff recommend the board approve the addition of a security camera system at the Virginia Theatre for a cost up to \$16,199.61.

Prepared by:

Reviewed by:

Tammy Hoggatt, SPHR, SHRM-SCP  
Director of HR, IT and Risk

Joe DeLuce, CPRP  
Executive Director



**OLD BUSINESS FROM 8/26/20 REGULAR MEETING**

**REPORT TO PARK BOARD**

**FROM: Joe DeLuce, Executive Director**

**DATE: August 21, 2020**

**SUBJECT: Approval of Agreement between MSA Professional Services and the Park District for Spalding Park OSLAD Improvements**

Background

Park District was awarded Spalding Park OSLAD Grant and has received the fully executed grant agreement from IDNR. The Spalding Park Pathway and Lights project scope along with the Playground replacement, pathway extension, and pavilion were combined into the OSLAD application.

Prior Board Action

On July 24, 2019, the Board approved an IDNR OSLAD Grant Program Resolution of Authorization to apply for improvements at Spalding Park. On July 31, 2020, staff received a letter and agreement to receive a \$347,000 OSLAD grant award for this project.

Budget Impact

<b>Item Description</b>	<b>Amount</b>	<b>Budget Line</b>
Design Phase	\$15,285	25-01-001-61508-190012
Bidding Phase	\$2,215	25-01-001-61508-190012
Construction Phase	\$3,850	01-20-300-54215-190012
Construction Layout	\$4,250	25-01-001-61508-190012
Total	\$25,600	

Timeline

Out to bid in Fall 2020, Construction Spring/Summer 2021, Completion Summer 2021.

Recommended Action

Staff recommends approval of Professional Services Agreement between MSA Professional Services and the Park District for Spalding Park OSLAD Improvements.

Prepared by:

Andrew Weiss  
Director of Planning

Reviewed by:

Joe DeLuce  
Executive Director