

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

September 23, 2020

The Champaign Park District Board of Commissioners held a Special Board Meeting on Wednesday, September 23, 2020 at 5:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, and online due to President Hays' determination that an in-person meeting or a meeting conducted pursuant to the Open Meetings Act was not practical or prudent because of the COVID-19 disaster. The Special Board Meeting occurred 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, September 23, 2020 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, and Jimmy Gleason, Director of Revenue Facilities.

County Clerk Aaron Ammons also attended the meeting electronically.

Call to Order

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

Comments from the Public

Clerk Ammons addressed the Board. He shared that the Champaign County Clerk's Office had been working with the Illinois State Board of Elections to establish early voting drop ballot locations. Clerk Ammons stated that he attended the Board meeting to answer any questions from the Board about the proposed agreement regarding this matter. Discussion ensued.

Commissioner McMahon requested clarification on the total number of boxes and their locations. Clerk Ammons responded that there would be seven drop box locations placed throughout the cities of Champaign and Urbana, with two (2) of them on Park District property.

New Business

1. Approval of Bid for Dodd's Park 3-Plex Restroom & Concessions Renovation

Mr. DeLuce gave the report. He presented the current fund balance and past spending for this project. He stated that of the \$157,354 that was budgeted, \$8,245 was allocated for construction

administration, and \$16,715 had been spent on design. He noted that the remaining balance of \$132,394 was available for construction. Mr. DeLuce reported that the recommended bid was \$23,701 over budget, however, funds were available in other accounts to cover the remaining balance. He highlighted recent use of the Dodds 3-plex for softball league play and that the project would incur additional expenses if delayed. Discussion ensued.

Commissioner Kuhl requested clarification about whether the Park District was required to accept the lowest responsible bid that included the base bid and alternate. Mr. DeLuce responded that the Board was not required to accept the alternate. Discussion ensued.

Vice President Miller requested clarification the scope of work. Mr. DeLuce responded that ADA related pathways and parking were also included that would leverage ADA funds for this project.

Mr. Weiss noted that bid alternate #1 was for the roof of the Dodd's 3-Plex Concessions and Restroom building. He stated that the roof was scheduled to be replaced in 2024 as part of the capital improvement plan. Discussion ensued.

President Hays requested more information on the status of the roof's condition. Mr. Gleason responded that there were no notable issues or concerns. Discussion ensued.

Commissioner Kuhl made a motion to approve the lowest base bid from Petry-Kuhne Company for \$142,300 with no alternates. The motion was seconded by Commissioner McMahon. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Kuhl – yes; Commissioner McMahon – yes; Vice President Miller – yes; and President Hays - yes. The motion passed 5-0.

2. Approval of a Ballot Box Master License Agreement with Champaign County

Mr. DeLuce presented the report. He stated that the Champaign County Clerk's Office would like to install early voting drop boxes at Sholem Aquatic Center and Douglass Park to give residents the opportunity to have a safe and accessible location to drop off their election ballots. Discussion ensued.

Attorney Hall noted that revisions were still expected for the agreement. He stated that if the Board were so inclined it could approve the agreement with direction to the legal counsel and Executive Director to reconcile the contract related to previously suggested modifications and any revisions requested by the Board. Attorney Hall stated that the Park District had received a Certificate of Insurance and it, along with usual additions, have been listed as an additional insureds. Discussion ensued.

Commissioner Solon and Commissioner Kuhl requested revisions and updates to the agreement. Attorney Hall noted that the agreement is a license that allows permission for the Champaign County Clerk's Office to place voter ballot drop boxes in the two (2) park locations for 180 days. Discussion ensued.

Commissioner Solon made a motion to authorize the Executive Director to execute a master license agreement with Champaign County subject to modifications requested to be undertaken. The motion was seconded by Vice President Miller. Upon roll call vote, the vote was as follows: Vice President Miller – yes; Commissioner McMahon – yes; Commissioner Kuhl – yes; Commissioner Solon – yes; and President Hays – yes. The motion passed 5-0.

Clerk Ammons departed the meeting at 5:59 p.m.

Discussion

1. Strategic Plan Updates for Q1 FYE21.

Mr. Scheunemann provided the report. He shared an update on the plan's strategic initiatives, goals, and objectives. He highlighted the promotion of the new Park District app; the launch of the virtual fun Facebook page to host virtual events and programs; the completion of the budget book; the addition of Wi-Fi to several parks; the revision of multiple programs and services to meet pandemic protocols; and the progress of several capital projects.

2. Application for ITEP Grant – Gordon Food Area.

Mr. Weiss presented the report. He stated that the Illinois Transportation Enhancement Program (ITEP) had opened applications for grants to support trails that provide alternative transportation options for residential areas to connect with commercial zones. Mr. Weiss presented the North Champaign Trail as an option for the Park District's application. Discussion ensued.

Commissioner Solon requested more information on the scope of work. Mr. Weiss responded that the \$36,000 project estimate would include an 8-foot wide and 400-foot long extension of the trail. He noted the grant required a 20% match that would be available in the paths and trails fund. Mr. DeLuce added that the project had been listed in the FY22 section of the capital plan. Discussion ensued.

Commissioner Kuhl clarified the location of the North Champaign Trail. Mr. Weiss responded that the trail's northern terminus is located at Toalson Park and its southern terminus is located near Menards and Gordon Foods in the North Prospect shopping area. He noted that a small section of the trail remained incomplete. Discussion ensued.

Commissioner McMahon requested clarification on the status of an outstanding grant supported pedestrian bridge to cross Interstate 57. Discussion ensued. Mr. Weiss responded that the City had plans to install the bridge north of Curtis Road near the Carle at the Fields development. Discussion ensued.

The Board agreed to have staff proceed with preparing a recommendation for an ITEP application regarding the North Champaign Trail at the next Regular Board meeting.

3. Updates to Employee Handbook Policies and Board Policy Manual Policies

Mr. Scheunemann presented the report. He noted that several changes had been suggested by Commissioners and the revisions had been sent to the Board for review. Mr. Scheunemann noted that the Hiring of Relatives Policy and Romantic Relationships Policy had been presented to the Board for comparative purposes pursuant to the request from the Board at the August 26th Special Meeting. Discussion ensued. There were no additional revisions or updates to the Hiring of Relatives, Romantic or Sexual Relationships, Distribution of Board Material, Intergovernmental Cooperation, Meeting Agenda Format, and Overtime and Compensatory Time Policies requested.

The Board agreed to have staff proceed with preparing a recommendation to approve the six policies at the next Regular Board meeting.

4. Property Tax Levy Discussion

Ms. Wallace presented the report. She stated that staff is seeking direction from the Board on the property tax levy due to uncertain impacts that the pandemic and minimum wage increase in 2021 will have on future budgeting and operations. Ms. Wallace noted that the current tax rate is .7193. Discussion ensued.

Vice President Miller noted the unpredictability of property tax revenue due to the possibility of empty apartments or storefronts. President Hays highlighted recent statistics that may lead to reductions in EAV in 2021. Commissioner Solon requested clarification on the number of TIF Districts that include the Park District. Mr. DeLuce responded that the Park District was included in two TIF Districts that are effective until 2037. Discussion ensued.

The Board agreed to have staff proceed with preparing a recommendation to keep the tax rate the same for FY22 at the next Regular Board meeting.

5. Capital Plan Discussion

Mr. DeLuce presented the report. He reported on expected completion dates of current capital projects. Mr. DeLuce requested direction from the Board related to the purchase of equipment and completion of projects that had been previously redlined in the capital plan. Discussion ensued.

Mr. DeLuce revisited the possibility of renovating the tennis courts at Spalding Park, which was addressed at the Special Meeting on 8/26/20. Discussion ensued.

Commissioner McMahon requested more information on the number of pickleball courts that could fit on the surface of four tennis courts. Mr. DeLuce responded that eight pickleball courts would fit in the current tennis courts at Spalding Park.

Vice President Miller requested clarification on the scope of work. Mr. DeLuce responded that the lights could be replaced with LED upgrades. Mr. Olson noted that the courts are on schedule to be resurfaced and would need to be milled as part of the resurfacing process. Mr. Olson commented that the fencing may need to be reconfigured to change the access point due to recent upgrades to the park. Discussion ensued.

Commissioner Kuhl requested clarification on Unit 4 School District's role in replacing the courts. Mr. DeLuce responded that staff would communicate with to Unit 4. Discussion ensued.

Commissioner Kuhl requested more information on potential locations for the installation of new, stand-alone pickleball courts. Mr. DeLuce responded that staff have scheduled a visit to other Park Districts to learn more about the installation of stand-alone, outdoor pickleball courts and that the information gathered will help to develop site recommendations.

Mr. DeLuce requested direction from the Board on whether on not to proceed with the eight projects below the redline in the capital plan. Discussion ensued.

The Board directed the staff to move forward with the eight projects (8) below the redline in the capital plan with estimated costs of \$194,310.

Comments from Commissioners

Commissioner Kuhl requested the development of a policy to recover costs associated with legal fees to create agreements that have been requested by other governmental bodies.

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 Vice President Miller. Upon roll call vote, the vote was as follows: Vice President Miller – yes; Commissioner Solon – yes; Commissioner Kuhl – yes; President Hays – yes; and Commissioner McMahon – yes. The motion passed 5-0 and the meeting was adjourned at 6:59 p.m.

Approved

Craig W. Hays, President

Guy C. Hall, Secretary