

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

October 14, 2020

PUBLIC HEARING

The Champaign Park District Board of Commissioners held a Public Hearing on Wednesday, October 14, 2020 at 7:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, and also 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 due to the COVID-19 disaster. The Regular Board Meeting occurred pursuant to published notice duly given. President Hays presided over the meeting. The six 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 following 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, October 14, 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, Jane L. Solon, Timothy P. McMahon, and Treasurer Donna Lawson.

Staff present in person: Tammy Hoggatt, Director of HR, Risk and IT, Jarrod Scheunemann, Assistant to the Executive Director, and Tom Gilbert, Assistant Director of Finance.

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.

Open the Public Hearing

President Hays opened the Public Hearing at 7:00 p.m.

General Obligation Bonds

President Hays stated that the purpose of the public hearing was to discuss and receive comments on the intent to issue \$1,195,800 in General Obligation Bonds. A notice of the public hearing was published in *The News-Gazette* on October 2, 2020 in compliance with state law.

Public Comments

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

Close the Public Hearing

Commissioner McMahon made a motion to adjourn the Public Hearing. The motion was seconded by Vice President Miller. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner McMahon – yes; Vice President Miller – yes; and President Hays – yes. The motion passed 4-0. The Public Hearing was adjourned at 7:02 p.m.

REGULAR BOARD MEETING

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, October 14, 2020 immediately following the Public Hearing 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 Regular Board Meeting occurred pursuant to published notice duly given. President Hays presided over the meeting. The six 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, October 14, 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.

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Call to Order

President Hays called the meeting to order at 7:02 p.m.

Comments from the Public

There were no comments from the public.

Communications

None.

Treasurer's Report

Treasurer Lawson presented the report. Ms. Lawson reviewed the Treasurer's Report for the month of September 2020 and noted that the Park District's monthly outflow (not including capital) had averaged \$700,000 per. Monthly outflow including capital averaged \$915,000. She stated that \$6,300,000 had been received in real estate taxes with \$1,100,000 outstanding and expected to be received later in the calendar year. She stated the Park District's finances had been reviewed and were found to be in appropriate order. Discussion ensued.

Commissioner McMahon requested more information on Park District investments. Ms. Wallace explained Park District investment strategies based on recent research, interest rates, risk and insurance, and advantages and disadvantages of each investment opportunity. Discussion ensued.

Jean Flood of the League of Women's Voters joined the meeting electronically at 7:04 p.m.

Commissioner Solon made a motion to accept the Treasurer's Report for the month of September 2020. The motion was seconded by Commissioner McMahon. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner McMahon – yes; Vice President Miller – yes; and President Hays – yes. The motion passed 4-0.

Chelsea Norton, Director of Marketing and Communications electronically joined the meeting at 7:09 p.m.

Executive Director's Report

Mr. DeLuce reported that staff were meeting with Unit 4 to negotiate the renovation and expansion of the tennis courts at Spalding Park.

Committee and Liaison Reports

Champaign Parks Foundation

Vice President Miller reported that the Foundation had reviewed a new opportunity for fundraising through a four-day virtual sale of popcorn in December. He stated that proceeds would support scholarships for Champaign-Urbana Special Recreation.

Report of Officers

Attorney's Report

Attorney Hall presented a report on Ordinance No. 646. Mr. Hall reported that Ordinance No. 646 is to annex three properties: (1) 1703 W. Interstate Dr., (2) 3701 Biltmore Dr., and (3) 3601 S. Duncan Road. Attorney Hall noted a slight variance existed between the City's annexation of 3601 S. Duncan Road when compared to the Park District's ordinance. He stated that two surveys had been completed for the same property and the Park District chose the larger delineated boundary. He recommended approval of Ordinance No. 646.

Commissioner Solon made a motion to approve Ordinance No. 646, Annexing Territory Pursuant to Petition (1703 W. Interstate Dr., Champaign, 3701 Biltmore Dr., Champaign, Illinois, and 3601 S. Duncan Rd., Champaign). The motion was seconded by Vice President Miller. Upon roll call vote, the vote was as follows: Vice President Miller – yes; President Hays – yes; Commissioner McMahon – yes; and Commissioner Solon – yes. The motion passed 4-0.

President's Report

President Hays presented Commissioner Solon with a plaque that had been received from the Illinois Association of Park Districts to commemorate her 15 years of service as a Park Board Member. He also provided an update on the Martens Center. He reported that two roofing details would be included in the base bid instead of being listed as alternates. Discussion ensued.

Commissioner Solon requested the Board receive copies of the final plans for the Martens Center before going to bid.

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 addressed separately.

1. Approval of Minutes of the Regular Board Meeting, September 9, 2020
2. Approval of the Minutes of the Special Board Meeting, September 23, 2020
3. Approval of Updates to Employee Handbook Policies and Board Policy Manual Policies
 - A. Distribution of Board Material Policy
 - B. Hiring of Relatives Policy
 - C. Intergovernmental Cooperation Policy
 - D. Meeting Agenda Format Policy

- E. Overtime and Compensatory Time Policy
- F. Romantic or Sexual Relationships Policy

Vice President Miller made a motion to approve the Consent Agenda. The motion was seconded by Commissioner McMahon. Upon roll call vote, the vote was as follows: President Hays – yes; Commissioner McMahon – yes; Commissioner Solon – yes; and Vice President Miller – yes. The motion passed 4-0.

New Business

1. Approval of Disbursements as of September 9, 2020

Staff recommended approval of the list of disbursements for the period beginning September 9, 2020 and ending October 14, 2020. Discussion ensued.

Commissioner Solon advised Park District staff to spend with caution moving forward due to the uncertainty related to the pandemic and economy.

Vice President Miller made a motion to approve the list of disbursements for the period beginning September 9, 2020 and ending October 14, 2020. The motion was seconded by Commissioner Solon. Upon roll call vote, the vote was as follows: Commissioner McMahon – yes; Commissioner Solon – yes; President Hays – yes; and Vice President Miller – yes. The motion passed 4-0.

2. Approval to Solicit Bids for Issuance of General Obligation Bonds

Commissioner Solon made a motion to approve and confirm authorizing the Treasurer and Director of Finance to solicit bids for the issuance of \$1,195,800 in General Obligation Bonds for the purpose of paying debt service on certain outstanding obligations and for financing, as applicable, the maintenance, improvements and protection of lands, buildings and parks, including land acquisition, and related design, facilities, improvements and costs, as provided in a resolution adopted by the Board at its Regular Meeting held September 9, 2020. 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 McMahon – yes; and President Hays – yes. The motion passed 4-0.

3. Approval of a Resolution Estimating Taxes to be Levied for FY21-22

Ms. Wallace presented the report. She reported that the Board is required to pass a resolution setting the tax levy for the following fiscal year (FY) 2022. Ms. Wallace noted increases in the Police Fund to cover costs for the Park Ambassadors Program and an increase to the Social Security Fund due to minimum wage increases. She stated that the staff will publish the Truth in Taxation notice, if required. Ms. Wallace presented three tax levy options for consideration. Mr. DeLuce noted that if the Board did not capture the new growth in Equalized Assessed Valuation during this tax levy, then it will never be allowed to capture the same growth in the following years.

Vice President Miller requested clarification on the total amount needed to cover the overall minimum wage increase. Mr. DeLuce responded that for 2022 the Park District anticipates spending \$150,000 per year for increases related to minimum wage. This does not include compression related to other employee's wages. Discussion ensued.

After the discussion, Commissioner Solon made a motion to maintain the existing tax rate of 0.7193 for a total tax levy of \$14,342,836. The motion was seconded by Commissioner McMahon. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; President Hays – yes; Commissioner McMahon – yes; and Vice President Miller – yes. The motion passed 4-0.

4. Approval of Appointment of Board Secretary

Commissioner Solon made a motion to appoint Jarrod Scheunemann as Board secretary. Vice President Miller seconded the motion. Upon roll call, the vote was as follows: Commissioner McMahon – yes; Vice President Miller – yes; Commissioner Solon – yes; and President Hays – yes. The motion passed 4-0.

Tom Gilbert departed the meeting at 7:51 p.m.

5. Approval of PSA amendment to the design of Human Kinetics Park

Mr. Weiss presented the report. He stated that Hitchcock Design Group had requested an amendment to its professional services agreement totaling \$15,000 for this project.

Commissioner Solon reiterated the Park District's priority to remain within budget for this project. Mr. DeLuce responded that the architect had been encouraged to stay within budget.

Vice President Miller made a motion to approve the authorization of the Executive Director to sign Amendment 1 for \$15,000 to the design contract with Hitchcock Design Group. The motion was seconded by Commissioner McMahon. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Vice President Miller – yes; President Hays – yes; and Commissioner McMahon – yes. The motion passed 4-0.

6. Approval of Resolution to Commit Funds for ITEP Grant Application

Mr. Weiss presented the report. He stated that the Park District would apply by November 2, 2020 for a \$36,000 grant to extend the North Champaign Trail. He noted the Park District would need to provide 20% in matching funds if the grant is awarded.

Vice President Miller made a motion to approve a resolution of financial commitment to apply for the ITEP grant for the North Champaign Trail segment. Commissioner Solon seconded the motion. Upon roll call vote, the vote was as follows: Commissioner McMahon – yes; Commissioner Solon – yes; Vice President Miller – yes; and President Hays – yes. The motion passed 4-0.

Commissioner Kuhl electronically joined the meeting at 7:57 p.m.

7. Approval of a Resolution and Agreement Regarding Sourcewell Purchasing Program

Mr. DeLuce reported that staff were first connected with the Sourcewell Purchasing Program during their investigation of equipment for the Martens Center. He noted that Sourcewell's extensive membership allows its organization to negotiate reduced pricing on a variety of products and services for its members. Ms. Wallace added that Sourcewell would be another tool for the Park District to compare pricing for an assortment of needs.

Commissioner Solon made a motion to approve a resolution and agreement to participate in the Sourcewell Purchasing Program. The motion was seconded by Vice President Miller. Upon roll call vote, the vote was as follows: Vice President Miller – yes; Commissioner Kuhl – yes; President Hays – yes; Commissioner McMahon – yes; and Commissioner Solon – yes. The motion passed 5-0.

8. Approval of an Ordinance Declaring Personal Property as Surplus

Mr. Olson presented the report. He stated that the approval of this ordinance was a standard procedure for the Board twice per year. He noted the long list of items to surplus due in part to the renovation of the Bicentennial Center. Discussion ensued.

Commissioner Solon made a motion to adopt Ordinance No.648, an ordinance providing for the disposal of personal property owned by the Champaign Park District. Vice President Miller seconded the motion. Upon roll call vote, the vote was as follows: Commissioner Kuhl – yes; Commissioner Solon – yes; Commissioner McMahon – yes; Vice President Miller – yes; and President Hays – yes. The motion passed 5-0.

Comments from Commissioners

Commissioner McMahon shared several photos of a variety of amenities in Spalding Park in use during a recent visit. He commended the Board and staff for implementing the vision to begin the restoration of the park to encourage use of the Spalding Park site.

President Hays noted that a number of visitors that he spoke with in his recent visits to Park District parks were visitors from out of town.

Adjourn

There being no further business to come before the Board, Commissioner McMahon made a motion to adjourn the meeting. The motion was seconded by Vice President Miller. Upon roll call vote, the vote was as follows: Vice President Miller – yes; Commissioner McMahon – yes; President Hays – yes; Commissioner Solon – yes; and Commissioner Kuhl – yes. The motion passed 5-0 and the meeting was adjourned at 8:10 p.m.

Approved

Craig W. Hays, President

Jarrod Scheunemann, Secretary