

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

**November 10, 2020**

**PUBLIC HEARING**

The Champaign Park District Board of Commissioners held a Public Hearing on Tuesday, November 10, 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 Tuesday, November 10, 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, Jarrod Scheunemann, Secretary and Assistant to the Executive Director, and Attorney Guy C. Hall.  
Present electronically: Vice President Kevin J. Miller, Commissioners Jane L. Solon, and Timothy P. McMahon.

Staff present in person: Tammy Hoggatt, Director of HR, Risk and IT  
Staff present electronically: Andrea Wallace, Director of Finance, Andrew Weiss, Director of Planning, Dan Olson, Director of Operations, Jimmy Gleason, Director of Revenue Facilities, Steven Bentz, Director of the Virginia Theatre, and Bret Johnson, Grounds and Maintenance Supervisor.

Brenda Timmons was present in person to be appointed as Treasurer during the Regular Board Meeting to follow the Public Hearing.

Greg Douglass, Audit Senior Manager from Martin Hood, LLC. was also in attendance electronically.

**Open the Public Hearing**

President Hays opened the Public Hearing at 7:00 p.m. He stated that the purpose of the Public Hearing was to discuss and receive comments on the proposed Property Tax Levy for the year commencing May 1, 2021 and ending April 30, 2022. A notice of the proposed 2021-2022 Tax Levy was published in *The News-Gazette* on October 30, 2020 in compliance with State Law including the Truth in Taxation Act.

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

Commissioner Solon made a motion to adjourn the Public Hearing. The motion was seconded by Commissioner Miller. Upon roll call vote, the vote was as follows: Commissioner McMahon – yes; Vice President Miller – yes; Commissioner Solon – 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 Tuesday, November 10, 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 Tuesday, November 10, 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, Jarrod Scheunemann, Secretary and Assistant to the Executive Director, and Attorney Guy C. Hall.  
Present electronically: Vice President Kevin J. Miller, Commissioners Jane L. Solon, Timothy P. McMahon, and Barbara J. Kuhl.

Staff present in person: Tammy Hoggatt, Director of HR, Risk and IT.

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, and Bret Johnson, Grounds and Maintenance Supervisor.

Brenda Timmons was present in person.

Greg Douglass, Audit Senior Manager from Martin Hood, LLC. was also in attendance electronically.

### **Call to Order**

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

### **New Business**

President Hays requested that the appointment of the Treasurer be moved forward in the agenda for Brenda Timmons to have the option to depart the meeting early if necessary.

### Approval of Appointment of Treasurer

President Hays recommended the Board appoint Brenda Timmons as its Treasurer, filling Donna Lawson's vacated appointment until May 12, 2021.

Commissioner Solon made a motion to appoint Brenda Timmons as the Treasurer to the Board. The motion was seconded by Commissioner McMahon. 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.

### **Presentation - Audit**

Greg Douglass, CPA, Audit Senior Manager with Martin Hood LLC, presented the audit. He thanked Ms. Wallace and her team for preparing for the audit. He reviewed the audit process and highlighted areas of the Governance Letter, Financial Statements, and graphs. Mr. Douglass reported that the Park District received an unmodified (clean) opinion. He also reviewed other areas of the financial

statement.

President Hays requested clarification on when the 990 would be available for the Parks Foundation. Vice President Miller commented that the Parks Foundation would need to approve the 990 at the December 14, 2020 Foundation Board Meeting.

The Board then thanked Mr. Douglass for the presentation.

Mr. Douglass departed the meeting at 7:15 p.m.

### **Comments from the Public**

None.

### **Communications**

None.

Commissioner Kuhl virtually joined the meeting at 7:16 p.m.

### **Treasurer's Report**

Ms. Wallace presented the report. She stated that cash was up \$5,500,000 in October, with \$1,100,000 in outstanding tax disbursements that are due by the end of December 2020. Ms. Wallace noted that operating expenses had averaged \$700,000 per month, but might decrease due to job vacancies and open positions.

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

### **Executive Director's Report**

#### General Announcements

Mr. DeLuce reported that some staff members had contracted COVID-19 and that the Leonhard Center would be temporarily closed as a precaution for patrons and other staff. He congratulated Jameel Jones for receiving a Community Impact Award from the Junior League. Mr. DeLuce also shared about recent improvements to the trail at Garden Hills Park. He noted that the Park District had partnered with the United Way and Champaign Rotary to install dual language signage for a "Born Learning" Trail at that park site. Mr. DeLuce stated that he had met with pickleball advocates at Hessel Park to discuss their interest in stand-alone pickleball courts. He noted that the FY22 capital plan would include pickleball courts for the Board to consider. Mr. DeLuce also encouraged everyone to attend the joint Board meeting with the Urbana Park District on December 3, 2020 for Champaign Urbana Special Recreation.

### **Committee and Liaison Reports**

#### Champaign Parks Foundation

Vice President Miller reported that the Parks Foundation will approve its Form 990 at the December 14, 2020 Foundation Board meeting. He also highlighted the Foundation's popcorn fundraiser to raise scholarship funds for Champaign Urbana Special Recreation. He noted the virtual event would be held in December and popcorn would be available for purchase for four days.

### **Report of Officers**

#### Attorney's Report

Attorney Hall reported that he is working on multiple routine ongoing matters. He highlighted a

number of priorities, including his review of the bid documents for the Martens Center and the new ticketing agreement for the Virginia Theatre.

### President's Report

President Hays thanked veterans for their service and sacrifice for our country and encouraged others to express their gratitude as well. He also mentioned that the Martens Center bid opening would be held on December 16, 2020.

### **Consent Agenda**

President Hays stated that 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 addressed separately.

1. Acceptance of the FY20 Audit Report as presented.
2. Approval of Minutes of the Public Hearing and Regular Board Meeting, October 14, 2020
3. Approval of Minutes of the Special Board Meeting, October 28, 2020
4. Approval of Meeting Dates for 2021
5. Approval inserting Craig Hays Delegate, Kevin Miller as 1<sup>st</sup> Alternate, Timothy McMahon as 2<sup>nd</sup> Alternate and Joe DeLuce as 3<sup>rd</sup> Alternate to serve as delegates to the Annual Business Meeting of the Illinois Association of Park Districts to be held on January 30, 2021 at 3:30 p.m.
6. Approval of payment of the 2019 bond issue in the amount of \$1,168,900 due by November 30, 2020
7. Approval of the low bid from CIBM Bank of 0.3% for the \$1,195,800 bond issue and to act as the bond registrar at no additional fee.
8. Approval of updates to the Board Policy Manual
  - a. Administrative Succession Policy
  - b. Compensation Policy
  - c. Executive Director and Park Board of Commissioners Relationship Policy
  - d. Media Policy
  - e. No-Trespass Policy
  - f. Social Media Policy

Commissioner McMahon made a motion to approve the Consent Agenda. The motion was seconded by Commissioner Solon. 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.

### **New Business (Continued)**

#### Approval of Disbursements as of October 14, 2020

Vice President Miller made a motion to approve the list of disbursements for the period beginning October 14, 2020 and ending November 10, 2020. The motion was seconded by Commissioner Solon. Upon roll call vote, the vote was as follows: Commissioner McMahon – yes; President Hays – yes; Commissioner Kuhl – yes; Commissioner Solon – yes; and Vice President Miller – yes. The motion passed 5-0.

#### Approval of a Resolution to Authorize Updating Approved Signators on Bank and Investment Accounts

Ms. Wallace presented the report. She stated that it was routine for the Board to approve a resolution to remove an authorized signator from Park District bank and investment accounts when vacating a position such as Donna Lawson resigning from the Treasurer appointment.

Vice President Miller requested clarification on whether or not the new Treasurer, Brenda Timmons, could be approved as signator in the same motion. Ms. Wallace and Attorney Hall confirmed that the

Board could modify the motion to include the approval of Treasurer Timmons as signator.

Commissioner Solon made a motion to approve a Resolution to remove Donna Lawson and add Brenda Timmons as authorized signators on bank and investment accounts held by the Park District. The motion was seconded by Vice President Miller. Upon roll call vote, the vote was as follows: President Hays – yes; Vice President Miller – yes; Commissioner Solon – yes; Commissioner McMahan – yes; and Commissioner Kuhl – yes. The motion passed 5-0.

#### Approval of Adoption of Ordinance No. 649: Tax Levy Ordinance

Ms. Wallace reported that the Board passed a resolution at its Regular Board meeting on October 14, 2020 to give public notice and conduct a public hearing on November 10, 2020 on its intent to adopt a tax levy, as required by the Truth in Taxation Act. Public notice was posted in the News-Gazette on October 30<sup>th</sup>. Ms. Wallace also stated that the tax rate will not increase and will remain the same as FY21 at 0.7193.

Vice President Miller made a motion to adopt Ordinance No. 649: An Ordinance to Levy Property Taxes in the amount of \$14,342,836 for fiscal year beginning May 1, 2021 and ending April 30, 2022. The motion was seconded by Commissioner McMahan. Upon roll call vote, the vote was as follows: Commissioner Kuhl – yes; Commissioner Solon – yes; Vice President Miller – yes; President Hays – yes; and Commissioner McMahan – yes. The motion passed 5-0.

#### Approval of Adoption of Ordinance No. 650: Bond Ordinance

Staff recommended the adoption of Ordinance No. 650: an Ordinance Authorizing the Issuance of General Obligation Park Limited Bonds, SERIES 2020, of the Champaign Park District, Champaign County, Illinois, and providing the details of such bonds and for the levy of the direct annual taxes to pay such bonds, and related matters.

Commissioner Kuhl made a motion to adopt Ordinance No. 650: an Ordinance Authorizing the Issuance of General Obligation Park Limited Bonds, SERIES 2020, of the Champaign Park District, Champaign County, Illinois, and providing the details of such bonds, for the levy of direct annual taxes to pay such bonds, and related matters. The motion was seconded by Commissioner Solon. Upon roll call vote, the vote was as follows: Commissioner McMahan – yes; Vice President Miller – yes; President Hays – yes; Commissioner Solon – yes; and Commissioner Kuhl - yes. The motion passed 5-0.

#### Approval of a New Ticketing System for the Virginia Theatre

Mr. Bentz provided the report. He stated that Seat Advisor, the Virginia Theatre's previous ticketing company, would be discontinuing business in January 2021. Mr. Bentz reported that an RFP for new ticketing providers had been posted and seven proposals had been received. After review, the staff recommended Vision One Inc. d/b/a Accesso company's ShoWare software for the Virginia Theatre's ticketing needs. Mr. Bentz stated that staff had negotiated a reduction in ShoWare's fees for facilitating donations received through their ticketing system. He reported that ShoWare's agreement requested a 0.50 cent charge per donation for any donation amount. Mr. Bentz stated that staff had negotiated a new agreement in which ShoWare would only charge a 0.50 cent fee for donations exceeding \$5.00. Discussion ensued.

Commissioner Solon requested clarification on the donation fee. Mr. Bentz confirmed that he had spoken with Mr. Gilbert to determine what the total fee for donations would have been for the previous year if processed through the ShoWare ticketing system and the previous year's fees would have equaled \$20.

President Hays requested clarification on the urgency of moving forward with a new ticketing system for the Virginia Theatre due to its closure until April 2021. Discussion ensued.

Mr. Bentz responded that staff will need to import patron data and be trained on the new system. He

also noted that Ebertfest had been rescheduled for fall of 2021 and that the organizers requested opening ticket sales in January.

Commissioner Solon responded that the Board could hold a Special Meeting to approve the agreement upon review by staff, Legal Counsel, and the Commissioners.

Attorney Hall stated that the Park District had not received an agreement from ShoWare in time to review prior to presenting to the Board. He noted that the Board could authorize the Executive Director to enter into the agreement upon review of legal counsel and the Commissioners. Mr. DeLuce concurred.

Commissioner Kuhl recommending authorizing the Executive Director to enter into a three-year agreement with the Vision One Inc. d/b/a Accesso company's ShoWare Division for exclusive ticketing software services at the Virginia Theatre upon review of legal counsel and the Park Board Commissioners. Vice President Miller seconded the motion. Upon roll call vote, the vote was as follows: Commissioner McMahon – yes; Commissioner Solon – yes; President Hays – yes; Commissioner Kuhl – yes; and Vice President Miller – yes. The motion passed 5-0.

#### Approval of Professional Services Agreement for Masonry and Fire Escape Repairs at the Virginia Theatre

Mr. Bentz presented the report. He reported that staff had received a proposal from Farnsworth Group for architectural and engineering work relating to tuckpointing and emergency exit repairs at the Virginia Theatre.

Commissioner Kuhl requested more information on previous tuckpointing projects at the Virginia Theatre. She also asked if this project would complete the necessary tuckpointing at the Virginia Theatre, and if not, was there a plan for the remaining issues. Mr. Bentz responded this would conclude the major tuckpointing work with possible minor improvements on the western side due to concrete patchwork.

Commissioner Solon made a motion to authorize the Executive Director to enter into an agreement with Farnsworth Group in the amount of \$16,350.00 to provide architectural and engineering services for the Virginia Theatre masonry and fire escape repairs project. The motion was seconded by Commissioner Kuhl. Upon roll call vote, the vote was as follows: President Hays – yes; Commissioner McMahon – yes; Vice President Miller – yes; Commissioner Solon – yes; and Commissioner Kuhl – yes. The motion passed 5-0.

#### Approval of Bids for 2021 Bedding Plants

Mr. Olson provided the report. He stated that the bids exceeded last year's total cost. He explained that costs had risen due to increased minimum wages, higher expenses for supplies, and the Illinois secure choice mandated retirement plan beginning in 2019. He also confirmed the need for two bids in order to secure high-quality stock of plants and due to the capacity of local vendors. In addition, the pandemic has also impacted sponsorships for the flower island program. Forty-five (45) sponsors had been confirmed compared to fifty-four (54) in the previous year. He reported six (6) cancellations compared to the previous average of three (3) to four (4) cancellations per year.

Commissioner Solon clarified that the RFP stated that no one vendor would be awarded both bids. Mr. Olson confirmed that the RFP stated that the bids would be split to ensure high-quality plant stock with fewer possibilities for disease.

Vice President Miller asked if the number of flats of flowers could be reduced to break the orders up into smaller, more competitive bids. Mr. Olson confirmed that it would be possible to break the order down into at least three total bids.

Commissioner Kuhl requested more information regarding the flower program's sponsorship income versus the expenses to purchase, install, and maintain the product. Discussion ensued.

Mr. Olson confirmed that the sponsors had received an 8% increase in cost per square foot from the 2019-2020 season. He noted that sponsorships had been confirmed for 2021 and that any future increases would impact the 2022 season. Discussion ensued.

Commissioner Kuhl recommended revisiting the process in order for the Park District to have the ability to raise fees if expenses continue to increase. Mr. DeLuce confirmed that staff could review the timing of the RFP and approval of the program fees.

Commissioners Hays, Solon, and McMahon concurred about closing the expense to income gap through fee increases and creative partnerships. Commissioner Kuhl requested an income and expense report that included staff labor expenses.

Commissioner Kuhl made a motion to accept the bids and authorize the Executive Director to execute contracts to purchase 2021 bedding plants for each order to the respective lowest responsible bidders as follows: Park Flower Program Order with 2,124 flats to Ropp's Flower Factory for a total of \$49,502 and Flower Island Order with 1,804 flats to Connie's Country Greenhouse for a total of \$52,058. The total cost of the two recommended orders for 2021 will be \$101,560 with funds allocated in the FY21-22 operating budget. 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; President Hays – yes; and Vice President Miller – yes. The motion passed 5-0.

#### Approval of Bid for the Purchase of Scoreboards for Zahnd Park

Mr. Olson reported that staff recommended Nevco Sports, LLC due to the Park District owning a number of its scoreboards, which would allow staff to take advantage of interchangeable parts when necessary.

Vice President Miller made a motion to accept the responsible bid that meets all specifications and authorize the Executive Director to purchase two (2) new baseball/softball scoreboards from Nevco Sports, LLC for Zahnd Park at the total quoted price of \$7,000.58. Commissioner McMahon seconded the motion. Upon roll call vote, the vote was as follows: Commissioner Kuhl – yes; Vice President Miller – yes; Commissioner Solon – yes; Commissioner McMahon – yes; and President Hays – yes. The motion passed 5-0.

#### Approval of Communications Radios

Ms. Hoggatt presented the report. She stated that the Board had approved the purchase of the communications radio system in August of 2020 as part of the capital plan. Ms. Hoggatt noted that \$15,100 had been allocated for the purchase, however, recent upgrades in set-up, programming, and interchangeable ports could be realized with \$6,370 in additional expenditures.

President Hays requested clarification about the locations where the communication radios would be used. Ms. Hoggatt confirmed that the system will be housed at the Virginia Theatre, but could be utilized in others departments, such as IT, the Sholem Aquatic Center, Special Events, and fitness programs in the future.

Commissioner Solon made a motion to approve the purchase of a communications radio system from Beck Tech, which includes setup, programming, FCC license, and charging ports for a total of \$21,470. Commissioner Kuhl seconded the motion. Upon roll call vote, the vote was as follows: President Hays – yes; Commissioner Kuhl – yes; Commissioner McMahon – yes; Vice President Miller – yes, and Commissioner Solon – yes. The motion passed 5-0.

## **Discussion Items**

### Spalding Park Tennis Courts

Mr. DeLuce reported that staff had met with Linda Matkowski, the Chief Financial Officer of Champaign's Unit 4 School District to discuss partnering to renovate the Spalding Park Tennis Courts. He presented a plan to refurbish the four (4) existing tennis courts, add two additional tennis courts, lighting, a shelter, and a pathway for an estimated total project cost of \$600,000.

Commissioner Solon addressed pickleball for this space. Mr. DeLuce responded that the school district would need six (6) tennis courts to host competitions. He noted that stand-alone pickleball courts would need to be installed at another location if the Board decided to move forward with this project. However, if the school district decides not to participate, pickleball courts could be considered at the Spalding Park tennis courts site.

Commissioner Kuhl requested clarification on the Park District's financial commitment for this proposal. Mr. DeLuce responded that the Park District and Unit 4 would each pay \$300,000 to move forward. Discussion ensued about costs associated with installing pickleball courts, resurfacing tennis courts, the lifespan of different types of court surfaces, and the number and location of outdoor tennis courts within the Park District.

President Hays addressed the feasibility of the project if Unit 4 does not agree to the terms of this proposal. Mr. DeLuce responded that the Park District could then pursue different options.

### Department of Revenue Facilities Report

Mr. Gleason prepared the report that was included in the Board Packet. President Hays asked if any Board members had questions or comments related to the report.

Commissioner Solon responded that she was glad the Park District was able to offer several programs listed in the report during the pandemic. She noted that the youth softball had been modified appropriately and was a valued program. Discussion ensued.

Commissioner Kuhl requested clarification on the profitability of the one-on-one pitching and hitting clinics for softball. Mr. Gleason responded that the calculation did not include Justice Miller's paid time due her status as an exempt employee. He also mentioned that staff were preparing to host indoor pitching and hitting clinics in the Leonard Recreation Center beginning in February 2021.

### Cultural Arts Report

Mr. Jones prepared the report that was included in the Board Packet. President Hays asked if any Board members had questions or comments related to the report. Commissioner Solon requested more information on the outcome of the virtual dance program. Mr. Jones responded that there had been a waitlist to join the program and no virtual dance program issues were experienced.

## **Comments from Commissioners**

Commissioner McMahan thanked Mr. Olson and Mr. Johnson for their professionalism in installing a memorial tree at Spalding Park.

Commissioner Solon thanked staff for offering programs as circumstances allowed during the pandemic, such as softball and outdoor fitness bootcamp classes.

Vice President Miller offered his thanks to Board members and staff who are veterans.

## **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 Kuhl. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner McMahon – yes; Vice President Miller – yes; Commissioner Kuhl – yes; and President Hays – yes. The motion passed 5-0 and the meeting was adjourned at 8:26 p.m.

Approved:

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Craig W. Hays, President

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Jarrod Scheunemann, Secretary