

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

December 9, 2020

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, December 9, 2020 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 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/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 December 9, 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 Jarrod Scheunemann, Secretary and Assistant to the Executive Director.

Present electronically: Vice President Kevin J. Miller, Commissioners Jane L. Solon, Timothy P. McMahon, and Barbara J. Kuhl, Treasurer Brenda Timmons, and Attorney Guy C. Hall.

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 Justice Miller, Sports Manager.

Casey Angst, a Sales Representative from Paycom was also in attendance electronically. Additionally, citizens who virtually attended the meeting included Don Block, Tim Brummett, Jack Kammerer, Rod Johnson, Stu Meacham, and Brett Peugh.

Call to Order

President Hays called the meeting to order at 7:00 p.m.

Comments from the Public

Mr. Don Block from 2201 Misty Meadow Place addressed the Board about the sport, pickleball and his interest in more stand-alone pickleball courts in Champaign. He highlighted the local, national, and international history of the sport. Mr. Block noted that the sport is played by all ages and he estimated that Champaign has upwards of seven hundred (700) pickleball players. He offered his support to the development of dedicated pickleball courts in Champaign.

Mr. Stu Meacham also shared comments supporting the need for stand-alone pickleball courts in Champaign. He noted that costs for all levels of players to enjoy this sport were reasonable, which encourages multigenerational play. He stated that Zahnd Park was his preferred location to develop a stand-alone pickleball complex with fencing and windscreens.

Mr. Jack Kamerer also addressed the Board about pickleball. He stated that he plays pickleball on an almost daily basis. Mr. Kamerer noted the growth of the sport, the popularity of tournaments, and the increase in the development of stand-alone pickleball courts nationally. He requested assistance from the Board to support the needs of pickleball players in Champaign.

Mr. Brett Peugh requested more information on the socio-economic status of pickleball players.

Communications

President Hays stated that the Board had received and reviewed the communications.

Treasurer's Report

Treasurer Timmons presented the Treasurer's Report for the month of November 2020. She stated the Park District's finances had been reviewed and were found to be in appropriate order.

Vice President Miller made a motion to accept the Treasurer's Report for the month of November 2020. The motion was seconded by Commissioner Solon. 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 stated that six (6) bids were received for the Human Kinetics Park project and that the final bid tabulations had been distributed to the Board. He noted that the Martens Center bid opening would be held on December 16, 2020 at 2:00 p.m. He stated that staff members are targeting the Regular Board meeting on January 13, 2021 to award a contract for the Martens Center project.

Mr. DeLuce congratulated staff on receiving a grant award letter from the Illinois Department of Natural Resources Museum Capital Grant program for \$750,000 to support the replacement of the Virginia Theater's HVAC system. He also highlighted the success of the Winter Nights holiday light trail at Porter Park and thanked staff members for their efforts to make it possible.

Committee and Liaison Reports

Champaign Parks Foundation

Vice President Miller presented the report. He congratulated the Foundation and CUSR staff for their efforts in the Doublegood Popcorn fundraiser for CUSR scholarships. He noted the group sold nearly \$8,000 in popcorn, with half of that revenue being returned to CUSR for scholarship donations. Mr. Jones was the top seller with over \$1,400 in sales.

Report of Officers

Attorney's Report

Attorney Hall reported that he had been working on several routine matters for the Park District, including review of the General Obligation Bond, Human Kinetics Park grant related matters, and the ticketing agreement for the Virginia Theatre.

President's Report

President Hays clarified the pandemic protocol for Board meeting attendance as outlined in the Governor's Executive Orders and Public Act 101-0640.

President Hays also noted that a long-time donor of the Virginia Theatre, Jill Knappenberger, had passed away at the age of 102. He commended her dedicated service to the United States during World War II with the Red Cross, her commitment to the local community, and the Virginia Theatre in particular.

Consent Agenda

President Hays stated that all items on the Consent Agenda are considered routine and shall be acted upon by one motion.

1. Approval of Minutes of the Regular Board Meeting, November 10, 2020.

Commissioner Solon made a motion to approve the Consent Agenda. The motion was seconded by Vice President Miller. Upon roll call vote, the vote was as follows: Commissioner McMahon – yes; Vice President Miller – yes; President Hays – yes; Commissioner Solon – yes; and Commissioner Kuhl – yes. The motion passed 5-0.

New Business

1. Approval of Disbursements as of November 11, 2020

Staff recommended approval of disbursements for the period beginning November 11, 2020 and ending December 9, 2020.

Commissioner Kuhl made a motion to approve the list of disbursements for the period beginning November 11, 2020 and ending December 9, 2020. The motion was seconded by Vice President Miller. Upon roll call vote, the vote was as follows: President Hays – yes; Commissioner Solon – yes; Vice President Miller – yes; Commissioner Kuhl – yes; and Commissioner McMahon – yes. The motion passed 5-0.

2. Approval of Updates to Minimum Wage Rates Effective January 1, 2021

Mr. DeLuce reported that minimum wage would increase to \$11.00 per hour on January 1, 2021 and to \$12.00 per hour on January 1, 2022. He noted that staff members are recommending an increase for the 2021 calendar year.

Ms. Hoggatt stated that they had reviewed the schedule for the minimum wage increase and also the differential between supervisory and non-supervisory positions and made recommendations to the Board that reflect their research.

Mr. DeLuce noted that it will be difficult to determine what facilities will be open in 2021 due to the pandemic, but a competitive market for youth and seasonal employees increases pressure on when the Park District needs to begin the hiring process.

President Hays stated the increases were appropriate for the differential.

Commissioner McMahon requested clarification on the budget will be impacted by the proposed wage increases and Commissioner Kuhl asked about how the budget will be impacted by the hiring timeline for seasonal staff. Ms. Hoggatt confirmed that most seasonal staff are hired each year by the end of May, with the exception of Operations seasonal staff being hired by the end of March. Ms. Wallace stated that budget projections were difficult to determine due to pandemic related shutdowns. Discussion ensued.

President Hays responded that the five-year plan originally projected a budget increase of \$900,000 to \$1,000,000. Ms. Hoggatt noted the supervisor differential was not included in those projections.

President Hays noted it would be difficult to estimate the budget impact of the minimum wage increase without knowing if and when the Public Health District will allow facilities to open in 2021.

Vice President Miller requested clarification on the \$0.15 wage increase for returning staff. Ms. Hoggatt responded that the increase had previously been \$0.25 per hour, but was frozen in 2008. She noted the program was reinstated four years ago at a rate of \$0.15 per hour. Discussion ensued.

Commissioner Kuhl clarified that seasonal staff from 2019 would be considered returning staff due to the pandemic related hiring freeze in 2020. Ms. Hoggatt confirmed that matter.

Commissioner Kuhl made a motion to approve updates to the minimum wage rates for FY20 and FY21, as well as a \$0.15 cent per hour increase for returning staff. The motion was seconded by Commissioner Solon. Upon roll call vote, the vote was as follows: Vice President Miller – yes; Commissioner Solon – yes; Commissioner Kuhl – yes; Commissioner McMahon– yes; and President Hays – yes. The motion passed 5-0.

3. Approval of Bid for Fencing at Dodds Park 3-Plex

Mr. Olson presented the report. He stated that the project would replace the 3-Plex ballfield alleyway fencing that had aged and no longer meets current height standards. Mr. Olson noted that the installation would expand programming at this location.

Commissioner Solon made a motion to approve accepting the bid and authorized the Executive Director to enter into a contract with the lowest responsible bidder, Main Street Construction, in the amount of \$35,900 for the purchase and installation of ballfield fencing at the Dodds Park 3-Plex. The motion was seconded by Vice President Miller. Upon roll call vote, the vote was as follows: Commissioner Kuhl – yes; President Hays – yes; Commissioner McMahon – yes; Vice President Miller - yes; and Commissioner Solon – yes. The motion passed 5-0.

4. Approval of Bid for the Purchase of Two (2) Vehicles

Mr. Olson presented the report. He stated that staff recommends the Board approve the lowest responsible bid that meets all specifications and to authorize the purchase of one (1) new 2020 Chevy Express Cutaway Van from Vermilion Chevy, in the amount of \$43,860 and one (1) new 2021 Chevy Traverse LS from Vermilion Chevy, in the amount of \$28,815 for a total cost of \$72,675. Discussion ensued.

Vice President Miller requested more information on the vehicle warranty differentiation by brand. President Hays confirmed that the warranties were comparable.

Commissioner Solon requested clarification on the model and color of the vehicles that were being replaced and purchased. Mr. Olson responded that the Mini-Van would be replaced with a white Chevrolet Traverse and a white Cutaway Van would be replacing the Truck.

Commissioner Solon made a motion to approve the lowest responsible bid that meets all specifications and authorize the purchase of one (1) new 2020 Chevy Express Cutaway Van from Vermilion Chevy, in the amount of \$43,860 and one (1) new 2021 Chevy Traverse LS from Vermilion Chevy, in the amount of \$28,815 for a total cost of \$72,675. The motion was seconded by Vice President Miller. Upon roll call vote, the vote was as follows: Commissioner Solon – yes;

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

5. Approval of Agreement with Paycom for Payroll and Applicant Software

Mr. DeLuce reported that Ms. Wallace and Ms. Hoggatt had investigated a variety of different software providers to assist staff with payroll and job applications and had found Paycom to be the preferred vendor. He noted that restructuring positions in the finance department could alleviate the new expenses from purchasing the software by eliminating one FT-2 position.

Ms. Hoggatt presented the report. She stated that Paycom offers more robust software when compared to the competition. The Park District's current payroll software will not be supported after May 1, 2021. She stated that Paycom would include applicant tracking, time clock with geo-fencing, enhanced payroll reporting, and a self-service portal. Discussion ensued.

Commissioner Solon requested clarification on the employee's ability to clock-in or clock-out remotely. Ms. Hoggatt responded that employees could choose to clock-in or clock-out remotely by smart phone app and that the Park District will not incur additional expenses for employee phone coverage due to not requiring app use.

Commissioner Kuhl requested more information about how Park District employees receive compensation. Ms. Hoggatt responded that all Park District staff receive direct deposit. Discussion ensued.

Commissioner Kuhl clarified that the Paycom estimate was based on paying 150 employees per month, which is a lower number than average because of the pandemic. Ms. Hoggatt responded that the Park District would be charged \$6.15 per employee, per paycheck.

Commissioner Kuhl made a motion to approve a monthly agreement with Paycom for payroll and applicant software. The motion was seconded by Commissioner McMahon. Upon roll call vote, the vote was as follows: President Hays – yes; Vice President Miller – yes; Commissioner McMahon – yes; Commissioner Kuhl - yes; and Commissioner Solon – yes. The motion passed 5-0.

6. Approval of Renewal of PDRMA Property/Casualty Program

Mr. DeLuce reported that PDRMA's three-year agreement was subject to review and renewal in the near future. He noted that staff has investigated IPARKS as an alternative vendor and received a quote.

Ms. Hoggatt explained the differing philosophies and benefits of each property/casualty program. She noted that staff enjoy working with PDRMA and that it offers extensive trainings and proactive service. Ms. Hoggatt shared that PDRMA had agreed to reduce its price by \$16,112 per year to provide for the next three years.

Commissioner Solon requested more information on the impact of the rate limit ceiling for each year. Ms. Hoggatt stated that the rate limit ceiling was based on actuarial calculations of the membership as a whole. President Hays added that the number includes the average claims per year, which should be reduced in light of the pandemic.

Commissioner Solon made a motion for the Park District to continue its PDRMA membership for three years, beginning May 1, 2021. The motion was seconded by Vice President Miller. 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.

7. Approval of Ratification of the Contract Amendment with Broeren Russo

Mr. DeLuce reviewed the history of the renovation of the Bicentennial Center, including the Board's previous approval of a construction manager agreement with Broeren Russo. He explained that the Board had made this decision to test the viability of construction manager agreements for future projects.

Ms. Wallace presented the report. She noted that staff is bringing this to the Board to ensure that everyone is familiar with the construction management agreement and the guarantee not to exceed project price of \$876,551. She stated that the project is estimated to cost less than the minimum, at which time the Park District would expect a deduct change order to the final price. Ms. Wallace reported that the agreement has a preapproved contingency amount. Discussion ensued.

Commissioner Solon requested clarification on the approval of the construction management agreement, the purpose of contingency requests, and change order requests. Mr. DeLuce noted that this was the first construction management agreement for the Park District and staff were seeking direction from the Board on the approval process for contingency requests.

Mr. Olson added that a construction management agreement with a guaranteed maximum price gives flexibility to the construction manager to make decisions related to change orders. Attorney Hall noted that the predetermined minimum of \$876,551 for the guaranteed maximum price was higher than the actual bids totaling \$720,000. President Hays commented that a construction manager at risk agreement preapproves latitude for decision making to speed up the construction process. He reiterated that the project is expected to be under budget and a deduct change order is expected. Discussion ensued.

Commissioner Solon requested the total for the architect's fees. Ms. Wallace responded that the architect's fees had totaled \$48,386. Discussion ensued.

Vice President Miller requested clarification on the construction manager's fees. Ms. Wallace responded that Broeren Russo's fees were based on the guaranteed maximum price and that invoicing will only occur for completed work. Discussion ensued.

Commissioner Solon requested clarification on the purpose for ratifying the agreement. Ms. Wallace responded that authorization was needed to demonstrate to the auditors that the total matches the pay request.

Mr. Olson noted that contingency requests need to be approved by himself before the work begins. Commissioner Solon requested that the Board approve all contingency requests over \$5,000. Commissioner Kuhl requested monthly financial reports on all major projects. Commissioner Solon concurred. Discussed ensued.

Vice President Miller made a motion to ratify the contract amendment with Broeren Russo Builders in the amount of \$876,551.00. The motion was seconded by Commissioner McMahon. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner McMahon – yes; President Hays - yes; Vice President Miller – yes; and Commissioner Kuhl - yes. The motion passed 5-0.

8. Approval of Contingency Use Requests and Change Order Requests for the Bicentennial Center Renovation Project

Mr. Olson presented the report. He stated that CON 1 and CON 2 were requests from Broeren Russo to use the contingency funds that were within its discretion. Mr. Olson also highlighted COR 1 and COR 2 change order requests that were beyond the scope of the original contract. Discussion ensued.

Commissioner Solon requested more information on the content of each request. Mr. Olson responded to each item. Discussion ensued.

Commissioner Kuhl asked if the change order requests would increase the total project cost. Commissioner Solon inquired if the change order requests would increase the general conditions and construction management fees. Mr. Olson responded that the increase in total cost will not be reflected in the construction manager fees. President Hays and Commissioner Solon encouraged staff to specify these terms in a written agreement. Discussion ensued.

Commissioner Kuhl made a motion to authorize the Executive Director to execute CON #1 and CON #2 dated November 18, 2020 in the amounts of \$2,215.00 and \$3,539.00, respectively, and COR #1 and COR #2 dated November 24, 2020 in amounts of \$1,392.00 and \$3,447.00, respectively, with Broeren Russo Builders, Inc. The motion was seconded by Vice President Miller. Upon roll call vote, the vote was as follows: Commissioner McMahon – yes; President Hays - yes; Commissioner Kuhl – yes; Vice President Miller – yes; and Commissioner Solon – yes. The motion passed 5-0.

9. Approval of Quote for Two (2) New Sets of Soccer Goals at Dodds Park

Mr. Olson presented the report. He emphasized that this was a quote and that the replacement of soccer goals at Dodds Park had been previously approved in the capital improvement plan.

Commissioner Kuhl requested clarification on the number of goals being replaced. President Hays asked if Park District staff would install the goals. Mr. Olson responded that only two goals will be replaced and that Park District staff will complete the installation. He also noted that staff had developed a three-year replacement plan for the aging soccer goals at Dodds Park.

Commissioner Solon made a motion to accept the quote that meets all specifications, and to authorize the Executive Director to purchase two (2) new sets of 8”H x 24’W Kwik Goal Fusion soccer goals from Pioneer Athletics at the price of \$9,900.00. The motion was seconded by Vice President Miller. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Kuhl – yes; President Hays – yes; Vice President Miller - yes; and Commissioner McMahon – yes. The motion passed 5-0.

10. Approval of Paying Part-Time and Full-Time Staff through January 24, 2021

Mr. DeLuce presented the report. The pandemic continues to impact and limit Park District services. Many part-time employees had been called back and scheduled to work, but were not able to come in at times because of closures. He noted that the Board’s support would help to alleviate the fears of staff and provide more security for employees. Discussion ensued.

Commissioner Solon and Commissioner Kuhl commented that it is an opportunity for the Park District’s management team to proactively engage staff and limit revenue losses.

Commissioner Hays requested a report applying hours worked by staff to associated projects and Commissioner Solon requested more time to review the reports and prepare questions.

Vice President Miller made a motion to continue to pay full-time and part time staff that are currently on payroll and scheduled to work through January 24, 2021 (end of the payroll period). 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; Vice President Miller – yes; and Commissioner Kuhl - yes. The motion passed 5-0.

Discussion Items

1. Tennis & Pickleball Courts

Mr. DeLuce reported that he had spoken with Linda Matkowski and Unit 4 was still discussing partnering with the Park District to refinish and expand the tennis courts at Spalding Park. He expected its decision within two weeks.

Mr. DeLuce reviewed staff's research on pickleball and recommended stand-alone courts throughout the community, but requested the Board's direction. He addressed Hessel Park, Spalding Park, Centennial Park, Zahnd Park, and Eisner Park as potential locations for pickleball. Commissioner Solon responded that working with Parkland College to refurbish its tennis courts into pickleball courts could be an option. Discussion ensued.

Commissioner Kuhl suggested utilizing Morrissey Park to increase use at the park despite its lack of restrooms and potential noise. She shared concerns about overdevelopment at Centennial or Hessel Park and recommended that staff develop a proposal.

Commissioner Solon requested clarification on court resurfacing expenses and whether the number of pickleball players in the community justified the investment.

Commissioner McMahon supported exploring options to aid this growing sport and its players.

Vice President Miller supported renovating the tennis courts at Eisner Park into pickleball courts. He supported testing new courts with the possibility of expansion after evaluating use patterns.

President Hays commented that Hessel Park was nearing capacity and preferred Zahnd Park for the installation of pickleball courts because of its existing infrastructure, such as a pavilion and restrooms. He also stated that any construction related to Spalding Park's tennis courts would depend on the arrangement with Unit 4.

Mr. Don Block requested the opportunity to make a comment. President Hays noted that public comment was only available at the beginning of the meeting and that staff would connect with him for additional discussion.

Don Block, Tim Brummett, Jack Kammerer, Stu Meacham, and Rod Johnson departed the meeting at 8:50 p.m.

2. Champaign Parks Foundation – 2nd Quarter Financial Update

Ms. Wallace presented the report. She reported that total revenues were down \$31,000 from prior year to date due to the Virginia Theatre's closure and reduced investment and interest income. Total expenditures were \$172,000 less than the previous year due to Martens Center project spending. Ms. Wallace noted that the Foundation's net assets were \$5,620,412 at the end of October, 2020.

Commissioner Kuhl requested an update on the Jimmy John's scholarships. Ms. Wallace responded that all donations had been received, but the agreement was not yet renewed.

3. Champaign Park District – 2nd Quarter Financial Update

Ms. Wallace reported that 95% of tax revenue had been collected and she anticipates collecting the balance by the end of January, 2021. She noted that year-to-date revenue and expenses were less than budgeted due to the limited number of in-person programs because of the pandemic. Ms. Wallace also highlighted the current status of funding for the Martens Center.

Comments from Commissioners

The Commissioners thanked staff for their work and wished their fellow Park Board Members and staff a happy holiday season.

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 and the meeting was adjourned at 9:04 p.m.

Approved:

Craig W. Hays, President

Jarrod Scheunemann, Secretary