

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

January 13, 2021

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, January 13, 2021 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, January 13, 2021 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: Vice President Kevin J. Miller, Joseph DeLuce, Executive Director, and Jarrod Scheunemann, Secretary and Assistant to the Executive Director.

Present electronically: President Craig W. Hays, 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, Jimmy Gleason, Director of Revenue Facilities, Steven Bentz, Director of the Virginia Theatre, Bret Johnson, Assistant Director of Operations, and Nathan Massey, Special Projects Supervisor, and Laura Auteberry, Development Director.

Call to Order

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

Comments from the Public

None.

Communications

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

Wayne Williams electronically joined the meeting at 7:02 p.m.

Treasurer's Report

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

Commissioner Solon made a motion to accept the Treasurer's Report for the month of December 2020. 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; Commissioner Solon – yes; and Vice President Miller – yes. The motion passed 5-0.

Executive Director's Report

General Announcements

Mr. DeLuce reported that he had received a request for an outdoor ice-skating rink. He also asked the Board to move the 1/27/21 Special Board Meeting time to 6:00 p.m. It was the consensus of the Board to change the time of the 1/27/21 Special Board Meeting to 6:00 p.m.

Committee and Liaison Reports

Champaign Parks Foundation

Vice President Miller presented the report. He stated that the Foundation would forgo planning any in-person events for the time being due to the pandemic. He noted that the Foundation was investigating other fundraising options, including another appeal letter.

Dick & Jean Flood, Gavin Wilk, and two unidentified participants labeled as MFD and 7083056812 joined the meeting electronically at 7:04 p.m.

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 an easement for Unit 4. He requested the Board to consider using the standard Park District easement template, with modifications as needed for this matter.

President's Report

None.

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 Joint CPD/UPD Board Meeting, December 3, 2020
2. Approval of Minutes of the Regular Board Meeting, December 9, 2020

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

New Business

1. Approval of Disbursements as of December 9, 2020

Staff recommended approval of disbursements for the period beginning December 9, 2020 and ending January 13, 2021.

Commissioner Solon requested more information on the purchase of Chromebooks. Mr. DeLuce responded that the purchase would provide extra video conference cameras for the Board Meetings at an economical price when compared to the purchase of stand-alone cameras. Discussion ensued.

Commissioner Solon requested a report about recent computer related expenses.

Wayne Williams electronically departed the meeting at 7:09 p.m.

Vice President Miller asked if the computer purchases could be applied to pandemic relief grants. Ms. Wallace replied that the Park District had been approved for up to \$30,000 in relief funds to cover a variety of expenses and she would determine whether this purchase applies.

Commissioner Solon made a motion to approve the list of disbursements for the period beginning December 9, 2020 and ending January 13, 2021. The motion was seconded by Commissioner McMahon. Upon roll call vote, the vote was as follows: Commissioner Kuhl – yes; Commissioner Solon – yes; President Hays – yes; Vice President Miller – yes; and Commissioner McMahon – yes. The motion passed 5-0.

2. Approval of Health Insurance Rates for 2021-2022

Ms. Hoggatt presented the report. She reported that there would be no changes to the plan and rate for 2021. Discussion ensued.

Commissioner Miller requested clarification on future deductible increases. Ms. Hoggatt responded that the Park District anticipated an increase of individual deductibles to \$500 and family deductibles to \$1000 next fiscal year.

Commissioner Kuhl made a motion to approve the health insurance rates for 2021/2022. The motion was seconded by Commissioner McMahon. Upon roll call vote, the vote was as follows: President Hays – yes; Vice President Miller – yes; Commissioner Solon – yes; Commissioner Kuhl – yes; and Commissioner McMahon – yes. The motion passed 5-0.

3. Approval of Bids for Human Kinetics Park

Mr. Weiss reported that the bid opening for the Human Kinetics Park project was held on December 16, 2020 and the Duce Construction was the apparent low bidder.

Commissioners Kuhl and Solon requested clarification on the budget for the project. Discussion ensued.

Mr. DeLuce responded that the latest financial report included sponsorship and donor funds to support a water play feature, community gardens, and athletic fields.

Commissioner Solon asked if the current budget included staff labor. Mr. DeLuce responded that some landscaping and tree planting for both the Martens Center building and Human Kinetics Park will be completed by staff members. Discussion ensued.

Commissioner Kuhl requested future discussion about the capital project process, which includes grants, donations, and budget.

Commissioner Kuhl made a motion to approve accepting the base bid and Alternates 2 (concrete courts) and 3 (electrical service credit) from the lowest responsible bidder, Duce Construction for a contract amount of \$655,282 and authorized the Executive Director to enter into the contract. The motion was seconded by Commissioner Solon. Upon roll call vote, the vote was as follows: Vice President Miller – yes; Commissioner McMahon – yes; President Hays – yes; Commissioner Kuhl – yes; and Commissioner Solon – yes. The motion passed 5-0.

4. Approval of Bids for the Martens Center

Mr. DeLuce reported that staff members had engaged with RATIO Architects and Broeren Russo Builders to clarify the builder's risk insurance, testing, and installation of the Porter Athletic equipment. Discussion ensued.

Commissioner Solon asked staff members reach out to RATIO to request it share such costs.

Commissioner Kuhl requested more information regarding the cost per cubic yard column on the bid tabulation sheet. Discussion ensued.

Mr. DeLuce responded that cost per cubic yard refers to the undetermined cost to remove or acquire soil for the Martens Center project. Commissioner Kuhl requested that this expense be added to the budget as a placeholder despite the final cost being undetermined.

Commissioner Kuhl made a motion to approve the lowest responsible bid from Broeren Russo Contractors for the construction of the new Martens Center with a base bid of \$9,246,000, including the following alternates submitted by Broeren Russo: Alternates No. 1, 2, 3, 5, and 6 in the amount of \$217,800 with a total construction cost of \$9,463,800 and authorize the Executive Director to execute the construction contract with Broeren Russo Contractors. 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 McMahon – yes; and Commissioner Kuhl – yes. The motion passed 5-0.

5. Approval of a Temporary Easement for the International Preparatory Academy Project

Mr. DeLuce reported that Unit 4 has requested a temporary construction easement at Wisegarver Park to stockpile dirt during its construction work for the International Preparatory Academy. He noted that the Park District charge Unit 4 for the development of a temporary construction easement pursuant to Park District Ordinance.

Commissioner Solon requested more information on the state of Wisegarver Park at the end of Unit 4's project. Mr. Weiss responded that Unit 4 will replace the turf, restore drainage, and reset the soccer goal. Discussion ensued.

7083056812 electronically departed the meeting at 7:31 p.m.

Commissioner Solon made a motion to approve granting a temporary construction easement to Unit 4 School District with payment from Unit 4 of the applicable fees. The motion was seconded by Commissioner McMahon. 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.

6. Approval of Reclassification of FT2 Administrative Assistant in Finance Department to an FT1

Ms. Wallace provided the report. She stated that there is an opportunity to restructure the Finance Department due a staff member departure. Purchase of the Paycom payroll system was approved in December, 2020. That software will streamline processes to aid in the restructuring. Ms. Wallace reported that this action would formalize the elimination of one FT2 position.

Ms. Hoggatt also clarified the difference in benefits and work hours between an FT1 and FT2 position.

Commissioner Solon requested clarification on departmental restructuring. Ms. Wallace responded that the new payroll software created the opportunity for staff efficiencies.

Vice President Miller made a motion to approve authorizing the reclassification of the Administrative Assistant in Finance from an FT2 to an FT1. 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; Vice President Miller - yes; and Commissioner Kuhl – yes. The motion passed 5-0.

7. Approval of Modification to GHR Agreement for the Virginia Theatre HVAC Project

Mr. Bentz reported that at the September 2020 Board meeting the Board had approved an agreement with GHR for up to 50% of the architectural drawings of the Virginia Theatre HVAC project. Recently, the Park District had received notification that it had been awarded \$750,000 in grant monies from the Illinois Department of Natural Resources (IDNR) for this project. Mr. Bentz stated that staff contacted GHR to modify the agreement to complete the drawings when the IDNR grant is executed. Discussion ensued.

Vice President Miller requested more information on an RTU unit included in the proposal. Mr. Johnson responded that staff recommends the Board replace a 20-year-old heating unit in the east lobby to seamlessly fix all of the Virginia Theatre’s HVAC needs at one time.

Commissioner Kuhl made a motion authorize the Executive Director to modify the existing agreement with GHR Engineers and Associates to provide additional professional services in the amount of \$62,415.00 for the completion of the Virginia Theatre HVAC project including the new RTU. 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.

8. Approval of an Ordinance Declaring Personal Property as Surplus

Staff recommended that the Board adopt Ordinance No.651, an ordinance providing for the disposal of personal property owned by the Champaign Park District.

Commissioner Solon made a motion to adopt Ordinance No.651, an ordinance providing for the disposal of personal property owned by the Champaign Park District. The motion was seconded by Vice President Miller. Upon roll call vote, the vote was as follows: Commissioner McMahon – yes; Commissioner Kuhl - yes; Commissioner Solon – yes; Vice President Miller – yes; and President Hays – yes. The motion passed 5-0.

Discussion Items

1. Tennis & Pickleball Courts

Mr. DeLuce requested direction from the Board on moving forward with MSA to develop conceptual designs and cost estimates for potentially partnering with Unit 4 to resurface the current tennis courts and add two new tennis courts at Spalding Park.

Commissioner Kuhl requested more information on the original agreement with Unit 4 for the tennis courts at Spalding Park. Mr. DeLuce responded that Unit 4 had originally considered replacing the four existing tennis courts and adding four additional courts. Discussion ensued.

Mr. DeLuce reported that staff had investigated the development of outdoor, stand-alone pickleball courts within the Park District. He commented that six stand-alone pickleball courts could be possible at Hessel Park. Mr. DeLuce also shared that staff met with Parkland College’s Athletic

Director, Finance Director, and Facilities Director to discuss a partnership to refurbish Parkland's tennis courts into 18 to 20 stand-alone pickleball courts. He commented that the Board might consider Zahnd Park as an option. Mr. DeLuce noted that Hessel Park would be the least expensive option while the staff continues to investigate other options. Discussion ensued.

Commissioner Kuhl requested clarification about the Hessel Park pickleball court location and options for expansion. Commissioner Solon expressed concern about expanding recreational activities at Hessel Park due to the park's use and capacity.

Commissioner Kuhl noted that the Park District increased its use of porta-potties use during the summer due to the pandemic. She requested a report on the effectiveness of this alternative. Commissioner Kuhl also suggested that Morrissey Park should be considered for stand-alone pickleball courts. Hessel Park could expand to two stand-alone pickleball courts without removing a tennis court. Further discussion by all commissioners ensued about the alternatives.

Comments from Commissioners

President Hays thanked the special events and operations teams for its efforts to host the Winter Nights holiday light display at Porter Park.

Commissioner Kuhl commented that the Board and staff should consider dedicating funds to support the installation of electricity Porter Park for the holiday light walk and parking lot.

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 Solon – yes; Commissioner Kuhl – yes; President Hays - yes; Vice President Miller – yes; and Commissioner McMahon - yes. The motion passed 5-0. The motion passed 5-0 and the meeting was adjourned at 8:10 p.m.

Approved:

Craig W. Hays, President

Jarrod Scheunemann, Secretary