

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

**March 10, 2021**

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, March 10, 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 three 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, March 10, 2021 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: Joseph DeLuce, Executive Director, Jarrod Scheunemann, Secretary and Assistant to the Executive Director.

Present electronically: President Craig W. Hays, 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, Chelsea Norton, Director of Marketing and Communication, Dan Olson, Director of Operations, Jameel Jones, Director of Recreation, Jimmy Gleason, Director of Revenue Facilities, Steven Bentz, Director of the Virginia Theatre, Brandon Martin, Leonhard Center Manager, Misty Stocking, Leonhard Center Facility Coordinator, Nicholas Lee, Recreation Intern, and Shannon Walter, Leonhard Center Program Manager.

**Call to Order**

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

**Comments from the Public**

None.

**Communications**

None.

**Treasurer's Report**

Treasurer Timmons presented the report. She highlighted the implementation of the new payroll system in February, 2021. She stated the Park District's finances had been reviewed and were found to be in appropriate order.

President Hays and Commissioner Solon asked if staff expected any further property tax payments from the County. Ms. Timmons answered in the affirmative and discussion ensued.

Commissioner Solon made a motion to accept the Treasurer's Report for the month of February 2021. The motion was seconded by Vice President Miller. Upon roll call, the vote was as follows: Commissioner McMahan – yes; President Hays – yes; Commissioner Solon – yes; Commissioner Kuhl – yes; and Vice President Miller - yes. The motion passed 5-0.

## **Executive Director's Report**

### Introduction of Interns

Mr. DeLuce reported that the Recreation Department had hired two interns. Mr. Jones was asked to introduce the interns. Mr. Jones welcomed Brian Kunath and Nicholas Lee to the Park District for the spring semester. He highlighted their involvement in the Bunny Open House at the Douglass Community Center and a regional E-Sports League that includes Decatur Park District, Springfield Park District, and the Town of Normal Parks and Recreation Department.

Cody Flowers, Sports Coordinator, virtually joined the meeting at 7:08 p.m.

Mr. DeLuce commented that the Martens Center and Human Kinetics Park projects continue to move forward. He added that \$3,800 in donation commitments have been secured for the entrance mural at the Martens Center and he encouraged all to participate.

Mr. DeLuce reported that Champaign-Urbana Public Health Department had reached out to staff about using the Douglass Community Center to host a one-day COVID-19 vaccine clinic.

## **Committee and Liaison Reports**

### Champaign Parks Foundation

Vice President Miller presented the report. He stated that the Foundation's Ties and Tennis event was focused on collecting shoes for students who attend the Don Moyer Boys and Girls Club. He noted recent participation in the effort by the Hope Chapter of Eastern Star. Vice President Miller added that the Foundation had vacancies and two Foundation Board members whose terms will be expiring that will not seek reappointment.

Commissioner Kuhl asked if staff had reached out to former Commissioner, Alvin Griggs to gauge his interest. Mr. DeLuce responded that he had spoken with Mr. Griggs, but he declined the offer.

## **Report of Officers**

### Attorney's Report

Attorney Hall reported that he had been working on a number of matters for the Park District, including Board policy updates, several agreements, two FOIA requests, and a variety of other issues.

### President's Report

President Hays reported on inquires from residents who requested more information on Sholem Aquatic Center, its potential opening in 2021, subsequent pool related pandemic policies and protocols, and its program plan. Mr. DeLuce responded that staff are working towards safely opening the pool in 2021, but word of mouth promotional help is needed to secure enough lifeguards for the 2021 season.

## **Consent Agenda**

President Hays stated that all items on the Consent Agenda are considered routine and shall be acted upon by one motion and if discussion is desired, that item shall be removed and discussed separately.

Vice President Miller requested that item 3, Updates to Board Policy Manual be removed and discussed separately.

Commissioner Solon made a motion to approve items number one (1) and two (2) on the Consent Agenda.

1. Approval of Minutes of the Regular Board Meeting, February 10, 2021
2. Approval of the Minutes of the Special Board Meeting, February 24, 2021

The motion was seconded by Vice President Miller. Upon roll call, 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.

Vice President Miller requested the Park District mission statement be added to the footer of the Board policies in item number three (3) as well as all current and future policies included in the Board Policy Manual.

Vice President Miller made a motion to approve adding the Park District mission statement to the Board policies in item number three (3) and all other Park District Board policies.

3. Approval of Updates to Board Policy Manual
  - a. Community Input Policy
  - b. Comprehensive Assessment Policy
  - c. Program & Facilities Evaluations Policy
  - d. Scholarship Policy

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

## **New Business**

1. Approval of Disbursements

Staff recommended approval of disbursements for the period beginning February 10, 2021 and ending March 10, 2021.

Commissioner Solon requested more information on the description of disbursement line items that were clarified by Mr. Bentz.

Commissioner Solon made a motion to approve the list of disbursements for the period beginning February 10, 2021 and ending March 10, 2021. The motion was seconded by Vice President Miller. Upon roll call, the vote was as follows: Vice President Miller – yes; Commissioner Kuhl – yes; Commissioner Solon – yes; Commissioner McMahon – yes; and President Hays - yes. The motion passed 5-0.

2. Approval of an Agreement with Developmental Services Center for the Park Walkers Program

Mr. Olson presented the report. Mr. Olson outlined shared resources between the Park District and the Developmental Services Center, a 6% increase in payment in year one (1) and a final payment increase to \$16.33 (9% average) in year two (2), as well as the two-year term of the agreement.

Commissioner Solon made a motion to approve the agreement, with requested changes, and authorize the Executive Director to execute the agreement with DSC for an amount not to exceed \$20,000 for the 2021 and 2022 fiscal years. The motion was seconded by Commissioner Kuhl. Upon roll call, the vote was as follows: Commissioner McMahon – yes; President Hays – yes; Vice President Miller – yes; Commissioner Solon – yes; and Commissioner Kuhl – yes. The motion passed 5-0.

Justice Miller, Sports Manager, virtually joined the meeting at 7:27 p.m.

3. Approval of Bid for Virginia Theatre Stage Microphones

Mr. Bentz reported that \$65,546 in reimbursable expenses are still available as part of the IDNR Museum Grant award to consider supplementary purchases. Staff recommended the Board accept the Virginia Theatre Stage Microphone bid and authorize the Executive Director to enter into an agreement with the lowest responsible bidder, Clearwing Systems Integration, in the amount of \$32,820.00 for the Base Bid plus \$6,976.50 for the Alternate Bid.

Commissioner Kuhl requested clarification on the purpose of including an alternate with the bid. Mr. Bentz responded that total expenses for stage microphones was unclear and staff desired to maximize return on investment for the grant. Discussion ensued.

Vice President Miller made a motion to accept the Virginia Theatre Stage Microphone bid and authorize the Executive Director to enter into an agreement with the lowest responsible bidder, Clearwing Systems Integration, in the amount of \$32,820.00 for the Base Bid plus \$6,976.50 for the Alternate Bid. The motion was seconded by Commissioner Kuhl. Upon roll call, the vote was as follows: Commissioner Solon – yes; Commissioner Kuhl – yes; Vice President Miller – yes; President Hays - yes; and Commissioner McMahon – yes. The motion passed 5-0.

4. Approval of Bid for Supplementary Loud Speakers at the Virginia Theatre

Mr. Bentz recommended that the Board approve the Virginia Theatre Supplementary Loudspeaker bid and authorize the Executive Director to enter into an agreement with the lowest responsible bidder, KnoxArray, LLC, in the amount of \$28,050.00 for the Base Bid.

Commissioner Solon made a motion accept the Virginia Theatre Supplementary Loudspeaker bid and authorize the Executive Director to enter into an agreement with the lowest responsible bidder, KnoxArray, LLC, in the amount of \$28,050.00 for the Base Bid. The motion was seconded by Commissioner Kuhl. Upon roll call, the vote was as follows: President Hays – yes; Commissioner Kuhl – yes; Commissioner McMahon – yes; Vice President Millers – yes; and Commissioner Solon – yes. The motion passed 5-0.

5. Approval to Convert Remaining Five (5) FT2 Positions to Five (5) FT1 Positions

Ms. Hoggatt reported that the Park District had developed the FT1 and FT2 position classification system after the Affordable Care Act was passed. She noted that only five (5) FT2 positions remained. Ms. Hoggatt explained that staff who are classified as FT2 pay full health insurance premiums for their dependents. The Park District pays 40% of the health insurance premium for dependents of employees who are classified as FT1. FT1 employees also receive twice the amount of accrued vacation time when compared to the FT2 classification.

Mr. Jones added that three (3) core staff members in the Recreation Department would be impacted by this change, specifically preschool staff who offer essential services.

Mr. Gleason also stated that this change would impact two (2) vital positions at the Leonhard Recreation Center.

Commissioner Kuhl asked for more information regarding the number of hours worked by FT2 employees. Ms. Hoggatt responded that the positions began as 30+ hours per week, but evolved into an average of 36 hours per week. Discussion ensued.

Commissioner Solon requested clarification on the budget and cost savings for the proposed job classification conversion. Discussion ensued.

President Hays requested a report on the Park District's annual average of part-time employee hours to establish benchmarking goals and alert the Board of geometric progression in the future.

Vice President Miller made a motion to approve option 1, converting the five (5) remaining full-time 2 positions into full-time 1 status. The motion was seconded by Commissioner Kuhl. Upon roll call, the vote was as follows: Commissioner McMahan – yes; Commissioner Solon – no; Vice President Miller - yes; President Hays – yes; and Commissioner Kuhl - yes. The motion passed 4-1.

Commissioner Kuhl requested a comparative analysis of other Park District's employee wage and benefit budgets. Discussion ensued.

### **Old Business**

#### **1. Renaming of the Bicentennial Center**

Mr. DeLuce reported that Ms. Tissier had conducted research related to the validity of the term, "special recreation." She found that Special Olympics and Special Recreation Associations throughout Illinois do not have intentions to change or eliminate use of the term "Special."

Commissioners Kuhl and Solon thanked staff for their research.

Commissioner Kuhl made a motion to approve renaming the Bicentennial Center: "Champaign-Urbana Special Recreation Center" and include Champaign Park District and Urbana Park District logos to represent the joint program between the two agencies. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Vice President Miller – yes; Commissioner Kuhl – yes; Commissioner Solon – yes; President Hays – yes; and Commissioner McMahan - yes. The motion passed 5-0.

### **Discussion Items**

#### **1. Park District FY21 Facility Fee Schedule for May 1, 2021 through April 30, 2022**

Mr. DeLuce presented the Facility Fee Schedule to the Board for its annual review.

Vice President Miller requested more information on the garden plot fees. Mr. Olson responded that increased fees for garden plots were recommended to recover water related expenses.

Mr. DeLuce commented that the flower island fees had been added to the Facility Fee Schedule. Vice President Miller clarified that the Board is to continue to receive annual financial reports on the flower island program. Mr. Olson confirmed that the Board would continue to receive such reports.

2. FYE22 Capital Budget and the 2022-2027 Capital Improvement Plan

Ms. Wallace presented the report. She highlighted the financial elements of the capital budget and capital improvement plan including \$12,500,000 in carry over plans for the Martens Center project and Human Kinetics Park development. Ms. Wallace noted the Virginia Theatre section included restoration funds for the HVAC system installation related to an IDNR Museum Grant award.

President Hays directed any future questions or comments from the Board on the capital budget and plan to the staff.

**Comments from Commissioners**

Vice President Miller thanked staff for organizing the IPRA Board training. Commissioner Solon added that it is important for the Board to learn more about how bias impacts staff. President Hays concurred and added that next steps should include continued education, awareness, and updates to the Board. Mr. DeLuce added that staff appreciate the Board being involved in the training and he is looking forward to moving in a positive future direction.

**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 Solon. Upon roll call, the vote was as follows: President Hays – yes; Commissioner Solon – yes; Commissioner Kuhl – yes; Commissioner McMahon – yes; and Vice President Miller - yes. The motion passed 5-0 and the meeting was adjourned at 8:07 p.m.

Approved:

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Craig W. Hays, President

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Jarrod Scheunemann, Secretary