

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

April 28, 2021

The Champaign Park District Board of Commissioners held a Special Board Meeting on Wednesday, April 28, 2021 at 5:30 p.m. 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 Special 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, April 28, 2021 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, Assistant to the Executive Director / Secretary.

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

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

Staff present electronically: Andrea Wallace, Director of Finance, 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 Nicholas Lee, Recreation Intern.

Jean Flood of the League of Women's Voters was also electronically in attendance.

Call to Order

President Hays called the meeting to order at 5:30 p.m.

Comments from the Public

None.

New Business

1. Approval of a Resolution Establishing Authority for the Executive Director to Execute Change Orders

Mr. DeLuce reported that this resolution allows the Executive Director to execute contracts, change orders, amendments, and/or time extensions related to specific projects that have been approved by the Board for FY22. Mr. DeLuce stated that he would continue to seek the Board's approval, ratifications, and input as appropriate.

Commissioner Kuhl requested the removal of the fourth paragraph, which outlines the responsibilities of the officers of the Board in related circumstances. Discussion and clarifications ensued.

Commissioner Kuhl made a motion to approve the resolution establishing the Executive Director's authority to execute contracts including change orders, amendments, and/or time extensions as it relates to specific projects approved by the Board for FYE22 with an amendment to excise the fourth paragraph of the resolution. The motion was seconded by Vice President Miller. Upon roll call, 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.

2. Approval of Agreement for Replacing the HVAC System at the Virginia Theatre

Mr. Johnson presented the report. He reported on the two bid alternates. The first alternate included two units for stage temperature regulation. The second alternate featured a needle point ionization system to assist with air purification. Mr. Johnson noted the two bids and cost estimates for each were similar. Mr. Johnson reminded the Board that the bid includes the replacement of the twenty-year-old RTU unit in the east lobby.

Commissioner Solon requested clarification on the maintenance schedule for the ionization system. Mr. Johnson responded that he did not anticipate preventative maintenance other than annual cleaning.

Attorney Hall noted that he is working with GHR Engineers and Associates on adjusting terms within the agreement and he requested the Board consider amending their approval to be subject to contract terms and conditions as approved by the Park District Attorney, Board President, and Executive Director.

Commissioner Solon made a motion to award the bid to the lowest bidder that meets all required specifications, Reliable Plumbing and Heating Company, Champaign, IL, including both alternates, for the total amount of \$1,053,050.00 and authorizes the Executive Director to enter into a agreement for this work upon approval of the Board President and Park District's Attorney. The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: President Hays – yes; Commissioner Kuhl – yes; Commissioner Solon – yes; Vice President Miller – yes; and Commissioner McMahon -yes. The motion passed 5-0.

3. Approval of Merit Increase and Salary Class Adjustment

President Hays stated that this topic had been discussed at the April 14, 2021 Regular Board meeting and that approval of the merit increase would establish a merit pool and the Executive Director would have discretion on how it is distributed among employees. Discussion ensued.

Commissioner Kuhl made a motion to approve a merit increase of 2.5% for qualified full-time employees and the increases in salary classifications as presented. 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; Commissioner McMahon – yes; and President Hays - yes. The motion passed 5-0.

4. Approval of the Park District FY22 Facility Fee Schedule

Staff recommended the Board approve the Facility Fee Schedule for May 1, 2021 through April 30, 2022.

Commissioner Solon made a motion to approve the Facility Fee Schedule for May 1, 2021 through April 30, 2022. The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Commissioner McMahon – yes; President Hays – yes; Vice President Miller – yes; and Commissioner Solon - yes. The motion passed 5-0.

5. Approval of Intergovernmental Agreement with Champaign County Clerk for Election Boxes

Staff recommended the Park Board approve an extension of the IGA with the County Clerk's office for the placement of ballot boxes in Centennial and Douglass Parks.

Commissioner Solon requested that any addendum for placement of additional ballot boxes be approved by the Board of Commissioners. Discussion ensued.

Commissioner Solon made a motion to approve the Intergovernmental Agreement with the County Clerk's office for the placement of ballot boxes in Centennial and Douglass Parks and to amend the extension with the requirement that the Park Board shall approve any addendums for the addition of ballot boxes. The motion was seconded by Vice President Miller. Upon roll call, 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.

6. Approval of Accepting Contingency Request for Flooring at the CUSR Center

Mr. Olson presented the report. He indicated that the replacement of flooring in three offices and two restrooms had originally been determined to be outside of the scope of work for this renovation project. Mr. Olson noted that Broeren Russo had been selected as the project manager for the renovation and had established a contingency fund for unforeseen project expenses. Mr. Olson commented that the project managers were completing the punch list and would finalize the renovation at the end of the week.

Commissioner Solon requested clarification on the durability of recommended flooring options. Mr. Olson responded that flooring in the current CUSR offices at Hays Recreation Center was similar and had met expectations for its life span. Discussion ensued.

Commissioner Kuhl made a motion to approve accepting the contingency use for the flooring and to authorize the Executive Director to enter into an agreement to complete the work for the total amount of \$12,396.00. Commissioner Solon seconded the motion. Upon roll call, 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.

Discussion

1. Updates to the Board Policy Manual

Mr. Scheunemann presented the report. He requested the Board discuss recommended revisions to two of its policies, the Family and Medical Leave Act Policy and the Recording and Disposal of Closed Session Minutes Policy as part of its standard operating procedure. Discussion ensued. Recommendations were suggested for the Family and Medical Leave Act Policy.

Comments from Commissioners

President Hays and Commissioner Kuhl thanked Bret Johnson and Operations staff for their timely response and follow up to water drainage issues.

Commissioner McMahon asked if the cartoon character canoe in Kaufman Lake had been reset.

Commissioner Kuhl asked if soil removal and delivery for the Martens Center foundation had been completed. Mr. DeLuce responded that it is complete and that groundbreaking for the Martens Center will be held on May 20, 2021 at 4:00 p.m.

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: Commissioner Kuhl – yes; Commissioner McMahon – yes; President Hays – yes; Commissioner Solon – yes; and Vice President Miller – yes. The motion passed 5-0 and the meeting was adjourned at 6:07 p.m.

Approved

Kevin J. Miller, President

Jarrod Scheunemann, Secretary