

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

May 12, 2021

The Champaign Park District Board of Commissioners held the Annual Meeting and Regular Board Meeting on Wednesday, May 12, 2021 at 7:00 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 Regular Board Meeting occurred pursuant to published notice duly given. President Hays presided over the meeting prior to the election of officers and President Miller presided over the meetings following the election of officers. The seven 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 Miller 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, May 12, 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: President Craig W. Hays, Commissioners Barbara J. Kuhl and Jane L. Solon, Attorney Guy C. Hall, Treasurer Brenda Timmons, Joseph C. DeLuce, Executive Director, and Jarrod Scheunemann, Secretary and Assistant to the Executive Director,

Present electronically: Vice President Kevin J. Miller, Commissioners Barbara J. Kuhl 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, Jimmy Gleason, Director of Revenue Facilities, Steven Bentz, Director of the Virginia Theatre, and Katherine Hicks, Douglass Park Manager.

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

Call to Order

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

Swearing-in of New Commissioners

The certification of election results was provided to the Board. Attorney Hall administered the Oath of Office to elected Park Board Commissioners Craig W. Hays and Jane L. Solon.

Election of Officers

Election of President

Commissioner Kuhl made a motion to nominate and elect Kevin J. Miller for the office of President. The motion was seconded by Commissioner Hays. There were no other nominations. 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.

Election of Vice President

Commissioner Solon made a motion to nominate and elect Craig W. Hays for the office of Vice President. The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; President Miller– yes; Commissioner Solon – yes; Commissioner McMahon – yes; and Commissioner Hays – yes. The motion passed 5-0.

Appointment of Officers

Appointment of Secretary, Assistant Secretary, and Treasurer

Vice President Hays made a motion that Jarrod Scheunemann be appointed as Secretary of the Champaign Park District. The motion was seconded by Commissioner Kuhl. There were no other nominations. Upon roll call, the vote was as follows: Commissioner McMahon – yes; Vice President Hays– yes; Commissioner Solon – yes; Commissioner Kuhl – yes; and President Miller – yes. The motion passed 5-0.

Commissioner Solon made a motion that Joseph C. DeLuce be appointed as Assistant Secretary of the Champaign Park District. The motion was seconded by Vice President Hays. There were no other nominations. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Commissioner McMahon – yes; Vice President Hays – yes; Commissioner Solon – yes; and President Miller – yes. The motion passed 5-0.

Commissioner Kuhl made a motion that Brenda Timmons be appointed as Treasurer of the Champaign Park District. The motion was seconded by Commissioner Solon. There were no other nominations. Upon roll call, the vote was as follows: Vice President Hays – yes; Commissioner Kuhl – yes; Commissioner Solon – yes; Commissioner McMahon – yes; and President Miller – yes. The motion passed 5-0.

Attorney Hall then administered the Oaths of Office to Secretary Jarrod Scheunemann, Assistant Secretary Joseph C. DeLuce, and Treasurer Brenda Timmons.

Appointment of Board Member to Boards and Committees

Commissioner Solon made a motion to nominate President Miller to the Champaign Parks Foundation Board. The motion was seconded by Vice president hay. There were no other nominations. Upon roll call, the vote was as follows: Commissioner Solon – yes; Commissioner Kuhl – yes, Vice President Hays – yes; Commissioner McMahon – yes; and President Miller – yes. The motion passed 5-0.

Adjourn

There being no further business to come before the meeting, Vice President Hays 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; President Miller – yes; Commissioner McMahon – yes; Vice President Hays – yes; and Commissioner Solon – yes. The motion passed 5-0. The Annual Meeting was adjourned at 7:09 p.m.

Approved:

Kevin J. Miller, President

Jarrod Scheunemann, Secretary

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

May 12, 2021

The Champaign Park District Board of Commissioners held the Annual Meeting and Regular Board Meeting on Wednesday, May 12, 2021 at 7:09 p.m. immediately following the Annual Meeting at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, and online due to President Miller's 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 Miller presided over the meeting. The seven 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 Miller 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, May 12, 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 Craig W. Hays. Commissioners Barbara J. Kuhl and Jane L. Solon, Attorney Guy C. Hall, Treasurer Brenda Timmons, Joseph DeLuce, Executive Director, and Jarrod Scheunemann, Secretary and Assistant to the Executive Director,

Present electronically: President Kevin J. Miller, Commissioners Barbara J. Kuhl 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, Jimmy Gleason, Director of Revenue Facilities, Steven Bentz, Director of the Virginia Theatre, Amanda Carrington, CUSR Center Receptionist, and Katherine Hicks, Douglass Park Manager.

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

Call to Order

President Miller called the meeting to order at 7:09 p.m.

Comments from the Public

None.

Communications

President Miller called attention to the communications, which had been distributed to the Board members by email.

Treasurer's Report

Ms. Timmons presented the Treasurer's Report for the month of April 2021. She highlighted several items, including a \$960,000 transfer of previously received donations from the Parks Foundation to address Martens Center construction expenses, the receipt of a check for \$472,000 from the Illinois Department of Natural Resources to fulfill half of its grant award for the sound system upgrade at the Virginia Theatre, and other routine matters.

Vice President Hays requested clarification on the purpose of the transfer from the Parks Foundation. Ms. Wallace responded that the transfer of previously received donations for the Martens Center would be utilized to pay contractors for the construction of the Martens Center.

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

Executive Director's Report

General Announcements

Mr. DeLuce encouraged Park Board members and staff to attend the Martens Center Ground Breaking Ceremony at 4:00 p.m. on Thursday, May 20, 2021.

Mr. DeLuce stated that staff are working on a brief update about the Heritage Lake shoreline stabilization project. He noted that water levels had risen and that Mr. Weiss is working with the contractor on plant and landscaping maintenance.

Mr. DeLuce reported that staff is anticipating an announcement from the Governor about moving the State of Illinois into the Bridge Phase of COVID-19 mitigation. He noted that staff is diligently working to hire and train seasonal lifeguards, day camp leaders, and operations team members according to current protocols.

Committee and Liaison Reports

Champaign Parks Foundation

President Miller reported that the Foundation Board has appointed three new Directors, which fills all vacant Parks Foundation seats.

Report of Officers

Attorney's Report

Mr. Hall reported that he was in the process of revising several contracts and policies. He stated he had recently finalized an agreement with Reliable Plumbing for the Virginia Theatre's HVAC system upgrade. Overall, he noted many ongoing Park District matters that the firm is addressing.

President's Report

President Miller deferred his report to Vice President Hays due to his new appointment in the President's role. Vice President Hays reported that staff had sent a letter to the City requesting a distribution from its American Rescue Plan Act funds. Vice President Hays also provided an update on recent meetings with City staff to discuss a sidewalk replacement waiver related to the Martens Center project.

Consent Agenda

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

1. Approval of Minutes of the Regular Board Meeting, April 14, 2021.
2. Approval of Minutes of the Special Board Meeting, April 28, 2021.
3. Approval of Updates to the Recording and Disposal of Closed Session Minutes Policy

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

New Business

Approval of Disbursements

Commissioner Solon made a motion to approve the list of disbursements for the period beginning April 14, 2021 and ending May 12, 2021. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: President Miller – yes; Commissioner Kuhl – yes; Commissioner McMahon – yes; Vice President Hays – yes; and Commissioner Solon – yes. The motion passed 5-0.

Approval of Bid for Playground Surfacing

Mr. DeLuce presented the report. He stated that staff recommended accepting the lowest responsible bid and authorize the Executive Director to proceed with purchasing playground surfacing mulch from J & L Morris Trucking, LLC at a bid price of \$17.50 per cubic yard, or \$35,000 using the bid multiplier.

Commissioner Solon made a motion to approve accepting the lowest responsible bid and authorize the Executive Director to purchase playground surfacing mulch from J & L Morris Trucking, LLC at a bid price of \$17.50 per cubic yard, or \$35,000 using the bid multiplier. The motion was seconded by Commissioner Kuhl. Upon roll call, the vote was as follows: Commissioner McMahon – yes; Vice President Hays – yes; Commissioner Kuhl – yes; Commissioner Solon – yes; and President Miller – yes. The motion passed 5-0.

Approval of Entering into an Agreement for Dental and Life Insurance Benefits

Ms. Hoggatt presented the report. She indicated that staff received a proposal from Mutual of Omaha and Principal Financial Group. Life insurance bids between the two providers offered the same estimated price and services. Ms. Hoggatt noted that Principal Financial Group submitted a dental insurance proposal that would reduce Park District expenses for dental insurance by six (6) percent. She also explained that the Board's recent approval of the conversion of FT2 positions to FT1 status increases the number of employees receiving dental and life insurance coverage. Therefore, staff recommended the Board approve a one (1) year agreement with Principal Financial Group for dental and life insurance benefits beginning June 1, 2021 through May 31, 2022 for an estimated cost savings of \$423.

Commissioner Kuhl requested clarification on the Park District's dental and life insurance premium payments. Ms. Hoggatt responded that the Park District provides dental and life premium coverage for its employees only. Staff are responsible for 100% of the dental premium for spouses and dependents, and they have the option to purchase additional life insurance coverage for themselves or partial life insurance coverage for spouses and dependents.

Commissioner Kuhl asked if IMRF offered life insurance benefits. Ms. Hoggatt responded that she would investigate and report back to the Board. Discussion ensued.

Commissioner Solon requested clarification about the portability of the life insurance plan. Ms. Hoggatt responded that it is portable with a supplemental rate increase.

Commissioner Solon made a motion to approve entering into a one (1) year agreement with Principal Financial Group for dental and life insurance benefits beginning June 1, 2021 through May 31, 2022. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; President Miller – yes; Vice President Hays – yes; Commissioner Solon – yes; and Commissioner McMahon – yes. The motion passed 5-0.

Discussion Items

Spalding Tennis Courts

Mr. DeLuce presented the report. He stated that staff are working with Unit 4 on an amendment to the Park District's intergovernmental agreement with Unit 4 at Spalding Park to include the tennis courts project. Mr. DeLuce highlighted the terms of the draft amendment and requested Park Board member feedback. Discussion ensued.

Commissioner Kuhl requested that a not to exceed limitation be added to the agreement. Discussion ensued.

President Miller and Vice President Hays requested that future maintenance expenses and shared use of the tennis courts be defined in the agreement. Discussion ensued.

The Commissioners came to consensus that Attorney Hall will proceed with developing a new intergovernmental agreement with Unit 4 for the Spalding Tennis Courts project.

Pickleball Complex

Mr. DeLuce proposed several locations to install a pickleball complex within the community. He offered the advantages and disadvantages of six (6) potential sites: near Dodds Park 4-Plex, Dodds Park Soccer Complex, Seaman Field at Centennial Park, Zahnd Park, Carle at the Fields in partnership with the YMCA, Morrissey Park, and at Parkland College's tennis courts. Discussion ensued.

Mr. DeLuce added that staff has bid the resurfacing of Hessel Park's tennis courts to include two stand-alone pickleball courts with striping for two additional courts. The local pickleball club would purchase and maintain portable nets to use with the newly striped courts. He noted that the Hessel Park courts would now include six stand-alone and four combination pickleball courts. Discussion ensued.

Mr. DeLuce requested that the Board determine its priority locations in order for staff to develop cost estimates. Discussion ensued.

The Commissioners came to consensus for staff to investigate cost estimates for the installation of a pickleball complex at Parkland College's tennis courts, Carle at the Fields in partnership with the YMCA, and Seaman Field at Centennial Park.

Comments from Commissioners

Commissioner Solon welcomed President Miller as the new Board President and recognized Vice President Hays for his years of service as President of the Park Board.

Vice President Hays congratulated President Miller on his election as President.

Commissioner McMahon congratulated Commissioner Solon and Vice President Hays for being elected to serve on the Park Board for another term.

Adjourn

There being no further business to come before the Board, Vice president hay made a motion to adjourn the meeting. The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: Commissioner Solon – yes; Commissioner Kuhl – yes; President Miller – yes; Commissioner McMahon – yes; and Vice President Hays – yes. The motion passed 5-0. The Annual Meeting was adjourned at 8:24 p.m.

Approved:

Kevin J. Miller, President

Jarrod Scheunemann, Secretary