

**CHAMPAIGN PARK DISTRICT  
MINUTES OF THE SPECIAL BOARD MEETING  
BOARD OF PARK COMMISSIONERS  
June 23, 2021**

The Champaign Park District Board of Commissioners held a Special Board Meeting on Wednesday, June 23, 2021 at 5:30 p.m. 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 Special Board Meeting occurred pursuant to published notice duly given. President Miller presided over the meeting. The fourteen 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, June 23, 2021 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: President Kevin J. Miller, Vice President Craig W. Hays, Commissioner 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: Commissioners Commissioner Barbara J. Kuhl and Timothy P. McMahon

Staff present in person: Andrea Wallace, Director of Finance, Jameel Jones, Director of Recreation, Tammy Hoggatt, Director of HR, Risk and IT, and Steven Bentz, Director of the Virginia Theatre

Staff present electronically: Dan Olson, Director of Operations and Jimmy Gleason, Director of Revenue Facilities

Visitors present in person: Eleanor Blackmon, Alex Nagy, and Luke Day of the City of Champaign.

Janel Gomez of the City of Champaign and Jean Flood of the League of Women's Voters were also electronically in attendance.

**Call to Order**

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

**Presentation**

Eleanor Blackmon, Assistant City Engineer presented a status report on several phases of the City's Boneyard Creek Improvements Project. Ms. Blackmon highlighted the City and Park District current agreements on current and future improvements within the Boneyard Creek basin at several properties that are owned and managed by the Park District, including Wesley, Skelton, Bristol, and Human Kinetics Parks and Dr. Martin Luther King Trail.

Ms. Blackmon requested the Board consider several future requests by the City for easements and revision of several intergovernmental and license agreements. Discussion ensued.

Commissioner Solon requested clarification on the boundaries of Skelton Park pursuant to the current license agreement. Ms. Blackmon responded that the City had purchased lots near the park boundaries that were not represented in the current license agreement. Discussion ensued.

Commissioner Miller asked for more information on the timeline for improvements at Wesley Park. Ms. Blackmon responded that the project is currently scheduled to proceed in 2022, but the City's improvement priorities might be revised due to requests in other City neighborhoods.

Commissioner Solon asked about the purpose of adding parking spaces to Wesley Park. Ms. Blackmon responded that due to the estimated length of the Boneyard trail, the City believes it is appropriate to add a parking node at this location.

Mr. DeLuce added that the playground at Wesley Park has nearly met its life expectancy and the Board should consider replacing it as part of this improvement project.

### **Comments from the Public**

None.

### **New Business**

#### 1. Approval of Budget Line Transfers

Ms. Wallace presented the report. She requested approval of routine transfers, which is a standard practice that is completed on a yearly basis to comply with the Park Code and also align expenditures with the actual budget. Ms. Wallace outlined the transfers totaling \$70,757 for FY21. The transfers do not affect the overall budget as other line items would be decreased within the same funds. This is being done to comply with the Park Code and for audit purposes

Commissioner Hays made a motion to approve the line item transfers of the FY21 budget be made within funds where lines will exceed their original budget. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Commissioner McMahon – yes; Commissioner Kuhl – yes; President Miller – yes; Commissioner Solon – yes; and Vice President Hays – yes. The motion passed 5-0.

#### 2. Approval of Setting a Public Hearing on the Budget and Appropriation Ordinance

Ms. Wallace reported that the budget and appropriation ordinance draft had been made available for public viewing at the Bresnan Meeting Center until the public hearing on July 28, 2021 at 5:30 pm. Ms. Wallace reviewed notable items such as cash on hand, and estimated taxes to be received. She noted that the percentage of individuals who neglected to pay their property tax had increased by 2% from the previous year, and it has been estimated that the percentage will increase again in 2022. Discussion ensued.

Commissioner Solon made a motion to approve setting a public hearing on the proposed budget and appropriation ordinance for Wednesday, July 28, 2021 at 5:30 p.m. at the Bresnan Meeting Center to receive public comments upon such ordinance. Ordinance No. 652, the proposed Budget and Appropriation Ordinance, is available at the Bresnan Meeting Center for public review. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: President Miller – yes; Vice President Hays – yes; Commissioner Kuhl – yes; Commissioner McMahon – yes; and Commissioner Solon – yes. The motion passed 5-0.

#### 3. Approval of Accepting Bid for Resurfacing Parkland Way

Mr. Olson presented the report. He reported that the capital improvement plan outlined several disbursements to resurface the most deteriorated sections of Parkland Way on a biennial basis. Mr. Olson noted that the bid process had been competitive with more than ten attendees at the pre-bid meeting. He stated that staff recommended the low, responsible bid from A & R Mechanical of \$32,035.75 for resurfacing a 150-foot section of Parkland Way and to authorize the Executive Director to enter into the agreement.

President Miller requested clarification on the possibility of bidding another section of Parkland Way for repair with the balance of budgeted funds from the FY22 capital improvement plan. Mr. Olson responded that the availability of materials would make it difficult to procure the necessary materials

prior to the onset of cold temperatures and fall/winter weather. Mr. Olson noted that the Public Works Change Order Act would allow the Park District to complete a change order for up to slightly less than fifty percent (50%) of the approved contract price to increase the scope of work if desired. Discussion ensued.

Commissioner Kuhl made a motion to approve accepting the low, responsible bid and authorize the Executive Director to enter into a contract with A&R Mechanical for a total of \$32,035.73. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Vice President Hays – yes; Commissioner McMahon – yes; Commissioner Kuhl – yes; Commissioner Solon – yes; and President Miller – yes. The motion passed 5-0.

Mr. DeLuce requested direction from the Board related to working with A & R Mechanical on a change order to increase the scope of work for the Parkland Way project. President Miller responded staff should seek to use as much as possible of what is budgeted in the FY22 capital improvement plan for this project. Attorney Hall suggested that staff present a resolution for the Board to consider if and when a change order is proposed.

#### 4. Approval of Resolution to Commit Funds for the Martens Center

Ms. Wallace reviewed previous financial commitments for the Martens Center including \$2 million from capital and \$300,000 for furniture, fixtures, and equipment. She stated that this resolution would reallocate \$2,709,548 to support additional Park District obligations for the construction of the Martens Center.

President Miller requested clarification on the impact of change orders related to this total. Ms. Wallace responded that contingency funds had been allocated in anticipation of change order expenses. Discussion and clarifications ensued.

Vice President Hays made a motion to approve a resolution to commit excess reserves for the construction of the Martens Center totaling \$2,709,548. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Vice President Hays – yes; President Miller – yes; Commissioner Solon – yes; and Commissioner McMahon – yes. The motion passed 5-0.

#### 5. Approval of Intergovernmental Agreement with Unit 4 for Spalding Park

Mr. DeLuce presented the report. He noted that Attorney Hall had developed an agreement based upon previous Board discussions. Mr. DeLuce stated that the new agreement maintains Park District ownership of the tennis courts, lists the Park District as the lead for construction, outlines project expenses between Unit 4 (65%) and the Park District (35%), and defines a future maintenance and management plan in which each partner equally splits future expenses and profits.

Commissioner Hays asked if Unit 4 had reviewed the current iteration of the agreement. Attorney Hall responded he would deliver a copy to Unit 4's legal counsel after Board approval.

Commissioner Solon asked for more information on the current status of the shared management of the ballfield at Spalding Park with Unit 4. Mr. Jones responded that the joint committee had addressed several items, however, schedules, rentals, and maintenance were in order.

Vice President Hays made a motion to approve the IGA between the Park District and Unit 4 School District for the construction and ongoing operation of tennis courts at Spalding Park. The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: Commissioner Solon – yes; President Miller – yes; Vice President Hays – yes; Commissioner McMahon – yes; and Commissioner Kuhl - yes. The motion passed 5-0.

Commissioner Kuhl departed the meeting at 6:30 pm.

6. Approval of a Subrecipient Agreement between the City of Champaign and the Park District for the Community Matters Program

Mr. Jones reported that this annual program supported day camps, after school programs, and special events primarily hosted at Douglass Park and Community Center. He noted that additional funds were received in the previous year which allowed staff to increase virtual programming at the Springer Cultural Center and Leonhard Recreation Center as well as day camp programming at Douglass Community Center through the 2021 summer season.

Attorney Hall added that he was working with the City's legal counsel to resolve concerns related to the insurance terms within the agreement, and he indicated that the Board could tentatively approve the agreement as subject to the resolution of said concerns with the City.

Commissioner Solon made a motion to approve the Subrecipient Agreement between the City of Champaign and the Park District for the Community Matters Program and authorizing the Executive Director to execute the agreement subject to resolution of the insurance terms. The term of the agreement is from July 1, 2021 through June 30, 2022. **(Roll Call Vote)**. The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: Commissioner McMahon – yes; Vice President Hays – yes; Commissioner Solon – yes; and President Miller – yes. The motion passed 4-0.

7. Approval to Apply for a Public Museum Grant

Mr. Bentz presented the report. He stated that the Illinois Department of Natural Resources (IDNR) has announced a grant cycle for the Public Museum Capital Grant program totaling \$27 million dollars. He commented that staff has engaged Architectural Expressions to develop schematic designs to renovate the east lobby into a dual-purpose catering and concessions area in order to reduce congestion throughout the building during events.

Mr. DeLuce added that no matching funds would be required from the Park District if the grant award should be received.

Commissioner Solon asked if the Illinois Historic Preservation Agency had reviewed the project. Mr. Bentz responded that they had not reviewed the proposed design, but that staff is confident that they would be amenable to the design's modest changes.

Commissioner Solon requested staff discuss the changes with potential catering clients. Mr. Bentz responded that several caterers had been contacted for input.

Vice President Hays made a motion to authorize staff to apply for a Public Museum Capital Grant in the amount of \$174,864.48 from the IDNR in support of remodeling the Virginia Theatre front-of-house catering kitchen. The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: Commissioner Solon – yes; President Miller – yes; Commissioner McMahon – yes; and Vice President Hays – yes. The motion passed 4-0.

## **Discussion**

1. Board and Employee Policy Manual Updates and New Board Policy

Mr. Scheunemann presented the report. He stated that review of Board policies occurs every five (5) years and is standard operating procedure. Mr. Scheunemann requested the Board consider several policy updates (listed below) as well as a new Inclement Weather Policy. Discussion and revision requests ensued.

- a. Abused and Neglected Child Reporting Policy
- b. Abused and Neglected Child Reporting Procedure and Guidelines
- c. Bereavement Leave Policy
- d. Criminal Background Investigations Policy
- e. Family and Medical Leave Act Policy
- f. Inclement Weather Policy

## 2. FY22 Annual Operating Budget

Ms. Wallace reported about the FY22 annual operating budget. She noted that staff will present regarding each department's budget at the July 14, 2021 Regular Board Meeting. The budget and appropriation ordinance will be presented for approval at the July 28, 2021 Special Meeting. Discussion ensued.

Several Commissioners requested that the budget be presented to the Board at an earlier date next year to allow them more time for review. Discussion ensued.

Commissioner Solon requested additional details for staff salaries at the departmental level. Discussion ensued.

Vice President Hays and Commissioner McMahan also requested that budgetary longitudinal data be presented for comparative purposes and to guide decision making. Discussion ensued.

### **Comments from Commissioners**

Commissioner McMahan complimented Mr. Sohn for leading a well-organized tennis tournament for the Champaign Park District. He also requested more information on the timeline for renovating Lindsay Tennis Courts. Mr. Olson responded that the Park District would work with Unit 4's tennis schedule to limit disruptions.

Commissioner McMahan also thanked staff for the memorial tree program and their efforts to raise awareness for the program.

Commissioner Solon praised the flower beds throughout the community and shared her excitement for the opening of the Virginia Theatre.

Vice President Hays highlighted improvements in waste management in the parks and the "Walk the River" program at Sholem Aquatic Center.

Commissioner Solon requested accommodations for an individual with disabilities at the lazy river. Mr. DeLuce responded that staff would address the request.

### **Adjourn**

There being no further business to come before the Board, Vice President Hays made a motion to adjourn the meeting. The motion was seconded by Commissioner McMahan. Upon roll call, the vote was as follows: President Miller – yes; Commissioner Solon – yes; Vice President Hays – yes; Commissioner McMahan – yes. The motion passed 4-0 and the meeting was adjourned at 7:20 p.m.

Approved

---

Kevin J. Miller, President

---

Jarrod Scheunemann, Secretary