

**CHAMPAIGN PARK DISTRICT  
MINUTES OF THE REGULAR BOARD MEETING  
BOARD OF PARK COMMISSIONERS  
July 14, 2021**

The Champaign Park District Board of Commissioners held the Regular Board Meeting on Wednesday, July 14, 2021 at 7:00 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 Regular Board Meeting occurred pursuant to published notice duly given. President Miller presided over the meeting. The sixteen individuals identified below were physically present at the meeting. 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, July 14, 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: President Kevin J. Miller, Vice President Craig W. Hays, Commissioners Barbara J. Kuhl, Jane L. Solon, and Timothy P. McMahon, Attorney Guy C. Hall, Treasurer Brenda Timmons, Joseph C. DeLuce, Executive Director, and Jarrod Scheunemann, Secretary and Assistant to the Executive Director.

Staff present in person: Andrea Wallace, Director of Finance, Andrew Weiss, Director of Planning, Dan Olson, Director of Operations, Jameel Jones, Director of Recreation, Jimmy Gleason, Director of Revenue Facilities, Steven Bentz, Director of the Virginia Theatre, and Pete Frieden, Electrical Maintenance Specialist.

Staff present electronically: Tammy Hoggatt, Director of HR, Risk and IT and Bret Johnson, Assistant Director of Operations.

Jean Flood, a representative from the League of Women's Voters and John Meerdink from GHR Engineers and Associates, Inc. also attended the meeting electronically.

**Call to Order**

President Miller called the meeting to order at 7:00 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 June 2021. She noted that \$4.8 million in real estate tax distributions had been received from the County Clerk's office and overall, \$7.4 million had been received to date. Ms. Timmons highlighted increases in income from programs and fees including \$95,000 in pool pass sales.

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

## **Executive Director's Report**

### General Announcements

Mr. DeLuce asked Mr. Bentz to provide an update on the Virginia Theatre HVAC project. Reliable Plumbing has experienced unforeseen delays in delivery of the new condenser. Mr. Bentz noted that August 13, 2021 is the agreed upon date for substantial completion, but the condenser is not expected to arrive until the end of August or later.

Staff investigated several alternatives. The first alternative includes reconnecting the old condenser, but it was determined that it is not cost effective to reuse the old condenser. The second alternative involves the temporary installation of a rental condenser that would cost \$64,000 for the first month and \$3,400 per week after the first month. Such a change order would not exceed the original budget for the project at this time.

Commissioner McMahon requested more information about potential revenue that would be impacted by a delay. Mr. Bentz noted that the Park District would experience limited financial liability. Discussion ensued.

President Miller asked about the current humidity and temperature controls within the Virginia Theatre. Commissioner Solon inquired about the original condenser beings removed before arrival of the new unit. Mr. Meerdink responded that the lobby units are currently regulating the temperature and humidity. He cited the project's schedule and original ship date for the new condenser as reasons for removing the original condenser. Mr. Johnson added that the original condenser had to be disconnected to reroof and refurbish sections of steel to prepare for the installation. Discussion ensued.

Commissioner McMahon asked if events could continue if the project was not substantially completed on-time. Mr. Bentz responded that early cancellation notification would be the preferred option if the Board chooses to forego the rental alternative.

Commissioner Kuhl inquired about purchasing the rental unit. Mr. Meerdink responded that the rental condenser is a smaller stopgap unit. It would not effectively replace the larger air-cooled condenser. Discussion ensued.

Mr. DeLuce and Commissioner McMahon asked if GHR had investigated other options. Mr. Meerdink responded that a chiller coil system had been investigated and vendors indicated similar lead times. Commissioner Kuhl noted that the project will still be within budget with the change order. She requested staff's recommendation. Mr. Bentz recommended that the Board direct the general contractor to proceed with a rental condenser unit. Discussion ensued.

Vice President Hays requested information on the and impact on the schedule. The general contractor estimated it would take two and half weeks to receive the condenser, one week for set up, and one week for post-installation work.

Commissioner Kuhl requested more information on the manufacturing location of the new condenser. Mr. Meerdink responded that he would check with the supplier.

Commissioner Solon requested clarification on temperature controls while the current HVAC unit is offline. Mr. Meerdink responded that two cooling units located above the east and west lobbies of the Virginia Theatre can temporarily handle the increased load and maintain appropriate temperatures as long as the current capacity does not increase. Discussion ensued.

Mr. DeLuce requested clarification from Attorney Hall related to emergency authorization. Discussion and clarifications ensued.

Commissioner McMahon did not support moving forward with the rental unit under the circumstances. President Miller, Vice President Hays, and Commissioners Kuhl and Solon supported moving forward with the rental unit.

Staff received consensus from the Board to proceed with a rental condenser unit to offset delays until the new condenser unit is received and installed at the Virginia Theatre.

## **Committee and Liaison Reports**

### Champaign Parks Foundation

President Miller reported that the Foundation is investigating an event to precede the showing of “The Bat” at the Virginia Theatre.

## **Report of Officers**

### Attorney’s Report

Mr. Hall reported about the Park District’s seven active agreements with architecture firms as a representation of the extensive number of projects underway at the Park District.

Commissioner Solon requested clarification on the possible project at Clark Park. Mr. DeLuce responded that the project was at preliminary stages and that staff would keep the Board updated on its progress.

### President’s Report

None.

## **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 was to be removed and discussed separately.

1. Approval of Minutes of the Regular Board Meeting, June 9, 2021
2. Approval of the Minutes of the Special Board Meeting, June 23, 2021
3. Approval of Resolution Ratifying Change Order No 2 for the Martens Center Construction
4. Approval of Updates to the Board and Employee Policy Manual
  - 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
5. Approval of Inclement Weather Policy

Vice President Hays made a motion to approve the Consent Agenda. The motion was seconded by Commissioner Solon. 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.

## **New Business**

### 1. Approval of Disbursements

Commissioner Kuhl made a motion to approve the list of disbursements for the period beginning June 9, 2021 and ending July 14, 2021. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Commissioner McMahon – yes; Commissioner Solon – yes; Vice President Hays – yes; Commissioner Kuhl – yes; and President Miller – yes. The motion passed 5-0.

### 2. Approval of Bid for LED Outdoor Lighting at the Hessel Park Courts

Mr. Olson presented the report. He welcomed Pete Frieden, the Park District’s trade specialist in electrical work to the meeting to answer technical questions. Mr. Olson reported that the project would transition the sport courts at Hessel Park to LED lighting, increase the lighting in the pickleball area, and add four new light poles. He noted that Tepper Electric was the lowest, responsible bidder, however, Pete Frieden would be the installer.

Discussion ensued regarding the timer for the court's lighting system, the lumens of the new LED lights, and limiting defused lighting to the surrounding neighborhood.

Commissioner Kuhl requested clarification on the timer for the court's lighting system, the lumens of the LED lights and eliminating darker areas along the pathway in Hessel Park.

Commissioner Solon made a motion to approve accepting the low, responsible bid, that meets all specifications from Tepper Electric, in the amount of \$39,740 and authorized the Executive Director to make the purchase. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Commissioner Solon – yes; Commissioner McMahon – yes; President Miller – yes; and Vice President Hays – yes. The motion passed 5-0.

### 3. Approval of Bid for Replacement Vehicle Purchase (Truck #55)

Mr. Olson presented the report. He noted that the cost of the purchase would be slightly more than what was budgeted, but the sale of the vehicle that is being replaced is expected to cover any cost overage. Discussion ensued.

Commissioner Solon made a motion to approve accepting the only bid received, that meets all specifications, and authorized the purchase of one (1) new 2022 Ford F-550 boom truck from Equipment Technology LLC, in the amount of \$111,530.49. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Commissioner McMahon – yes; President Miller – yes; Vice President Hays – yes; Commissioner Kuhl – yes; and Commissioner Solon – yes. The motion passed 5-0.

### 4. Approval to Reject ITEP Grant Agreement

Mr. Weiss reported that the Park District had applied for an Illinois Transportation Enhancement Program (ITEP) grant in support of extending the North Champaign Trail. He stated that the Park District had been notified that it was awarded the grant in the amount of \$36,000. However, Mr. Weiss added that the federal requirements for the grant would add extra expenses that would not make accepting the grant worthwhile for the Park District. He noted that he learned that ITEP grant applications should exceed \$1 million dollars in order to benefit the recipient.

Commissioner Kuhl requested clarification on the purpose and location of the project. Discussion and clarifications ensued.

Vice President Hays made a motion to approve rejecting the ITEP grant agreement with Illinois Department of Transportation for the North Champaign Trail initiative. The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: Commissioner Solon – yes; Commissioner Kuhl – yes; President Miller – yes; Vice President Hays; and Commissioner McMahon – yes. The motion passed 5-0.

## **Discussion**

### 1. FY22 Annual Operating Budget

Ms. Wallace presented an overview of the policy, economy, summary, and project detail sections of the FY22 Budget Book.

Commissioner McMahon asked about the budgetary process in recent years. Ms. Wallace responded that the timing of receiving the tax levy has impacted the budget's timeline. Discussion ensued.

Commissioner Solon asked if staff have met with the County Clerk to address the tax levy timeline. Commissioner Kuhl requested a letter be sent to the County Clerk to address any concerns. Mr. DeLuce responded that he would schedule a meeting with the County Clerk.

Subsequent discussion ensued about receiving the FY23 proposed budget in May, 2022. Mr. Gleason reported on the budget for the Department of Revenue Facilities. He highlighted Sholem Aquatic Center's return to 100% capacity after the lifting of COVID-19 restrictions, reductions in feed and medical costs at Prairie Farm, significant increases in dog park memberships, increased ballfield

rentals and the soccer program, reduced participation in adult softball and softball tournaments, and a COVID-19 related 37% reduction in Leonhard Recreation Center memberships.

Discussion ensued about marketing to former Leonhard Recreation Center members.

Mr. Bentz reported on the budget for the Virginia Theatre. He compared funding levels between FY19 and FY22 because of pandemic related shutdowns. Mr. Bentz highlighted the potential to solicit a marquee show, the impact of home streaming on the film industry, concessions budget, and anticipated lags in rentals. Discussion about seating arrangements for Ebertfest ensued. Mr. Bentz responded that limited capacities and “gap” seating had been requested by Chaz Ebert. Mr. DeLuce noted that Ebertfest will have reserve seating for the first time and that the process was going well. Discussion about the Virginia Theatre’s budget ensued.

Mr. Jones reported on the Recreation Department’s budget. He highlighted increased participation and the return of many programs that had been cancelled or reduced due to COVID-19 restrictions such as, the summer youth program, concerts in the parks, Flannel Fest, snowmobile rentals, cultural arts programs, midnight basketball, senior programming, and neighborhood block parties. Mr. Jones also noted an increase in other public events. Discussion ensued.

Mr. Olson presented a report on the Department of Operations’ budget. He noted the retirement of three staff in four months, preparation for the Martens Center, new tasks and needs associated with the opening of the CUSR Center, and deferred maintenance and ADA projects.

Commissioner Hays requested more information on the flower bed and island program budget, utilities at the CUSR Center, and IMRF expenses. Discussion ensued.

## 2. OSLAD Grant Application Discussion

Mr. DeLuce reported that Illinois Department of Natural Resources (IDNR) will be accepting applications for its OSLAD grant program. He stated that the Park District could receive up to \$400,000 in matching funds from the \$29 million dollars that are available. He addressed a number of potential projects. Options include restoration work at Clark Park, turf infields at Dodds Park, Phase 2 and 3 at Heritage Park, Restoring the boathouse at Kaufman Lake, a pickleball complex, updates to Prairie Farm, and an additional lap pool at Sholem Aquatic Center. Discussion ensued.

Commissioner Kuhl asked if staff had heard any updates related to distributions from the American Rescue Plan Act. Mr. DeLuce responded that letters had been sent to the City and the County requesting \$100,000 grant awards. Discussion ensued. The Commissioners directed staff to investigate the feasibility of an application for a pickleball complex and updates to Prairie Farm.

### **Comments from Commissioners**

Commissioner Kuhl commented that Hope Whitman, the wife of the University of Illinois’ Athletic Director was complimentary of help she had received from Mr. Weiss regarding the community connection playground.

### **Executive Session**

Vice President Hays moved pursuant to the bases set forth below to convene into Executive Session. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Commissioner McMahon – yes; Commissioner Kuhl – yes; President Miller – yes; Vice President Hays – yes; and Commissioner Solon - yes. The motion passed 5-0. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2(c)(1) for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body.

### **Return to Regular Meeting**

Following the adjournment of the Executive Session, the Board reconvened in open meeting.

### **Executive Session Action Item**

Commissioner Solon stated that the Board will prepare a 30-day action plan for the Executive Director and will discuss a staff bonus in November, 2022.

Commissioner Solon made a motion to approve a 2.5% wage increase for the Executive Director for FY22 that is retroactive to May 1, 2021. The motion was seconded by Vice President Hays. 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.

**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 McMahon. 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 and the meeting was adjourned at 9:35 p.m.

Approved

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Kevin J. Miller, President

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Jarrod Scheunemann, Secretary