

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

July 28, 2021

PUBLIC HEARING

The Champaign Park District Board of Commissioners held a Public Hearing on Wednesday, July 28, 2021 at 5:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to published notice duly given. President Miller presided over the hearing.

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

Staff Present: Joseph DeLuce, Executive Director, Jarrod Scheunemann, Assistant to the Executive Director/Board Secretary, Andrea Wallace, Director of Finance, Andrew Weiss, Director of Planning, Dan Olson, Director of Operations, Jimmy Gleason, Director of Revenue Facilities, Tammy Hoggatt, Director of Human Resources, IT and Risk, Steven Bentz, Director of the Virginia Theatre, and Heather Miller, Human Resources Manager.

Convening the Public Hearing

President Miller convened the Public Hearing at 5:30 p.m.

Ordinance No. 652, Budget and Appropriation Ordinance

President Miller stated that the purpose of the public hearing was to discuss and receive comments on the Budget and Appropriation Ordinance for FY22-23. A notice of the public hearing was published in *The News-Gazette* on July 17, 2021 in compliance with state law.

Public Comments

President Miller called for comments from the public. There were no comments received.

Ms. Hoggatt introduced Heather Miller, the Park District's new Human Resources Manager. The Commissioners welcomed her to the Park District.

Close the Public Hearing

Vice President Hays made a motion to adjourn the Public Hearing. The motion was seconded by Commissioner McMahon. The motion passed 5-0 and the Public Hearing was adjourned at 5:32 p.m.

SPECIAL BOARD MEETING

The Champaign Park District Board of Commissioners held a Special Board Meeting on Wednesday, July 28, 2021 immediately following the Public Hearing at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to notice duly given. President Miller presided over the meeting.

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

Joseph DeLuce, Executive Director, Jarrod Scheunemann, Assistant to the Executive Director/Board Secretary, Andrea Wallace, Director of Finance, Andrew Weiss, Director of Planning, Dan Olson, Director of Operations, Jimmy Gleason, Director of Revenue Facilities, Tammy Hoggatt, Director of Human Resources, IT and Risk, Steven Bentz, Director of the Virginia Theatre, and Heather Miller, Human Resources Manager.

Call to Order

President Miller called the meeting to order at 5:33 p.m.

Comments from the Public

There were no comments from the public.

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 Resolution Ratifying Change Order No 1 for the Virginia Theatre HVAC System Project
2. Approval of 1-Year Amended Extension of Virginia Theatre Alcohol Concession Agreement for 2021-2022
3. Board Policy Manual Update
 - a. Soccer Goal and Education Policy

Commissioner Solon requested that all condenser units received by the Park District be inspected and photographed for damage prior to accepting the delivery.

Commissioner Solon made a motion to approve the Consent Agenda Items. The motion was seconded by Commissioner Kuhl. The motion passed 5-0.

New Business

1. Approval of Ordinance No. 652: Budget and Appropriation Ordinance

President Miller reported that staff recommended adopting Ordinance No. 652, an Ordinance Approving the Combined Annual Budget and Appropriation of Funds for the Champaign Park District, Champaign County, Illinois, for the fiscal year beginning on the first (1st) day of May 2021, and ending on the thirtieth day (30th) of April 2021 in the amount of \$29,042,184 and authorize staff to file it with the Champaign County Clerk's office.

Vice President Hays made a motion to adopt Ordinance No. 652, Budget and Appropriation Ordinance for fiscal year beginning May 1, 2021 and ending April 30, 2021 and authorize staff to file it with the Champaign County Clerk's office. 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. A copy of Ordinance No. 652 is attached to the minutes.

2. Approval of FYE2022 Budget Book

Ms. Wallace presented the report. She stated additional pages had been added to meet the requirements of the Government Finance Officers Association. Ms. Wallace reported that Commissioner questions and requests had been addressed.

Commissioner Solon requested that staff note when staff positions are left vacant due to current employees filling new positions. This can be added to future budget books.

Mr. DeLuce requested clarification about the target date for the Board to receive an initial draft of the FYE2023 Budget Book and preference date to approve the budget and appropriation ordinance. Vice President Hays stated that the Board needs a minimum of thirty (30 days) to review the budget book. The Board will receive an initial draft of the FYE2023 Budget Book to review at the first Regular Board Meeting in May, 2023.

Mr. DeLuce stated he met with the County Clerk. He noted that the County Clerk had requested clarification about the Park District's tax levy timeline and is willing to address the Park District's needs. Vice President Hays thanked Mr. DeLuce for arranging the meeting with the County Clerk. Discussion ensued.

Commissioner Solon made a motion to approve the FYE2022 Budget Book for submission to

Government Officers Finance Association (GFOA) Distinguished Budget Award. The motion was seconded by Vice President Hays. The motion passed 5-0.

3. Approval of Accepting Bid for Spalding Park OSLAD Construction Project

Mr. Weiss reported that six (6) bids were received and opened on July 20, 2021 for the Spalding Park Improvements Project. Staff recommends accepting the base bid from Duce Construction in the amount of \$624,777 and rejecting the alternate that was included for trail way and lighting work.

Mr. DeLuce requested clarification about the alternate. Mr. Weiss responded that the alternate included removal and replacement of the existing sidewalk and installation of walkway lights on N. Harris Avenue. He stated that the new eight (8) foot wide path would start in Spalding Park's north parking lot and run along Harris Street and end at the new proposed tennis courts. Mr. Weiss noted that the alternate would cost an additional \$75,423 for a total cost of \$700,200.

Commissioner Kuhl asked whether staff discussed the proposed sidewalk with the City. Mr. DeLuce responded that the current four (4) foot sidewalk appeared to be in good condition and staff does not recommend modifying the sidewalk at this time.

Vice President Hays, and Commissioners Solon and Kuhl asked for more information on current project specifications and amenities. Discussion ensued.

President Miller requested clarification on the project's timeline and status compared to other OSLAD grant supported projects. Mr. Weiss responded that the Park District's two OSLAD grant supported projects were independent of each other and the Spalding Park construction would commence in fall, 2021, with a target completion in July, 2022. Discussion and clarifications ensued.

Vice President Hays made a motion to approve accepting the Base Bid from Duce Construction, Co. for a contract amount of \$624,777 and authorize the Executive Director to enter into the contract. The motion was seconded by Commissioner Solon. The motion passed 5-0.

4. Approval of Agreement with Depke Cylinder

Mr. Olson presented the report. He stated that the five (5) year agreement is to lease cylinders to the Park District to meet its welding and forklift needs. Mr. Olson noted that Attorney Hall had reviewed the agreement and determined that the Board would not be able to extend an equipment lease beyond the term proposed initially by Depke.

Commissioner Solon clarified that the cylinders were reused and refilled when necessary. Vice President Hays clarified that the agreement is only for the cylinders and does not include fuel. Mr. Olson confirmed these statements.

Commissioner Solon made a motion to approve a five (5) year lease agreement for fourteen (14) cylinders with Depke Welding Supplies, in the amount of \$2,800. The motion was seconded by Vice President Hays. The motion passed 5-0.

5. Approval of a Resolution Authorizing the Destruction of Recordings of Executive Sessions

Mr. Scheunemann stated that staff recommends approval of a resolution authorizing, approving and ordering the destruction of the verbatim audio records of the following closed session meetings: July 24, 2019, August 14, 2019, and September 25, 2019 as minutes of those meetings have been completed.

Commissioner Solon made a motion to approve a resolution authorizing, approving and ordering the destruction of the verbatim audio records of the following closed session meetings: July 24, 2019, August 14, 2019, and September 25, 2019. The motion was seconded by Vice President Hays. The motion passed 5-0.

Discussion Items

1. Discussion on Possible Donation

Vice President Hays reported that he has received an inquiry from a resident who would like to sponsor or rename a park in honor of their parents. He stated that terms of the potential donation or agreement have not been discussed and would need approval from the Park Board. He noted several parks and amenities that had been named or sponsored in the past. Discussion ensued.

Commissioner Kuhl asked if the potential donor had been made aware of sponsorship opportunities at the Martens Center. Vice President Hays responded that the potential donor had received information about the scholarship program and such sponsorship opportunities.

Vice President Hays requested direction from the Board related to this opportunity and related policies, procedures, and terms. Discussion ensued.

Commissioner Solon commented that she would not be opposed to the proposal, but suggested that sensitive consideration be given to the associated naming terminology.

Commissioner McMahon stated he was not in favor of changing the names of parks, but would support an appropriate designation.

President Miller asked if the possible donation would be a one-time gift or a long-term pledge. Vice President Hays responded that the gift would be a one-time donation with term limits. Discussion ensued.

Commissioner Kuhl requested a report highlighting the historical background, encumbrances, and the purpose behind naming each park site. Mr. DeLuce responded that staff would check with other park districts on their policies as well.

Commissioner Kuhl stated that she was not supportive of changing park names, but would consider an appropriate designation.

Commissioner McMahon requested that the potential donor handle the associated fees for legal services related to this potential donation. Discussion ensued and the matter will be evaluated further.

Comments from Commissioners

None.

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 Solon – yes; Commissioner McMahon – yes; Vice President Hays – yes; Commissioner Kuhl – yes; and President Miller - yes. The motion passed 5-0. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2(c) (11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting and (c)(21) for the discussion of minutes of meetings lawfully closed under this Act, whether for purpose of approval by body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

Return to Regular Meeting

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

Executive Session Action Item

Approval to Make Available for Public Viewing Executive Session Minutes

Commissioner Kuhl made a motion to approve making available for public viewing minutes from Executive Session meetings on March 11, 2020 and January 27, 2021. The motion was seconded by Commissioner McMahon. The motion passed 5-0.

Adjourn

After the Executive Session, 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. The motion passed 5-0 and the meeting was adjourned at 6:28 p.m.

Approved

Kevin J. Miller, President

Jarrod Scheunemann, Secretary