

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

**October 12, 2022**

**PUBLIC HEARING**

The Champaign Park District Board of Commissioners held a Public Hearing on Wednesday, October 12, 2022 at 7:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, and also 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 due to the COVID-19 disaster. The Regular Board Meeting occurred pursuant to published notice duly given. President Miller presided over the meeting. The thirteen 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 following 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, October 12, 2022 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 and Jane L. Solon, Attorney Guy C. Hall, Treasurer Brenda Timmons, Joseph DeLuce, Executive Director, and Jarrod Scheunemann, Director of Administrative Services / Secretary.

Staff present in-person: Andrea Wallace, Director of Finance, Dan Olson, Director of Operations, and Heather Miller, Director of Human Resources,

Chelsea Norton, Director of Marketing and Development, and Cole Alvis, Recreation Intern virtually attended the meeting.

Heather Miller and Mike Lowry also attended the meeting in-person.

**Open the Public Hearing**

President Miller opened the Public Hearing at 7:00 p.m.

**General Obligation Bonds**

President Miller stated that the purpose of the public hearing was to discuss and receive comments on the intent to issue \$1,250,000 in General Obligation Bonds. A notice of the public hearing was published in *The News-Gazette* on October 2, 2022 in compliance with state law.

**Public Comments**

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

**Close the Public Hearing**

Vice President Hays made a motion to adjourn the Public Hearing. The motion was seconded by Commissioner Kuhl. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Vice President Hays – yes; President Miller – yes; Commissioner Kuhl - yes. The motion passed 4-0. The Public Hearing was adjourned at 7:02 p.m.

**REGULAR BOARD MEETING**

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, October 12, 2022 immediately following the Public Hearing 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 thirteen 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, October 12, 2022 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 and Jane L. Solon, Attorney Guy C. Hall, Treasurer Brenda Timmons, Joseph DeLuce, Executive Director, and Jarrod Scheunemann, Director of Administrative Services / Secretary.

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Chelsea Norton, Director of Marketing and Development, and Cole Alvis, Recreation Intern virtually attended the meeting.

Heather Miller and Mike Lowry also attended the meeting in-person.

#### **Call to Order**

President Miller called the meeting to order at 7:02 p.m.

#### **Presentation**

Mr. Lowry and Ms. Miller who are members of the Timberline Valley Homeowners Association requested the Board consider an arrangement with their homeowner's association (HOA) to develop a park in its neighborhood. They presented a plan including recreation amenities, potential HOA contributions, a park name idea, potential resident donations, and lawn/pond maintenance obligations.

Discussion and clarifications ensued regarding the length of a pathway outlined in the conceptual design and ownership of the pond should discussions progress.

The Board thanked Mr. Lowry and Ms. Miller for their presentation.

#### **Comments from the Public**

There were no comments from the public.

#### **Communications**

None.

#### **Treasurer's Report**

Treasurer Timmons presented the report. She stated the Park District's finances had been reviewed and were found to be in appropriate order. Treasurer Timmons noted that 95% of the property taxes have been received and interest rates for CDs continue to rise.

Discussion and clarifications ensued about CD maturity dates and renewal options.

Vice President Hays made a motion to accept the Treasurer's Report for the month of September 2022. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: President Miller – yes; Commissioner Kuhl – yes; Commissioner Solon – yes; and Vice President Hays - yes. The

motion passed 4-0.

### **Executive Director's Report**

Mr. DeLuce reported that the Board has recently received an increased number of requests for park improvements. Discussion ensued regarding the process for engaging with the Board to prioritize citizen requests.

Mr. DeLuce encouraged everyone to attend the upcoming Flannel Fest at Centennial Park.

### **Committee and Liaison Reports**

#### Champaign Parks Foundation

None.

### **Report of Officers**

#### Attorney's Report

Attorney Hall stated he has been engaged in the development of agreements between several stakeholders related to Skelton Park improvements among other routine matters for the Park District.

#### 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 shall be removed and addressed separately.

1. Approval of Minutes of Regular Board Meeting, September 14, 2022
2. Approval of Minutes of the Executive Session, September 14, 2022
3. Approval of Minutes of the Special Board Meeting, September 28, 2022
4. Approval of Minutes of the Executive Session, September 28, 2022

Commissioner Solon made a motion to approve the Consent Agenda. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Vice President Hays – yes; Commissioner Solon – yes; Commissioner Kuhl – yes; and President Miller – yes. The motion passed 4-0.

### **New Business**

#### 1. Approval of Disbursements

Staff recommended approval of the list of disbursements for the period beginning September 14, 2022 and ending October 11, 2022.

Vice President Hays made a motion to approve the list of disbursements for the period beginning September 14, 2022 and ending October 11, 2022. The motion was seconded by Commissioner Kuhl. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Vice President Hays – yes; Commissioner Solon – yes; and President Miller – yes. The motion passed 4-0.

#### 2. Approval to Solicit Bids for Issuance of General Obligation Bonds

Ms. Wallace presented the report. She noted the bid would be presented to the Board for approval at the November 9, 2022 Regular Board Meeting.

Discussion and clarifications ensued related to methods for requesting bids, supply chain issues, debt service, penalties, and Park District authority to issue bonds.

Vice President Hays made a motion to approve and confirm authorizing the Treasurer and Director of Finance to solicit bids for the issuance of \$1,255,000 in General Obligation Bonds for the purpose of paying debt service on certain outstanding obligations and for financing, as applicable, the

maintenance, improvements and protection of lands, buildings and parks, including land acquisition, and related design, facilities, improvements and costs, as provided in a resolution adopted by the Board at its Regular Meeting held September 9, 2022. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Commissioner Solon – yes; Commissioner Kuhl – yes; President Miller – yes; and Vice President Hays - yes. The motion passed 4-0.

3. Approval of Ordinance No. 662: An Ordinance Regulating the Use of the Parks and Property Owned or Controlled by the Champaign Park District

Mr. Olson presented the report. He stated staff recommends approval of Ordinance No. 662: an ordinance regulating the use of the parks and property owned or controlled by the Champaign Park District.

President Miller thanked Mr. Olson for offering an online survey for residents to comment on a draft of the ordinance prior to seeking final approval.

Commissioner Kuhl made a motion to approve Ordinance No. 662: an ordinance regulating the use of parks and property owned or controlled by the Champaign Park District. 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; and Commissioner Solon – yes. The motion passed 4-0.

4. Approval of Professional Services Agreement with Farnsworth for Skelton Park Project

Mr. DeLuce presented the report. He clarified that the Park District has a license agreement with the City for Skelton Park. Mr. DeLuce noted that the City will complete the design and construction for a path and swale within the park in 2024 as part of its Boneyard Creek project. Visit Champaign County and the City requested the Park District work with Farnsworth on an accelerated timeline to prepare the design for additional improvements to Skelton Park related to the proposed African American Heritage Trail.

Discussion and clarifications ensued about reimbursement from Visit Champaign County, and why the licensee and not the licensor is requested to enter into a professional services agreement.

Commissioner Solon made a motion to approve the professional services agreement with Farnsworth for the Skelton Park project, in the amount of \$52,900 and direct the Executive Director to execute the contract pending review by Park District legal counsel. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Vice President Hays – yes; Commissioner Solon – yes; and President Miller – yes. The motion passed 4-0.

## **Discussion**

1. FY23 Operating Budget – Administrative Services

Mr. Scheunemann shared the Administrative Services department budget process, timeline, and related financial information. He reviewed the department's organizational chart, job tasks, supply chain and inflation concerns, and the current trends and climate within risk and information technology management. Discussion ensued.

2. Board Policy Manual – Policy Review

Mr. Scheunemann reviewed the capital improvements plan policy, payment of employee wages policy, and tuition reimbursement policy updates. The Board came to consensus that these policy updates were ready for approval at a future board meeting.

3. 1<sup>st</sup> Quarter Financial Report – Park District

Ms. Wallace highlighted several notable items within the Park District's financial report including increases in interest income, contractual expenses, and remaining Martens Center payments. Discussion ensued about various aspects of the report.

The Commissioners thanked Ms. Wallace for her report and recommended parameters for future

reporting.

**Comments from Commissioners**

Commissioner Solon noted that she recently visited the Martens Center and requested that instructions for operating the fitness equipment be provided on the machines.

Vice President Hays also expressed his interest in the number of Martens Center memberships that have been sold.

Commissioner Kuhl asked if staff had received a response to inquiries regarding outstanding DCEO grants. Mr. DeLuce responded that staff are working with elected officials and their contacts at DCEO to move the grant award forward.

Mr. DeLuce added that Rainer and Julie Martens will be in Champaign on December 16<sup>th</sup> and have requested a celebration at the Martens Center for that date.

**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 Solon. Upon roll call, the vote was as follows: President Miller – yes; Vice President Hays – yes; Commissioner Kuhl – yes; and Commissioner Solon - yes. The motion passed 4-0 and the meeting was adjourned at 8:34 p.m.

Approved

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Kevin J. Miller, President

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Jarrod Scheunemann, Secretary