

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

January 11, 2023

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, January 11, 2023 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. Citizens were given the opportunity to participate in the teleconference at the web address:

<https://us02web.zoom.us/j/86949973253?pwd=djlHUmwvcFpZak9EZzZrU0pBaEtEQT09> 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, January 11, 2023 to be sent to the Executive Director of the Park District at: sarah.sandquist@champaignparks.org. There were no email comments or questions submitted by citizens for consideration by the Board.

Present in-person: President Kevin J. Miller, Commissioners Jane L. Solon, Timothy P. McMahon, Barbara J. Kuhl, Sarah Sandquist, Executive Director, Attorney Guy C. Hall, Treasurer Brenda Timmons, and Jarrod Scheunemann, Secretary and Director of Administrative Services.

Present electronically: Vice President Craig W. Hays

Staff present in-person: Andrea Wallace, Director of Finance, Andrew Weiss, Director of Planning, Dan Olson, Director of Operations, Jimmy Gleason, Director of Revenue Facilities, and Heather Miller, Director of Human Resources.

Staff present electronically: Erin Dietmeier, Horticulture Supervisor, Justice Miller, Sports Manager, and Tommy Buhr, Grounds Supervisor.

Mike Somers was an in-person attendee at the meeting.

Amy Shymansky 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 stated that the Board had received and reviewed the communications.

Treasurer's Report

Treasurer Timmons presented the Treasurer's Report for the month of December 2022. She stated the Park District's finances had been reviewed and were found to be in appropriate order.

Discussion and clarifications ensued about transactions in consideration of the investment policy, payroll postings, the accounting associate search, and ensuring maturing funds are reinvested in a timely manner.

Commissioner McMahon made a motion to accept the Treasurer's Report for the month of December 2022. The motion was seconded by Commissioner Solon. 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.

Executive Director's Report

General Announcements

Ms. Sandquist highlighted the success of Team Bundle Up, which was led by Jameel Jones. Staff collected hundreds of items of winter coats and clothing to distribute to those in need. Ms. Sandquist also reminded the Board that the Illinois Association of Park Districts (IAPD) Legislative Breakfast will be held on February 27, 2023 at 8:00 a.m. in Urbana.

Committee and Liaison Reports

Champaign Parks Foundation

Mr. Scheunemann presented the report. He reported several gifts have been received and that Pepsi will sponsor fitness equipment for the Martens Center. The Foundation Directors continue to plan for a fall gala.

Report of Officers

Attorney's Report

Attorney Hall reported that his office continued to advise the Park District on several ongoing matters including the potential disposition of unneeded property.

Discussion and clarification ensued regarding the Governor's executive orders and remote meeting attendance criteria.

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.

1. Approval of Minutes of the Joint CPD/UPD Board Meeting, December 1, 2022
2. Approval of Minutes of the Public Hearing and Regular Board Meeting, December 14, 2022

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

Old Business

1. Approval of Updates to the Purchasing Policy and Procedures.

Staff recommended approval of updates to the Purchasing Policy and Procedures.

Commissioner Solon requested an update to reflect the new executive director as signatory.

Commissioner Kuhl made a motion to approve and amend the Purchasing Policy and Procedures for Sarah Sandquist to execute the policy as executive director. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Vice President Hays – yes; Commissioner McMahon – yes; Commissioner Solon – yes; President Miller – yes; and Commissioner Kuhl - yes. The motion passed 5-0.

New Business

1. Approval of Disbursements.

Staff recommended approval of disbursements for the period beginning December 15, 2022 and ending January 11, 2023.

Commissioner Solon made a motion to approve the list of disbursements for the period beginning December 15, 2022 and ending January 11, 2023. 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.

2. Approval of Board Policy Manual.

Mr. Scheunemann presented the report. He stated that the Board has previously reviewed and approved each policy within the manual. In addition to these policies, the Board was asked to review the manual in its entirety, including manuals and ordinances within the appendices.

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

3. Approval of a Resolution Adopting Revisions and Amendments to the Employee Policies and Procedures Manual.

Mr. Scheunemann reported that the Board had received and reviewed the Employee Policy and Procedures Manual. He stated that staff recommends approval of a resolution adopting the revisions and amendments to the Employee Policy and Procedures Manual.

Commissioner Solon made a motion to approve a resolution adopting revisions and amendments to the Employee Policy and Procedures Manual. The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: Commissioner McMahon – yes; Vice President Hays – yes; President Miller – yes; Commissioner Kuhl – yes; and Commissioner Solon – yes. The motion passed 5-0.

4. Approval of Bid for the HVAC System at Hays Recreation Center

Mr. Olson reported that this project will replace a 30-year-old HVAC system at the Hays Recreation Center.

Discussion ensued to clarify the size and quantity of HVAC units that would be replaced. Mr. Olson clarified that the Hays Recreation Center is regulated by a five (5) ton unit and a ten (10) ton unit. This project will replace the ten (10) ton unit.

Commissioner Kuhl made a motion to approve accepting the lowest bid that meets all required specifications from A&R Mechanical Contractors, Urbana, IL, at the bid amount of \$21,100.78, and authorize the Executive Director to enter into the agreement. The motion was seconded by Commissioner McMahon. 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.

5. Approval of Bid for Tree Removal.

Mr. Olson reported that the Park District had not let bids for this service for fifteen (15) years. Disease, storm damage, and age has compounded the need for tree removal over this time and therefore, staff recommends accepting the lowest responsible bid from Kaboom Rigging and Heavy Equipment Operating Services, LLC in the amount of \$34,100 and authorizing the Executive Director to enter into an agreement for this work.

Discussion and clarifications ensued to determine whether stump removal is included in the service, the location of the trees to be removed, and whether staff are currently removing trees as well. Mr. Olson responded that stump removal is included as part of the bid. He noted that all trees that are scheduled for removal have been identified through mapping software. He also highlighted the arbor crew’s extensive efforts to trim, prune, and remove trees during this time of year.

Commissioner Solon made a motion to accept the lowest responsible bid from Kaboom Rigging and Heavy Equipment Operating Services, LLC in the amount of \$34,100 and authorize the Executive Director to enter into an agreement for this work. 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; President Miller – yes; and Commissioner McMahon - yes. The motion passed 5-0.

6. Approval of Bid for Flooring for the Operations Building.

Staff recommends awarding a contract, including the alternate amount, to the lowest bidder that meets all required specifications, HPL Construction/Flooring Oasis, at the total bid amount of \$35,902 and requests the Board to authorize the Executive Director to enter into the agreement.

Mr. Olson stated that the winning bidder has not worked with the Park District in the past. Staff contacted the bidder to ensure it meets all specifications and requirements.

Discussion and clarifications ensued about the total square footage of carpet (700 square feet) and tile (2,100 square feet) to be replaced.

Commissioner Kuhl made a motion to award a contract, including the alternate amount, to the lowest bidder that meets all required specifications, HPL Construction/Flooring Oasis, at the total bid amount of \$35,902 and authorize the Executive Director to enter into the agreement. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Commissioner McMahon – yes; Vice President Hays – yes; President Miller – yes; Commissioner Kuhl – yes; and Commissioner Solon - yes. The motion passed 5-0.

7. Approval of Temporary Construction Easement for the Illinois Department of Transportation (IDOT) at Kaufman Park to Replace I-10 Copper Slough Bridge.

Mr. Weiss reported that Kaufman Park is encumbered by a grant that was received from the Land, Water, and Conservation Fund (LWCF) through the Illinois Department of Natural Resources (IDNR). The Illinois Department of Transportation (IDOT) has been notified that it will need permission from the IDNR to proceed with construction. Staff recommends approving the resolution to proceed with the temporary construction easement at Kaufman Park subject to IDNR approval.

Discussion ensued to clarify access during construction, and whether IDOT would consider various improvements to the park and trail as part of its overall project.

Commissioner Solon made a motion to approve a resolution for an IDOT temporary construction easement at Kaufman Park subject to IDNR approval. The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Commissioner Solon – yes; Vice President Hays -yes; Commissioner McMahon – yes; and President Miller - yes. The motion passed 5-0.

8. Approval of Full-Time, Part-Time, and Seasonal Wages and Classifications for FY23 and FY24.

Ms. Miller reported that inflation has increased between 7.1% and 8.5% since the last time the Board approved wage increases and classification changes. Staff recommended an increase for returning seasonal employees from fifteen (15) cents per hour to fifty (50) cents per hour as well as a part-time, seasonal, and full-time employees wage increase and classification adjustment.

Ms. Sandquist stated that a comprehensive package for full-time, part-time, and seasonal wages and classifications is necessary for timely budget forecasting.

Discussion and clarifications ensued regarding comparative analysis; budget impact based on raising lowest classification levels and moving positions into new classifications; wages in consideration of lower revenues and increased expenses; methods to adjust wages related to inflation; completing a staffing analysis of facilities and programs; number of full-time staff; current vacancies; recruitment efforts; promotion of the entire compensation package; and minimum wage requirements.

Ms. Sandquist noted that part-time, seasonal, and full-time adjustments could be separated in the next budget cycle. She recommended the Board consider hiring a consulting firm to complete a salary and classifications study. The current wage and classification recommendation is a temporary solution that will need to be addressed again in the future.

Commissioner Kuhl made a motion to approve part-time and seasonal wage and classifications for FY23 and FY24, including a fifty (50) cent per hour increase for returning seasonal staff as well as tabling full-time wage and classifications. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Vice President Hays – yes; Commissioner McMahon – yes; Commissioner Solon - yes; Commissioner Kuhl – yes; and President Miller – yes. The motion passed 5-0.

9. Approval of a Resolution Authorizing the Destruction of Recordings of Executive Sessions and Disaster-Related Remote Participation for Regular and Special Meetings

Mr. Scheunemann presented the report. He stated that this action was an annual housekeeping matter. He added that staff recommended approval of a resolution authorizing the destruction of recordings of executive sessions and disaster-related remote participation recordings for Regular and Special Meetings. Written minutes have been prepared as required.

Commissioner Solon made a motion to approve a resolution authorizing and ordering the destruction of the verbatim audio records of the following executive sessions and disaster-related remote participation Regular and Special Meetings: January 27, 2021 (Disaster), , February 10, 2021 (Disaster), February 24, 2021 (Disaster), March 10, 2021 (Disaster), March 24, 2021 (Disaster), April 14, 2021 (Disaster), April 28, 2021 (Disaster), May 12, 2021 (Disaster), May 26, 2021 (Disaster), June 9, 2021 (Disaster), June 23, 2021 (Disaster). The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: Commissioner McMahon – yes; Commissioner Kuhl – yes; Vice President Hays – yes; President Miller – yes; and Commissioner Solon – yes. The motion passed 5-0.

10. Approval of FYE24 Capital Budget and the 2024-2033 Capital Improvement Plan

Mr. Olson reported that recurring capital improvement maintenance costs total \$1,017,000. He highlighted the twenty-two (22) new projects that are requested in the capital budget and \$2,773,995 in one-time projects.

Discussion and clarifications ensued about the Douglass Park ballfield improvement project, the status of the Douglass Park ballfield and concessions project OSLAD grant application, and the application of restoration funds for the Virginia Theatre.

Commissioner Kuhl made a motion to approve the FYE24 Capital Budget and 2024-2033 Capital Improvement Plan. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Vice President Hays – yes; Commissioner McMahon – yes; President Miller – yes; Commissioner Kuhl – yes; and Commissioner Solon - yes. The motion passed 5-0.

Discussion Items

1. Park District – 2nd Quarter Financial Report

Ms. Wallace reported about the Park District's total revenues and expenses as of October, 2022. Current revenues are less than anticipated by \$488,000. Expenses were under budget by \$1,780,000.

Discussion ensued regarding donation pledges and grant reimbursements. The Commissioners requested a quarterly update about the status of outstanding grants.

2. Foundation – 2nd Quarter Financial Report

Mr. Wallace reported that new donations have been received for fitness equipment for the Martens Center from Pepsi, Sholem Aquatic Center for capital improvements, the Virginia Theatre restoration fund, and a dance arts gift to replace flooring at the Springer Cultural Center.

Discussion ensued about the timing for distributing remaining Martens Center funds from the Foundation to the Park District.

Comments from Commissioners

Commissioner Solon wished staff a beneficial state conference.

Commissioner Kuhl expressed her desire to see more publicity for the innovation center partnership with the University of Illinois. She requested more information on upcoming potential projects such as Hedge Park.

Ms. Sandquist responded that staff are developing a procedure for community requests.

Vice President Hays momentarily departed the meeting and returned during Executive Session.

Executive Session

Commissioner Solon moved pursuant to the bases set forth below to convene into Executive Session. The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Commissioner Solon – yes; President Miller – yes; and Commissioner McMahon - yes. The motion passed 4-0. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2(c)(6) The setting of a price for sale of lease of property owned by the public body, (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, (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

1. Approval to Make Available for Public Viewing Executive Session Minutes

Vice President Hays made a motion to approve making available for public viewing certain minutes from Executive Session meetings on September 25, 2019, April 13, 2022, April 27, 2022, May 11, 2022, May 25, 2022, June 8, 2022, June 22, 2022, July 13, 2022, July 27, 2022, August 10, 2022 #B, August 10, 2022 #A, August 24, 2022, September 14, 2022, September 28, 2022, October 19, 2022, October 26, 2022, October 27, 2022, November 1, 2022, November 3, 2022 A, and November 3, 2022 B. The motion was seconded by Commissioner Solon. 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.

Adjourn

After the Executive Session, there being no further business to come before the Board, Commissioner Solon made a motion to adjourn the meeting. The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Commissioner Solon – yes; President Miller – yes; Commissioner McMahon – yes; and Vice President Hays - yes. The motion passed 5-0 and the meeting was adjourned at 8:45 p.m.

Approved:

Kevin J. Miller, President

Jarrod Scheunemann, Secretary