

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

February 8, 2023

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, February 8, 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/89438812005?pwd=b1VFTkVyKzVOcHk4bkhOS3hFK3N3dz09> 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, February 8, 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, and Barbara J. Kuhl; Treasurer Brenda Timmons, Sarah Sandquist, Executive Director, and Jarrod Scheunemann, Secretary and Director of Administrative Services.

Present electronically: Vice President Craig W. Hays.

Absent with prior notice duly given and approved, Attorney Guy C. Hall.

Staff present in-person: Andrea Wallace, Director of Finance, Andrew Weiss, Director of Planning, Chelsea Norton, Director of Marketing and Development, Dan Olson, Director of Operations, Heather Miller, Director of Human Resources, Jameel Jones, Director of Recreation, Jimmy Gleason, Director of Revenue Facilities, Steven Bentz, Director of the Virginia Theatre, Todd Blazaitis, Budget Manager, and Haley Gillespie, Dance Arts Supervisor.

Staff present electronically: Bret Johnson, Assistant Director of Operations, Erin Dietmeier, Horticulture Supervisor, Justice Miller, Sports Manager, and Pete Frieden, Maintenance Specialist – Electrical.

Greg Douglas and Mike Plecki from Martin Hood LLC and Mike Somers were in-person attendees at the meeting.

Call to Order

President Miller called the meeting to order at 7:00 p.m.

Presentation

Greg Douglas, CPA, Audit Senior Manager and Mike Plecki, Supervisor in Audit with Martin Hood LLC, presented the audit report. They thanked Ms. Wallace and the finance team for help with preparing for the audit. They reviewed the audit process and highlighted areas of the Governance Letter, Financial Statements, and graphs. Mr. Douglas reported that the Park District received an unmodified (clean) opinion. They also noted delays in completing the audit, reviewed other areas

of the financial statement, and preparations for the annual financial report filing as well as agreed upon procedures for outstanding grants.

President Miller thanked the staff from Martin Hood for their presentation.

Comments from the Public

None.

Communications

Communications were distributed to the Board members.

Treasurer's Report

Treasurer Timmons reported about the Park District's revenue and expenses for the month of January 2023. She stated the Park District's finances had been reviewed and were found to be in appropriate order.

Discussion and clarifications ensued regarding interest rates, interest income, and proper management of interest income. Treasurer Timmons noted that the Park District has received slightly more than \$520,000 in interest income as of January 1, 2023. Ms. Wallace responded that interest income is held with reserve funds until a supplementary budget is approved to account for those funds.

Commissioner McMahon made a motion to accept the Treasurer's Report for the month of January 2023. 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 reported that thirteen (13) staff attended IPRA conference and appreciated the educational opportunities. Ms. Wallace and Mr. Blazaitis continue to refine the budget to present for approval in March. Ms. Sandquist reminded the Board that the IAPD legislative breakfast will be hosted by the Urbana Park District on February 27, 2023 and the IAPD Parks Day at the Capital and Legislative Conference will be held on May 2nd and 3rd in Springfield.

Committee and Liaison Reports

Champaign Parks Foundation

Mr. Scheunemann presented the report. He stated the fundraising gala will be held on September 14, 2023. He also highlighted recent donations to support the Park District's dance arts program.

Report of Officers

Attorney's Report

None.

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 and if discussion is desired, that item shall be removed and discussed separately.

1. Approval of Minutes of the Regular Board Meeting, January 11, 2023
2. Approval of the Minutes of the Executive Session, January 11, 2023
3. Approval of Purchase of Lawn Mower.
4. Acceptance of the FY22 Audit Report as Presented.

Vice President Hays temporarily departed the meeting at 7:27 p.m.

Commissioner Solon requested more details about the replacement lawn mower. Mr. Olson responded that staff would compile the information to share.

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

New Business

1. Approval of Disbursements as of January 12, 2023

Staff recommended approval of disbursements for the period beginning January 12, 2023, and ending February 8, 2023.

Commissioner Solon made a motion to approve the list of disbursements for the period beginning January 12, 2023 and ending February 8, 2023. The motion was seconded by Commissioner McMahon. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner McMahon – yes; President Miller – yes; and Commissioner Kuhl – yes. The motion passed 4-0.

2. Approval of a Resolution and Authorization to file the Abatement Certificate for Series 2013A Bond

Staff recommended that the Board approve a resolution and authorize staff to file the Abatement Certificate for Series 2013A Bond.

Commissioner Kuhl made a motion to approve a resolution and to authorize staff to file the Abatement Certificate for Series 2013A Bond. The motion was seconded by Commissioner Solon. Upon roll call vote, the vote was as follows: Commissioner Kuhl – yes; President Miller – yes; Commissioner McMahon – yes; and Commissioner Solon - yes. The motion passed 4-0.

3. Approval Setting a Public Hearing on the Budget and Appropriations Ordinance for Fiscal Year Ended April 30, 2024

Staff recommended the Board set a Public Hearing on the Amended Budget and Appropriation Ordinance for Wednesday, March 8, 2023 at 7:00 p.m. at the Bresnan Meeting Center to receive public comments.

Commissioner Solon made a motion to set a Public Hearing date for the Budget and Appropriations Ordinance for Wednesday, March 8, 2023 at 7:00 p.m. at the Bresnan Meeting Center to receive public comments. The motion was seconded by Commissioner Kuhl. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Kuhl – yes; President Miller – yes; and Commissioner Kuhl - yes. The motion passed 4-0.

Vice President Hays returned to the meeting at 8:38 p.m.

4. Approval of Bids for Mowing Contracts

Staff recommended the Park Board approve authorizing several mowing agreements.

Commissioner McMahon made a motion to approve authorizing the Executive Director to enter into the following agreements as well as proceeding to the next, lowest responsive bidder to enter a contractual arrangement for the remainder of the original contract, if the following contractors forfeit their contract prior to its completion:

- A two-year + two optional years contract, beginning April 2023 through November 2024 with the low bidders (Dun Right Lawn Care in the amount of \$3,945 per month for groups 1, 9 and 11, Bill's Lawn Care in the amount of \$900 per month for group 3, Scotty's Lawn Care in the amount of \$950 per month for groups 2 and 5, and Miller Mowing Service in the amount of \$1,125 per month for group 7).
- A two-year + two optional years contract, beginning April 2023 through November 2024 with the second lowest bidders since the low bidder is not capable of meeting the specifications required (Fresh Cut Lawn Care in the amount of \$2,800 per month for groups 4, and 10, and Bill's Lawn Care in the amount of \$3,000 per month for groups 6 and 8, since the low bidder is not capable of meeting the specifications required).
- A one-year + two optional years contract, beginning April 2023 through November 2023 with the low bidder (Bill's Lawn Care in the amount of \$1,300 for group 12).
- A one-year + two optional years contract, beginning April 2023 through November 2023 with the second lowest bidder since the low bidder is not capable of meeting the specifications required. (Fresh Cut Lawn Care for \$1,700 for group 13).

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

5. Approval of Agreement with Developmental Services Center (DSC) for Park Walkers

Mr. Olson reported that the Park District enjoys a long-standing partnership with DSC to reduce litter in the parks and it is an effective partnership that staff would recommend continuing.

Commissioner Solon made a motion to approve authorizing the Executive Director to enter an agreement with Developmental Services Center for an amount not to exceed \$22,000 in 2023 and \$23,500 in 2024. The motion was seconded by Commissioner McMahon. Upon roll call vote, the vote was as follows: Commissioner Kuhl – yes; President Miller – yes; Commissioner McMahon – yes; Commissioner Solon – yes; and Vice President Hays - yes. The motion passed 5-0.

6. Approval of Bid for Lindsay Garden Path Improvements

Mr. Olson presented the report. He reported that this project had been rebid because previous bids had exceeded budget. Four new bids were received after letting the bid for the second time.

Discussion and clarifications ensued regarding the inception of this project, whether the pathway will be utilized, funding sources, donor family interest in the Lindsay Gardens, and how this project will impact the tennis courts and athletes.

Commissioner Kuhl indicated she had visited the site of this proposed improvement and, while she supports improving the Lindsay Gardens, she is not in favor of adding a path in the back of the Gardens.

Vice President Hays noted that he contracts with the low bidder for personal lawn care service and will recuse himself from voting on the matter.

Commissioner Solon made a motion to approve awarding of the contract to the lowest bidder that meets all required specifications, Merrill Landscape Services, Champaign, IL, at the bid amount of \$31,545.84, and authorize the Executive Director to enter into a contract for the work. The motion was seconded by Commissioner McMahon. Upon roll call vote, the vote was as follows: Commissioner McMahon – yes; President Miller – yes; Commissioner Solon – yes; Commissioner Kuhl – no; and Vice President Hays - abstain. The motion passed 3-1.

7. Approval of Updates to Full-Time Wages

Ms. Miller requested the Board consider competitively updating the Park District's full-time staff wage program by a recommended five percent (5%) increase.

Commissioner Kuhl asked whether staff were taking advantage of an internal program to train and educate current staff to fill open positions. Ms. Miller responded that a program is available to staff.

Vice President Hays proposed an immediate two percent (2%) inflationary wage adjustment followed by a three and a half percent (3.5%) or four percent (4%) merit pool raise beginning in fiscal year 2024. This would develop a program that would possibly increase staff wages by 6.08% as of May 1, 2024. He also requested a programs and systems analysis report with recommendations to economize where prudent.

Commissioner Kuhl requested more information regarding the impact of the recommended wage increase and full-time wage classification adjustments as well as a recommended allocation of the merit pool that matches previous wage increases. She requested this action item be tabled until the February 22, 2023 Special Board meeting.

Discussion and clarifications ensued regarding the recommended inflationary adjustment. The Commissioners agreed the two percent (2%) inflationary adjustment would represent an immediate bonus rather than a wage increase should this recommended program proceed.

The Commissioners requested wage comparatives with other local government entities and park districts.

Commissioner Solon made a motion to table approval of updates to full-time wages. The motion was seconded by Commissioner Kuhl. Upon roll call vote, the vote was as follows: President Miller – yes; Commissioner McMahon – yes; Commissioner Solon – yes; Commissioner Kuhl – yes; and Vice President Hays - yes. The motion passed 5-0.

8. Approval of Agreement with Visit Champaign County Foundation for Display of Sculpture and Reimbursement

Staff recommended approval of the agreement with Visit Champaign County Foundation for display of sculpture and reimbursement for professional services for design work at Skelton Park for a total cost not to exceed \$54,400 and authorize the Executive Director to enter into the agreement.

Discussion and clarifications ensued regarding the management of the property and amenities. Ms. Sandquist responded that these details will be outlined in an intergovernmental agreement with the City.

Commissioner Solon made a motion to approve an agreement with Visit Champaign County Foundation for display of sculpture and reimbursement for professional services for design work at

Skelton Park for a total cost not to exceed \$54,400 and authorizes the Executive Director to enter into the agreement. The motion was seconded by Commissioner Kuhl. Upon roll call vote, the vote was as follows: Vice President Hays – yes; Commissioner Solon – yes; Commissioner McMahon – yes; President Miller – yes; and Commissioner Kuhl - yes. The motion passed 5-0.

9. Approval of Health Insurance Rates for 2023-2024

Ms. Miller presented the report. She reported that health insurance will increase by the highest percentage in fourteen (14) years at sixteen percent (16%). Staff prepared several options for the Board to consider based on this increase and the City's 1.7% administration fee for managing the program. Option one (1) requests the Board consider no change to HMO or three-tier POS health insurance premiums for individual employees with adjustments to all plan premiums that include spouses, children, and families. Total budget impact for option one (1) would be \$101,228.52 per year. Option two (2) would obligate the individual employee to pay \$114.92 for their HMO premium. If an employee chooses the three-tier POS plan the Park District would cover 100% of the premium costs. The Park District would cover 40% of the premium expenses for all other HMO and three-tier POS plans as part of this option. Total budget impact for option two (2) would be \$24,553.20 per year. Option three (3) would be the same as option two (2), but it also includes a one-time bonus of \$500 for any employee that chooses to switch from the HMO plan to the three-tier POS plan during open enrollment to cover their \$500 increase in deductible.

Discussion and clarifications ensued regarding the differences between the two plans, budgetary impact, staff perceptions about option three (3) if approved, and whether employees will pay taxes on the bonus.

Commissioner McMahon recommended approval of option three (3) for health insurance rates for 2023/2024. The motion was seconded by Vice President Hays. Upon roll call vote, the vote was as follows: President Miller – yes; Commissioner McMahon – yes; Commissioner Solon – yes; Commissioner Kuhl – yes; and Vice President Hays - yes. The motion passed 5-0.

Discussion Items

1. FYE24 Annual Operating Budget

Ms. Sandquist highlighted the upcoming budget schedule. Department Heads will present a brief summary of their area's budget at the February 22, 2023 Special Meeting. The public hearing for the budget and appropriation ordinance will be held during the March 8, 2023 Regular Meeting and staff will recommend the budget for approval at the March 22, 2023 Special Meeting. Ms. Wallace added that the current budget projects a surplus for FY24.

Discussion and clarifications ensued about the process for submitting budgetary questions and comments and regarding the budget's future presentation, including footnotes and summaries.

2. Hedge Park Update

Ms. Sandquist presented the report. Commissioners and staff had previously met with the City's planning team and Hitchcock Design to review the latest developments regarding the Garden Hills neighborhood water detention, safety, and neighborhood park project. Discussion ensued.

The Commissioners requested earlier involvement in projects that involve partnering with the City.

3. Ordinance No. 624: Prescribing Rules for the Conduct of Business of the Champaign Park District

Mr. Scheunemann reported that updates had been made to Ordinance No. 624 pursuant to Board comment and staff review. He requested the Board review the updates and share any additional comments prior to the March 8, 2023 Regular Meeting.

4. Employment Policies and Procedures Handbook

Ms. Miller shared the process and schedule for a comprehensive review of the Employment Policies and Procedures Handbook.

Comments from Commissioners

Commissioner Solon thanked staff for presenting the next fiscal year’s budget in a punctual manner.

Executive Session

Commissioner Kuhl moved pursuant to the basis 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; Vice President Hays – yes; Commissioner McMahon – 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)(6) The setting of a price for sale of lease of property owned by the public body.

Return to Regular Meeting

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

Executive Session Action Item

1. Approval of Resolution for the Sale of Bannon Park Property

Commissioner Solon made a motion to approve a resolution authorizing the sale of less than three acres of land at Bannon Park, as it is no longer needed, necessary, or useful for the purposes of parks, and also recommend a petition be filed with the Circuit Court of Champaign County, Illinois seeking leave to sell and convey the lot on such terms and conditions as the Court may find proper for the benefit of the public interest served by the Park District. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Commissioner Solon – yes; Commissioner Kuhl – 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 Kuhl made a motion to adjourn the meeting. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Commissioner Solon – yes; Commissioner Kuhl – yes; Commissioner McMahon – yes; President Miller – yes; and Vice President Hays - yes. The motion passed 5-0 and the meeting was adjourned at 8:58 p.m.

Approved:

Kevin J. Miller, President

Jarrod Scheunemann, Secretary