

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

February 22, 2023

The Champaign Park District Board of Commissioners held a Special Meeting on Wednesday, February 22, 2023 at 5:30 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 Special 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/85889942842?pwd=TWdrNXUxS3NpbURPdmgd2xpMHBVUT09> 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 22, 2023 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 Timothy P. McMahon and Jane L. Solon, Brenda Timmons, Treasurer, Attorney Guy C. Hall, Sarah Sandquist, Executive Director, and Jarrod Scheunemann, Director of Administrative Services / Secretary.

Present electronically: Vice President Craig W. Hays and Commissioner Barbara J. Kuhl.

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, Jimmy Gleason, Director of Revenue Facilities, Steven Bentz, Director of the Virginia Theatre, Todd Blazaitis, Budget Manager, Rachel Voss, Marketing Manager, Eddie Pfluger, Horticulture Worker I, and Ryan Musgrove, Grounds Worker.

Other in-person attendees: Mike Somers.

Staff present electronically: Bret Johnson, Assistant Director of Operations, Dylan Johnson, Grounds Specialist, Justice Miller, Sports Manager, Miguel Gaona, Grounds Arbor Specialist, Misty Stocking, Registration and Parks Reservations Manager, Pete Frieden, Maintenance Specialist – Electrical, Scott Pantier, Arborist II, Tommy Buhr, Grounds Supervisor, Will Schoell, Special Events Coordinator, and Zoe Southlynn-Savage, Special Events Manager.

Call to Order

President Miller called the meeting to order at 5:30 p.m.

Comments from the Public

None.

New Business

1. Appointment of Assistant Secretary

Commissioner McMahon made a motion that Sarah Sandquist be appointed as Assistant Secretary of the Champaign Park District. The motion was seconded by Vice President Hays. There were no other nominations. Upon roll call, the vote was as follows: Commissioner McMahon

– yes; Vice President Hays – yes; Commissioner Kuhl – yes; and President Miller – yes. The motion passed 4-0.

Attorney Hall then administered the Oath of Office to Assistant Secretary Sarah Sandquist.

2. Approval of Bid for Parkland Way Improvements

Mr. Olson presented the report. He stated this project is an annual recurring capital improvement and was previously approved in the capital improvement plan.

Commissioner McMahon asked whether the Park District had previously contracted with A&A Concrete. Mr. Olson responded that A&A Concrete had completed several projects for the Park District in the past.

Commissioner McMahon made a motion to approve accepting the low, responsible base bid, rejecting the add alternate one (1) as well as authorize the Executive Director to enter into an agreement with A&A Concrete for a total of \$64,928.14. 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 McMahon - yes. The motion passed 4-0.

3. Approval of Bid for Douglass Park Basketball Court Improvements

Mr. Olson reported that the complete renovation of the basketball court will include ADA components. The standards, backboards, and goals were assessed and do not require replacement at this time.

Commissioner Kuhl made a motion to accept the low, responsible base bid and authorize the Executive Director to enter into an agreement with A&A Concrete for a total of \$128,410.00. The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: Vice President Hays – yes; President Miller – yes; Commissioner Kuhl – yes; and Commissioner McMahon - yes. The motion passed 4-0.

4. Approval of Ameren Gas Utility Agreement at West Side Park

Mr. Weiss reported that Ameren requests an easement at West Side Park for a gas line upgrade for the downtown area including the Virginia Theatre.

Vice President Hays made a motion to approve an easement with Ameren Gas Utility at West Side Park subject to Attorney review and approval. The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: President Miller – yes; Vice President Hays – yes; Commissioner Kuhl – yes; and Commissioner McMahon - yes. The motion passed 4-0.

5. Approval of Purchase of Sholem Aquatic Center Shades

Mr. Gleason presented a conceptual design for the installation of two new shade structures at Sholem Aquatic Center, which will utilize donations that were received in honor of the passing of Myron Sholem.

Commissioner McMahon made a motion to approve awarding the contract to the lowest bidder that meets all required specifications, Mid Illinois Concrete and Excavation, Inc., at the total bid amount of \$47,950, and authorize the Executive Director to enter into a contractual agreement for the work. The motion was seconded by Commissioner Kuhl. Upon roll call, the vote was as follows: Commissioner Kuhl– yes; Commissioner McMahon – yes; Vice President Hays – yes; and President Miller - yes. The motion passed 4-0.

6. Approval of Updates to Full-Time Wages and Classifications

Ms. Miller presented the report, which included several full-time wage increase and classification adjustment options for the Board to consider. Discussion ensued.

Commissioner Kuhl indicated that in reviewing the proposed salaries as presented by staff, she noted that the full-time salaries from 2019 to the proposed salary for 2024 would indicate an increase in the vicinity of 23% which seemed high. She requested clarification regarding the budgetary figures presented as well as in-depth impact on the budget prior to proceeding. Discussion ensued.

President Miller shared his appreciation for the staff and his hope that the adjustments will continue to make the Park District an attractive place to work.

Vice President Hays made a motion to approve a wage classification increase effective May 1, 2023, which increases the midpoint of the classifications by 50 cents and establishes a \$3 separation between classifications including moving the following four positions to new classifications, Coordinator I to Coordinator II, Coordinator II to Coordinator III, Cultural Arts Coordinator to Classification III, and Sports Coordinator to Classification III, as well as approve a 6% merit increase for full-time staff effective May 1, 2023. The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: Vice President Hays – yes; Commissioner McMahon – yes; President Miller – yes; and Commissioner Kuhl – no. The motion passed 3-1.

Commissioner Solon joined the meeting at 5:51 p.m.

Discussion

1. FY24 Annual Operating Budget

The highlights from the proposed budgets for Marketing, Administration, Human Resources, Risk, IT, Virginia Theatre, Operations, Planning, and Revenue Facilities were presented to the Board.

Discussion and clarifications ensued about efforts to increase program and event participation and recreation center memberships, timely distribution of membership renewal materials, staff tracking return on investment for marketing efforts, restructuring of fund locations, appropriate subsidy levels for facilities, programs, and events, funding breakdown for large special events, evaluation of programs and events that are not recovering costs, seasonal staff recruitment, job fair success, and utilities expense increases.

The Commissioners requested copies of the budget book to include a table of contents, executive summaries of each fund, and number of full-time staff for each fund.

Comments from Commissioners

Commissioners Solon and McMahon thanked staff for their efforts to produce a budget draft in a timely manner.

Commissioner Solon commended staff for their landscaping work around the Bresnan Meeting Center and Operations buildings.

Adjourn

There being no further business to come before the Board, Commissioner McMahon made a motion to adjourn the meeting. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Vice President Hays – yes; Commissioner McMahon – yes; President Miller – yes; Commissioner Solon – yes; and Commissioner Kuhl – yes. The motion passed 5-0 and the meeting was adjourned at 6:38 p.m.

Approved

Kevin J. Miller, President

Jarrod Scheunemann, Secretary