

**CHAMPAIGN PARK DISTRICT  
MINUTES OF THE PUBLIC HEARING AND REGULAR BOARD MEETING  
BOARD OF PARK COMMISSIONERS  
March 8, 2023**

The Champaign Park District Board of Commissioners held a Public Hearing on Wednesday, March 8, 2023 at 7:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, and online due to President Miller's determination that an in-person hearing or a hearing conducted pursuant to the Open Meetings Act was not practical or prudent because of the COVID-19 disaster. The Public Hearing occurred pursuant to published notice duly given. President Miller presided over the hearing. 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, March 8, 2023 to the Executive Director of the Park District at: [sarah.sandquist@champaignparks.org](mailto:sarah.sandquist@champaignparks.org). There were no email comments or questions submitted by citizens for consideration by the Board.

Present in-person: Commissioner Timothy P. McMahon, Attorney Guy C. Hall, Sarah Sandquist, Executive Director, and Jarrod Scheunemann, Secretary and Director of Administrative Services.

Present electronically: President Kevin J. Miller, Vice President Craig W. Hays, and Commissioner Jane L. Solon.

Excused absence with prior notice duly given: Commissioner Barbara J. Kuhl and Treasurer Brenda Timmons.

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, Steven Bentz, Director of the Virginia Theatre, Erin Dietmeier, Horticulture Supervisor, and Rachel Voss, Marketing Manager.

Staff present electronically: Jameel Jones, Director of Recreation, Jimmy Gleason, Director of Revenue Facilities, Bret Johnson, Assistant Director of Operations, Erin Dietmeier, Horticulture Supervisor, and Rachel Voss, Marketing Manager.

Bruce Knight and T.J. Blakeman from the City of Champaign, Joe Stovall and John Cooper from First String, and Mike Somers were also in-person attendees.

### **Public Hearing**

#### **Open the Public Hearing**

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

#### **Ordinance No. 667, Budget and Appropriation Ordinance**

President Miller stated that the purpose of the public hearing was to discuss and receive comments about the Budget and Appropriation Ordinance for FY24. A notice of the public hearing was published in *The News-Gazette* on February 17, 2023 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 McMahon. Upon roll call, the vote was as follows: Commissioner Solon – yes; Vice President Hays – yes; President Miller – yes; and Commissioner McMahon - 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, March 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/86949973253?pwd=djJHUmwvcFpZak9EZzZrU0pBaEtEQT09> 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, March 8, 2023 to be sent to the Executive Director of the Park District at: [sarah.sandquist@champaignparks.org](mailto:sarah.sandquist@champaignparks.org). There were no email comments or questions submitted by citizens for consideration by the Board.

Present in-person: Commissioner Timothy P. McMahon, Attorney Guy C. Hall, Sarah Sandquist, Executive Director, and Jarrod Scheunemann, Secretary and Director of Administrative Services.

Present electronically: President Kevin J. Miller, Vice President Craig W. Hays, and Commissioner Jane L. Solon.

Excused absence with prior notice duly given: Commissioner Barbara J. Kuhl and Treasurer Brenda Timmons.

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, Steven Bentz, Director of the Virginia Theatre, Erin Dietmeier, Horticulture Supervisor, and Rachel Voss, Marketing Manager.

Staff present electronically: Jameel Jones, Director of Recreation, Jimmy Gleason, Director of Revenue Facilities, Bret Johnson, Assistant Director of Operations, Erin Dietmeier, Horticulture Supervisor, and Rachel Voss, Marketing Manager.

Bruce Knight and T.J. Blakeman from the City of Champaign, Joe Stovall and John Cooper from First String, and Mike Somers were also in-person attendees.

### **Call to Order**

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

## **Presentation**

Mr. Knight and Mr. Blakeman from the City of Champaign presented about the North Campustown TIF District. They requested the Board consider approval of a letter of support to extend this TIF District for twelve years beyond its expiration in 2025.

The Board thanked Mr. Knight and Mr. Blakeman for their presentation.

## **Comments from the Public**

Mr. Joe Stovall from First String shared that its basketball program recently served 180 youth at the Douglass Community Center. He requested more information about the status of proposed Douglass Park concessions and baseball field projects as First String prepares for its youth baseball program kick off on Jackie Robinson Day (April 15, 2023).

President Miller responded that the Park District had recently received news that its OSLAD application to support this project had been denied and the Board would need to review its capital budget regarding the proposed Douglass Park concessions and ballfield projects.

## **Communications**

None.

## **Treasurer's Report**

Ms. Wallace presented the report. She stated the Park District's finances had been reviewed and were found to be in appropriate order.

Vice President Hays noted that several certificates of deposit (CDs) were receiving less than a 1/2% interest rate. He recommended investigating whether paying early withdrawal penalties would benefit the Park District if it received a better long-term interest rates with other CDs. Ms. Wallace responded that previous research indicated that the Park District would be required to pay a six (6) early withdrawal penalty. However, she stated she would explore other options as well.

Vice President Hays made a motion to accept the Treasurer's Report for the month of February 2023. The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: President Miller – yes; Commissioner McMahon – yes; Vice President Hays – yes; and Commissioner Solon - yes. The motion passed 4-0.

## **Executive Director's Report**

Ms. Sandquist reported that staff were notified about a funding opportunity through Senator Duckworth's office. The Congressionally Directed Spending (CDS) grants will support economic development in underserved neighborhoods. Ms. Sandquist requested the Board consider directing staff to submit the Douglass Park concessions and baseball field project as an option for funding.

Discussion and clarifications ensued regarding potential grant restrictions, whether the project will be completed in a timely manner if the Park District chooses to wait for grant award notifications, and potential IDNR encumbrances.

The Board reached consensus to direct staff to apply for funding through Senator Duckworth's office for the Douglass Park concessions and ballfield project.

## **Committee and Liaison Reports**

### Champaign Parks Foundation

Mr. Scheunemann reported that the Foundation continues to plan for its 2023 gala. One event sponsorship totaling \$5,000 has been secured.

## **Report of Officers**

### Attorney's Report

Attorney Hall reported that he has been working on several matters for the Park District, including easement and property items.

### 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, February 8, 2023
2. Approval of Minutes of the Executive Session, February 8, 2023
3. Approval of Minutes of the Special Board Meeting, February 22, 2023
4. Approval to Apply for the FY24 Illinois Arts Council Grant
5. Approval of the Disbursement of \$5,000 for 2023 Executive Committee of the Champaign County Community Coalition Membership Dues
6. Approval of Agreement with Micro Systems International, Inc. for a two (2) year period
7. Approval of Adoption of Ordinance No. 668: Prescribing Rules for the Conduct of Business of the Champaign Park District

Vice President Hays made a motion to approve the consent agenda with the following amendment to the February 8, 2023 Regular Board Meeting Minutes, New Business, Item 6: *"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."* and amending the February 22, 2023 Special Board Meeting Minutes, New Business, Item 6: *"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."* The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: President Miller – yes, Commissioner Solon – yes, Vice President Hays – yes, and Commissioner McMahon. The motion passed 4-0.

## **New Business**

### 1. Approval of Disbursements

Staff recommended approval of disbursements for the period beginning February 9, 2023, and ending March 8, 2023.

Commissioner Solon made a motion to approve the list of disbursements for the period beginning February 9, 2023 and ending March 8, 2023. The motion was seconded by Vice President Hays.

Upon roll call, the vote was as follows: Vice President Hays – yes, Commissioner Solon – yes; President Miller – yes, and Commissioner McMahon - yes. The motion passed 4-0.

2. Approval of Adoption of Ordinance No. 669: Annexing Territory

Attorney Hall reported that he had discovered a potential scrivener's error within the plat's legal description. He recommended the Board approve the Ordinance subject to legal counsel correction and updates to any scrivener's errors within the plat.

Vice President Hays made a motion to approve adoption of Ordinance No. 669 annexing territory pursuant to petition (1907 W. Curtis Road, Champaign) subject to legal counsel correction and updates to any scrivener's errors within the plat. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Commissioner McMahon – yes; President Miller – yes; Vice President Hays – yes; and Commissioner Solon – yes. The motion passed 4-0.

3. Approval of Letter of Support for a TIF District

Staff recommended the Board approve a letter of support for the North Campustown TIF District.

Commissioner Solon made a motion to approve a letter of support for the proposed TIF District extension. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Vice President Hays – yes, President Miller – yes; Commissioner Solon – yes; and Commissioner McMahon - yes. The motion passed 4-0.

4. Approval of Amendment Number One (1) to Professional Services Agreement for Construction Administration of Greenbelt Bikeway Trail Connection Project

Mr. Weiss stated that staff recommend approval of an amendment to the Professional Services Agreement with Clark Dietz Engineers for construction management for the Greenbelt Bikeway Project with the amendment total not to exceed \$54,000.00.

Commissioner McMahon made a motion to approve Amendment Number One (1) to the Professional Services Agreement with Clark Dietz Engineers for construction management for the Greenbelt Bikeway Project with the amendment total not to exceed \$54,000.00. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Vice President Hays – yes; Commissioner Solon – yes; Commissioner McMahon – yes; and President Miller - yes. The motion passed 4-0.

5. Approval of Bid for General Concrete Work

Mr. Olson presented the report. He reported that the general concrete work was previously approved in the capital improvement plan and he highlighted several projects such as sidewalk panel replacement and garden bed border updates.

Discussion and clarifications ensued regarding the location of the garden beds and the purpose for replacing timber borders with concrete.

Commissioner Solon commented that this project may not be an efficient use of resources if other materials could help the Park District stay under budget for the garden bed borders within this line item. She also expressed concern about the lifespan and aesthetic quality of the concrete borders.

Commissioner McMahon made a motion to approve awarding the contract to the lowest responsible bidder that meets all required specifications, A&R Mechanical Services, at the total bid amount of \$59,344.00 and authorizes the Executive Director to enter into the agreement. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: President

Miller – yes, Commissioner McMahon – yes, Vice President Hays – yes; and Commissioner Solon - no. The motion passed 3-1.

### **Discussion Items**

1. FY24 Annual Operating Budget

Staff presented the latest draft of the budget book. Discussion ensued regarding the Commissioners initial review of the budget book and methods for sending corrections and requests. Staff will present the final budget book for approval at the April 12, 2023 Regular Board Meeting.

2. Timberline Valley North HOA Request

Ms. Sandquist updated the Board about discussions with Mike Lowry and Heather Miller from the Timberline Valley North HOA to develop a pocket park in its neighborhood.

Discussion and clarifications ensued related to a proposal to purchase and replat a HOA owned parcel and the HOA's contribution toward the proposed playground amenities.

The Commissioners found consensus to proceed with exploring this pocket park partnership and to continue this discussion in executive session at a future meeting.

### **Comments from Commissioners**

None.

### **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: Commissioner Solon – yes, Vice President Hays – yes; President Miller – yes; and Commissioner McMahon - yes. The motion passed 4-0 and the meeting was adjourned at 7:45 p.m.

Approved:

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Kevin J. Miller, President

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Jarrod Scheunemann, Secretary