

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

April 12, 2023

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, April 12, 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=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, April 12, 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 Timothy P. McMahon, Jane L. Solon, and Barbara J. Kuhl, Treasurer Brenda Timmons, Attorney Guy C. Hall, Sarah Sandquist, Executive Director, and Jarrod Scheunemann, Secretary and Director of Administrative Services.

Present electronically: Vice President Craig W. Hays.

Staff present in-person: Andrew Weiss, Director of Planning, Chelsea Norton, Director of Marketing and Development, Heather Miller, Director of Human Resources, Jimmy Gleason, Director of Revenue Facilities, Bret Johnson, Assistant Director of Operations, and Todd Blazaitis, Budget Manager.

Staff present electronically: Jameel Jones, Director of Recreation, Steven Bentz, Director of the Virginia Theatre, and Rachel Voss, Marketing Manager.

Other in-person attendees included Jayne DeLuce from Visit Champaign County and Mike Somers.

Jean Flood from the League of Women Voters also electronically attended the meeting.

Call to Order

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

Presentation

Ms. DeLuce updated the Board about the African American Heritage Trail (AAHT). Skelton Park improvements are a focal point for the AAHT. The estimated total for the Skelton Park improvements project is \$460,000. Visit Champaign County (VCC) continues its brick fundraiser and recently received a state tourism attraction grant to apply to the AAHT. \$100,000 of the grant monies will be applied to the Skelton Park improvements project. The City (\$155,000) and Rotary (\$100,000) have agreed to fund a share of the project expenses as well. Ms. DeLuce requested

the Board consider funding the remaining balance of the Skelton Park improvements totaling \$105,000.

President Miller requested clarification about the Park District's related Skelton Park improvements project agreements with VCC and Farnsworth for architectural design services as well as the installation of sculpture. Attorney Hall responded that the Board approved agreements in November, 2022 with VCC and Farnsworth totaling \$54,000 for design services and the installation of sculpture at Skelton Park.

Discussion and clarifications ensued regarding the absence of parking, whether the cost estimates were final, fundraising, construction start date, and timeline for an intergovernmental agreement with the City.

Ms. DeLuce and staff responded that a parking lot with fifteen (15) to twenty (20) spaces would be developed north of Washington St. in future Boneyard project phases, the construction drawings are 95% complete and the cost estimates should be final, VCC is engaging with several potential donors and sponsors to help offset expenses, VCC does not anticipate grant restrictions, and VCC requests the Board finalize its IGA with the City by May, 2023 to begin construction prior to the summer season.

The Commissioners were generally in favor of the Skelton Park Improvements project. They requested the long-term maintenance, repair, and replacement details be finalized through an intergovernmental agreement with the City prior to committing additional funds to the project.

Attorney Hall and Mr. Johnson noted that the Glenn Park intergovernmental agreement between the Park District and City has been successful and could serve as a model for the Skelton Park Improvements project.

The Commissioners thanked Ms. DeLuce for her presentation and update.

Comments from the Public

None.

Communications

President Miller distributed the communications for review.

Treasurer's Report

Treasurer Timmons presented the Treasurer's Report noting revenue and expenses for the month of March 2023. She stated the Park District's finances had been reviewed and were found to be in appropriate order. Ms. Timmons noted that there are currently no outstanding payrolls to be posted.

Mr. Blazaitis added that he is investigating certificate of deposit cancellation fees and rates. Several banks have been willing to waive fees and roll the certificates into higher interest-bearing certificates of deposits.

Commissioner Kuhl requested more information about the Park District's cash bank accounts and what cash on hand is necessary for monthly operations. She recommended that Park District split its cash on hand between multiple banks if the total exceeds monthly operation's needs. Commissioner Kuhl also recommended that staff prepare a policy to accurately track bank signature cards.

Commissioner Solon made a motion to accept the Treasurer's Report for the month of March, 2023. The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: Vice President Hays – yes; Commissioner Kuhl – yes; Commissioner McMahon – yes; President Miller – yes; and Commissioner Solon - yes. The motion passed 5-0.

President Miller presented a certificate to Treasurer Timmons in honor of her three (3) years of service to the Park District and thanked her for her time and expertise.

Executive Director's Report

Ms. Sandquist reported that Champaign-Urbana Special Recreation has received a \$1,600 grant from the University of Illinois sport booster club, Orange Krush. She invited the Board to participate in an upcoming Illinois Association of Park District Boot Camp on June 13th from 6:00 p.m. to 9:00 p.m. Ms. Sandquist recently attended a City Council meeting to discuss fee waivers for downtown, midtown, and campustown events. She also thanked Treasurer Timmons for her service to the Board and Parks Foundation.

Committee and Liaison Reports

Champaign Parks Foundation

Mr. Scheunemann presented the report. The Foundation is searching for four directors and continues to plan for the fall gala.

Commissioner Kuhl requested the Board discuss the Foundation's business, number of directors, and bylaws at a future meeting.

Commissioner Solon also asked to review the scholarship program.

Ms. Sandquist added that the quorum terms within the Parks Foundation bylaws should be reviewed as well.

Report of Officers

Attorney's Report

Attorney Hall reported that he has been working on several matters for the Park District. Discussion ensued regarding the purchase of a tractor.

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, March 8, 2023
2. Approval of Adoption of Amended and Restated Ordinance No. 661: Annexing Territory
3. Approval of a Resolution Appointing Patrick Harrington and Brian Holding to the Board of Directors of the Champaign Parks Foundation to a Three-Year Term That Expires in May, 2025.
4. Approval of Bid for Playground Surfacing.
5. Rejection of Bids for Gutter and Beam Replacement.
6. Approval of Ratification of Amendment to Energy Supplier Agreement for Natural Gas.

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: Commissioner Kuhl – yes; Vice President Hays – yes; Commissioner Mahon; Commissioner Solon – yes; and President Miller - yes. The motion passed 5-0.

New Business

1. Approval of Disbursements

Staff recommended approval of disbursements for the period beginning March 9, 2023 and ending April 12, 2023.

Commissioner McMahon made a motion to approve the list of disbursements for the period beginning March 9, 2023 and ending April 12, 2023. The motion was seconded by Commissioner Kuhl. Upon roll call, the vote was as follows: Commissioner Solon – yes; Commissioner McMahon – yes; Commissioner Kuhl – yes; President Miller – yes; and Vice President Hays - yes. The motion passed 5-0.

2. Approval of FY23-FY24 Garment Bids

Mr. Gleason presented the report. He stated that seventy-five (75) items were let for bid. The bid information was sent to sixteen (16) vendors and five (5) bids were received, which was one (1) less than the previous year. Eleven (11) items did not receive a bid. Mr. Gleason reported that staff recommends accepting bids for garments from the lowest responsible bidder for each item that meets specifications in the total amount of \$43,159.65 as follows: Original Watermen in the amount of \$6,966.00; Dixon Graphics in the amount of \$4,775.31; Sunburst Sportswear in the amount of \$27,659.34; Leadaz Athletic Footwear in the amount of \$1,909.00; and Challenger Teamware, in the amount of \$1,850.00 as well as rejecting three (3) bids due to the bids exceeding budget.

Discussion and clarifications ensued regarding the nature of business for one (1) vendor and whether the rejected bids would be rebid at a later date.

Commissioner Solon made a motion to approve accepting bids for garments from the lowest responsible bidder for each item that meets specifications in the total amount of \$43,159.65 as follows: Original Watermen in the amount of \$6,966.00; Dixon Graphics in the amount of \$4,775.31; Sunburst Sportswear in the amount of \$27,659.34; Leadaz Athletic Footwear in the amount of \$1,909.00; and Challenger Teamware, in the amount of \$1,850.00 as well as rejecting three (3) bids due to the bids exceeding budget. 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 Solon – yes; and Commissioner Kuhl – yes. The motion passed 5-0.

3. Approval of Adoption of Ordinance No. 670: FY2023 Supplemental Budget and Appropriations Ordinance

Mr. Blazaitis presented the report. He reported that staff recommends adoption of Ordinance #670: Supplemental Budget and Appropriation Ordinance for FY23 in the amount of \$313,000.

Discussion and clarifications ensued regarding whether interest income could be allocated to the reserve fund and the purpose of the supplemental budget.

Commissioner McMahon made a motion to approve adoption of Ordinance #670: Supplemental Budget and Appropriation Ordinance for FY23 in the amount of \$313,000. The motion was seconded by Commissioner Kuhl. Upon roll call, the vote was as follows: Commissioner Solon –

yes; Commissioner McMahon – yes; Vice President Hays – yes; Commissioner Kuhl – yes; and President Miller - yes. The motion passed 5-0.

4. Approval of Ordinance No. 667: Budget and Appropriations Ordinance and Approval of FY2024 Budget Book

Mr. Blazaitis reported that the Board has received the Ordinance and budget book and that staff recommends adoption of Ordinance No. 667 Budget and Appropriation Ordinance for FY24 in the amount of \$23,609,993.

President Miller thanked staff for providing the Ordinance and budget book at an earlier date in 2023 but requested more review time for the Board.

Commissioner Solon made a motion to table adopting Ordinance No. 667 Budget and Appropriation Ordinance for FY24 in the amount of \$23,609,993 as well as the FY2024 Budget Book. The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Vice President Hays – yes; Commissioner McMahon – yes; Commissioner Solon – yes; and President Miller - yes. The motion passed 5-0.

6. Reconsider and Terminate Mower Purchase

Mr. Johnson reported that the Board had previously approved the purchase of a John Deere mower. Staff ordered the mower and were informed that John Deere had stopped production on the model, did not have a comparable model available to substitute, and could not provide an estimated delivery date for the mower. Therefore, staff recommends the Board reconsider and terminate the purchase of the John Deere 1550 mower because the company has declined to perform delivery within the time requested and it is no longer a responsible and responsive bidder.

Commissioner Solon asked about the purchase price. Mr. Johnson responded that the total price was \$27,737.04.

Commissioner McMahon made a motion to terminate the purchase of the John Deere 1550 mower because the company has declined to perform delivery within the time requested and it is no longer a responsible and responsive bidder. 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; Commissioner McMahon – yes; and Commissioner Kuhl – yes. The motion passed 5-0.

7. Approval of Purchase of Mower

Mr. Johnson reported that the substitute Kubota mower's total cost is higher than the John Deere mower because it has a cab. The cab will allow staff to be able to use the mower late into fall for mulching leaves and as a plow during snow events.

Commissioner Solon made a motion to approve the purchase of a substitute Kubota F2690 mower for the total amount of \$32,007.63 and authorizes the Executive Director to complete the purchase. 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 Bid for Johnston Park Playground Renovation

Mr. Johnson reported that the replacement of this playground has been accelerated to address safety concerns.

Discussion and clarifications ensued regarding the playground replacement schedule, number of amenities and features of the new playground, and the method for disposal of the old playground.

Mr. Johnson responded to these discussion points that a playground is typically replaced on a twenty-five (25) year schedule (Johnston Park playground will be replaced in its 20th year), the new playground will have the same number of amenities and features as the old playground, and the old playground will be surplus and properly disposed.

Vice President Hays made a motion to approve the purchase and installation of the Johnston Park Playground and concrete improvements from Sourcewell in the amount of \$164,236.00 and authorizes the Executive Director enter into an agreement. The motion was seconded by Commissioner Kuhl. Upon roll call, the vote was as follows, Commissioner McMahon – yes; President Miller – yes; Vice President Hays – yes; Commissioner Solon – yes; and Commissioner Kuhl – yes. The motion passed 5 – 0.

9. Approval of an Agreement with Nyhart for Actuarial Valuation Services for FY24-FY25
Mr. Blazaitis reported that staff recommends approval of an agreement with the Howard E Nyhart Company for actuarial services and to authorize the Executive Director to execute the Service Agreement for the two fiscal years ended April 30, 2024, and 2025.

Commissioner Solon made a motion to approve an agreement with the Howard E Nyhart Company for actuarial services and authorize the Executive Director to execute the Service Agreement for the two fiscal years ending April 30, 2024, and 2025. 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.

Commissioner Kuhl requested staff analyze and report back about related Park District expenditures for the Board to determine if this benefit should still be offered to staff.

Ms. Miller responded that the Park District offers health insurance to retirees and their spouses once they retire from the Park District as required by the Illinois Municipal Retirement Fund and state mandate. The retirees can continue coverage until they are Medicare eligible, at which time they have the option of selecting the Medicare supplemental plan offered through the Park District, or end the plan altogether. Regardless of the plan chosen, the individual pays 100% of the cost, with no funding from the Park District.

10. Approval of Bid for Retaining Wall at Hessel Park
Mr. Weiss reported that this wall will serve to prevent drainage issues created by elevation differences between the splash pad and the shelter.

Discussion ensued about preventing damage to the wall by installing deterrents.

Commissioner McMahon made a motion to approve accepting the lowest responsible bid from A & R Mechanical Services in the amount of \$22,542 and authorize the Executive Director to enter into the contract. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Commissioner McMahon – yes; Vice President Hays – yes; Commissioner Kuhl – yes; Commissioner Solon – yes; and President Miller – yes. The motion passed 5 – 0.

11. Approval of Agreements with Martin Hood to Complete Agreed Upon Procedures (AUP) for Three Illinois Department of Natural Resources (IDNR) Grants

Mr. Blazaitis reported that the Park District has completed and paid for three IDNR grant supported projects. In order to file for reimbursement, IDNR requires that a CPA firm provide an "Independent Billing Attestation" for each award. Therefore, staff recommend the Board approve three Agreed Upon Procedures (AUP) agreements with Martin Hood, LLC of Champaign, in the total amount of \$9,600.

Discussion and clarifications ensued regarding Martin Hood's ability to complete the work based on the accounting field's staffing shortages and whether the Board had previously approved these types of agreements.

Ms. Sandquist noted that IDNR has completed its site visits for all three grants and the agreed upon procedures should finalize each project.

Commissioner McMahon made a motion to approve three Agreed Upon Procedures (AUP) agreements with Martin Hood, LLC of Champaign, in the total amount of \$9,600. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Commissioner McMahon – yes; Vice President Hays – yes; Commissioner Kuhl – yes; Commissioner Solon – yes; and President Miller – yes. The motion passed 5 – 0.

Discussion Items

1. Skelton Park Project

The Commissioners discussed the Skelton Park improvements project and directed Attorney Hall and staff to finalize the details of the intergovernmental agreement with the City for Skelton Park. The Board came to consensus that it did not agree to commit funds to pay for improvements expenses at Skelton Park until it has a better understanding of its future obligations at this park site.

2. Strategic Plan – 3rd Quarter Update

Mr. Scheunemann presented the report. He noted that staff had prepared a report regarding the Park District's progress toward achieving the plan's goals in several areas.

Comments from Commissioners

Commissioner Solon complemented the parks and thanked staff for keeping them in good condition.

Vice President Hays noted that he had made several inquiries to find a replacement for Treasurer Timmons.

President Miller thanked Treasurer Timmons for her service and congratulated Commissioner Kuhl on her successful election campaign.

President Miller and Commissioner Kuhl also congratulated Mike Somers on his successful election campaign as well.

Adjourn

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 Kuhl. Upon roll call, the vote was as follows: Vice President Hays – yes; President Miller – yes; Commissioner McMahon – yes;

Commissioner Solon – yes; and Commissioner Kuhl – yes. The motion passed 5-0 and the meeting was adjourned at 8:15 pm.

Approved:

Craig W. Hays, President

Jarrod Scheunemann, Secretary