

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

**May 10, 2022**

The Champaign Park District Board of Commissioners held the Annual Meeting on Wednesday, May 10, 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 meeting or a meeting conducted pursuant to the Open Meetings Act was not practical or prudent because of the COVID-19 disaster. The Annual Board Meeting occurred pursuant to published notice duly given. President Miller and Vice President Hays 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, May 10, 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: President Kevin J. Miller, Vice President Craig W. Hays, Commissioners Timothy P. McMahon, Jane L. Solon, and Michael R. Somers, Attorney Guy C. Hall, Sarah Sandquist, Executive Director, and Jarrod Scheunemann, Secretary and Director of Administrative Services.

Present electronically: Commissioner Barbara J. Kuhl.

Staff present in person: Andrea Wallace, Director of Finance, Andrew Weiss, Director of Planning, Heather Miller, Director of Human Resources, Jameel Jones, Director of Recreation, Jimmy Gleason, Director of Revenue Facilities, and Steven Bentz, Director of the Virginia Theatre.

Staff present electronically: Bret Johnson, Assistant Director of Operations, Rachel Voss, Marketing Manager, Ryan Musgrove, Grounds Worker, and Will Schoell, Volunteer Coordinator.

Cindy Somers and President Miller's family attended the meeting in-person.

**Call to Order**

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

**Swearing-in of New Commissioners**

The certification of election results was provided to the Board. Attorney Hall administered the Oath of Office to elected Park Board Commissioners Barbara J. Kuhl and Michael R. Somers.

Vice President Hays welcomed the returning and new Commissioners. He presented a commemorative clock to Commissioner Miller and thanked him for his six (6) years of service.

Mr. Miller departed the meeting at 7:02 p.m.

**Election of Officers**

Election of President

Commissioner Solon made a motion to nominate and elect Craig W. Hays for the office of President. The motion was seconded by Vice President McMahon. There were no other nominations. Upon roll call, the vote was as follows: Vice President McMahon – yes; Commissioner Solon – yes; Commissioner Somers – yes; Commissioner Kuhl – yes; and President Hays - yes. The motion passed 5-0.

Election of Vice President

Commissioner Solon made a motion to nominate and elect Timothy P. McMahon for the office of Vice President. The motion was seconded by President Hays. Upon roll call, the vote was as follows: Commissioner Solon – yes; Commissioner Somers – yes; Commissioner Kuhl – yes; President Hays - yes; and Vice President McMahon - yes. The motion passed 5-0.

**Appointment of Officers**

Appointment of Secretary and Assistant Secretary

Commissioner Solon made a motion that Jarrod Scheunemann be appointed as Secretary of the Champaign Park District. The motion was seconded by Vice President McMahon. There were no other nominations. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; President Hays – yes; Vice President McMahon – yes, Commissioner Solon – yes; and Commissioner Somers. The motion passed 5-0.

Vice President McMahon made a motion that Sarah Sandquist be appointed as Assistant Secretary of the Champaign Park District. The motion was seconded by Commissioner Solon. There were no other nominations. Upon roll call, the vote was as follows: Commissioner Somers – yes; President Hays – yes; Commissioner Solon – yes; Commissioner Kuhl – yes; and Vice President McMahon – yes. The motion passed 5-0.

Attorney Hall then administered the Oaths of Office to Secretary Jarrod Scheunemann and Assistant Secretary Sarah Sandquist.

Appointment of Board Member to Boards and Committees

Commissioner Solon made a motion to nominate Jarrod Scheunemann to the Champaign Parks Foundation Board. The motion was seconded by Vice President McMahon. There were no other nominations. Upon roll call, the vote was as follows: President Hays – yes; Commissioner Kuhl – yes, Commissioner Somers – yes; Commissioner Solon – yes; and Vice President McMahon – yes. The motion passed 5-0.

**Adjourn**

There being no further business to come before the meeting, Vice President McMahon made a motion to adjourn the meeting. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Commissioner Somers – yes; President Hays – yes; Commissioner Solon – yes; Vice President McMahon – yes; and Commissioner Kuhl – yes. The motion passed 5-0. The Annual Meeting was adjourned at 7:06 p.m.

Approved:

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Craig W. Hays, President

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Jarrod Scheunemann, Secretary

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

**May 10, 2023**

The Champaign Park District Board of Commissioners held the Regular Meeting on Wednesday, May 10, 2023 at 7:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, and online due to then President Miller's prior 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 Annual Board Meeting occurred pursuant to published notice duly given. President Hays 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 Hays 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, May 10, 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: President Craig W. Hays, Vice President Timothy P. McMahon, Commissioners Jane L. Solon, and Michael R. Somers, Attorney Guy C. Hall, Sarah Sandquist, Executive Director, and Jarrod Scheunemann, Secretary and Director of Administrative Services.

Present electronically: Commissioner Barbara J. Kuhl.

Staff present in person: Andrea Wallace, Director of Finance, Andrew Weiss, Director of Planning, Heather Miller, Director of Human Resources, Jameel Jones, Director of Recreation, Jimmy Gleason, Director of Revenue Facilities, and Steven Bentz, Director of the Virginia Theatre.

Staff present electronically: Bret Johnson, Assistant Director of Operations, Rachel Voss, Marketing Manager, Ryan Musgrove, Grounds Worker, and Will Schoell, Volunteer Coordinator.

**Call to Order**

President Hays called the meeting to order at 7:07 p.m. following the Annual Meeting.

**Comments from the Public**

Mr. Randolph Truffa shared public comment regarding the Spalding skate park. He requested the Board consider adding lighting to the skate park to improve safety and accessibility. Mr. Truffa commented that errant foul balls from the neighboring baseball field enter the skate park. He requested the Board address this safety issue as well.

**Communications**

None.

**Treasurer's Report**

Ms. Wallace presented the Treasurer's Report for the month of April 2022. She stated that interest rates continue to increase, an RFP for Audit Services has been issued and Martin Hood continues to finalize agreed upon procedures for several grants.

Commissioner Kuhl requested a status update about the Department of Commerce and Economic Opportunity grant for the CUSR Center. Ms. Wallace anticipated the process would be finalized on June 1<sup>st</sup>.

Commissioner Solon made a motion to accept the Treasurer's Report for the month of April 2022. The motion was seconded by Vice President McMahon. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Commissioner Solon – yes; Commissioner Somers – yes; President Hays

– yes; and Vice President McMahon - yes. The motion passed 5-0.

## **Executive Director's Report**

### General Announcements

Ms. Sandquist thanked President Hays for attending a recent focus group. She highlighted several special events (Concert at Hessel Park, CU @ the Field, and Touch-a-Truck) that were well-attended.

Carol Cope was recognized as volunteer-of-the-year for FedEx. FedEx designated a grant award in her honor to the Virginia Theatre.

The Governor has lifted the COVID-19 disaster declaration effective May 11, 2023. Ms. Sandquist reminded the Board that the Open Meetings Act only permits remote participation during specific circumstances moving forward.

The Park District is a National Recreation and Park Association gold medal finalist for the second year in a row and staff will be attending the conference to accept the award in October.

Staff also recently met with the Park District's Illinois Distinguished Agency Accreditation mentor to begin the 2023 review process.

## **Committee and Liaison Reports**

### Champaign Parks Foundation

Mr. Scheunemann reported that Foundation Directors continue to secure sponsorships for the gala to be held on September 14, 2023. He also noted aspects of the composition of the Foundation board.

## **Report of Officers**

### Attorney's Report

Mr. Hall reported about preparing an agreement to disclaim and waive the first right of refusal for an expected transaction involving the Zahnd Park property. He also addressed several agreements regarding Skelton Park.

### President's Report

President Hays shared information about University of Illinois' Dr. Pitas' focus group regarding unhoused individuals. He noted the joy that CUSR brings to its participants that he witnessed at the annual banquet. President Hays thanked staff for their efforts to plant a memorial tree in honor of Keeva Keeling.

## **Consent Agenda**

President Hays stated that all items on the Consent Agenda are considered routine and shall be acted upon by one motion. If discussion is desired regarding any item, that item shall be removed and discussed separately.

1. Approval of Minutes of the Regular Board Meeting, April 12, 2023.
2. Approval of Minutes of the Special Board Meeting, April 26, 2023.
3. Approval of Resolution Ratifying Change Orders 26 and 27 for Martens Center Construction.
4. Approval of Sale of Vacant Land That Is No Longer Needed, Necessary, or Useful for Park Purposes and Uses.
5. Approval of a Resolution Establishing Authority for the Executive Director to Execute Change Orders

Mr. Scheunemann stated that the April 26, 2023 Special Meeting Minutes required a scrivener's error update as well as the addition of a comment regarding lighting in Morrissey Park from Commissioner Solon. The resolution establishing authority for the Executive Director to execute change orders also could be updated to reflect policy changes to the Executive Director's spending authority and legislative changes to the time period for which any change orders are required to be ratified by the

Board.

Commissioner Solon made a motion to approve the Consent Agenda with scrivener's error corrections adding Morrissey Park comment to the April 26, 2023 Special Meeting Minutes as well as updates to the resolution establishing authority for the Executive Director to execute change orders and parameters. The motion was seconded by Vice President McMahon. Upon roll call, the vote was as follows: Commissioner Somers – yes; Commissioner Kuhl – yes; President Hays – yes; Commissioner Solon – yes; and Vice President McMahon - yes. The motion passed 5-0.

## **New Business**

### Approval of Disbursements

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

### Approval of Entering into an Agreement for Dental, Vision, and Life Insurance Benefits

Ms. Miller presented the report. She indicated that staff recommends entering into a one-year agreement with Kansas City Life for dental, life and vision benefits beginning June 1, 2023 through May 31, 2024.

Discussion and clarifications ensued about whether other park districts contract with Kansas City Life.

Commissioner Kuhl made a motion to approve entering into a one-year agreement with Kansas City Life for dental, life and vision benefits beginning June 1, 2023 through May 31, 2024. The motion was seconded by Vice President McMahon. Upon roll call, the vote was as follows: Vice President McMahon – yes; Commissioner Solon – yes; President Hays – yes; Commissioner Somers – yes; and Commissioner Kuhl – yes. The motion passed 5-0.

### Approval of a Resolution to Apply for Illinois Department of Natural Resources (IDNR) 2023 Bicycle Path Grant

Mr. Weiss reported that the Illinois Department of Natural Resources (IDNR) is currently accepting applications for the Bike Path Grant due May 15, 2023. A grant application for the same project to develop a pedestrian/bicycle bridge with approaches over the Copper Slough at Porter Park in 2020 was unsuccessful, but it's worth noting year-to-year State funding varies with the competitive grant.

Commissioner Solon inquired whether the Park District would be required to pay for design development fees that have previously been incurred. Mr. Weiss confirmed that the Park District would not need to reengage Sodemann and Associates for design development.

Commissioner Somers made a motion to approve of the IDNR Bicycle Path Grant Resolution of Authorization and proceed with a \$175,000 grant application. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Vice President McMahon – yes; Commissioner Kuhl – yes; President Hays – yes; Commissioner Solon – yes; and Commissioner Somers - yes. The motion passed 5-0.

### Approval of Subrecipient Agreement Between the City of Champaign and the Park District for the Community Matters Program

Mr. Jones reported about the beneficial outcomes of this longstanding partnership with the City to provide youth recreation programming as an alternative to troubled behavior.

President Hays noted several items within the agreement that he recommends reconsidering with next

year's agreement process.

Commissioner Kuhl made a motion to approve the Subrecipient Agreement between the City of Champaign and the Park District for the Community Matters Program. The term of the agreement is from July 1, 2023 through June 30, 2024. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Commissioner Somers – yes; President Hays – yes; Commissioner Kuhl – yes; Commissioner Solon – yes; and Vice President McMahon - yes. The motion passed 5-0.

Commissioner Kuhl departed the meeting at 7:48 p.m.

## **Discussion Items**

### Decennial Committee on Local Government Efficiency Act

Mr. Scheunemann reported that the Park District is required to form a committee by June 10, 2023 that includes the Park Board, executive director, and two residents to address the ways in which the Park District efficiently and effectively delivers park, recreation, and cultural arts programs, facilities, and services to its residents.

Commissioners were requested to consider the Park District's needs regarding this committee and to reach out to residents to find and recommend potential participants.

### Champaign Parks Foundation - 3<sup>rd</sup> Quarter Financial Update

Ms. Wallace presented the report. She highlighted several items within the report including a \$300,000 donation in support of the Douglass Park ballfields project and a donor who annually supports the visual and performing arts program. She noted that net assets had increased due to a \$100,000 bequest and the Parks Foundation had recorded \$165,000 in expenditures.

### Champaign Park District – 3<sup>rd</sup> Quarter Financial Update

Ms. Wallace reported that property tax revenues had increased slightly and the Park District is currently underbudget due to vacancies. Budgetary overages are now attended to by the supplementary budget. Ms. Wallace projected a \$5,000,000 surplus by the end of the fiscal year.

## **Comments from Commissioners**

President Hays thanked Vice President McMahon for his dedication to the Park District and presented him with a certificate in honor of his ten (10) years of service. President Hays also reminded the Board to consider attending the memorial tree planting for Keeva Keeling, a staff member who recently passed away.

Vice President McMahon shared about a recent visit to Spalding Park and noted that every amenity within the park was being utilized. He stated that this is a direct result of the Park District's recent investments in the park.

## **Executive Session**

Commissioner Solon moved pursuant to the basis set forth below to convene into Executive Session. The motion was seconded by Vice President McMahon. Upon roll call, the vote was as follows: Commissioner Somers – yes; President Hays – yes; Commissioner Solon – yes; and Vice President McMahon – yes. The motion passed 4-0. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS Par. 120/2 (c)(2) collective negotiating matters involving the public body.

## **Return to Regular Meeting**

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

## **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 Vice President McMahon. Upon roll call, the

vote was as follows: Vice President McMahon – yes; Commissioner Solon – yes; President Hays – yes; and Commissioner Somers – yes. The motion passed 4-0 and the meeting was adjourned at 8:40 p.m.

Approved:

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Craig W. Hays, President

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Jarrod Scheunemann, Secretary