

**CHAMPAIGN PARK DISTRICT
MINUTES OF SPECIAL MEETING
BOARD OF COMMISSIONERS
May 24, 2023**

The Champaign Park District Board of Commissioners held a Special Meeting on Wednesday, May 24, 2023 at 5:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to published notice duly given. Commissioner Barbara J. Kuhl presided over the meeting.

Present: Commissioners Barbara J. Kuhl, Jane L. Solon and Michael R. Somers, Sarah Sandquist, Executive Director, Jarrod Scheunemann, Director of Administrative Services/Board Secretary, and Attorney Guy Hall.

Excused with prior absence noted: President Craig W. Hays and Vice President Timothy P. McMahon.

Staff Present: Andrea Wallace, Director of Finance, Andrew Weiss, Director of Planning, Dan Olson, Director of Operations, Heather Miller, Director of Human Resources, Jimmy Gleason, Director of Revenue Facilities, Todd Blazaitis, Budget Manager, and Rachel Voss, Marketing Manager.

Khalil Zaied and Shannon Beranek from the City of Champaign Public Works Division, Jayne DeLuce from Experience Champaign-Urbana attended the meeting in-person.

Chris King and Samantha Chandler from OpenGov also attended the meeting via teleconference.

Call to Order

Commissioner Kuhl called the meeting to order at 5:30 p.m.

Commissioner Solon moved to appoint Commissioner Kuhl as President Pro-Tem to preside over the Special Meeting in the absence of President Hays and Vice President McMahon. The motion was seconded by Commissioner Somers. The motion passed 3-0.

Comments from the Public

There were no comments from the public.

Presentation

Mr. King and Ms. Chandler presented on behalf of OpenGov, a cloud-based software system for collaborative budgeting and financial management. They reviewed the software's features that are to support the Park District's budget process and highlighted future potential uses such as, capital planning, asset management, human resources, and procurement.

Commissioner Solon requested more information about ownership and format of the data. Mr. King responded that the Park District will retain complete ownership over the data and that it will be able to be imported into usable formats such as excel.

Commissioner Somers asked whether other park districts use OpenGov for more features beyond budgeting. Mr. King responded that a majority only use the software for its budget features.

Mr. King added that the duration of the initial agreement would be three (3) years and that OpenGov's help desk is open from 6:00 a.m. to 9:00 p.m., Monday through Friday. Commissioner Kuhl requested clarification about when the agreement will begin if the current budget is complete. Mr. King responded that set up will begin within this fiscal year and will be utilized for the FY24-25 budget process.

Commissioner Kuhl thanked the OpenGov staff for their presentation.

Comments from the Public

None.

Consent Agenda

Commissioner Kuhl stated that all items appearing below are considered routine by the Board and shall be enacted by one motion. If discussion is desired, that item shall be removed and discussed separately.

1. Approval of the Minutes of the Executive Session, April 26, 2023

Commissioner Solon made a motion to approve the Consent Agenda. The motion was seconded by Commissioner Somers. The motion passed 3-0.

New Business

1. Approval of Amendment to License Agreement with the City of Champaign for Skelton Park

Ms. Sandquist presented the amendment to the 1991 license agreement between the City of Champaign and the Champaign Park District for Skelton Park. The amendment is part of several agreements that the Board will consider as part of the African American Heritage Trail improvements to Skelton Park.

Commissioner Kuhl requested clarification to the section numbering throughout the amendment.

Commissioner Solon made a motion to approve the amendment to the license agreement with the City of Champaign for Skelton Park with recommended revisions to clarify the section numbering. The motion was seconded by Commissioner Somers. The motion passed 3-0.

2. Approval of Intergovernmental Agreement with the City of Champaign for Skelton Park

Ms. Sandquist reported that this intergovernmental agreement outlines the roles and responsibilities for the improvement and maintenance of Skelton Park.

Commissioner Kuhl requested clarification about what the Park District will own if the agreement is cancelled. Attorney Hall responded that the Park District will not own the property or the permanent fixtures such as the sidewalks, but it will own removable items such as artistic displays and musical instruments.

Discussion and clarifications ensued about the ownership and maintenance of the sculpture that Experience Champaign Urbana will install at the park. Ms. DeLuce responded that Experience Champaign Urbana will purchase, install, and maintain the sculpture.

Commissioner Kuhl requested the ownership and maintenance of interior and exterior sidewalks and pathways be clarified throughout the agreements.

Discussion and clarification ensued about the ownership and maintenance of items that will be included in the Skelton Park improvement project including the sculpture. Ms. DeLuce stated that Experience Champaign Urbana would transfer ownership of the sculpture to the Park District and continue to maintain the sculpture. Attorney Hall stated that he will update the agreement accordingly.

Commissioner Solon made a motion to approve an intergovernmental agreement with the City of Champaign for Skelton Park with clarifications to terms regarding ownership upon termination, ownership, and maintenance of the interior pathways and exterior sidewalks as well as Experience Champaign Urbana's donation of the sculpture installation to the Park District. The motion was seconded by Commissioner Somers. The motion passed 3-0.

3. Approval of Amendment to Agreement with Visit Champaign County Now Known as Experience Champaign Urbana

Commissioner Solon made a motion to approve an amendment to an agreement with Visit Champaign County now known as Experience Champaign Urbana. The motion was seconded by Commissioner Somers. The motion passed 3-0.

4. Approval of Accepting Bid for Lights at Porter Park Parking Lot

Mr. Olson presented the report. He stated that solar lighting is an effective and less expensive solution for the Porter Park parking lot. The proposal includes eight poles to be installed with 35-watt LED lights and batteries. The bid includes a seven (7) year warranty on the solar lights.

Discussion and clarifications ensued regarding the cost to replace the solar panel and light, the products' durability in inclement weather, cleaning, motion detection technology, and whether the cost for the time it will require for staff to install the lights is included in the capital plan budget totals.

Mr. Olson responded that each light with solar panel costs roughly \$3,000 to replace; the solar panels are double layered with tempered glass for impact resistance; the lights will turn off if no motion is detected, and that the solar panels require minimal cleaning.

Ms. Sandquist responded that staff will address quantifying staff time to allocate this expense to future projects.

Commissioner Solon reminded staff to consider methods for alleviating the lack of electricity at Porter Park in addition to this project.

Commissioner Somers made a motion to accept the low, responsible base bid from SELS USA, LLC and authorize the Executive Director to enter into a purchase for \$29,942.00. The motion was seconded by Commissioner Solon. The motion passed 3-0.

5. Approval for Moving Forward with BS&A Cloud Software

Ms. Wallace reported that the Park District has contracted with BS&A for financial software services since 2015. Staff requested that the Board approve transitioning to the cloud software

version of BS&A. With Board approval, the Park District will be added to a wait list with the expectation that the Park District will switch to the cloud software version in one (1) year.

Discussion and clarification ensued regarding the required fees, efficiencies, educational aspects, software integration with other Park District software, and whether staff have reviewed and tested the software.

Commissioner Solon made a motion to authorize the Executive Director to accept the BS&A proposal for services and pay the first installment in the amount of \$9,075.00 to secure the Park District's place in the implementation schedule with the total not to exceed \$57,625.00 for upgrade, implementation, and training. The motion was seconded by Commissioner Somers. The motion passed 3-0.

6. Approval of Intergovernmental Agreement (IGA) with Champaign County Clerk for Election Boxes

Commissioner Solon made a motion to approve a two-year extension of the IGA with the County Clerk's office for ballot boxes in Centennial and Douglass Parks through June of 2025. The motion was seconded by Commissioner Somers. The motion passed 3-0.

7. Approval of a Resolution to Form the Local Government Efficiency Committee

Ms. Sandquist stated that staff recommends approval of a resolution to form the Local Government Efficiency Committee for submission to the County Clerk by June 10, 2023. Discussion ensued.

Commissioner Solon made a motion to approve a resolution on forming the Local Government Efficiency Committee subject to appointing two residents who are willing to serve on the committee prior to the resolution's submission to the County Clerk. The motion was seconded by Commissioner Somers. The motion passed 3-0.

8. Approval to Accept Proposal for 2023-2025 Auditing Services with an option to extend for an additional three-year term

Ms. Wallace presented the report. She reported that staff had prepared and posted public notice of a request for proposal (RFP) for auditing services. Ms. Wallace also sent the RFP to five (5) accounting firms. Two firms no bid due to staffing shortages. One bid was received from Lauterbach & Amen, LLP.

Discussion and clarification ensued about the accounting firms that are contracted for services for other local government bodies.

Commissioner Solon made a motion to accept the proposal for auditing services from Lauterbach & Amen, LLP and authorizes the Executive Director to enter into the initial contract term of three (3) years (or FYE23-25) in the amount of \$123,100.00, with the option to extend for an additional three (3) years (or FYE26-28) in the amount of \$138,600.00. Commissioner Somers seconded the motion. The motion passed 3-0.

Discussion Items

1. Park and Recreational Facility Construction (PARC) Grant Application for Prairie Farm Shelter

Mr. Weiss reported that the PARC grant application is due by June 15, 2023. Staff request the Board consider an application for a 4,000 square foot shelter at Prairie Farm. The application will request \$1,000,000 to apply for design and construction of the facility.

Ms. Sandquist added that the facility will fit within the updated Prairie Farm master and business plans with the intent to make Prairie Farm a year-round destination.

Discussion and clarifications ensued regarding the size, location, total cost, ability to increase engagement at Prairie Farm, and HVAC specifications.

The Commissioners requested staff to prepare multiple proposals for various sizes and locations for the facility at Prairie Farm for the Board to consider at the June 14, 2023 Regular Meeting.

2. Board Meeting Format

Mr. Scheunemann presented the report. He asked the Board to consider whether it would prefer to electronically broadcast its meetings. Multiple methods for accomplishing this goal were discussed.

The Commissioners requested this topic be added to the June 14, 2023 Regular Meeting Agenda for discussion among all Board members.

Commissioner Comments

Commissioner Solon commented that she has attended recent memorial tree plantings and she complimented staff about the success of the program and process.

Commissioner Somers noted that Hessel Park has been busy with patrons.

Commissioner Kuhl recognized the busy time of year for staff and complimented their efforts.

Adjourn

There being no further business to come before the Board, Commissioner Somers made a motion to adjourn the meeting. The motion was seconded by Commissioner Solon. The motion passed 3-0 and the meeting was adjourned at 6:35 p.m.

Approved:

Craig W. Hays, President

Jarrod Scheunemann, Secretary