

**CHAMPAIGN PARK DISTRICT
MINUTES OF REGULAR MEETING
BOARD OF COMMISSIONERS
JUNE 14, 2023**

The Champaign Park District Board of Commissioners held a Regular Meeting on Wednesday, June 14, 2023 at 6:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to published notice duly given. President Craig W. Hays presided over the meeting.

Present: President Craig W. Hays, Vice President Timothy P. McMahon, 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.

Staff Present: 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, Kayla Myers, Park Planner, and Rachel Voss, Marketing Manager.

Chloe Cowart and Christine Simon from OpenGov also attended the meeting via teleconference.

Call to Order

President Hays called the meeting to order at 6:00 p.m.

Public Comments

None.

Communications

None.

Executive Session

Vice President McMahon moved pursuant to the bases set forth below to convene into Executive Session. The motion was seconded by Commissioner Solon. The motion passed 5-0. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2(c)(1) for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body and (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.

Peter McFarland, Joe Stovall, and another member of First String Baseball joined the meeting at 7:00 p.m.

Treasurer's Report

Ms. Wallace presented the Treasurer's Report for the month of May 2022. She noted that the first property tax installment has been received.

Vice President McMahon made a motion to accept the Treasurer's Report for the month of May 2022. The motion was seconded by Commissioner Somers. The motion passed 5-0.

Executive Director's Report

General Announcements

Ms. Sandquist complimented the Sholem Aquatic Center staff for receiving an “exceeds” status report for a recent Ellis & Associates lifeguard safety assessment. She reminded the Board about several upcoming events, including an Illinois Association of Park Districts webinar regarding the local government efficiency committee and a backpack stuffing volunteer event.

Ms. Sandquist mentioned that she would be attending the City staff-led meeting at the Douglass Annex related to recent safety issues near Douglass Park.

Ms. Sandquist noted she has met with Colony Property Management staff to discuss a potential parking lot arrangement.

Committee and Liaison Reports

Champaign Parks Foundation

Mr. Scheunemann reported that Foundation Directors have secured nearly \$30,000 in sponsorships for the gala to be held on September 14, 2023. He encouraged the Park Board to purchase and sell tickets to the event. Mr. Scheunemann highlighted the new shade structures at Sholem Aquatic Center that were purchased with donations that have been received in memory of Myron Sholem.

Report of Officers

Attorney’s Report

Mr. Hall reported that he has been working on several matters for the Park District including two agreements for the Douglass Park concessions and ballfields project, clarifying an agreement with Experience Champaign-Urbana, as well as a transfer of land no longer necessary for park purposes. He inquired whether the Board is interested in reinstating an agreement for the first right of refusal for property adjacent to Zahnd Park.

President’s Report

President Hays identified Brian Davidson and Amy Durukan as committee members for the local government efficiency committee.

He thanked staff for their work on the new shade structures at Sholem Aquatic Center.

President Hays also shared about his separate discussions with Colony Property Management staff regarding the parking lot adjacent to Mattis Park. He also noted that the search for a new Treasurer is ongoing.

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 Annual and Regular Board Meetings, May 10, 2023
2. Approval of Minutes of the Executive Session, May 10, 2023
3. Approval of Minutes of the Special Board Meeting, May 24, 2023
4. Approval of a Resolution Designating Freedom of Information Act Officers and Open Meetings Act Officers and the Duties Thereof for the Champaign Park District

Commissioner Solon made a motion to approve the Consent Agenda. The motion was seconded by Commissioner Somers. The motion passed 5-0.

New Business

1. Approval of Disbursements

Vice President McMahon made a motion to approve the list of disbursements for the period beginning May 11, 2023 and ending June 14, 2023. The motion was seconded by Commissioner Solon. Upon roll call vote, the vote was as follows: Commissioner Kuhl – yes; Commissioner Solon – yes; President Hays – yes; Commissioner McMahon – yes; and Commissioner Somers – yes. The motion passed 5-0.

2. Approval of Bid for Dodds Tennis Center Roof Replacement

Mr. Olson reported that staff recommends accepting the low bid from Sentry Roofing and to authorize the Executive Director to enter into a contract with Sentry Roofing for a total of \$230,331.00.

Commissioner Kuhl made a motion to accept the low bid from Sentry Roofing and authorize the Executive Director to enter into a contract with Sentry Roofing for a total of \$230,331.00. The motion was seconded by Vice President McMahon. The motion passed 5-0.

3. Approval of Subrecipient Agreement with the City of Champaign for Douglass Park Concessions and Ballfield Improvements Project

Ms. Sandquist presented the report. She reported that staff have been working to find alternate funding sources for the Douglass concessions and ballfields project after the Park District's Open Space and Land Acquisition Development (OSLAD) grant application was denied. Ms. Sandquist reached out to City staff about the project, and they agreed to allocate American Rescue Plan (ARPA) funds totaling \$400,000.00 in support of the project. The City submitted a related subrecipient agreement for the Board to consider.

Commissioner Solon asked if the funds needed to be utilized by a certain date. Ms. Sandquist responded that the \$400,000.00 from the City must be utilized by 2025.

Commissioner Kuhl is in favor of the project but prefers to wait until the scope of work and cost estimates are clarified. She noted the complexity of this project due to the involvement of multiple stakeholders and believes that it was necessary to clearly identify each party's role and investment prior to beginning the project.

Attorney Hall indicated that the urgency for approval may relate to the City's meeting schedule and desire to allocate ARPA funds within their required timeframe.

Mr. Weiss noted that the current design documents and cost estimates are prepared at the same level of completion for other grant applications, and while this situation is different, it is not unprecedented to proceed with a project and grant agreement with design documents and cost estimates at this stage of completion.

Commissioner Solon made a motion to approve the Subrecipient Agreement with City of Champaign in order to accept the grant funds of \$400,000.00. The motion was seconded by Vice President McMahon. The motion passed 4-0. Commissioner Kuhl abstained from voting. She indicated she favors the project but prefers to defer the work until the scope and cost estimates are clarified.

4. Approval of Professional Services Agreement with Architectural Expressions for Douglass Park Concessions and Ballfield Improvements

Ms. Sandquist reported that staff recommends approval of a professional services agreement with Architectural Expressions for Douglass Park ballfield improvements for a total cost of \$68,859.00.

Commissioner Solon made a motion to approve a professional services agreement with Architectural Expressions for Douglass Park ballfield improvements for a total cost of \$68,859.00.

The motion was seconded by Vice President McMahon. The motion passed 5-0.

5. Reconsider and Adopt the Amendment to the Visit Champaign County/Experience Champaign Urbana Skelton Park Improvements Agreement

Attorney Hall reported that Visit Champaign County/Experience Champaign Urbana has requested changes to the agreement to clarify ownership and payment terms. The Board is requested to reconsider its previous motion and adopt the recommended updates to the amendment's terms.

Commissioner Solon made a motion to reconsider approval of the prior amendment and adopt changes to the terms of the amendment to the agreement with Visit Champaign County/Experience Champaign Urbana and ratify the same. The motion was seconded by Commissioner Somers. The motion passed 5-0.

6. Approval of Agreement with OpenGov

Ms. Wallace reported that OpenGov had previously presented its software product to the Board for discussion and staff recommends the Board approve the agreement with OpenGov and authorize the Executive Director to execute the agreement. The Park District's legal counsel has reviewed the agreement and his recommended revisions have been presented to the Board.

Commissioner Somers made a motion to approve the agreement with OpenGov and to authorize the Executive Director to execute the agreement. The motion was seconded by Vice President McMahon. The motion passed 5-0.

7. Approval of Agreement with Thirdside Development for Champaign Park District and Champaign Urbana Special Recreation Websites

Ms. Norton reported that it has been nearly ten (10) years since the Park District has redesigned its websites. Thirdside Development has maintained the Park District's websites since 2016. This redesign is also an opportunity to improve the website's accessibility for individuals with disabilities.

Ms. Norton noted that full upfront payment includes a 10% discount.

Commissioner Kuhl requested a timeline for completion. Ms. Norton responded that November 1st is the expected completion date.

Commissioner Solon recommended the Park District investigate other vendors in the future to explore possibilities.

Commissioner Solon made a motion to approve of an agreement Thirdside Development to simultaneously design the Champaign Park District and Champaign-Urbana Special Recreation websites and to authorize the Executive Director to enter into a contract and pay the full up-front total cost of \$34,425.00. The motion was seconded by Vice President McMahon. The motion passed 5-0.

8. Approval of Application for Illinois Department of Natural Resources (IDNR) Park and Recreational Facility Construction (PARC) Grant

Mr. Weiss presented the report. Staff have engaged Farnsworth Group to assist with design, placement, and occupancy-based opinions of cost for the potential construction of a shelter near Prairie Farm. Farnsworth assisted with three opinions of cost for three potential square footages as well as three options for potentially locating the shelter. The opinions of cost did not include HVAC which would add an additional \$200,000.00 to the total cost.

Mr. Weiss noted that the shelter is anticipated to become a year-round activity center and event space that could be used for agricultural education, recreation programs, rentals, and weddings.

Ms. Sandquist added that this grant application is due on June 15, 2023, and is a 75% match.

Discussion and clarifications ensued regarding the size of the building and whether the Park District will be required to return back grant monies if the scope is not exact at the outset of the application.

Commissioner Kuhl made a motion to approve an application for Illinois Department of Natural Resources (IDNR) Park and Recreational Facility Construction (PARC) Grant to construct a 5,250 square foot shelter with a total project cost of \$1,500,000 and including HVAC to be located near Prairie Farm. The motion was seconded by Vice President McMahon. The motion passed 5-0.

Discussion Items

1. Board Meeting Format

Mr. Scheunemann reviewed the main points of discussion from the previous Special Board meeting regarding this topic. The Governor ended the COVID-19 disaster declaration on May 11, 2023, which reinstated normal open meetings act rules requiring in-person Board meeting attendance with limited exceptions for virtual attendance. At the previous Special Meeting, the Board was asked to discuss the potential of live streaming or posting of recorded meetings. At that time, the Board tabled discussion until this meeting due to several Board members not being present.

The Commissioners expressed their respective points of view about the topic.

Comments from Commissioners

Commissioner Solon thanked staff for the installation of the new shade structures at Sholem Aquatic Center. She believes they are a wonderful addition.

Adjourn

There being no further business to come before the Board, Vice President McMahon made a motion to adjourn the meeting. The motion was seconded by Commissioner Solon. The motion passed 5-0 and the meeting was adjourned at 8:00 p.m.

Approved:

Craig W. Hays, President

Jarrod Scheunemann, Secretary