

**CHAMPAIGN PARK DISTRICT
MINUTES OF SPECIAL MEETING
BOARD OF COMMISSIONERS
July 26, 2023**

The Champaign Park District Board of Commissioners held a Special Meeting on Wednesday, July 26, 2023 at 5:30 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, Chelsea Norton, Director of Marketing and Development, Jimmy Gleason, Director of Revenue Facilities, Kayla Myers, Park Planner, Misty Stocking, Registration and Parks Reservations Manager, and Rachel Voss, Marketing Manager.

Alex Nagy and Lacey Rains Lowe from the City of Champaign were present in-person.

William Owens and Hugo Lachance from Amilia also attended the meeting via teleconference.

Call to Order

President Hays called the meeting to order at 5:30 p.m.

President Hays modified for consideration and action item number one (1) from the Old Business section to this location of the agenda within the meeting.

1. Approval of a Resolution in Recognition of Departing Staff Member

President Hays highlighted Mr. Jameel Jones' career with the Champaign Park District. He read the following resolution to be recorded in the minutes in honor of Mr. Jones:

RESOLUTION

WHEREAS, Mr. Jameel Jones' has dedicated twenty-three (23) years of exemplary service to the Champaign Park District from 1999-2023, including eight (8) as Director of Recreation from 2015 to 2023; and

WHEREAS, in realization of his consistent commitment of time, energy, and expertise to the betterment of the community and Park District through continual involvement and investment in valued partnerships such as the Illinois State Recreation and Park Administration Advisory Council, Crisis Nursery, Community Leadership Board of OSF Hospital, Champaign County Community Coalition, University of Illinois Campus and Community Compact; Bristol Place Development Committee; and so many more; and

WHEREAS, Mr. Jones' teamwork and leadership aided staff in achieving the Park District's mission to provide parks, recreation, and cultural arts through his passion to serve ALL, his investments in coaching and mentoring staff and community members, and his leadership in

launching innovative programs and facilities such as the Martens Center and so many more; and

WHEREAS, Mr. Jones has not only been an essential member of the Park District, but also a supportive foundation for his department, research, intern programs, Champaign-Urbana Special Recreation, special events, the Virginia Theatre, grants, art shows, dance, theatre, preschool, CommUnity Matters, sponsorships, donors, students, athletes and so many more;

NOW, THEREFORE, BE IT RESOLVED, that the Champaign Park District Board of Commissioners acknowledges Jameel Jones' exceptional career, representing all the residents of the Park District, and hereby recognizes his meritorious service to record it in the permanent records of the Champaign Park District for all to witness and remember.

Commissioner Solon made a motion to approve a resolution in recognition of Mr. Jameel Jones. The motion was seconded by Commissioner Kuhl. The motion passed 5-0.

Presentation

Mr. Owens and Mr. Lachance from Amilia presented its SmartRec software, which is an e-commerce platform designed specifically to serve recreation providers. Founded in 2009, the company offers a registration platform for programs, memberships, court times, concessions, and more. The company serves over 1,200 clients and several of Amilia's clients are located within Illinois. Mr. Owens shared statistics highlighting client growth in sales, online registrations, and customer satisfaction through implementing SmartRec software. A brief demonstration of product landing pages and processes was shared.

Commissioner Somers inquired about the increase in sales attributed to the implementation of SmartRec. Mr. Owens replied that SmartRec allows residents and users to more readily complete online transactions outside of normal business hours.

President Hays asked whether the Park District would need to purchase internal servers to support the software and inquired about the start-up timeframe. Mr. Owens responded that no internal servers are necessary because the product is cloud-based. Mr. Gleason added that the Board and staff can expect a five (5) month implementation period.

Commissioner Kuhl requested further details regarding security protocols and protection of sensitive information. Mr. Owens replied that all transactions are completed through payment wallet and neither the Park District nor Amilia will store credit card information. Amilia has received and maintained the highest PCI compliance level. Additional data is encrypted and protected through other security measures.

Discussion and clarifications ensued regarding resolution of customer feedback, staffing needs, and user hierarchy.

President Hays thanked Mr. Owens and Mr. Lachance for their presentation.

Public Comments

None.

Old Business

2. Approval of Intergovernmental Agreement with City of Champaign for Hedge Park

Staff recommended approval of an intergovernmental agreement with the City of Champaign for Hedge Park.

Discussion and clarifications ensued regarding the terms of the agreement and exhibits. Park District responsibilities to maintain fencing within the park site, updates to the fencing and landscaping adjacent to the railroad right-of-way, waste receptacles, the terms about future programming and resource allocation for Hedge Park, and the duration of the agreement were addressed.

Commissioner Solon made a motion to table approval of an intergovernmental agreement with the City of Champaign for Hedge Park. Vice President McMahon seconded the motion. The motion passed 5-0.

Discussion

1. SmartRec Software

Mr. Gleason and Ms. Norton presented a report about Amilia and its software, SmartRec. Research included discussion and visits to other park districts in Illinois that currently use the software. Ms. Norton updated the Board about concurrent marketing practices that can be implemented with the new software such as, a new website and the program guide transition.

Discussion and clarifications ensued regarding the variety of marketing methods to enhance accessibility, how SmartRec determines residency during registration, the duration of the terms of the agreement, current online registration numbers, connecting the finance department with other park district departments that use SmartRec to learn more about their experiences with the software, the onboarding and staff training aspects, and requested comparative information for future discussions.

2. General Grant Opportunities

Ms. Sandquist reported that applications are currently open for several Illinois Department of Natural Resources (IDNR) grants. She requested the Board consider whether it is interested in applying for any of the grants to ensure staff have adequate time to prepare and present options for the Board to consider.

After brief discussion, the Board came to consensus that, in part due to pending projects, staff should not apply for this year's IDNR Open Space Land Acquisition and Development grant.

Comments from Commissioners

Commissioner Solon thanked staff for organizing a recent visit of Congresswoman Budzinski and State Senator Faraci to the Martens Center.

Executive Session

Commissioner Kuhl moved pursuant to the basis set forth below to convene into Executive Session. The motion was seconded by Commissioner Somers. 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; (2) collective negotiating matters involving the public body; and (5) The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

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. The motion passed 5-0 and the meeting was adjourned at 7:17 p.m.

Approved:

Craig W. Hays, President

Jarrod Scheunemann, Secretary