

**CHAMPAIGN PARK DISTRICT
MINUTES OF THE PUBLIC HEARING AND REGULAR BOARD MEETING
BOARD OF PARK COMMISSIONERS**

**December 13, 2023
PUBLIC HEARING**

The Champaign Park District Board of Commissioners held a Public Hearing on Wednesday, December 13, 2023, at 7:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois to receive comments on the proposed Property Tax Levy for the year commencing May 1, 2024, and ending April 30, 2025. A notice of the proposed 2024-2025 Tax Levy was published on the Park District's website and on December 5, 2023, in *The News-Gazette*.

Present in person: President Craig W. Hays, Vice President Timothy P. McMahon, Commissioners Jane L. Solon and Michael R. Somers, Sarah Sandquist, Executive Director, Jarrod Scheunemann, Secretary and Deputy Executive Director, Attorney Guy C. Hall, and Treasurer Donna Lawson.

Commissioner Barbara J. Kuhl was excused as absent.

Staff present in person: Andrea Wallace, Director of Finance, Chelsea Norton, Director of Communications and Development, Dan Olson, Director of Operations and Planning, Jimmy Gleason, Director of Facilities, Jeannie Robinson, Director of Recreation, Heather Miller, Director of Human Resources, Steven Bentz, Director of the Virginia Theatre, Bret Johnson, Assistant Director of Operations and Planning, Joe Kearfott, Assistant Director of Facilities, Aiesha Moore, Receptionist, Anthony Howell, Maintenance Specialist – Mechanic, Cameron Walls, Sports Coordinator, Christina Mott, CUSR Manager and Inclusion Coordinator, David Galvin, Membership Facilities Manager, Donny Holm, Aquatics and Tennis Coordinator, Ellie McGrew, Grounds Specialist – Arborist, Erin Dietmeier, Horticulture Supervisor, Jake Mott, Building Service Worker, Jimmy Hutchcraft, Maintenance Supervisor, Jean Cousett, Adult and Senior Coordinator, Justice Miller, Sports Manager, Kayla Campbell, Content Coordinator, Kenny Denton, Trash & Recycling Service Worker, Mary Howell, Receptionist, Misty Stocking, Guest Services Manager, Nikiaya Brandon, CUSR Adult and Events Coordinator, Ryan Hays, Aquatics and Tennis Manager, and Shannon Walter, Youth and Teen Program Manager, Abby Cohen, Virginia Theatre Concessionaire, and Tracy Ellzey, Leonhard Recreation Center Facility Supervisor.

Anita and Stu Broeren, Brian Holding, Kathy Aquino, Joe DeLuce, Michael Klitzing, Director of Carmel Clay Parks and Recreation, Scott Rice, Steve Holland and Brian Ames from the Ironwood Neighborhood Homeowners Association, and family members of outstanding employee and volunteer of the year award winners also attended the meeting.

Open the Public Hearing

President Hays opened the Public Hearing at 7:00 p.m. He stated that the purpose of the Public Hearing was to discuss and receive comments on the proposed Property Tax Levy for the year commencing May 1, 2024, and ending April 30, 2025. A notice of the proposed 2024-2025 Tax Levy was published in *The News-Gazette* on December 5, 2023, in compliance with State Law including the Truth in Taxation Act and on the Park District's website.

Comments from the Public

President Hays called for comments from the public. There were no comments received.

Adjourn

Commissioner Somers made a motion to adjourn the Public Hearing. The motion was seconded by Vice President McMahon. The motion passed 4-0. The Public Hearing was adjourned at 7:01 p.m.

Approved:

Craig W. Hays, President

Jarrod Scheunemann, Secretary

REGULAR BOARD MEETING

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, December 13, 2024, immediately following the Public Hearing 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 in person: President Craig W. Hays, Vice President Timothy P. McMahon, Commissioners Jane L. Solon and Michael R. Somers, Sarah Sandquist, Executive Director, Jarrod Scheunemann, Secretary and Deputy Executive Director, Attorney Guy C. Hall, and Treasurer Donna Lawson.

Commissioner Barbara J. Kuhl was excused as absent.

Staff present in person: Andrea Wallace, Director of Finance, Chelsea Norton, Director of Communications and Development, Dan Olson, Director of Operations and Planning, Jimmy Gleason, Director of Facilities, Jeannie Robinson, Director of Recreation, Heather Miller, Director of Human Resources, Steven Bentz, Director of the Virginia Theatre, Bret Johnson, Assistant Director of Operations and Planning, Joe Kearfott, Assistant Director of Facilities, Aiesha Moore, Receptionist, Anthony Howell, Maintenance Specialist – Mechanic, Cameron Walls, Sports Coordinator, Christina Mott, CUSR Manager and Inclusion Coordinator, David Galvin, Membership Facilities Manager, Donny Holm, Aquatics and Tennis Coordinator, Ellie McGrew, Grounds Specialist – Arborist, Erin Dietmeier, Horticulture Supervisor, Jake Mott, Building Service Worker, Jimmy Hutchcraft, Maintenance Supervisor, Jean Cousett, Adult and Senior Coordinator, Justice Miller, Sports Manager, Kayla Campbell, Content Coordinator, Kenny Denton, Trash & Recycling Service Worker, Mary Howell, Receptionist, Misty Stocking, Guest Services Manager, Nikiaya Brandon, CUSR Adult and Events Coordinator, Ryan Hays, Aquatics and Tennis Manager, and Shannon Walter, Youth and Teen Program Manager, Abby Cohen, Virginia Theatre Concessionaire, and Tracy Ellzey, Leonhard Recreation Center Facility Supervisor.

Anita and Stu Broeren, Brian Holding, Kathy Aquino, Joe DeLuce, Michael Klitzing, Director of Carmel Clay Parks and Recreation, Scott Rice, Steve Holland and Brian Ames from the Ironwood Neighborhood Homeowners Association, and family members of outstanding employee and volunteer of the year award winners also attended the meeting.

Call to Order

President Hays called the meeting to order at 7:02 p.m.

Presentation

Mr. Klitzing presented the National Gold Medal Award to the Champaign Park District on behalf of the American Academy for Park and Recreation Administration and the National Park and Recreation Association. Mr. Klitzing commended the Park District for receiving its fifth gold medal (when coupled with a gold medal win in 1996 by Champaign-Urbana Special Recreation). The Champaign Park District shares the honor of receiving most gold medals won by any agency since the inception of the award.

President Hays and Mr. Scheunemann presented the Champaign Park District's Honorary Commissioner Award to Anita Broeren for her service to the Park District in a variety of ways, including support of several monarch garden projects, eagle scout projects, fundraising, gifts, and connection to various partners throughout the community.

President Hays recognized Commissioner Kuhl for twenty (20) years of service and Vice President McMahon for ten (10) years of service. Ms. Sandquist honored a number of staff members who had achieved milestone anniversaries, including Mary Howell who has worked for the Park District for 25 years.

President Hays, Ms. Sandquist, and staff presented the Outstanding Employee Awards that are posthumously named in honor of Keeva Keeling whose work exemplified the Park District's values. The 2023 Keeva Keeling Outstanding Employee Award recipients are as follows: Abby Cohen, Virginia Theatre Concessionaire, Aiesha Moore, Receptionist, Cameron Walls, Sports Coordinator, Christina Mott, CUSR Manager and Inclusion Coordinator, Donny Holm, Aquatics and Tennis Coordinator, Ellie McGrew, Grounds Specialist – Arborist, Erin Dietmeier, Horticulture Supervisor, Jimmy Hutchcraft, Maintenance Supervisor, Jean Cousett, Justice Miller, Sports Manager, Adult and Senior Coordinator, Kayla Campbell, Content Coordinator, and Ryan Hays, Aquatics and Tennis Manager, and Tracy Ellzey, Leonhard Recreation Center Facility Supervisor.

Ms. Miller honored Scott Rice for his efforts as the Sports Volunteer of the Year Award. Ms. Sandquist presented Kathy Aquino with the Volunteer of the Year Award in honor of her efforts with the Parks Foundation.

Comments from the Public

Mr. Ames and Mr. Holland from the Ironwood Homeowners Association gave public comment regarding Mullikin Park. They requested the Park District investigate maintenance needs for the playground and invest in additional recreation amenities at the park.

The Board thanked Messrs. Ames and Holland for their comments. They requested staff follow up with the homeowner's association regarding the requests.

Communications

The Board received and circulated several holiday greeting cards.

Treasurer's Report

Treasurer Lawson presented the Treasurer's Report for the month of November 2023. She stated the Park District's finances had been reviewed and were found to be in appropriate order. Treasurer Lawson noted that the outstanding balance from the Illinois Department of Natural Resources OSLAD Grant for Human Kinetics Park has been received as well as a Carle Foundation Hospital pledge amount totaling \$100,000 for the Martens Center project. She also noted that the Park District is still anticipating the receipt of \$166,400 in real estate tax revenue.

Commissioner Solon made a motion to accept the Treasurer's Report for the month of November 2023. The motion was seconded by Commissioner Somers. Upon roll call, the vote was as follows:

Commissioner Somers – yes; Vice President McMahon – yes; President Hays – yes; and Commissioner Solon - yes. The motion passed 4-0.

Executive Director’s Report

Ms. Sandquist thanked the Board for participating in a recent strategic planning session with Broken Compass. Staff continue to pursue the final steps to receive a DCEO grant at the Martens Center, and she anticipates the process will conclude expeditiously. Ms. Sandquist also highlighted several upcoming events and important dates.

Committee and Liaison Reports

Champaign Parks Foundation

Mr. Scheunemann presented the report. He noted the Parks Foundation Board has formed a gala committee and has started planning the 2024 event.

Report of Officers

Attorney’s Report

Attorney Hall reported that he had been working on several routine matters for the Park District including several easements and an agreement with I.A.T.S.E Local 482.

President’s Report

President Hays shared about his visit with Ms. Sandquist and the Zahnd family to discuss a property matter.

Consent Agenda

President Hays stated that all items on the Consent Agenda are considered routine and shall be acted upon by one motion.

1. Approval of Minutes of the Decennial Committee Meeting, November 8, 2023.
2. Approval of Minutes of the Regular Board Meeting, November 8, 2023.
3. Approval of Minutes of the Executive Session, November 8, 2023.
4. Approval of Adoption of Ordinance No. 675: An Ordinance Defining Meetings and Adopting Procedures for Electronic Attendance at Meetings of the Champaign Park District.
5. Approval of a Resolution Appointing Cindy Steward to the Board of Directors for the Champaign Parks Foundation.

Vice McMahon made a motion to approve the Consent Agenda as presented. The motion was seconded by Commissioner Solon and unanimously approved.

New Business

1. Approval of Disbursements

Staff recommended approval of disbursements for the period beginning November 9, 2023, and ending December 13, 2023.

Vice President McMahon made a motion to approve the list of disbursements for the period beginning November 9, 2023, and ending December 13, 2023. The motion was seconded by Commissioner Somers. Upon roll call, the vote was as follows: Commissioner Solon – yes; President Hays – yes; Vice McMahon – yes; and Commissioner Somers - yes. The motion passed 4-0.

2. Approval of Adoption of Ordinance No. 674: Tax Levy Ordinance

Ms. Wallace reported that the Board passed a resolution at its Regular Board meeting on November 8, 2023, to give public notice and hold a public hearing on December 13, 2023 regarding its intent to adopt a tax levy. A public notice was posted in the News-Gazette and on the Park District's website.

Commissioner Somers made a motion to adopt Ordinance No. 674: An Ordinance to Levy Property Taxes in the amount not to exceed \$16,802,269.00 for fiscal year beginning May 1, 2024, and ending April 30, 2025. The motion was seconded by Vice President McMahon. Upon roll call, the vote was as follows: President Hays – yes; Commissioner Solon – yes; Vice President McMahon – yes; and Commissioner Somers – yes. The motion passed 4-0.

3. Approval of Agreement with GovHR USA for Classification and Compensation Study

Ms. Sandquist reported that \$75,000 has been budgeted in the capital improvement plan for this study. The two quotes have been received. Both estimates are significantly lower than what was budgeted. If the board chooses to approve the lowest quote, the project will begin in six weeks and has an expected completion date of 120 days.

Commissioner Solon made a motion to approve authorizing the Executive Director to enter into an agreement with GovHR for Classification and Compensation Study for a total amount of \$26,550.00. The motion was seconded by Commissioner Somers and unanimously approved.

4. Approval of Health Insurance Plan with Health Alliance

Ms. Miller presented the report. She reported that the Park District investigated several options for insurance providers, including separating from the City of Champaign's collective insurance program. The Park District had previously combined its health insurance with the City of Champaign to increase its bargaining power and lower expenses. Staff worked with InsureChampaign for dental, life, vision insurance and health insurance. InsureChampaign located two (2) health insurance estimates that will reduce expenses for the Park District and staff. Staff recommend the Board consider several options with Health Alliance as the provider and consider applying some of the savings to employee and family health insurance plans so the Park District and staff can realize decreases in insurance costs.

Vice President McMahon expressed his gratitude to staff for investigating multiple options that allowed all parties to reduce expenses.

Commissioner Solon made a motion to approve a health insurance plan with Health Alliance. The motion was seconded by Vice President McMahon. The motion passed 4-0.

5. Approval of Agreement with Quadiant, Inc. for Postage Machine

Commissioner Somers made a motion to approve authorizing the Executive Director to execute a three-year lease agreement with Quadiant, Inc. as well as purchase of a new postage machine, pending legal counsel review. The motion was seconded by Vice President McMahon and unanimously approved.

6. Approval of the FYE25 Capital Budget and the 2025-2034 Capital Improvement Plan

Mr. Olson reported that staff reduced the FYE25 Capital Budget to reflect a new total. He noted that the Douglass Park ballfields improvements project would rollover into the next fiscal year and the expenses are represented within the capital improvement plan.

Commissioner Somers made a motion to approve the FYE25 Capital Budget and 2025-2034 Capital Improvement Plan. Vice President McMahon seconded the motion. The motion passed 4-0.

7. Approval of an Agreement Between the Champaign Park District and I.A.T.S.E. Local 482
Commissioner Solon made a motion to approve an agreement between the Park District and Local #482 of the International Alliance of Theatrical State Employees, Moving Picture Technicians, Artists and Allied Crafts of the United States and Canada for a three-year term, effective through August 1, 2025. The motion was seconded by Vice President McMahon. The motion passed 4-0.

Discussion Items

1. Annual Report for Summer Season Programs and Services

Ms. Sandquist presented an annual report regarding the Park District's summer programs and services. She highlighted the amount of scholarships that were distributed totaling \$58,312.50, the 21,000+ tickets sold for Virginia Theatre events, the 60,000+ visits to Sholem Aquatic Center, a 54% increase in CUSR summer youth program participation, and increases in the Leonhard Center, Springer Cultural Center, and Douglass Park summer youth program participation.

2. Champaign Parks Foundation – 2nd Quarter Financial Update

Ms. Wallace highlighted the Parks Foundation's year to date revenue at \$184,877 as compared to the prior year's total of \$321,188. Year to date expenses is \$109,373 compared to \$66,277 in the prior year. Notable grants and donations include a \$25,000 grant from FedEx and a \$20,000 donation for art in the parks.

3. Champaign Park District – 2nd Quarter Financial Update

Ms. Wallace reported that Park District finances are in alignment with budget expectations for the end of the second quarter. She noted increases to interest income, expectations to receive another property tax payment from the County Clerk, full time staff salary expenses are slightly under budget due to vacancies, water expenses are over budget and will need to be adjusted with a budget line transfer or amendment, as well as several capital projects and routine or periodic maintenance items.

Comments from Commissioners

Commissioner Solon shared her appreciation for the award ceremony and positive commentary about staff. She congratulated the award winners and thanked the staff for their efforts. She commended Shannon Walter and Bret Johnson for their distinguished service awards.

Vice President McMahon wished everyone a happy holiday season.

President Hays commented that he had registered a family member for a Sholem Aquatic Center pool pass and had experienced challenges with the registration software. He is looking forward to a new chapter with SmartRec.

Executive Session

Commissioner Solon moved pursuant to the bases set forth below to convene into Executive Session. The motion was seconded by Commissioner Somers and unanimously approved. 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; (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 an 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 Commissioner Somers. The motion passed 4-0 and the meeting was adjourned at 9:32 p.m.

Approved:

Craig W. Hays, President

Jarrod Scheunemann, Secretary