

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

REGULAR BOARD MEETING

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, January 10, 2024, which commenced at 5:30 p.m., immediately following the Decennial Committee Meeting 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 Barbara J. Kuhl, 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.

Staff present in person: Andrea Wallace, Director of Finance, Dan Olson, Director of Operations and Planning, Jimmy Gleason, Director of Facilities, Jeannie Robinson, Director of Recreation, Bret Johnson, Assistant Director of Operations and Planning, Joe Kearfott, Assistant Director of Facilities, and Tom Albers, Horticulture Specialist II.

Amy Durukan and Brian Davidson also attended the meeting.

Call to Order

President Hays called the meeting to order at 5:41 p.m.

Comments from the Public

None.

Communications

The Board received and circulated its communications.

Treasurer's Report

The Treasurer's Report for the month of December 2023 was presented by Treasurer Lawson. The Park District received its final real estate tax installment totaling \$307,000, which exceeds what was budgeted by \$140,000. The final installment included an \$18,000 interest payment. Treasurer Lawson estimated that the FY24 budget is seventy-two percent (72%) complete.

Commissioner Solon made a motion to accept the Treasurer's Report for the month of December 2023. The motion was seconded by Commissioner Somers. The motion passed 5-0.

Executive Director's Report

Ms. Sandquist thanked the Board for staff attendance at the upcoming IPRA/IAPD Soaring to New Heights Conference. Commissioner Somers will attend the conference for the first time. Ms. Sandquist shared that staff will participate in a joint training with the Urbana Park District that will be held on February 13th.

Committee and Liaison Reports

Champaign Parks Foundation

Mr. Scheunemann reported that recent Parks Foundation discussion items included the open development position and its 2024 gala.

Report of Officers

Attorney's Report

Attorney Hall reported that he has been working on several routine matters for the Park District including several easements and agreements.

President's Report

President Hays congratulated Commissioner Kuhl for achieving twenty (20) years of service on the Board. He presented several plaques to Commissioner Kuhl to commemorate the milestone. The Board and staff shared their congratulations and thanks.

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 Joint CPD/UPD Board Meeting, December 7, 2023
2. Approval of Minutes of the Study Session, December 11, 2023
3. Approval of Minutes of the Public Hearing and Regular Board Meeting, December 13, 2023
4. Approval of Minutes of the Executive Session, December 13, 2023
5. Approval of Purchase of a Compact Track Loader
6. Approval of Purchase of a Brush Chipper
7. Approval of Agreement with Developmental Services Center for Park Walkers and Janitorial Services.

Commissioner Solon requested item seven (7) be removed for discussion.

Commissioner Solon made a motion to approve items one (1) through six (6) on the Consent Agenda as presented. The motion was seconded by Vice President McMahon and unanimously approved.

7. Approval of Agreement with Developmental Services Center for Park Walkers and Janitorial Services.

Commissioner Solon requested an annual not-to-exceed total for cleaning expenses be included within the agreement.

Commissioner Solon made a motion to approve an agreement with Developmental Services Center for Park Walkers and Janitorial Services with an annual not-to-exceed total for cleaning expenses included within the agreement. Commissioner Somers seconded the motion. The motion passed 5-0.

New Business

1. Approval of Disbursements

Staff recommended approval of disbursements for the period beginning December 14, 2023, and ending January 10, 2024.

Commissioner Kuhl made a motion to approve the list of disbursements for the period beginning December 14, 2023, and ending January 10, 2024. The motion was seconded by Vice President McMahon. Upon roll call, the vote was as follows: Commissioner Somers – yes; Commissioner Solon – yes; President Hays – yes; Commissioner Kuhl – yes; and Vice President McMahon - yes. The motion passed 5-0.

2. Approval of 2024 Sports Official's Rates

Mr. Gleason reported that sports officials would need to perform youth basketball services prior to the Board's annual review of staff wages in February. Staff recommended approval of updates to sports official's wage rates.

Commissioner Solon made a motion to approve sports official's wage rates. The motion was seconded by Commissioner Somers and was unanimously approved.

3. Approval Agreement with Intelligent Marking USA, Inc. dba Turf Tank

Mr. Johnson presented a rental agreement with Intelligent Marking USA, Inc. dba Turf Tank for the use of one (1) GPS line marking robot for sports fields in the total amount of \$17,700.

Vice President McMahon confirmed there are twelve (12) soccer fields at Dodds Park and that staff normally line the field roughly thirty (30) times per year. Mr. Johnson added that the top maintenance and warranty packages are estimated to offer the Park District significant savings in time, resources, and expenses.

Vice President McMahon made a motion to approve an agreement with Intelligent Marking USA, Inc. dba Turf Tank and authorize the Executive Director to enter into a rental agreement for the use of one (1) GPS line marking robot in the total amount of \$17,700. The motion was seconded by Commissioner Somers. The motion passed 5-0.

4. Approval of Bid for Douglass Park Improvements Project

Mr. Johnson stated staff recommends approval of Dodds Company's bid, the lowest bidder meeting all required specifications; with a base bid amount of \$846,619. The staff also recommends approval of all six (6) alternate bids in the amount of \$281,398, for a total of \$1,128,017 and requests the Board authorize the Executive Director to enter into an agreement for this work.

Mr. Johnson noted that several additional expenses such as fiber internet installation are outside of the scope of this agreement. He also indicated that a deduction of \$30,400 for a clerical bid error is anticipated.

Commissioner Kuhl suggested deducting \$30,000 from the agreement total rather than complete the change order.

Commissioner Somers made a motion to approve Dodds Company's bid, the lowest bidder meeting all required specifications; with a base bid amount of \$846,619. The staff also recommends approval of all six (6) alternate bids in the amount of \$281,398, as well as deducting \$30,400 for a clerical error for a total of \$1,097,617 and requests the Board authorize the Executive Director to enter into an agreement for this work. The motion was seconded by Vice President McMahon and unanimously passed.

5. Approval of a Resolution Authorizing the Destruction of Recordings of Executive Sessions and Disaster-Related Remote Participation for Regular and Special Meetings.

Commissioner Solon made a motion to approve a resolution authorizing, approving and ordering the destruction of the verbatim audio records of the following closed session and disaster-related remote participation Regular and Special meetings: January 12, 2022 Regular (Disaster), January 12, 2022, January 24, 2022 Special (Disaster), February 9, 2022 Regular (Disaster), February 23, 2022 Special (Disaster), March 9, 2022 Regular (Disaster), March 9, 2022, March 23, 2022 Special (Disaster), March 23, 2022, April 12, 2022 Regular (Disaster), April 12, 2022, April 27, 2022, May 11, 2022 Regular (Disaster), May 11, 2022, May 25, 2022 Special (Disaster), May 25, 2022, June

8, 2022 Regular (Disaster), June 8, 2022, June 22, 2022 Special (Disaster), and June 22, 2022. The motion was seconded by Vice President McMahon. The motion passed 5-0.

6. Bluebird Network Easement Request at Centennial Park

Ms. Sandquist reported staff received an easement request from Bluebird Network to place a 2,500 square foot structure within Centennial Park.

The Commissioners came to consensus that they are not in favor of approving an easement for Bluebird Network's request to place a 2,500 square foot structure on Park District property.

Discussion Items

1. Parkland Way Traffic Study Report, Champaign County Regional Planning Commission

Ms. Sandquist highlighted several items from the study including Parkland Way use patterns totaling 1,700 cars per day, a majority of which are exceeding posted speed limits. The Champaign County Regional Planning Commission recommended several safety measures. Parkland College paid for half of the related expenses for this study. Parkland Way was a Champaign County First priority project in 2007 and will be again in 2024. Clark Dietz will complete an engineering study to determine total construction expenses to replace the road and achieve City roadway standards such as sidewalks, curbs, lights, and related features.

Discussion and clarifications ensued. Commissioners estimated total construction costs could exceed \$25,000,000 and recommended staff determine actual expenses and engage with potential partners such as the City, Parkland College, and the Champaign-Urbana Mass Transit District to address a financial partnership.

Commissioner Kuhl recommended staff prepare a summary report of recommendations from the Champaign County Regional Planning Commission to determine immediate action items for Parkland Way.

2. Board Meeting Format

Mr. Scheunemann reported that the Board previously approved live streaming of its meetings and had requested revisiting options at this meeting including recording and posting the meeting footage. Commissioners Solon and McMahon support the current format. Commissioners Somers and Kuhl were in favor of livestreaming and recording the meeting to post online at a later date. President Hays requested staff research and report about requirements for retention of recordings and related budgetary expenses.

3. Potential Donation of Parcels to the Park District

Ms. Sandquist recently met with the owners of property on E. Clark St. The owners are interested in devising the properties to the Park District in their will. The donation would include paying for the demolition of the structures on the property to prepare the property for park use. Ms. Sandquist asked if the Board would consider accepting the donation.

Commissioner Solon requested Ms. Sandquist express the Board's gratitude to the property owners for their generous offer.

Discussion and clarifications ensued regarding the value of the property, limitations, and potential restrictions.

The Board requested staff inquire about those aspects.

Comments from Commissioners

None.

Executive Session

Commissioner Solon moved pursuant to the bases set forth below to convene into Executive Session. The motion was seconded by Vice President McMahon and unanimously approved. The Board will convene into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS Par. 120/2 (c)(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 and (c)(21) for the discussion of minutes of meetings lawfully closed under this Act, whether for purpose of approval by body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

Return to Regular Meeting

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

Executive Session Action Item

1. Approval to Make Available for Public Viewing Executive Session Minutes

Commissioner Kuhl made a motion to make available for public viewing certain minutes from Executive Session meetings: March 9, 2022, March 23, 2022, April 13, 2022, May 11, 2022, May 25, 2022, June 8, 2022, July 13, 2022, September 14, 2022, September 28, 2022, January 11, 2023, April 26, 2023, June 14, 2023, June 28, 2023, July 12, 2023, and July 26, 2023. The motion was seconded by Vice President McMahon. The motion passed 5-0.

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 5-0 and the meeting was adjourned at 7:22 p.m.

Approved:

Craig W. Hays, President

Jarrod Scheunemann, Secretary