

**CHAMPAIGN PARK DISTRICT
MINUTES OF THE REGULAR BOARD MEETING
BOARD OF PARK COMMISSIONERS
FEBRUARY 14, 2024**

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, February 14, 2024, which commenced 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 in person: President Craig W. Hays, 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.

Vice President Timothy P. McMahon was absent and excused with prior notice duly given.

Staff present in person: Andrea Wallace, Director of Finance, Chelsea Norton, Director of Marketing and Development, Dan Olson, Director of Operations and Planning, Heather Miller, Director of Human Resources, Jimmy Gleason, Director of Facilities, Jeannie Robinson, Director of Recreation, Bret Johnson, Assistant Director of Operations and Planning, Bailey Walden, Horticulture Worker II, Christina Mott, CUSR Manager & Inclusion Coordinator, Erin Dietmeier, Horticulture Supervisor, Pete Frieden, Maintenance Specialist – Electrical, Shannon Clarkson, Accounts Payable Clerk, and Tom Albers, Horticulture Specialist II.

Chris Nunes from Broken Compass also attended the meeting.

Call to Order

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

Presentation

Mr. Nunes shared a report regarding recent board and staff workshops. He highlighted various workshop tasks, including a situational analysis of new types of recreation, outreach, competition, a communication analysis, and review of the mission, vision, and values to ensure alignment with community needs. Additional topics included a capital asset replacement reserve fund based on a well-structured capital asset plan. The purpose would be consideration of ensuring the sustainability of facilities and amenities, benchmarking against industry standards, establishing 6-month, 12-month, and 18-month goals with measurable outcomes directed towards enhancing customer service through a dedicated task force, conducting a comprehensive capital asset study, refining service delivery policies, and fostering strategic partnerships.

The fishbone method for problem-solving was introduced to the board to consider how to address challenges and improve processes. The board was also asked to use this method to consider the Park District's future needs.

Discussion and clarification ensued regarding the status of a secret shopper program and a goal related to encouraging new bidders for Park District projects.

President Hays thanked Mr. Nunes for his time and report.

Comments from the Public

None.

Communications

None.

Treasurer's Report

Treasurer Lawson presented the Treasurer's Report for the month of January 2024. After review, Ms. Lawson found the Park District's finances to be in appropriate order.

Commissioner Solon made a motion to accept the Treasurer's Report for the month of January 2024. The motion was seconded by Commissioner Somers. The motion passed 4-0.

Executive Director's Report

Ms. Sandquist recognized Justin Matthew, a building service worker at the Leonhard Recreation Center, for his act of heroism in saving an abandoned dog. She also informed the Board that Parkland Way has been selected as part of the Champaign County Community First Initiative, a meeting with a resident regarding the potential purchase of a parcel, and a potential joint meeting with the Parks Foundation.

Ms. Sandquist also reminded the board of important upcoming dates, including the Legislative Breakfast on March 4th and the May 1st deadline for the submission of Statement of Economic Interest forms.

Committee and Liaison Reports

Champaign Parks Foundation

Mr. Scheunemann reported that efforts are underway to recruit development staff. Additionally, the foundation secured \$10,000 in its recent annual appeal. Gala sponsorship requests have had favorable outcomes so far, obtaining more than \$26,000 in commitments.

Report of Officers

Attorney's Report

Attorney Hall reported that he has been working on several routine matters for the Park District, including a FOIA request, several easements, a real estate transaction, and agreements.

President's Report

President Hays highlighted a recent meeting with a local property owner regarding the potential purchase of a parcel.

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 Regular Board Meeting, January 10, 2024
2. Approval of the Minutes of the Executive Session, January 10, 2024
3. Approval of the Minutes of the Study Session, January 29, 2024
4. Approval of Adoption of Ordinance No. 676: Surplus Property

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

New Business

1. Approval of Disbursements

Staff recommended approval of disbursements for the period beginning January 11, 2024, and ending February 14, 2024.

Commissioner Kuhl made a motion to approve the list of disbursements for the beginning January 11, 2024, and ending February 14, 2024. The motion was seconded by Commissioner Somers. Upon roll call, the vote was as follows: Commissioner Somers – yes; Commissioner Kuhl – yes; President Hays – yes; and Commissioner Solon – yes. The motion passed 4-0.

2. Approval of Updates to Full-Time Wages and Classifications

Ms. Sandquist presented a report regarding a request for the board to consider an equitable allocation of increases to all full-time staff wages and classifications with an additional adjustment for staff who have exceeded performance expectations based on evaluations and department head recommendations.

Discussion and clarifications ensued regarding financial impacts related to pensions, eligibility for raises, and budget totals.

Commissioner Kuhl noted a philosophical shift in the wage and classification program recommendation and requested more information about the purpose for this change and the total budget impact. President Hays concurred and requested clarification regarding the total impact.

Commissioner Solon made a motion to table updates to full-time staff wages and classifications. The motion was seconded by Commissioner Kuhl and was unanimously approved.

3. Approval of Updates to Part-Time and Seasonal Wages and Classifications

Ms. Sandquist stated that staff recommended a 0.50 cent per hour increase for all part-time and seasonal staff, a returning seasonal staff member increase of an additional 0.50 cents per hour, and a several wage increases based on position qualifications.

Commissioner Somers requested clarification regarding the term “complete season” for seasonal staff. Staff responded that each seasonal staff member is requested to work until an agreed upon end date.

Commissioner Solon made a motion to approve updates to part-time and seasonal staff wages and classifications. The motion was seconded by Commissioner Somers and was unanimously approved.

4. Approval of a Resolution and Authorization to file the Abatement Certificate for Series 2013A Bond

Staff recommended that the Board approve a resolution and authorize staff to file the Abatement Certificate for Series 2013A Bond.

Commissioner Kuhl made a motion to approve a resolution and to authorize staff to file the Abatement Certificate for Series 2013A Bond. The motion was seconded by Commissioner Solon. The motion passed 4-0.

5. Approval of Bids for Mowing Services

Staff recommended the board approve authorizing several mowing agreements.

Commissioner Kuhl made a motion to authorize the Executive Director to enter into the following agreements for mowing services for a period beginning April 4, 2024, through November 2025 as well as proceeding to the next lowest responsive bidder to enter a contractual arrangement for the remainder of the original contract if the following contractors do not fulfill their contracts prior to its completion:

- Bill's Lawn Care in the amount of \$1,500 per month for group 1 (low bidder withdrew its bid)
- CP Lawn Services and Landscaping, LLC in the amount of \$850 per month

The motion was seconded by Commissioner Somers and was passed unanimously.

6. Approval of Professional Services Agreement with Clark Dietz for CUSR Center Bus Pull-In

Mr. Olson reported that staff recommends the board authorize the Executive Director to enter into the Professional Services Agreement with Clark Dietz to serve as engineer for this project that will aid participants safe exit of vehicles by bus entry to a new CUSR Center pull-in. Mr. Olson highlighted several options, and the Commissioners requested the opportunity to share their design opinions.

Commissioner Solon made a motion to approve authorizing the Executive Director to enter into the Professional Services Agreement with Clark Dietz for the CUSR pull-in project in an amount totaling \$34,475.00 The motion was seconded by Commissioner Kuhl and was unanimously approved.

7. Approval of Tuition Assistance Agreement

Commissioner Kuhl moved to approve a tuition assistance agreement for Christina Mott with the proposed amendment to strike section three (3) and a total not to exceed \$9,000. The motion was seconded by Commissioner Solon. The motion passed 4-0.

8. Approval of Easements for Ameren at Kaufman Park

Mr. Olson explained that the Illinois Department of Transportation requested Ameren move a natural gas pipeline at Kaufman Park, which requires temporary and permanent easements from the Park District. He noted that Ameren had not executed a copy of the agreement and the Illinois Department of Natural Resources would need to approve of the easements prior to finalization due to an encumbrance at the property.

Commissioner Kuhl moved to table approval of easements for Ameren at Kaufman Park. Commissioner Somers seconded the motion. The motion passed 4-0.

9. Approval of Ordinance No. 677: An Ordinance Regulating Trees on Property Owned or Controlled by the Champaign Park District

Mr. Johnson reported that the staff recommends the adoption of Ordinance No. 677 to establish a tree ordinance governing the planting, maintenance, and protection of trees owned or controlled by the Champaign Park District.

Commissioner Kuhl requested more information about associated grants. Mr. Johnson reported that two grants had been awarded to the Champaign Parks Foundation to place trees at Dodds and Johnston Parks respectively.

Commissioner Solon made a motion to approve adoption of Ordinance No. 677 to establish a tree ordinance governing the planting, maintenance, and protection of trees owned or controlled by the Champaign Park District. Commissioner Somers seconded the motion, and it was unanimously approved.

10. Approval of Agreement with Clifton, Larsen, Allen for Interim Finance Director

Ms. Sandquist reported that staff investigated solutions for an interim director in anticipation of the departure of Ms. Wallace on February 16, 2024. Staff and legal counsel have requested updates to the statement of work and master service agreement.

Commissioner Kuhl made a motion to authorize the Executive Director to enter into an agreement with Clifton, Larson, Allen for Interim Finance Director pending review by the Park District's legal counsel. The motion was seconded by Commissioner Solon and unanimously passed.

11. Approval of a Resolution in Honor of a Staff Member

Commissioner Solon moved to approve the following resolution in honor of Andrea Wallace's service to the Park District. Commissioner Somers seconded the motion and it unanimously passed.

President Hays thanked Ms. Wallace and read the following resolution into the record in her honor.

RESOLUTION

Whereas, Andrea Wallace has diligently served the Champaign Park District as the Director of Finance for the past 10 years, demonstrating commitment to managing the financial affairs of the Park District and Parks Foundation;

Whereas, Andrea Wallace has consistently exhibited financial acumen that has contributed to the Park District's transparency, accountability, and fiscal responsibility, which is necessary for the Park District to fulfill its mission and effectively serve the community;

Now, Therefore, Be It Resolved by the Board of Directors of Champaign Park District, the Park Board extends its appreciation to Andrea Wallace for 10 years of service as the Director of Finance.

The Board recognizes Andrea Wallace for her dedication and contributions to the financial success and stability of the Champaign Park District.

In honor of Andrea Wallace's decade of service, the Board expresses its thanks and bestows upon them this resolution, recognizing their impact on the Park District, its staff, and residents.

The Board wishes Andrea Wallace continued success and fulfillment in their future endeavors, confident that the skills, insights, and values they brought to Champaign Park District will have a lasting positive effect.

Be It Further Resolved that a copy of this resolution be presented to Andrea Wallace as a tangible expression of the Board's recognition.

APPROVED by the President and Champaign Park District Board of Commissioners this 14th day of February, 2024.

12. Approval of Amendments to the FY23-24 and FY24-25 Fee Schedule

Mr. Gleason presented the report. He reported staff recommend facility membership updates to the fee schedules. Specifically, staff request the board consider eliminating the non-resident membership fee at the Martens Center, Leonhard Recreation Center, Sholem Aquatic Center, Dodds Tennis Center, and Dog Park. Mr. Gleason stated that members typically live or work within one (1) mile of a facility. In comparison, Decatur Park District, Peoria Park District, Normal Parks and Recreation and Bloomington Parks and Recreation Departments have eliminated their non-resident membership fees. Ms. Sandquist added that this update would apply to monthly and annual membership fees. However, the non-resident rate would remain for day passes.

Commissioner Kuhl commented that this update is a change to the Park District's fee philosophy and that a large percentage of the Park District revenue is supported by Champaign residents. Therefore she is not in favor of eliminating non-resident fees.

The other Commissioners responded that non-residents frequently use the Park District's parks at no charge, and they are willing to experiment with eliminating of the facility non-resident membership fee to determine if it will impact overall revenue.

Commissioner Solon made a motion to approve amendments to the FY23-24 Fee Schedule, effective on the SmartRec launch date, March 6, 2024, as well as amendments to the FY24-25 Fee Schedule effective May 1, 2024. Commissioner Somers seconded the motion. The motion passed 3-1.

13. Approval of Updates to the Scholarship Policy

Ms. Wallace recommended updates to the scholarship policy to clarify Park District support by income ranges and a tiered approach to ensure low income participants receive increased financial support. Additional updates are recommended to clarify the process for awarding Champaign Urbana Special Recreation (CUSR) scholarships, automate general processes, and prepare for integration with the new SmartRec registration software.

Commissioner Kuhl requested staff strike the paragraph regarding general fund support for scholarships on the basis that it is a budgetary policy item that she would support instead.

Commissioner Kuhl made a motion to approve updates to the scholarship policy with the proposed amendment. Commissioner Solon seconded the motion, and it was unanimously passed.

Comments from Commissioners

Commissioner Somers shared about his attendance of the state parks and recreation conference in January 2024.

President Hays thanked Ms. Wallace for her service to the Park District.

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(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. (11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

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 Somers made a motion to adjourn the meeting. The motion was seconded by Commissioner Kuhl. The motion passed 4-0 and the meeting was adjourned at 7:40 p.m.

Approved:

Craig W. Hays, President

Jarrod Scheunemann, Secretary