

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

February 28, 2024

The Champaign Park District Board of Commissioners held a Special Board Meeting on Wednesday, February 28, 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, Vice President Timothy P. McMahon, Commissioners Barbara J. Kuhl, and Michael R. Somers, Sarah Sandquist, Executive Director, Jarrod Scheunemann, Secretary and Deputy Executive Director, Attorney Guy C. Hall, and Treasurer Donna Lawson.

Commissioner Jane L. Solon was absent and excused with prior notice duly given.

Staff present in person: Chelsea Norton, Director of Marketing and Development, Cynthia Mattingly, Interim Finance Director, Dan Olson, Director of Operations and Planning, Heather Miller, Director of Human Resources, Jimmy Gleason, Director of Facilities, Joe Kearfott, Assistant Director of Facilities, Justin Matthew, Part-Time Building Service Worker, Kevin Williams, Building Service Worker Supervisor, and Pete Frieden, Maintenance Specialist – Electrical.

Other in-person attendees: Colleagues, friends, and family of Justin Matthew.

Call to Order

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

Comments from the Public

None.

Mr. Olson introduced Mr. Kevin Williams, Building Service Worker Supervisor, and Ms. Sandquist introduced Ms. Cynthia Mattingly, contracted Interim Director of Finance from Clifton, Larson, Allen.

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, February 14, 2024
2. Approval of Minutes of the Executive Session, February 14, 2024

Vice President McMahon 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 Distinguished Service Award

Staff recommended Justin Matthew; part-time Building Service Worker at the Leonhard Recreation Center be recognized with the Distinguished Service Award due to his exemplary action of saving a dog that had been abandoned in a cage outside of the former residence of the Champaign County Humane Society.

Commissioner Kuhl made a motion to approve a Distinguished Service Award in honor of Justin Matthew's heroic act. The motion was seconded by Commissioner Somers. The motion passed 4-0.

2. Approval of Setting a Public Hearing on the Budget and Appropriation Ordinance

Staff recommends the Board set a Public Hearing on the proposed Budget and Appropriation Ordinance for Wednesday, April 10, 2024, at 5:30 p.m. at the Bresnan Meeting Center to receive public comments. Ordinance No. 678, the proposed Budget and Appropriation Ordinance, is at the Bresnan Meeting Center for public review.

Commissioner Kuhl made a motion to approve setting a Public Hearing on the proposed Budget and Appropriation Ordinance for Wednesday, April 10, 2024, at 5:30 p.m. at the Bresnan Meeting Center to receive public comments. The motion was seconded by Commissioner Somers and unanimously approved.

3. Approval of Agreement with Challenger Soccer Sports, Inc.

Mr. Gleason presented the report. He reported that the Park District has been working with Challenger Soccer Sports, Inc. since 2004 to host soccer camps. Mr. Gleason noted that a three-year agreement offers several advantages, including securing fees and jersey expenses.

Discussion ensued regarding enrollment numbers and participation trends. Mr. Gleason responded that post pandemic enrollment has improved, however, competition has increased. Cancellation minimums for participation are available in the unlikely event of low enrollment.

Commissioner Kuhl made a motion to approve an agreement with Challenger Soccer Sports, Inc. The motion was seconded by Vice President McMahon. The motion passed 4-0.

Old Business

1. Approval of Easements for Ameren at Kaufman Park

Ms. Sandquist reported that Ameren's representatives have signed copies of the temporary and permanent easements for Ameren at Kaufman Park, and staff have connected the Illinois Department of Natural Resources (IDNR) with Ameren to seek IDNR's approval pursuant to its Land, Water, and Conservation Fund encumbrance at Kaufman Park.

Discussion and clarifications ensued about circumstances surrounding IDNR's approval.

Vice President McMahon made a motion to approve easements with Ameren at Kaufman Park subject to IDNR approval. The motion was seconded by Commissioner Somers. The motion passed 4-0.

2. Approval of Updates to Full-Time Wages

Ms. Sandquist reported about the full-time staff wage adjustment program pursuant to previously requested updates from the Commissioners at the February 14, 2024, Regular Board meeting. These updates included total budgetary impact, Illinois Municipal Retirement Fund (IMRF) contribution rate averages, and wage adjustment distribution based on evaluations.

Commissioner Kuhl noted discrepancies in the reported total budget for full-time wages and requested verification.

After discussion, Commissioner Kuhl made a motion to approve updates to the full-time staff wages with a total budget full-time staff wage increase of 3.33%, an exclusion of salary increases for the Executive Director, CUSR roles, union positions, or staff hired after December 1, 2023, prorated adjustments for employees hired or whose wages changed between June 1, 2023, and

November 30, 2023 based on the duration of their employment or new wage within this period, and salary corrections of a 6% increase for the Director of Marketing and Development & Accounting and Procurement Clerk, pending verification of the total full-time staff salary budget line item. The motion was seconded by Vice President McMahon. The motion passed 4-0.

Discussion

1. Request for Proposals Seasonal Concessions

Mr. Gleason reported about Park District concessions. He presented the historical context for Park District concessions and cited inconsistencies in revenue, food handling requirements, and staff hiring/training as reasons for investigating new options. Several vendors have submitted proposals and Mr. Gleason highlighted JMB Industries and Tom's Travelin' Coffee Truck as two options that could work together to provide concessions services at Dodd's Park sports complex and Sholem Aquatic Center for the summer season.

Discussion and clarification ensued regarding permitting food trucks on Park District property, insurance requirements, and request for proposal distribution.

The Board came to consensus directing staff to proceed with seeking Board approval at the March 27, 2024 Special Meeting.

2. Strategic Plan Update – 4th Quarter

Ms. Sandquist provided a status report summarizing recent activities that have advanced the Park District's strategic plan goals. She noted activities that are preparing the Park District to develop its next strategic plan.

3. FY25 Annual Operating Budget

Mr. Blazaitis presented a draft of the FY25 budget book as prepared utilizing the new OpenGov software. The highlights from the proposed budgets for Marketing, Administration, Human Resources, Virginia Theatre, Operations and Planning, Facilities, and Recreation will be presented to the Board at its March 27, 2024, Special Board meeting.

Discussion and clarifications ensued about Board interaction with the online format, how to present requested revisions, and the staff budget process.

Comments from Commissioners

Commissioner Somers commended the Virginia Theatre staff for the NRPA Gold Medal legacy event and That's What She Said event. The other Commissioners agreed and expressed their thanks and commendations as well.

Executive Session

Vice President McMahon moved pursuant to the basis 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)(6) The setting of a price for sale or lease of property owned by the public body.

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 Kuhl made a motion to adjourn the meeting. The motion was seconded by Vice President McMahon. The motion passed 4-0 and the meeting was adjourned at 6:45 p.m.

Approved

Craig W. Hays, President

Jarrod Scheunemann, Secretary