

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

March 27, 2024

The Champaign Park District Board of Commissioners held a Special Board Meeting on Wednesday, March 27, 2024, which commenced at 5:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to published notice duly given. Vice President Timothy P. McMahon presided over the meeting.

Present in-person: 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.

Excused absence with prior notice duly given: President Craig W. Hays and Commissioner Barbara J. Kuhl.

Staff present in-person: Chelsea Norton, Director of Marketing and Development, Dan Olson, Director of Operations, Jeannie Robinson, Director of Recreation, Jimmy Gleason, Director of Facilities and Technology, Heather Miller, Director of Human Resources, Steven Bentz, Director of the Virginia Theatre, Cynthia Mattingly, Interim Director of Finance, Andy Heaton, Grounds Specialist, Josh Hughes Patton, Grounds Worker II, Joe Kearfott, Assistant Director of Facilities and Technology, Miguel Gaona, Grounds Specialist – Arbor, and Ryan Musgrove – Grounds Worker.

Rachel Voss and several other family members and friends of the distinguished service awardees were also in attendance.

Call to Order

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

Presentation

1. Distinguished Service Award – Andy Heaton, Josh Patton, Miguel Gaona, and Ryan Musgrove.

Mr. Olson highlighted the heroic efforts of Andy Heaton, Josh Hughes-Patton, Miguel Gaona, and Ryan Musgrove. These staff members went above and beyond the call of duty by aiding a fellow motorist who had experienced a vehicular accident and medical emergency. Vice President McMahon and the Commissioners applauded their exceptional care and concern for the residents they serve and thanked them for their efforts. Commissioner McMahon presented Andy Heaton, Josh Hughes-Patton, Miguel Gaona, and Ryan Musgrove with the Park District's highest staff honor, the distinguished service award.

Comments from the Public

None.

Communications

Vice President McMahon circulated the communications for review.

Treasurer's Report

Treasurer Lawson presented the report. She stated the Park District's finances had been reviewed and were found to be in appropriate order and noted several CD's are available for renewal.

Commissioner Solon made a motion to accept the Treasurer's Report for the month of February 2024. The motion was seconded by Commissioner Somers. The motion passed 3-0.

Executive Director's Report

Ms. Sandquist shared highlights from the upcoming Park District schedule including: the Martin Luther King Jr. Peace Walk on April 4th, dance art's production of Snow White at the Virginia Theatre on April 5th and 6th, Champaign Urbana Special Recreation (CUSR) theatre's performance of Cinderella on April 6th, the CUSR awards banquet on April 23rd, and the Illinois Association of Park District's (IAPD) Legislative Conference on May 7th and 8th.

Committee and Liaison Reports

Champaign Parks Foundation

Mr. Scheunemann reported that the Foundation has exceeded last year's sponsorship total for the Ties and Tennies gala. Ms. Sandquist reminded the Board that any silent auction basket donations are due by April 1st.

Report of Officers

Attorney's Report

Attorney Hall reported that he has been working on several matters for the Park District, including real estate transactions, easements, and numerous agreements.

President's Report

None.

Consent Agenda

Vice President McMahon stated that all items on the Consent Agenda are considered routine and shall be acted upon by one motion and if discussion is desired, that item shall be removed and discussed separately.

1. Approval of Minutes of the Special Board Meeting, February 28, 2024.
2. Approval of Executive Session Minutes, February 28, 2024.
3. Approval of Bid for Playground Surfacing

Commissioner Somers made a motion to approve the consent agenda as presented. The motion was seconded by Commissioner Solon. The motion passed 3-0.

New Business

1. Approval of Disbursements

Staff recommended approval of disbursements for the period beginning February 15, 2024, and ending March 13, 2024.

Commissioner Solon made a motion to approve the list of disbursements for the period beginning February 15, 2024, and ending March 13, 2024. The motion was seconded by Commissioner

Somers. Upon roll call, the vote was as follows: Commissioner Solon - yes; Commissioner Somers – yes; and Vice President McMahon – yes. The motion passed 3-0.

2. Approval of Professional Services Agreement with GHR Engineering and Associates for the Fly System Rigging at the Virginia Theatre

Mr. Bentz reported that the fly system computer has exceeded its normal life expectancy. The vendor who developed the system is no longer in operation, which complicates replacement and requires engineering expertise to ensure a new fly system is appropriate and functional.

Discussion and clarification ensued regarding the age of the current system, the overall project cost, and the availability of grants to support the project. Mr. Bentz responded that the current system is eleven years old, the current estimate for replacing the fly system is \$750,000, and the Park District has been anticipating the Illinois Department of Natural Resources Museum grant program may reopen to support similar projects in the future.

Commissioner Solon made a motion to approve accepting the proposal from GHR Engineers & Associates, Inc., of Champaign, IL, in the amount of \$54,000.00 to provide design and construction administration services for the Virginia Theatre rigging control system upgrade and authorize the Executive Director to enter into the provided AIA agreement subject to final review from legal counsel. The motion was seconded by Commissioner Somers and unanimously approved.

3. Approval of Bid for Concessions at Sholem Aquatic Center and Dodds Park Sports Complex.

Mr. Gleason reported that staff recommend approval of a License Agreement with JMB Industries, Inc. to use Sholem Aquatic Center for the purpose of concessions food and beverage.

Commissioner Solon requested clarification about service for other concessions areas. Mr. Gleason responded that JMB Industries and Travelin' Toms food and beverage trucks will be on location to serve at other Park District concession locations.

Commissioner Solon made a motion to approve a License Agreement with JMB Industries, Inc. to use Sholem Aquatic Center for the purpose of concessions food and beverage. The motion was seconded by Somers. The motion passed 3-0.

4. Approval of Purchase of Lighting Console for the Virginia Theatre

Mr. Bentz reported that staff recommends approval of accepting bid and authorize the Executive Director to purchase ETC ION APEX 20 Lighting Console and Peripherals for the Virginia Theatre from the low, responsible bidder, Full Compass Systems, Inc., Madison, WI, in the amount of \$78,782.00.

Vice President McMahon requested more information about the age of the system. Mr. Bentz responded that the system is thirteen (13) years old and it has exceeded its normal life expectancy.

Commissioner Somers made a motion to approve the bid to purchase ETC ION APEX 20 Lighting Console and Peripherals for the Virginia Theatre from the low, responsible bidder, Full Compass Systems, Inc., Madison, WI, in the amount of \$78,782.00 and authorize the Executive Director to enter into the agreement. The motion was seconded by Commissioner Solon. The motion passed 3-0.

5. Approval of Location Partner Agreement with Tivity Health Services, LLC (Silver Sneakers)

Mr. Gleason reported that the Park District's agreement with the Silver Sneakers program began in 2016. Staff investigated an amendment to the agreement after recent resident requests for

expansion of the service. Currently, the Park District serves 320 members. The new agreement increases the per visit cost from \$2.00 to \$3.00 per visit and a cap increase from \$20.00 to \$30.00 per month.

Commissioner Solon made a motion to approve an amendment to the agreement with Tivity Health Services, LLC to add the Martens Center and Sholem Aquatics Center and an increased rate to \$3.00 per visit and an increased cap of \$30.00 per month. The motion was seconded by Commissioner Somers and was unanimously approved.

6. Approval of Bid for West Side Park Mobility Upgrades

Mr. Olson presented this ADA project to their Board for its consideration. He noted that this work will fix cracked pathway panels, add ADA picnic, and trash receptacle spaces, and improve circulation through the expansion of pathway intersections.

Discussion ensued regarding the limited available space to widen the pathway at West Side Park and this project's priority of increasing access and improving circulation within the limitations.

Commissioner Solon verified that staff had engaged with the resident who gave public comment regarding the need for this project.

Commissioner Solon made a motion to award the contract to lowest bidder A + A Concrete of Urbana IL for \$97,475.00 and authorize the Executive Director to enter into the contract. The motion was seconded by Commissioner Somers. The motion passed unanimously.

7. Approval of Bid for Spalding Skate Park Safety Netting

Mr. Olson reported that this project will address errant foul balls that may otherwise land outside of the Spalding Park baseball field.

Discussion ensued regarding the lifespan and warranty of the netting.

Commissioner Solon made a motion to accept the low, responsible bid and authorize the Executive Director to enter into a contract with Midwest Netting Solutions for the purchase and installation of the safety netting for a total of \$76,505.33. Commissioner Somers seconded the motion, and it was unanimously approved.

8. Approval of Bid for the Construction of the Henry Michael Park Shelter

Mr. Olson presented the report. Neighbors of the park requested the shelter. ADA accommodations will be implemented in addition to completing the shelter.

Commissioner Somers made a motion to approve utilizing capital project and ADA funding to undertake the project; accepting the low, responsible bid and authorize the Executive Director to enter into a contract with Concrete, Inc. for the Henry Michael Park Shelter project for a total of \$31,795.61. The motion was seconded by Commissioner Solon. The motion passed 3-0.

Discussion Items

1. FY25 Annual Operating Budget

Staff presented the latest draft of the budget book and each division highlighted respective achievements, future goals, and variances in comparison to the FY24 budget.

Discussion ensued regarding the approval process, an update about marketing's forecasted FY25 budget as compared to the comprehensive FY24 marketing budget total, the availability of gift

certificates for Virginia Theatre tickets, the merger of senior programs, and a new special event and its potential locations, among a number of matters.

2. Champaign Parks Foundation – 3rd Quarter Financial Update

Staff presented packet materials for the Champaign Parks Foundation 3rd Quarter Financial Update. No further discussion ensued.

3. Champaign Park District – 3rd Quarter Financial Update

Staff presented packet materials for the Champaign Park District 3rd Quarter Financial Update. No further discussion ensued.

Comments from Commissioners

Commissioner Solon shared her appreciation for the format of the budget presentations. Vice President McMahon concurred. Commissioner Solon commented that she had received input from residents that have noticed improvements in the CUSR programs and services, and she thanked staff for their related efforts.

Vice President McMahon commented about the budget format and ease of navigation of the online software.

Executive Session

Commissioner Solon 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)(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity.

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 3-0 and the meeting was adjourned at 7:15 p.m.

Approved:

Timothy P. McMahon, Vice President

Jarrod Scheunemann, Secretary