

**CHAMPAIGN PARK DISTRICT
MINUTES OF THE REGULAR BOARD MEETING
BOARD OF PARK COMMISSIONERS
June 12, 2024**

Regular Board Meeting

The Champaign Park District Board of Commissioners held a Regular Meeting on Wednesday, June 12, 2024, at 5:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to published notice duly given. President Hays presided over the hearing.

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

Excused absence with prior notice duly given: Attorney Guy C. Hall.

Staff present in-person: Dan Olson, Director of Operations and Planning, Jeannie Robinson, Director of Recreation, Heather Miller, Director of Human Resources, Joe Kearfott, Assistant Director of Facilities and Technology, and Mitchell Fransen, Park Planner.

Call to Order

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

Comments from the Public

Mr. Sean Williams shared comments summarizing recent efforts to foster food forest projects in Champaign. Originally, Morrissey Park was identified as his ideal location for a food forest due to soil quality. Staff shared with him about a food forest site at Dodds Park that could potentially be enhanced, staff had visited the location with Mr. Williams. He shared his thoughts and requested the Park District expedite efforts to establish an accessible food forest. Additionally, Mr. Williams is conducting observational research to report about park use in Champaign because he feels the parks could be upgraded with more additional amenities and design elements.

The Commissioners thanked Mr. Williams for his comments.

Ms. Nooreen Meghani from Urbana, Illinois shared her support for Mr. Williams' comments and noted the benefits of food forests as well as the possibilities for food education.

The Commissioners thanked Ms. Meghani for her comments.

Ms. Shoshanna Bauer also shared supporting commentary in regard to Mr. Williams and Ms. Meghani's previous statements.

The Commissioners expressed their thanks to Ms. Bauer for sharing public comment.

Communications

None.

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. Ms. Lawson noted that the first installment of real estate taxes has been received from the County Clerk. Discussion ensued.

Commissioner Solon made a motion to accept the Treasurer's Report for the month of May 2024. The motion was seconded by Vice President McMahon and unanimously approved.

Executive Director's Report

Ms. Sandquist thanked Commissioners Solon and Somers for attending the Skelton Park restoration project ribbon cutting ceremony, which was well attended. She also noted high participation for a recent volunteer day to plant flowers at Hessel Park.

Ms. Sandquist shared about potential funding, up to \$1,000,000, that will be requested in the federal budget by Representative Budzinski for engineering related to Parkland Way. She highlighted efforts with Champaign County Regional Planning Commission to prepare a survey in support of a multi-use path along Parkland Way that would meet bicyclist and pedestrian needs as well as connect several important neighborhoods and amenities. The survey will support efforts for an Illinois Transportation Enhancement Program (ITEP) grant and encourage the Illinois Department of Transportation to enhance Mattis Ave to connect Hedge Park and other areas of the City with the potential Dodds Park pathway and Greenbelt Bikeway.

Ms. Sandquist encouraged Board members to attend the Park District and Public Library's joint Juneteenth event at Douglass Park.

Courtney Kouzmanoff, Director of Finance and Mitchell Fransen, Park Planner were also welcomed to the Park District team.

Committee and Liaison Reports

Champaign Parks Foundation

Mr. Scheunemann reported that tickets for the September 12, 2024, Ties and Tennies Gala are now on sale. The Foundation recently surpassed its sponsorship goal of \$50,000 after receiving a \$5,000 sponsorship pledge from Michael Comet and Pepsi Cola Bottling Company.

Mr. Scheunemann highlighted a recent FedEx volunteer of the year grant that was received by Ms. Carol Cope. She chose the Virginia Theatre to receive the \$25,000 grant for the third straight year.

The Foundation will undertake its bylaws review process in the near future.

Mr. Scheunemann also welcomed Emma Conway, part-time Development Manager to the Park District team.

Report of Officers

Attorney's Report

None.

President's Report

None.

Consent Agenda

President Hays 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 Annual and Regular Board Meetings, May 8, 2024
2. Approval of Minutes of the Study Session, May 22, 2024
3. Approval of Minutes of the Executive Session, May 22, 2024
4. Approval to Apply for the FY25 Illinois Arts Council Grant
5. Approval of Updates to Park District and Champaign Urbana Special Recreation Policies
 - a. 3-14a Blood Donation Leave Policy
 - b. 3-14b Organ Donation Leave Policy
 - c. 6-3 Smoking and Electronic Smoking Devices
 - d. 6-8 Proper Dress and Appearance Policy
 - e. I.29 Social Media Policy
 - f. II.14 Purchasing Policy and Procedures
 - g. IV.8 Remote Work Policy
 - h. Champaign-Urbana Special Recreation Policies
 - i. V.23 Attendance Expectations Policy
 - ii. V.24 Participant Transfer Policy

Staff recommended the Board remove items number two (2) and number (3) from the consent agenda to revise the minutes reflecting the start date for the Executive Director's wage adjustment.

Commissioner Kuhl made a motion to approve the consent agenda and to remove items number two (2) and number three (3) from the consent agenda for separate discussion and approval. The motion was seconded by Commissioner Vice President McMahan. The motion passed 5-0.

The Board addressed revisions to items number two (2) and three (3) from the consent agenda. They requested updates to the Study Session Minutes from May 22, 2024, and Executive Session Minutes from May 22, 2024, to reflect May 1, 2024, as the beginning date for the Executive Director's wage adjustment.

Commissioner Kuhl made a motion to approve the Study Session Minutes from May 22, 2024, and Executive Session Minutes from May 22, 2024, with amendments to reflect May 1, 2024, as the beginning date for the Executive Director's wage adjustment. Vice President McMahan seconded the motion, and it was unanimously approved.

New Business

1. Approval of Disbursements

Staff recommended approval of disbursements for the period beginning May 9, 2024, and ending June 12, 2024.

Treasure Lawson requested more information about Debtbook. Ms. Sandquist responded that this software is utilized to meet new GASB requirements for reporting about leases and subscriptions.

Commissioner Solon made a motion to approve the list of disbursements for the period beginning May 9, 2024, and ending June 12, 2024. The motion was seconded by Commissioner Somers. Upon roll call, the vote was as follows: Commissioner Kuhl – yes, Vice President McMahan – yes;

Commissioner Solon – yes, Commissioner Somers – yes, and President Hays - yes. The motion passed 5-0.

2. Approval of a Subrecipient Agreement between the City of Champaign and the Park District for the Community Matters Program

Ms. Sandquist reported that this program has been requested to continue for its fourteenth year. The funds will support Douglass Community Center summer camp scholarships covering up to 100% of fees for ten (10) participants per week. The awarded amount will also support scholarships covering up to 100% of fees for five (5) participants attending the Douglass Community Center after school program.

Commissioner Kuhl made a motion to approve the Subrecipient Agreement between the City of Champaign and the Park District for the Community Matters Program and authorize the Executive Director to execute the agreement. The motion was seconded by Commissioner Solon. The motion passed 5-0.

3. Approval of an Agreement with the Central Illinois Youth Football League (CIYFL)

Mr. Gleason reported the Park District has worked with CIYFL since 1999 and the requested three-year renewal of the agreement will continue to allow CIYFL to utilize the Zahnd Park football field for practices and as a back up in case McKinley Field is not available for games.

Commissioner Solon made a motion to approve a three-year agreement with CIYFL to coordinate the youth football league. The motion was seconded by Commissioner Somers and was passed unanimously.

4. Approval of a Resolution to Authorize Updating Approved Signatories on Bank and Investment Accounts

Staff recommends the Board approve the Resolution presented to remove and update authorized signatories on bank and investment accounts held by the Park District.

Commissioner Kuhl made a motion to approve a resolution to remove Andrea Wallace and the addition of Courtney Kouzmanoff as signatories on bank and investment accounts held by the Park District. The motion was seconded by Commissioner Somers. The motion passed 5-0.

Discussion Items

1. ADA Plan Update

Mr. Olson reported that staff intends to sunset this ADA transition plan in the next fiscal year. He noted several recent projects that have addressed deficiencies and highlighted remaining projects that will be included in the new plan. Ms. Sandquist added that the capital improvement plan includes funds allocated for an ADA audit and plan. She is currently working with a consultant to develop a scope of work, cost estimate, and timeline.

Discussion ensued regarding the inspection process and inclusion of the public in the process.

2. Vision

Ms. Sandquist revisited the outcomes of recent workshops that were led by Broken Compass consulting firm. She highlighted the possibility of a long-range capital reserve fund and led a discussion regarding possibilities for the remaining funds.

Discussion ensued regarding a feasibility study related to unmet community recreation facility needs and potential developments at the Country Fair and Downtown properties.

Commissioner Solon commented that the Park District should address how it will proceed with Parkland Way.

President Hays noted that the life expectancy of Sholem Aquatic Center should be considered.

Commissioner Kuhl recommended a structured visioning workshop involving the Board and staff including financial forecasting and needs analysis to prepare a document that addresses buildings, ADA, and other factors.

Commissioner Solon added that any vision discussions should include dedicated funds to maintain roofs, HVAC, ADA, pumps, and other costly maintenance items.

Ms. Sandquist responded that the discussion should also include next steps for maintaining a desired reserve fund balance.

Comments from Commissioners

Commissioner Solon enjoyed the Skelton Park ribbon cutting and complimented the Preston Jackson sculpture.

Commissioner Somers attended a graduation ceremony at the Virginia Theatre and expressed his thanks to the staff for high quality event. A relative also attended the flower planting event at Hessel Park and they gave accolades to the staff who were involved.

Executive Session

Vice President McMahon moved pursuant to the basis set forth below to convene into Executive Session. The motion was seconded by Commissioner Solon and unanimously approved. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS Par. 120/2 (c)(5) regarding 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 Kuhl made a motion to adjourn the meeting. The motion was seconded by Commissioner Solon and unanimously approved. The meeting was adjourned at 6:58 p.m.

Approved:

Craig W. Hays, President

Jarrod Scheunemann, Secretary