

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

Public Hearing and Regular Board Meeting

The Champaign Park District Board of Commissioners held a Public Hearing and a Regular Meeting on Wednesday, August 14, 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, Executive Director, Sarah Sandquist, Secretary and Deputy Executive Director, Jarrod Scheunemann, and Attorney, Guy Hall.

Staff present in-person: Courtney Kouzmanoff, Director of Finance, Dan Olson, Director of Operations and Planning, Jimmy Gleason, Director of Facilities & Technology, Steven Bentz, Director of the Virginia Theatre, Jeannie Robinson, Director of Recreation, Heather Miller, Director of Human Resources, Joe Kearfott, Assistant Director of Facilities and Technology, Chelsea Norton, Director of Marketing & Development, Mitchell Fransen, Park Planner, and Marguerite Bailey, Administrative Project Manager.

PUBLIC HEARING

A. CALL TO ORDER

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

B. COMMENTS FROM THE PUBLIC

None

C. ORDINANCE NO. 682, BUDGET AND APPROPRIATION ORDINANCE AMENDMENT

President Hays addressed all parties at the board meeting explaining the purpose of the public hearing, he confirmed that a "Notice of Public Hearing on the Budget and Appropriation Amendment Ordinance" was published in the News-Gazette on Sunday, July 28, 2024, and copies of the proposed Budget Amendment Ordinance were placed on file in the Finance Department and on the Park District's website on Tuesday, July 9, 2024. President Hays further declared the Public Hearing open as required by Illinois State Law in order to receive public comments on the Budget and Appropriation Amendment Ordinance. There was no public comment.

D. CLOSE PUBLIC HEARING

Thereafter, Commissioner Kuhl moved to adjourn the public hearing. The motion was seconded by Commissioner Solon and unanimously approved.

REGULAR MEETING

A. CALL TO ORDER

President Hays then called the regular board meeting to order immediately following closing the public hearing.

B. PRESENTATIONS

Courtney Kouzmanoff, Director of Finance introduced Jen Martenson who appeared virtually to represent Lauterbach & Amen, LLC. The purpose of the presentation was to provide a summary and respond to questions regarding the completed FY 2022/23 Audit. Ms. Martenson confirmed a copy of the clean audit was available to the board in digital form. The audit was summarized as being broken down into three primary sections: introduction, finance, and transmittal. The Executive Summary was pointed out as the best resource to present a comprehensive overview of the audit, which included a ten (10) year financial trend of the Park District. After concluding the presentation, Ms. Martenson received questions and comments. None were received. The Commissioners expressed their thanks to Ms. Martenson.

C. COMMENTS FROM THE PUBLIC

None.

D. COMMUNICATIONS

None.

E. 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 third installment of real estate taxes has been received from the County Clerk. Approximately fifty three percent (53%) of the total tax levy expected has been received. A short discussion of the July 2024 fund balances and confirmation of transfers was completed.

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

F. EXECUTIVE DIRECTOR'S REPORT

Ms. Sandquist gave a brief update of events that have recently taken place and future events. The CU Days event held at Douglass Park was a success with perfect weather and approximately 2500 residents attending. Ms. Sandquist acknowledged the staff for their hard work and the expedient cleanup of the park afterwards. The upcoming events that was noted included the Ties & Tennies Gala scheduled for Thursday, September 12th, the West Side Arts event set to take place at West Side Park on September 15, from 10:00 am to 5:00 pm, and on Saturday, October 5th there will be a ribbon cutting at Douglass Park at 1:00 pm.

G. COMMITTEE AND LIAISON REPORTS

Mr. Scheunemann reported that the Ties and Tennies Gala planning continues. Highlights include over fifty-two thousand dollars (\$52k) in sponsorships, approximately fifty-five (55) silent auction baskets, and ticket sales approximately one hundred and thirty (130) to date. The current goal is to sell more tickets, up to three hundred (300).

H. REPORT OF OFFICERS

Attorney's Report

Attorney Guy Hall reported on two (2) topics. The board previously approved the purchase of land from the Zahnd Family. The property is set for closing on Friday, August 16, 2024, at 9:00 a.m. Commissioner Kuhl inquired whether there was any action for the Zahnd Family to lease back some of the buildings and if all buildings were completely empty. After discussion, it was noted that the parties will address the topic post-closing. At this time there is no agreement for the Zahnd Family to lease back the property. All buildings on the parcel will be owned by the Park District. Ms. Sandquist addressed the board to confirm she would contact the Zahnd Family to address the removal of personal items and to convey what would be required if a lease back agreement is still of interest.

President's Report

None.

I. CONSENT AGENDA

All items appearing below were considered routine by the Board and shall be enacted by one motion. If discussion is desired, that item shall be removed and discussed separately. Commissioner Solon made a motion to approve the consent agenda items with removal item's #3, and #6 (e) and (f), the motion was seconded by Vice President McMahon.

1. Approval of Minutes of the Special Board Meeting, July 24, 2024
2. Approval of Minutes of the Executive Session, July 24, 2024
- ~~3. Approval of Resolution to Ratify Change Orders No. 2, 3, and 4 for the Douglass Park Concessions and Ballfield Project~~
4. Acceptance of FY 2022/23 Audit as presented
5. Approval of Agreement with COPS Shredding Services
6. Approval of Updates to Board Policies
 - a. 1-1 Equal Employment Opportunity Policy
 - b. 3-5a Child Extended Bereavement Leave Act
 - c. 3-5b Family Bereavement Leave Act
 - d. 3-9 Victims Economic Security and Safety Act
 - ~~e. Whistleblower Protection Policy and Procedures~~
 - ~~f. Medication Dispensing Policy~~
 - g. Transportation Policy
 - h. Investment Policy

After discussion, Commissioner Kuhl made a motion to approve consent agenda item #3 once the document had been amended to reflect the dollar amount of (\$37,936.05) shown as a negative value indicating a lesser amount than initially estimated. The motion was seconded by commissioner Solon. The motion passed unanimously.

Commissioner Kuhl made a motion to approve consent agenda item# #6(e), seconded by commissioner Somers after a conversation with council to confirm that commissioners should not be included in the Whistleblower Protection Policy and Procedure as they are elected as opposed to appointed officials and may need to judge a future circumstance.

Commissioner Solon made a motion to approve #6 (b), # 6(c), and # 6(f) with language changes to the policies. Commissioner Somers seconded the motion. The motion passed unanimously.

J. NEW BUSINESS

1. Approval of Disbursements

Commissioner Solon made a motion to approve the list of disbursements for the period beginning July 11, 2024, and ending August 13, 2024. The motion was seconded by Commissioner Somers. Upon roll call, the vote was as follows: Commissioner Kuhl – yes, Vice President McMahon – yes; Commissioner Solon – yes, Commissioner Somers – yes, and President Hays - yes. The motion passed 5-0.

2. Approval of Proposal and Agreement with Skulski Consulting LLC for ADA Transition Plan Update

There was discussion and thereafter, Commissioner Solon made a motion to approve approval for the Executive Director to entering into an agreement with Skulski Consulting, LLC for the ADA Audit and Transition Plan, Vice President Tim McMahon seconded the motion. The motion passed unanimously.

3. Approval of Agreement with Heart Technologies for Access Control

Vice President Tim McMahon made a motion to approve the agreement with Heart Technologies for access control upgrades to Hays Center, the Operations Building, and Bresnan Meeting Center for a total amount of \$77,996.25. Commissioner Somers seconded the motion. The motion passed unanimously.

4. Approval of Ordinance No. 682: FY25 Budget Amendment

Commissioner Solon made a motion to approve adopting Ordinance No. 682, a Budget and Appropriation Amendment Ordinance for FY 2024/25 in the amount of \$800,000. Commissioner Somers seconded the motion. Upon roll call, the vote was as follows: Commissioner Kuhl – yes, Vice President McMahon – yes; Commissioner Solon – yes, Commissioner Somers – yes, and President Hays - yes. The motion passed 5-0.

5. Approval of Bid to Replace and Upgrade the Fly System Computer Control at the Virginia Theatre

Mr. Bentz reported to the Park Board regarding the project. Commissioner Kuhl made a motion to accept the low, responsible bid and authorize the Executive Director to enter into an agreement with Bodine Electric, of Decatur, IL, in the amount of \$635,990.00 to act as general contractor for the Virginia Theatre's Fly System Computer Control Replacement and Upgrade, with \$393,490.00 to be allocated from funds currently held in the Champaign Parks Foundation's Virginia Theatre Restoration Fund, subject to legal council approval, Commissioner Solon seconded the motion. The motion passed unanimously.

6. Approval of Professional Services Agreement with University of Illinois Business Consulting Service for a Strategic Plan

Ms. Sanquist and Mr. Scheunemann reported to the board regarding the proposed agreement. Commissioner Solon made a motion to approve the agreement with the University of Illinois Business Consulting, with an amendment to have the agreement reflect a minimum of five hundred (500) survey responses versus fifty (50), for a total cost of \$15,000.00 as well as authorizing the Executive Director to enter into the contract for strategic plan services, Commissioner Somers seconded the motion. The motion passed unanimously.

7. Approval of Bid for Reconstruction of Hessel Park Parking Lot
Mr. Olson reported to the board regarding the Hessel Park project. Vice president McMahon made a motion to award the contract to the lowest bidder, Mid Illinois Concrete of Urbana Illinois, in the amount of \$363,823.00 and to authorize the Executive Director to enter into a contract for the work. The motion was seconded by Commissioner Somers. The motion passed unanimously.
8. Approval of an Easement Agreement with Marathon Petroleum Company for the Installation of a Trail
Commissioner Somers made a motion to approve the Executive Director to enter into an agreement with Marathon Pipeline LLC for the installation of a trail, the motion was seconded by Commissioner Solon. The motion passed unanimously.

K. DISCUSSION – Q1 Projects

The Executive Director provided an overview of the first quarter Park District projects. The highlights included (36) completed projects since October of 2023 and (34) projects in process. Commissioner Kuhl inquired as to the data collected from the community relating to Clark Park. Mr. Olson, Director of Operations & Planning responded and offered to provide the data for the commissioners to review.

Commissioner Kuhl addressed changing the meeting date with GovHR. Commissioner Kuhl also inquired about Parkland Way.

L. COMMENTS FROM COMMISSIONERS

None.

M. ADJOURN

There being no further business to come before the Board, Vice President McMahon made a motion to adjourn the meeting. The motion was seconded by Commissioner Somers and unanimously approved. The meeting was adjourned at 6:25 p.m.

Approved:

Craig W. Hays, President

Jarrod Scheunemann, Secretary