

**CHAMPAIGN PARK DISTRICT
MINUTES OF THE REGULAR BOARD MEETING
BOARD OF PARK COMMISSIONERS
December 11, 2024**

REGULAR BOARD MEETING

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, December 11, 2024, at 5:30 p.m. at Martens Center, 1515 N Market St, Champaign, IL, pursuant to published notice duly given. President Hays presided over the meeting.

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

Staff present in-person: Heather Miller, Director of Human Resources, Courtney Kouzmanoff, Director of Finance, Steven Bentz, Director of the Virginia Theatre, Chelsea Norton, Director of Marketing & Development, Dan Olson, Director of Operations & Planning, Bret Johnson, Assistant Director of Operations & Planning, Jimmy Gleason, Director of Facilities and Technology, Jeannie Robinson, Director of Recreation, Joe Kearfott, Assistant Director of Facilities and Technology, Marguerite Bailey, Administrative Project Manager, Tachel Brown, Marketing Manager, Sean Hurst, Rental Manager, Katy Denight, Graphic Designer, Erin Hadley, Accounting & Benefits Manager, Monique Beverly, Susie Kautzer, Erin Dietmeier, Horticulture Supervisor, Bailey Walden, Horticulture Specialist I, Kyle Covault, Park Maintenance Specialist, John Joyce, Marcius Moore, Ellie McGrew, Arborist II, Bob Ginger, Park Maintenance Specialist, Ryan Musgrove, Grounds Worker, Tom Albers, Horticulture Specialist II, Pete Frieden, Maintenance Specialist, Electrical, Matt Ellis, Maintenance Specialist, Plumbing, Calvin True, Horticulture Worker II, Tommy Buhr, Grounds Supervisor, Ryan Hays, Aquatics & Tennis Manager, Donny Holm, Aquatics & Tennis Coordinator, Miguel Gaona, Grounds Specialist, Arborist, Justice Miller, Sports Manager, Michelle Horvat, Preschool Supervisor, Mike Davis, Natural Areas Specialist I, Melanie Kahler, Cultural Arts Manager, Christina Mott, CUSR Manager/Inclusion Coordinator, and Nikiaya Brandon, CUSR Adult & Events Coordinator.

Staff present virtually: Will Schoell, Sports Field Specialist.

Community members present: Cathy Rector, Jon Rector, Anita Stein, Carol Cope, Mike Slagor, and Ann Hettinger.

A. CALL TO ORDER REGULAR BOARD MEETING

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

B. PRESENTATIONS

1. Honorary Commissioner, Volunteer, and Staff Awards Ceremony

Ms. Sandquist honored staff who had achieved milestone anniversaries. Justice Miller was honored for five (5) years of service, Bailey Walden, Michelle Horvat, Mitch Marlow, Mike Davis, and Tommy Buhr was honored for ten (10) years of service, and Melanie Kahler was honored for her service of thirty-five (35) years.

President Hays, Ms. Sandquist, and staff honored those who received awards for the following categories. The 2024 Keeva Keeling Outstanding Employee Award, posthumously named in honor of Keeva Keeling whose work exemplified the Park District's values, recipients are as follows: Katy Denight, Erin Hadley, Monique Beverly, and Susie Kautzer. The 2024 Outstanding Employee Award recipients are as follows: Bailey Walden, Kyle Covault, John Joyce, and Marcius Moore. Ms. Brandon and Ms. Mott honored Anita Stein as the Volunteer of the Year, and Justice Miller honored Mike Slater as the Sports Volunteer of the Year. Chelsea Norton honored Cathy Rector as the 2024 Honorary Commissioner. There were two team innovation awards presented. The SmartRec Core Team Award was presented to Jimmy Gleason, Jeannie Robinson, Zoe Southlynn-Savage, Chelsea Norton, Joe Kearfott, David Galvin, Sean Hurst, and Misty Stocking. The Sholem Pump Team Award was presented to Kayla Campbell, Chelsea Norton, Tachel Brown, Ryan Hays, Donny Holm, Jimmy Hutchcraft., Bret Johnson, Pete Frieden, and Matt Ellis.

2. IAPD Outstanding Citizen Volunteer Best of the Best Award – Carol Cope
Mr. Bentz honored Carol Cope as the IAPD Outstanding Citizen Volunteer of the Year.

3. Sholem Aquatic Center Art Installation – Adriane Binky Donley
Ms. Donley proposed to the Board a tile art project to beautify the Sholem Aquatic Center lazy river by utilizing a story board to illustrate the vision of the project. The project would be undertaken by Champaign Unit #4 high schools' art students. The proposed project would be completed by the Spring or Summer of 2025. The board thanked Ms. Donley for her proposal.

C. COMMENTS FROM THE PUBLIC

President Hays received one (1) board meeting comment card and invited community member, Ann Hettinger, to address the Board. Ms. Hettinger submitted a copy of the petition that was circulated regarding planting native plants instead of annual plants and asked for the document to be entered into the meeting record.

D. COMMUNICATIONS

The Board physically circulated a holiday card that was received from MSA.

E. TREASURER'S REPORT

President Craig Hays, acted as the temporary Park District Treasurer. He reported in the absence of the Treasurer and informed the board that the district's finances had been reviewed with Courtney Kouzmanoff, Director of Finance and found to be in order. Commissioner Solon moved to accept the Treasurer's Report for the month of November 2024. The motion was seconded by Commissioner Somers. The motion passed unanimously.

F. EXECUTIVE DIRECTOR'S REPORT

Ms. Sandquist provided the board with information regarding the acceptance of a ten thousand (\$10,000) award for the NRPA Sustainability Program. She also noted that Friday, December 13th is the deadline for early bird registration for the IPRA Conference in January, suggested a February 2025 special meeting to discuss projects and the vision of the Park District, and that the January 22, 2025, board meeting is cancelled due to the IPRA Conference. The Virginia Theatre's Whoville movie and trolley event had an estimated five hundred (500) participants. She also reported that she attended the groundbreaking for Bristol Place which will offer sixty (60) new residential units.

G. COMMITTEE REPORTS

Mr. Scheunemann reported to the board about foundation donations and the current fundraising efforts through providing hot cocoa at the Prairie Farms Winter Nights. The foundation has received approximately one thousand (\$1000) dollars in donations from the hot cocoa service. He thanked Mr. Patrick Harrington for his donation of hot cocoa. The foundation is also in receipt of a donation in the amount of fifty thousand (\$50,000) dollars specifically for the Dance and Performing Arts program from Dr. Donna Decamara, who will be honored next year at the annual Ties & Tennies Gala event. He reported that there is a meal train delivery scheduled for Sunday, December 15th for Ms. Lawson if board members would like to participate. He noted that the foundation bylaws are being reviewed at this time. The final updated foundation bylaws completion date is anticipated by February 2025 for board approval.

H. REPORT OF OFFICERS

Attorney's Report

Mr. Hall reported to the Board that he is reviewing multiple contracts and continues to complete normal business tasks.

President's Report

President Hays reported that he attended a meeting with an entity that has shown interest in developing the Country Fair Drive parcel. There is no development or plan at this time.

I. 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. Commissioner Solon moved to approve all items on the consent agenda, Vice President McMahon seconded the motion. The motion passed unanimously.

1. Approval of Minutes of the Regular Board Meeting, November 13, 2024.
2. Approval of Minutes of the Study Session Meeting, December 2, 2024.
3. Approval of an Agreement with Adriane Binky Donley for Sholem Aquatic Center Art Installation.

J. NEW BUSINESS

1. Approval of Disbursements

Commissioner Solon made a motion to approve the list of disbursements for the period beginning November 14, 2024, and ending December 11, 2024. The motion was seconded by Vice President McMahon. Upon roll call, the vote was as follows: Commissioner Kuhl – yes, Commissioner Solon – yes, Vice President McMahon - yes; President Hays – yes, and Commissioner Somers – yes. Motion passed 5-0.

2. Approval of Ordinance 684: An Ordinance Levying the Annual Tax for The Fiscal Year Beginning May 1, 2025, And Ending April 30, 2026 (2025 Tax Levy)

Ms. Kouzmanoff reported to the board that this ordinance is the final action to complete the tax levy process which will be filed with the Champaign County Clerk's office once executed. Commissioner Solon moved to approve Ordinance No. 684; Vice President Tim McMahon seconded the motion. Upon roll call, the vote was as follows: Commissioner Somers – yes, Vice President McMahon – yes, President Hays – yes, Commissioner Solon – yes, and Commissioner Kuhl – yes. The motion passed 5-0.

3. Approval of the Commerce Bank Purchase Card Master Agreement Renewal

Ms. Kouzmanoff reported to the board that the current agreement with Commerce Bank does not benefit the Park District as much as it could. A new agreement would provide the Park District's with revenue from a one percent (1%) cash back program on purchases. Commissioner Solon moved to approve authorizing the Executive Director to submit an updated Business Card Agreement application with Commerce Bank, including appropriate resolutions, under the Business Plus Program for the Park District's procurement card (p-card) program to increase revenue. Commissioner Somers seconded the motion. The motion passed unanimously.

4. Approval of an Agreement with Heart Technologies for S2 Access Control for the Virginia Theatre.

Mr. Gleason reported to the board the benefit of installing the access control S2 system at the Virginia Theatre now while there are other updates being made and having the financial resources already allocated. Commissioner Solon moved to approve an agreement with Heart Technologies for the installation of access control upgrades to the Virginia Theatre at a total cost of \$84,080.27. Commissioner Somers seconded the motion. The motion passed unanimously.

5. Approval of the FYE26 Capital Budget and the 2026-2036 Capital Improvement Plan

Mr. Olson reported to the board an overview of the fiscal year (FYE)2026 capital budget and 2026-2036 capital improvement plan documents that were provided in the board packet. After a brief discussion, Commissioner Solon moved to approve the FYE 2026 Capital Budget and only approve capital improvements on the schedule contingent on the completion of studies; and defer the 2027-2036 capital improvements after the review of completed studies. Commissioner Kuhl seconded the motion. The motion passed unanimously.

6. Approval of the Part-time/Seasonal Wages and Classifications

Ms. Miller provided a brief overview of the recommended changes to part-time / seasonal wages to the board. After consideration and discussion Vice President McMahon moved to approve the 2025 seasonal wage adjustments, including base wage increases, position updates, and retention incentives based on performance. Commissioner Somers seconded the motion. The motion passed unanimously.

7. Approval of Compensation Classification & Structure

President Hays began the discussion by thanking Commissioners Somers and Kuhl for their efforts and thorough review of the study materials. Each commissioner provided feedback regarding the compensation study with regard to salary increases, classifications, and new structure. A brief discussion ensued. Commissioner Kuhl stated that having done extensive review of the Study, she could support the 60% increase with the range topping out at 35%. In her review of the market data provided by the consultant, the spread on the ranges provided from market participants was more in the 35% range rather than the 40% range. Vice President McMahon moved to adopt of MGT Classification and Compensation Study, Report and approval of plan recommendations for phased rollout with the sixtieth (60th) percentile figures and forty (40%) percent spread. Commissioner Somers seconded the motion. The motion passed 4 – ayes, and 1- abstention – Commissioner Kuhl.

K. DISCUSSION

1. Summer Special Events 2024 Recap Report

Ms. Robinson provided the board with an overview of the events that took place over the summer with noted participation, changes, and expenses. The board thanked staff for their efforts in providing a comprehensive overview.

2. Champaign Parks Foundation – 2nd Quarter Financial Update

Ms. Kouzmanoff provided the board with a brief overview of two (2) financial reports generated with revenue and expenditure details. Designated funds were noted to be investigated further for projects that have been completed but may have funds not re-assigned with donor permission for another project.

3. Champaign Park District – 2nd Quarter Financial Update

Ms. Kouzmanoff provided the board with a brief overview and highlights for the first six (6) months of the fiscal year. The Park District has received ninety-four percent (94%) of its expected tax revenue. The Park District's salaries were noted and are on track with expected expenditures at approximately fifty percent (50%).

L. COMMENTS FROM COMMISSIONERS

Commissioner Somers reported that the parade of lights was very nice. Vice President McMahon wished everyone a Merry Christmas and Happy Hanukkah.

M. ADJOURN

Commissioner Solon moved to adjourn at 7:08 pm. Vice President McMahon seconded the motion, and it passed unanimously.

Approved:

Craig W. Hays, President

Jarrod Scheunemann, Secretary