

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

October 22, 2025

The Champaign Park District Board of Commissioners held a Special Meeting on Wednesday, October 22, 2025, at 5:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois. The Special Meeting occurred pursuant to published notice duly given. President Hays presided over the meeting.

Present in person: President Craig W. Hays, Vice President Mike R. Somers, Commissioners Jane L. Solon, and Tyler R. Rouse, Sarah Sandquist, Executive Director, Jarrod Scheunemann, Deputy Executive Director, Attorney Guy Hall, Courtney Kouzmanoff, Director of Finance, Daniel Bowen, Financial Analyst, Bret Johnson, Director of Operations and Planning, Chelsea Norton, Director of Marketing & Development, Heather Miller, Human Resources Assistant, Kathryn Glynn, Director of Human Resources, Jeannie Robinson, Director of Recreation, Jimmy Gleason, Director of Facilities & Technology, and Marguerite Bailey, Secretary/ Administrative Project Manager.

Commissioner Barbara J. Kuhl was absent and excused.

Present in the audience: David Armbruster, Ryan Cambridge, and Mark Beer, representatives with FRMWRK.

Present virtually: Erin Sordo, representative from Lauterbach & Amen LLP.

A. CALL ORDER

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

B. PRESENTATIONS

1. Lauterbach & Amen LLP – Present FY2024/25 Audit

Ms. Kouzmanoff introduced Ms. Erin Sordo from Lauterbach & Amen LLP. Ms. Sordo reported to the board a recap of the Champaign Park District (Park District) FY2024/25 external audit. The financial condition of the Park District was noted to be in good order. Within the Management letter, two (2) recommendations were made. The first is a policy for outstanding checks, which is drafted and noted to be an agenda item for this meeting. Second, there was information technology best practices discussed and referenced. Recommendations from the previous year were noted as being satisfied.

2. Champaign Urbana Special Recreation Logo Presentation

Ms. Norton reported the process that was undertaken to rebrand the Champaign Urbana Special Recreation (CU Special Recreation) Logo. After a request for proposals took place, the company that was chosen was Before Brand, located in Champaign, Illinois. The logo design will coincide with the fortieth (40th) anniversary of CU Special Recreation. The proposal included mock-ups of the brand logo using different colors, merchandise ideas, and suggested tag lines for marketing purposes. The board conveyed their thanks to staff and indicated the logo was well received.

3. Discussion item 2 was moved up in the meeting. FRMWRK representative Ryan Cambridge provided the board with a presentation about Prairie Farm Master Plan findings and suggested updates with different concepts based on the location. Concepts that were offered for consideration were to build and renovate the Zahnd Family parcel to a four-season park with an emphasis on agriculture or to update the current Prairie Farm location, or both, with varied structural alternatives. It was noted that Prairie Farm will be celebrating its sixtieth (60th) anniversary. Changes could occur to coincide with a celebration, if desired. Commissioner Solon inquired if there was an estimated cost for the project. Mr. Cambridge responded that FRMWRK would provide a rough estimate based on which concepts the board prefers.

C. COMMENTS FROM THE PUBLIC

None.

D. NEW BUSINESS

1. Acceptance of the Audit

Commissioner Solon moved to accept the Annual Comprehensive Financial Report Audit for the fiscal year ending April 30, 2025 (FY2024/25). Commissioner Rouse seconded the motion. The motion passed 4-0.

2. Approval of Outstanding Check Policy

Ms. Kouzmanoff reported to the board that staff recommends approval of the Outstanding Check Policy based on the recommendation of the auditor. Commissioner Rouse inquired about the number of uncashed checks annually. Ms. Kouzmanoff reported it was a minimal number, and the staff does their due diligence to contact the party if possible before following the state guidelines. Commissioner Solon moved to approve the Outstanding Check Policy. Commissioner Rouse seconded the motion. The motion passed 4-0.

3. Rescinding Contract Award for General Fencing Repair

Mr. Johnson reported to the board that ATS Custom Construction contacted the Park District and requested to withdraw from this project due to a cost calculation error on its part. Vice President Somers moved to follow the recommendation of staff and rescind the contract award to ATS Custom Construction's bid, in the amount of \$69,793.00, that the Park Board previously approved on October 8, 2025. Commissioner Rouse seconded the motion. The motion passed 4-0.

4. Awarding of Contract for General Fencing Repair

Vice President Somers moved to award the general fencing repair contract to the second-lowest responsible bidder that met all required specifications, Classic Fence, Inc., at the total bid amount of \$75,157.00, and authorize the Executive Director to enter into a contract agreement for the work. Commissioner Rouse seconded the motion. The motion passed 4-0.

E. DISCUSSION ITEMS

1. Employee Policies Manual Updates Pages 101-121

Ms. Miller reported to the board that she had made edits and changes as directed from the September 24, 2025, Special Meeting. The Board collectively identified various items to be addressed in the Employee Manual, pages 101-121. Noted items included reimbursement merits for clothing and boots, and a section regarding the WARN Act, which is not applicable to the Park District, but remained in the employees' policies manual for clarification purposes. At the next regular board meeting scheduled on November 12, 2025, staff will provide a clean updated copy and request approval on the consent agenda pending legal review.

2. FrmWrk Prairie Farm Master Plan Update

Note: Moved up to presentations item three (3).

F. COMMENTS FROM COMMISSIONERS

President Hays thanked Mr. Johnson and the operations department for looking into a product to address wear and discoloration on park bench feet. The benches at Hessel Park looked much improved.

G. ADJOURN

Commissioner Solon moved to adjourn at 6:38 pm. Commissioner Rouse seconded the motion. The motion passed 4-0.

Approved:

Craig W. Hays, President

Marguerite Bailey, Secretary