



# CHAMPAIGN PARK DISTRICT

REGULAR BOARD MEETING  
BRESNAN MEETING CENTER  
706 Kenwood Road, Champaign, Illinois  
Wednesday, June 10, 2015  
7:00 p.m.

**A. CALL TO ORDER**

**B. CPD HIGHLIGHTS**

**C. COMMENTS FROM THE PUBLIC**

**D. COMMUNICATIONS**

**E. PRESENTATIONS**

1. Kickapoo Rail Trail Project, Dan Olson, Champaign County Forest Preserve District

**F. TREASURER'S REPORT**

1. Consideration of Acceptance of the Treasurer's Report for the Month of May 2015

**G. EXECUTIVE DIRECTOR'S REPORT**

1. Introduction of Employees
2. Volunteer of the Month
3. General Announcements

**H. COMMITTEE AND LIAISON REPORTS**

1. Champaign Parks Foundation

**I. REPORT OF OFFICERS**

1. Attorney's Report
2. President's Report

**J. CONSENT AGENDA**

All items appearing below are considered routine by the Board and shall be enacted by one motion. If discussion is desired, that item shall be removed and discussed separately.

1. Approval of Minutes of the Special Board Meeting, April 22, 2015
2. Approval of Minutes of Executive Session, April 22, 2015
3. Approval of Minutes of the Annual and Regular Board Meetings, May 6, 2015

**K. NEW BUSINESS**

1. Approval of the List of Bills for May 2015  
Staff requests approval of the list of disbursements for the period beginning May 13, 2015 and ending June 9, 2015.

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The mission of the Champaign Park District is to enhance our community's quality of life through positive experiences in parks, recreation, and cultural arts.

2. Approval of Board Participation with External Entities Policy  
The Board will consider approval of a policy designating a commissioner to serve on external entities, boards, committees, or as a representative at various meetings.
3. Approval of Ordinance No. 596: Prevailing Wage  
State Statutes require local governments to annually adopt an ordinance listing the prevailing wages for the Park District. Staff recommends that the Board adopt Ordinance No. 596 declaring the prevailing wage rates for the ensuing year to be the same as those fixed for Champaign County by the Illinois Department of Labor.
4. Approval of Ordinance No. 597: An Ordinance Prescribing Rules for the Conduct of the Business of the Champaign Park District  
Staff recommends that the Board approval Ordinance No. 597: an ordinance prescribing rules for the conduct of business of the Champaign Park District.
5. Approval of an Agreement between the City of Champaign and the Champaign Park District for the Community Matters Program  
Staff recommends approval of the Subrecipient Agreement between the City of Champaign and the Park District for the Community Matters Program. The term of the agreement is from July 1, 2015 through June 30, 2016.
6. Approval of the Human Kinetics Trail-way Bid  
The Board will consider approval of Option 1 or Option 2 for the Human Kinetics Trail-way bid as presented.
7. Approval of a Resolution to Commit Excess Reserves for Future Capital Projects  
Staff recommends the Board of Commissioners approve a resolution to commit \$800,000 and transfer from General Fund excess reserves of \$100,000 into the Capital Improvement Fund for Trails and Pathways, and transfer \$700,000 and create a new Capital Fund for Spalding Park Development Project.

**L. OLD BUSINESS**

**M. DISCUSSION ITEMS**

**N. COMMENTS FROM COMMISSIONERS**

**O. EXECUTIVE SESSION**

The Board will convene into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS, 120/2(c)(1) for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body, 120/2(c)(5) for the purchase or lease of real property for the use of the public body, 120/2(c)(6) for the setting of a price for sale or lease of property owned by the public body, and 120/2(c)(11) litigation affecting the public body.

**P. RECONVENE INTO OPEN SESSION**

**Q. ADJOURN**

**NEXT MEETINGS OR EVENTS**

- June 11-13, Art in Motion Dance Recital, 6:30 p.m., Virginia Theatre
- June 13-14, Junior Summer Slam Tennis Tournament, Lindsay Tennis Courts,
- June 18, Neighborhood Summer Block Party, 6 p.m., Garden Hills
- June 20, Juneteenth Celebration, 12 p.m., Douglass Park
- June 20, *On the Town*, 1 & 7 p.m., Virginia Theatre
- June 20-21, Adult Summer Slam Tennis Tournament, Lindsay Tennis Courts,
- June 21, Father's Day Celebration, 11 a.m., Sholem Aquatic Center
- June 21, Concert: Kevin Cory, 6 p.m., Spalding Park
- June 24, Study Session, 5:30 p.m., Bresnan Meeting Center
- June 26, Pool Pass Holder Party, 7:30 p.m., Sholem Aquatic Center
- June 27, Splish Splash Water Safety Bash, 2 p.m., Sholem Aquatic Center
- June 28, Concert: Jim Marcum Swing Band, 6:30 p.m., Hessel Park
- June 29, Family Fun Ag Night, 4:30 p.m., Douglass Center
- July 3, Administrative Offices Closed
- July 4, Independence Day
- July 8, Regular Board Meeting, 7 p.m., Bresnan Meeting Center
- July 11, 1 & 7 p.m., *Double Indemnity*, Virginia Theatre
- July 11, Champaign Music Festival, 6 p.m., Hessel Park
- July 13, Foundation Board Meeting, 4 p.m., Bresnan Meeting Center

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

**April 22, 2015**

The Champaign Park District Board of Commissioners held a Special Board Meeting on Wednesday, April 22, 2015 at 5:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to notice duly given. President Petry presided over the meeting.

Present: President Joseph Petry, Vice President Alvin S. Griggs, Commissioners Barbara J. Kuhl, Jane L. Solon, and Timothy P. McMahon, and Treasurer Gary Wackerlin.

Absent: Attorney Guy Hall.

Staff present: Joseph DeLuce, Executive Director, Cindy Harvey, Assistant to the Executive Director/Board Secretary, Andrea Wallace, Director of Finance, Kevin Crump, Director of Operations and Planning, Megan Kuhlenschmidt, Director of Recreation and Marketing, Jameel Jones, Director of Cultural Arts, Tammy Hoggatt, Director of Human Resources, Information Technology and Risk, and Stacey Cornell, Administrative Specialist.

Tim Mitchell, a reporter with *The News-Gazette*, was also present in addition to members of the public.

**Call to Order**

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

**CPD Highlights**

Commissioner Kuhl commented that the Champaign-Urbana Special Recreation sports banquet was excellent. She stated it was fun to see the athletes recognized and offered praise for all involved with the program.

Commissioner McMahon commented that he appreciated his son's artwork being featured on the first page Marketing's news clippings.

**Comments from the Public**

Joe Thomas, 4009 Pinecrest Drive, Champaign, addressed the Board regarding a playground proposal. Speaking as the Executive Director of Institutional Development for Judah Christian School, Mr. Thomas stated that a playground could be located within a community area near the sports complex. The playground could be comparable to the one located at Carrie Busey elementary school in Savoy. Mr. Thomas reported that funds have been raised for half of a \$100,000 playground. He presented a video showing where the playground would be located between the baseball and combination field. The playground is intended for users of the sports venues. The elementary school would have its own separate playground.

President Petry thanked Mr. Thomas for his comments.

**Action Items**

Approval of Meeting Date Change of May Annual and Regular Board Meetings

Commissioner Solon made a motion to approve changing the previously scheduled Annual and Regular Board meetings from May 13, 2015 to May 6, 2015. The Annual meeting will start at 7:00 p.m. immediately followed by the Regular Board meeting. The motion was seconded by Vice President Griggs. The motion passed 5-0.

#### Approval to Name the New Park in the Liberty on the Lake Subdivision

Commissioner Solon made a motion to approve naming the new park in the Liberty on the Lake subdivision "Henry Michael Park". The motion was seconded by Commissioner McMahon. The motion passed 5-0.

#### Approval of Funds to be Transferred into the Capital Projects Fund

Mr. DeLuce presented the staff report. He stated that Ms. Wallace had prepared a chart on the Capital Project Funds utilizing fiscal carryover assumptions. Currently, unspent capital project fund balances are added back to the reserve balance at the end of the fiscal year. Unless a project has been re-budgeted in the next fiscal year's capital budget, the remaining funds are either reallocated to other projects or left in the reserve balance.

Commissioner Solon stated she had an issue with committing funds due to an ever-changing environment. Priorities shift and she did not feel designating funds to specific projects was the best financial direction at this time.

Commissioner Kuhl stated she was very much in favor of setting aside funds for specific projects. It could be changed if needed. In her opinion, it would confirm the direction of the Board and set priorities. In addition, it would demonstrate to the public that although there are reserves, certain funds were earmarked for specific projects.

Vice President Griggs stated setting aside money may be the only way to fund certain projects. Commissioner McMahon commented he was agreeable to building up funds for specific projects.

President Petry summarized the consensus of the Board to set aside funds for trails and Spalding Park. The commitment of funds for land acquisition is already underway.

Commissioner Kuhl made a motion to approve continuing to commit funds for land acquisition and designate the assignment or commitment of excess reserves in the amounts of \$700,000 for Spalding Park and \$100,000 for trails per the accounting procedure deemed appropriate by the Director of Finance. The motion was seconded by Vice President Griggs. The motion passed 5-0.

The Board recessed for a tour of the Operations facilities led by Mr. Crump.

#### Approval of the FY15-16 Capital Budget

Mr. DeLuce presented the staff report. He reported staff took into account Board comments from the last meeting. The proposed Capital Budget was reduced from \$5,350,600 to \$2,684,600. Routine and periodic maintenance and repairs were reduced from \$461,500 to \$421,500. The total Capital Budget recommended for approval was \$3,106,100. Spalding Park does have \$100,000 budgeted for fiscal year 2015-16. The operations facility and shop yard expansion were eliminated. The Hessel Park playground and surfacing project was divided up over two years, and the replacement of the sound truck was deferred. ADA (Americans with Disabilities Act) projects were cut back from \$200,000 to \$100,000. The \$150,000 in electrical improvements at the Bresnan Meeting Center were eliminated and contingency funds were reduced to \$90,000. The Virginia Theatre projects are contingent upon grants. Indoor or outdoor facilities for Spalding Park were not included. Funding for the architectural design and bid documents of five (5) to seven (7) shelf ready projects is included. Potential projects could include: a Spalding Park facility, Heritage Park improvements, Hessel Park development, replacing the boat house at Kaufman Lake with a picnic shelter and restrooms, the Centennial Park master plan, Operations and Administration facilities. Mr. DeLuce commented that a discussion of the capital projects for the next four years, Board priorities and the Strategic Plan were scheduled for the May 27 Board Study Session.

Commissioner Solon questioned why the 3-plex fields lighting listed under priority 1 was reduced from \$400,000 to \$50,000. Mr. DeLuce stated the problem with the current lighting is the low amount of foot candles. Staff thought that relamping the lights instead of replacing them would solve the issue and also not be as costly. Mr. Crump stated that staff looked at programming, how often those fields are used when lights would be needed, and whether it would be worth spending \$300,000 at that location. The fields for the majority are set up for 6:00 p.m. or 7:00 p.m. league games. The 4-plex, Zahnd and Dexter are being used for weekend tournaments before the 3-plex is used. He indicated that relamping to increase the lighting capacity instead of putting in new light fixtures for a facility that would not be used 70% of the time appeared to be suitable given budgetary constraints. The poles are in good condition. Commissioner Kuhl commented favorably about this analysis.

Commissioner Solon asked why the security camera upgrades and replacement listed under priority 3 was reduced \$16,000. Ms. Hoggatt reported that security cameras have been installed outside at Douglass Park and staff is evaluating them. Mr. DeLuce stated some of the older cameras are of questionable quality.

Commissioner Solon asked why the general replacement of park amenities was reduced \$10,000. Mr. Crump stated a reduction was planned on amenities, including cutting back on grills. He also commented that benches can be included with projects.

Commissioner Solon inquired about the Douglass Park permanent fencing and why it was not included in the previous budget for Douglass Park improvements. Mr. Crump stated it was the fencing along the current ballfield. It was not a considered a necessity at the time the grant application was made. Commissioner Solon inquired about ongoing expenditures at the park, to which Messrs. DeLuce and Crump responded. Mr. DeLuce also reported that windows would be needed at the Douglass Community Center in the future.

It was also noted that from a planning aspect it helps to have an idea regarding development in order to apply for grants.

Commissioner Kuhl inquired where there are any guidelines for how much one should spend on a park per acre. Mr. Crump responded to the inquiry.

Commissioner Solon asked about fiber optic cable installation between buildings, what benefit the Park District would derive, and why was it not done during the UC2B installation. Mr. DeLuce responded. Ms. Hoggatt added that the Park District is billed for every building that has fiber. By running fiber from the Douglass Community Center to the Douglass Annex and the Leonhard Recreation Center to the Sholem Aquatic Center, filter room and Prairie Farm, the Park District would save approximately \$800 per month and gain service to two additional buildings. Mr. DeLuce noted that the fiber contract expires in August.

Vice President Griggs commented that the operations facilities need to be addressed. Commissioner Solon indicated that there are projects to be planned for going forward, especially if it helps create efficiency. Mr. DeLuce suggested a long term plan for this issue.

Commissioner Kuhl then made a motion to approve the fiscal year 2015-16 Capital Budget. The motion was seconded by Vice President Griggs. The motion passed 5-0.

### **Comments from Commissioners**

Commissioner Solon commented she had spoken to a resident who had moved to Champaign from Washington. His daughter was participating in the special recreation program. He stated she enjoys it, and it has helped her transition to the area.

**Executive Session**

Vice President Griggs moved as set forth below to convene into Executive Session. The motion was seconded by Commissioner Solon. The motion passed 5-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner McMahon – yes; Vice President Griggs – yes; President Petry – yes; and Commissioner Kuhl – yes. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS, 120/2(c)(1) for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body, (c)(5) for the purchase or lease of real property for the use of the public body, (c)(6) for the setting of a price for sale or lease of property owned by the public body, and (c)(11) litigation affecting the public body.

**Return to Regular Meeting**

Following the adjournment of the Executive Session, the Board reconvened in open meeting.

**Executive Session Items**

Approval of Staff Wage Increases FY14-15

Commissioner Solon made a motion to approve staff wage increases of 3% for FY14-15. The motion was seconded by Vice President Griggs. The motion passed 5-0.

Approval of Wage Increase for the Executive Director for FY14-15

Commissioner Solon made a motion to approve a wage increase of 3% for the Executive Director and 100% of incentive compensation for FY14-15. The motion was seconded by Vice President Griggs. The motion passed 5-0.

**Adjourn**

There being no further business to come before the Board, Vice President Griggs made a motion to adjourn the meeting. The motion was seconded by Commissioner McMahon. The motion passed 5-0 and the meeting was adjourned at 8:27 p.m.

Approved:

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Timothy P. McMahon, President

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Cindy Harvey, Secretary

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

**May 6, 2015**

The Champaign Park District Board of Commissioners held its Annual Meeting on Wednesday, May 6, 2015 at 7:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to notice duly given. President Petry presided over the meeting.

Present: President Joseph Petry, Vice President Alvin S. Griggs, Commissioners Barbara J. Kuhl, Jane L. Solon, and Timothy P. McMahon, Treasurer Gary Wackerlin and Attorney Guy Hall.

Staff present: Joseph DeLuce, Executive Director, Cindy Harvey, Assistant to the Executive Director/Board Secretary, Andrea Wallace, Director of Finance, Kevin Crump, Director of Operations and Planning, Megan Kuhlenschmidt, Director of Recreation and Marketing, Jameel Jones, Director of Cultural Arts, Tammy Hoggatt, Director of Human Resources, Information Technology and Risk, and Stacey Cornell, Administrative Specialist.

Members of the public were in attendance. Tim Mitchell, a reporter with *The News-Gazette*, was also present.

**Call to Order**

President Petry called the meeting to order at 7:00 p.m.

**Swearing in of New Commissioners**

Attorney Hall administered the Oaths of Office to newly elected Park Board Commissioners Craig W. Hays and Jane L. Solon.

Vice President Griggs presented a clock on behalf of the Champaign Park District and the Board of Commissioners to Joseph Petry. Mr. Petry stated it had been an honor and pleasure to serve on the Board of Park Commissioners the past 12 years.

**Election of Officers**

Election of President and Vice President

Commissioner Kuhl made a motion to nominate and elect Timothy P. McMahon for the office of President and Alvin S. Griggs for the office of Vice President. The motion was seconded by Vice President Griggs. There were only two votes in favor of the motion. The motion failed.

Commissioner Solon made a motion to nominate and elect Tim McMahon for the office of President and Craig Hays for the office of Vice President. The motion was seconded by Commissioner McMahon. The motion passed 4-1 with Commissioner Kuhl opposed.

**Appointment of Officers**

Appointment of Secretary, Assistant Secretary, and Treasurer

Commissioner Solon made a motion that Cindy Harvey be appointed as Secretary. The motion was seconded by Vice President Hays. There were no other nominations. The motion passed 5-0.



Commissioner Solon made a motion that Joseph DeLuce be appointed as Assistant Secretary. The motion was seconded by Vice President Hays. There were no other nominations. The motion passed 5-0.

Commissioner Solon made a motion that Gary Wackerlin be appointed as Treasurer. The motion was seconded by Vice President Hays. There were no other nominations. The motion passed 5-0.

Attorney Hall then administered the Oaths of Office to Treasurer Gary Wackerlin, Secretary Cindy Harvey, and Assistant Secretary Joseph DeLuce.

### **Appointment of Board Member to Boards and Committees**

#### Appointment to Champaign Parks Foundation Board

Commissioner Solon made a motion that Vice President Hays be appointed to the Champaign Parks Foundation Board. The motion was seconded by President McMahan. There were no other nominations. The motion passed 5-0.

### **Adjourn**

There being no further business to come before the meeting, upon a motion duly made by Commissioner Solon, seconded by Commissioner Griggs and unanimously approved, the Annual Meeting was adjourned at 7:12 p.m.

Approved:

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Timothy P. McMahan, President

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Cindy Harvey, Secretary

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

**May 6, 2015**

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, May 6, 2015 immediately following the Annual Board Meeting at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to notice duly given. President McMahon presided over the meeting.

Present: President Timothy P. McMahon, Vice President Craig W. Hays, Commissioners Alvin S. Griggs, Barbara J. Kuhl, and Jane L. Solon, Treasurer Gary Wackerlin and Attorney Guy Hall.

Staff present: Joseph DeLuce, Executive Director, Cindy Harvey, Assistant to the Executive Director/Board Secretary, Andrea Wallace, Director of Finance, Kevin Crump, Director of Operations and Planning, Megan Kuhlenschmidt, Director of Recreation and Marketing, Jameel Jones, Director of Cultural Arts, Tammy Hoggatt, Director of Human Resources, Information Technology and Risk, and Stacey Cornell, Administrative Specialist.

Members of the public were in attendance. Tim Mitchell, a reporter with *The News-Gazette*, was also present.

**Call to Order**

President McMahon called the meeting to order at 7:12 p.m.

**CPD Highlights**

President McMahon commented that his son played in a baseball tournament at Dodds Park over the weekend. It was very well organized and the facility was much nicer than a similar one they had played at in St. Louis. He also stated it was great to see people out walking and playing basketball in the parks.

**Comments from the Public**

None.

**Communications**

President McMahon circulated the communications.

**Treasurer's Report**

Consideration of Acceptance of the Treasurer's Report for the Month of April 2015

Treasurer Wackerlin presented the Treasurer's Report for the month of April 2015. He stated the Park District's finances have been reviewed and found to be in appropriate order.

Commissioner Solon made a motion to accept the Treasurer's Report for the month of April 2015. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

**Executive Director's Report**

Introduction of Employees

Mr. Jones introduced Zoe Stinson, Special Events and Volunteer Coordinator, Hannah Sheets, Champaign-Urbana Special Recreation Athletics and Inclusion Coordinator, and Jessica

DeYoung, Champaign-Urbana Special Recreation Manager. Ms. Kuhlenschmidt introduced Katy Denight, Graphic Designer. Steven Bentz, Virginia Theatre Director, was also recognized as being in attendance.

#### Volunteer of the Month

Mr. Jones reported that Brittany Jones and Hailey Fargo were chosen as April Volunteers of the Month. They were recognized for their efforts in teaching computer skills to members of the 50 Plus! program. Ms. Jones was unable to attend the Board meeting. Ms. Fargo was in attendance and was presented a bag of gifts in appreciation.

The Board thanked Ms. Fargo for her efforts.

#### General Announcements

Mr. DeLuce reported the National Recreation and Park Association annual conference would be September 15-17 in Las Vegas, Nevada. He highlighted a dashboard metrics report from the Park District of Oak Park. The Park District may be able to adapt some of the measurement categories that Oak Park uses. Mr. DeLuce stated several staff attended a Toast of Tourism event at Parkland College. He reported participating in a Champaign Community Coalition meeting. The group is working to solve area gun violence and is scheduled to present at the May 27 Board meeting.

Ms. Wallace gave an update on the Illinois Metropolitan Investment Fund (IMET). There was fraud within a convenience fund. When discovered, IMET immediately closed those accounts and filed liens on property. It also filed a lawsuit in federal court. Ms. Wallace reported the Park District has received two payments from the liquidation of assets of approximately \$10,600. The initial amount at risk was near \$201,000. IMET has set funds into a liquidity trust. As it receives payment, those assets are distributed based upon the equitable share in the trust. IMET is trying to sell the assets available and will advance through federal court to recoup what it can. What is not recouped through that process will be filed through IMET's Federal Deposit Insurance Corporation coverage. It is estimated over 55% will be recouped through the liquidation process. Mr. DeLuce reported Ms. Wallace would be preparing a memo to keep the Board informed of the situation.

President McMahon inquired about Ebertfest. Mr. Bentz reported that the turnout was as strong as it had been in past years. Mr. DeLuce stated that Mary Susan Britt, the Associate Festival Director of Ebertfest for 14 years, is moving to Louisiana.

#### **Committee and Liaison Reports**

##### Champaign Parks Foundation

Commissioner Solon reported the Foundation had not yet met for the month of May.

#### **Report of Officers**

##### Attorney's Report

Mr. DeLuce reported that the contractor completing the project in Washington Park for the Urbana-Champaign Sanitary District needs a staging area. He stated that staff is working with Mr. Hall to prepare an amendment to the existing easement agreement for a temporary license.

##### President's Report

President McMahon thanked his fellow Commissioners for their trust in electing him to lead them and that he looks forward to working with the Commissioners and staff.

## **Consent Agenda**

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

1. Approval of Minutes of the Regular Board Meeting, April 8, 2015.
2. Approval of Minutes of the Executive Session, April 8, 2015.

Commissioner Griggs made a motion to approve the consent agenda. The motion was seconded by Commissioner Solon. The motion passed 5-0.

## **New Business**

### Approval of Disbursements for April 2015

Ms. Wallace reported that although the May meeting is being held a week early, staff recommends approval of disbursements for the period beginning April 9, 2015 through Wednesday, May 12, 2015. She stated that staff will complete a check run next week which will include remaining invoices for P-card bills and standard monthly accounts.

Commissioner Kuhl made a motion to approve the list of disbursements for the period beginning April 9, 2015 and ending May 12, 2015. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

### Approval of a Bid for Dumpster Services

Mr. DeLuce presented the staff report and staff responded to questions from the Board. Mr. Crump reported that staff recommended rejecting all bids and rebidding at a later date because it was determined that the bids received could not be adequately compared due to one being a fixed price and the other being weight based.

Commissioner Solon made a motion to reject all bids for dumpster services. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

### Approval of Bid for Hearing Assistance Audio System

Mr. DeLuce reported presented the staff report and responded to questions from the Board. Commissioner Kuhl made a motion to accept the lowest responsible bid and authorize the Executive Director to execute a contract for a hearing assistance audio system with Clearwing Systems Integration, LLC at the bid price of \$30,946. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

### Approval of a Resolution Reappointing Board of Directors of the Champaign Parks Foundation

Commissioner Solon made a motion to approve a resolution reappointing Newt Dodds, Lou Liay, and Penn Nelson to the Board of Directors of the Champaign Parks Foundation for two-year terms. The motion was seconded by Vice President Hays. The motion passed 5-0.

## **Old Business**

None.

## **Discussion Items**

### Presentation of the FY15-16 Proposed Budget

Ms. Wallace presented the preliminary FY15-16 budget and responded to questions by the Board. The total expenditures and transfers for FY15-16 are tentatively \$17,144,665. Significant changes were highlighted. Ms. Wallace reviewed the upcoming budget schedule with the

budget and appropriation ordinance to be approved and adopted at the July 8, 2015 meeting. The budget reflects the priorities set by the Board which include land acquisition, trails, and park and facility development. In addition, a number of factors which comprised certain aspects of the budget were discussed by the Board. The public hearing for the budget and appropriation ordinance will be set at the May 27<sup>th</sup> Special meeting. It will be considered for Board approval at the July 8, 2015 Regular meeting.

Ms. Wallace encouraged the Board to contact her if they had questions or would like to set up a meeting. President McMahon encouraged Commissioners to meet with Ms. Wallace before the next meeting.

#### **Comments from Commissioners**

President McMahon suggested that a summary of current and proposed goals and objectives be presented to the Board for review at the May 27<sup>th</sup> Board meeting. Mr. DeLuce responded that staff will provide an update on completed current priorities and proposed priorities and projects for FY15-16.

Mr. DeLuce reported on a small grass fire at Hessel Park. There was no serious damage. He reported that the Grand Reopening of Douglass Park will be held on May 23<sup>rd</sup> at 2 p.m. Mr. Jones reported that a Spring Fling will be held on May 18<sup>th</sup> from 5 p.m. to 7 p.m. at Gardens Hills Elementary School.

#### **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 Griggs. The motion passed 5-0 and the meeting was adjourned at 8:12 p.m.

Approved:

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Timothy P. McMahon, President

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Cindy Harvey, Secretary

**Champaign Park District  
Board Involvement in External Entities**

From time to time, the Champaign Park District Board of Commissioners may designate a commissioner to serve on external entities, boards, committees, or as a representative at various meetings. Serving in such capacity facilitates communication and provides interaction with governmental and other entities of importance to the mission of the District. The Board hereby designates the President as its primary representative to external entities, boards, or committees. In the event the President is unavailable, the Board hereby designates the Vice President to likewise represent the Board. The Board may also designate any other commissioner(s) to so serve, within its discretion and based upon the information available to it and commissioner interest in serving. However, no commissioner shall be authorized to approve or commit the District to any course of action involving such outside entities, boards, or committees without first obtaining direction from the Board as a whole. This policy shall not limit the participation or involvement of the Executive Director with such entities, boards, or committees as otherwise directed or suggested by the Board; provided that, the Executive Director's authority is exercised within the parameters approved by the Board.

Approved by the Board of Commissioners, June 10, 2015

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Timothy P. McMahon, President

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Joseph DeLuce, Executive Director



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** June 2, 2015

**SUBJECT:** Adoption of Prevailing Wage Ordinance

### Background

Annually the Park District is required to approve an ordinance adopting prevailing wage rates to be paid to laborers, mechanics and other workers employed on public works projects in the county in which the physical work on behalf of the Campaign Park District. After adoption of the ordinance, the Secretary of the Board shall keep available for inspection by any interested party, mail a copy of the ordinance to any employer or person who have filed their names and addresses requesting a copy, publish in the newspaper a notice of this determination, and file a certified copy with the Illinois Department of Labor.

### Prior Board Action

The Board adopts a Prevailing Wage Ordinance annually.

### Budget Impact

The cost to publish notice in the newspaper.

### Recommended Action

Staff recommends that the Board adopt Ordinance No. 596 declaring the prevailing wage rates for the ensuing year to be the same as those fixed in Champaign County by the Illinois Department of labor.

Prepared by:

Joe DeLuce, CPRP  
Executive Director

**CHAMPAIGN PARK DISTRICT**

**ORDINANCE NO. 596**

**WHEREAS**, the State of Illinois has enacted "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by anyone under contract for public works," approved June 26, 1941, codified as amended, 820 ILCS 130/1-12 et seq. (1993), formerly Ill. Rev. Stat., Ch. 48, par. 39s-1, et. seq, and

**WHEREAS**, the aforesaid Act requires that the Champaign Park District of the County of Champaign investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics, and other workers in the locality of Champaign employed in performing construction of public works for said Park District.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSINERS OF CHAMPAIGN PARK DISTRICT:**

SECTION 1: To the extent and as required by "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by anyone under contract for public works," approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in construction of public works coming under the jurisdiction of the Champaign Park District is hereby ascertained to be the same as the prevailing rate of wages for construction work in the Champaign County area as determined by the Department of Labor of the State of Illinois as of June, 2015, a copy of the determination being attached hereto as Exhibit "A" and incorporated herein by reference. The definition of any terms appearing in this Ordinance which are also used in aforesaid Act shall be the same as in said Act.

SECTION 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of the Champaign Park District to the extent required by the aforesaid Act.

SECTION 3: The Champaign Park District Secretary shall publicly post or keep available for inspection by any interested party in the main office of the Champaign Park District this determination or any revisions of such prevailing rate of wage.

SECTION 4: The Champaign Park District Secretary shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed their names and addresses requesting copies of any determination stating the particular rates and particular class of workers whose wages will be affected by such rates.

SECTION 5: The Champaign Park District Secretary shall promptly file a certified copy of this Ordinance with the Department of Labor of the State of Illinois.

SECTION 6: The Champaign Park District Secretary shall cause to be published in a newspaper of general circulation within the area notice of the adoption of this Ordinance and that said wage rates are available for public inspection at the office of said Park District, 706 Kenwood Road, Champaign, Illinois, and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

**PASSED AND ADOPTED** this 10<sup>th</sup> day of June 2015.

(SEAL)

APPROVED:

\_\_\_\_\_  
Timothy P. McMahon, President

ATTEST:

\_\_\_\_\_  
Cindy Harvey, Secretary



## CERTIFICATION BY SECRETARY

I, Cindy Harvey, do hereby certify that I am the duly appointed and serving Secretary of Champaign Park District, Champaign County, Illinois, and keeper of the records of said Champaign Park District. I further certify that the Ordinance to which this Certificate is attached is a true and correct copy of Ordinance No. 596 Prevailing Wage Ordinance, duly adopted by the Board of Park Commissioners of Champaign Park District at a regular meeting of said Board held June 10, 2015. I further certify that, since its adoption, said Ordinance has not been amended, altered or rescinded and is, on this date, in full force and effect.

Dated this 10<sup>th</sup> day of June 2015.

(SEAL)

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Cindy Harvey, Secretary  
Champaign Park District

Exhibit "A"

# Champaign County Prevailing Wage for June 2015

(See explanation of column headings at bottom of wages)

Trade Name	RG	TYP	C	Base	FRMAN	M-F>8	OSA	OSH	H/W	Pensn	Vac	Trng	
=====	==	===	=	=====	=====	=====	=====	=====	=====	=====	=====	=====	
ASBESTOS ABT-GEN		BLD		31.420	32.670	1.5	1.5	2.0	6.300	12.84	0.000	0.900	
ASBESTOS ABT-MEC		BLD		21.500	22.500	1.5	1.5	2.0	6.500	5.700	0.000	0.650	
BOILERMAKER		BLD		38.000	41.000	2.0	2.0	2.0	7.070	15.99	0.000	0.400	
BRICK MASON		BLD		31.320	32.820	1.5	1.5	2.0	7.200	11.57	0.000	0.850	
CARPENTER		BLD		34.100	36.350	1.5	1.5	2.0	8.000	10.25	0.000	0.520	
CARPENTER		HWY		34.600	36.350	1.5	1.5	2.0	8.000	10.25	0.000	0.520	
CEMENT MASON		BLD		31.010	32.760	1.5	1.5	2.0	7.200	9.050	0.000	0.500	
CEMENT MASON		HWY		31.630	33.130	1.5	1.5	2.0	7.200	9.050	0.000	0.500	
CERAMIC TILE FNSHER		BLD		29.580	0.000	1.5	1.5	2.0	7.200	8.200	0.000	0.000	
ELECTRIC PWR EQMT OP		ALL		38.300	45.290	1.5	1.5	2.0	6.150	10.73	0.000	0.380	
ELECTRIC PWR GRNDMAN		ALL		26.280	45.290	1.5	1.5	2.0	5.790	7.360	0.000	0.260	
ELECTRIC PWR LINEMAN		ALL		42.540	45.290	1.5	1.5	2.0	6.280	11.92	0.000	0.430	
ELECTRIC PWR TRK DRV		ALL		27.560	45.290	1.5	1.5	2.0	5.830	7.720	0.000	0.280	
ELECTRICIAN		BLD		37.090	39.090	1.5	1.5	2.0	6.100	8.580	0.000	0.550	
ELECTRONIC SYS TECH		BLD		30.830	32.580	1.5	1.5	2.0	6.350	7.970	0.000	0.400	
ELEVATOR CONSTRUCTOR		BLD		41.690	46.900	2.0	2.0	2.0	13.57	14.21	3.340	0.600	
FENCE ERECTOR		ALL		32.210	34.110	1.5	1.5	2.0	8.840	10.02	0.000	0.900	
GLAZIER		BLD		32.380	34.380	1.5	2.0	2.0	7.050	8.400	0.000	0.430	
HT/FROST INSULATOR		BLD		31.230	32.230	1.5	1.5	2.0	5.790	9.960	0.000	0.250	
IRON WORKER		ALL		32.210	34.110	1.5	1.5	2.0	9.240	10.92	0.000	0.900	
LABORER		BLD		28.920	30.170	1.5	1.5	2.0	6.300	12.84	0.000	0.800	
LABORER		HWY		30.310	31.310	1.5	1.5	2.0	6.300	12.92	0.000	0.800	
LATHER		BLD		34.100	36.350	1.5	1.5	2.0	8.000	10.25	0.000	0.520	
MACHINIST		BLD		44.350	46.850	1.5	1.5	2.0	6.760	8.950	1.850	0.000	
MARBLE FINISHERS		BLD		29.580	0.000	1.5	1.5	2.0	7.200	8.200	0.000	0.000	
MARBLE MASON		BLD		31.080	0.000	1.5	1.5	2.0	7.200	8.550	0.000	0.000	
MILLWRIGHT		BLD		30.720	32.970	1.5	1.5	2.0	8.000	14.09	0.000	0.520	
MILLWRIGHT		HWY		31.900	33.650	1.5	1.5	2.0	8.000	15.39	0.000	0.520	
OPERATING ENGINEER		ALL 1		38.600	0.000	1.5	1.5	2.0	8.000	9.500	0.000	0.850	
OPERATING ENGINEER		ALL 2		24.750	0.000	1.5	1.5	2.0	8.000	9.500	0.000	0.850	
OPERATING ENGINEER		ALL 3		39.600	0.000	1.5	1.5	2.0	8.000	9.500	0.000	0.850	
PAINTER		ALL		34.460	35.960	1.5	1.5	2.0	7.200	4.480	0.000	0.600	
PAINTER SIGNS		ALL		34.460	35.960	1.5	1.5	2.0	7.200	4.480	0.000	0.600	
PILEDRIIVER		BLD		35.100	37.350	1.5	1.5	2.0	8.000	10.25	0.000	0.520	
PILEDRIIVER		HWY		35.600	37.350	1.5	1.5	2.0	8.000	10.25	0.000	0.520	
PIPEFITTER		BLD		39.400	41.900	1.5	1.5	2.0	7.000	11.45	0.000	1.020	
PLASTERER		BLD		31.000	33.000	1.5	1.5	2.0	7.200	10.77	0.000	0.500	
PLUMBER		BLD		39.400	41.900	1.5	1.5	2.0	7.000	11.45	0.000	1.020	
ROOFER		BLD		29.450	30.950	1.5	1.5	2.0	9.250	8.400	0.000	0.240	
SHEETMETAL WORKER		BLD		35.310	37.310	1.5	1.5	2.0	8.600	13.19	0.000	0.520	
SPRINKLER FITTER		BLD		37.120	39.870	1.5	1.5	2.0	8.420	8.500	0.000	0.350	
STONE MASON		BLD		31.320	32.820	1.5	1.5	2.0	7.200	11.57	0.000	0.850	
<del>SURVEY WORKER</del> -> NOT IN EFFECT		ALL		29.700	30.700	1.5	1.5	1.5	2.0	6.300	10.59	0.000	0.800
TERRAZZO FINISHER		BLD		29.580	0.000	1.5	1.5	2.0	7.200	8.200	0.000	0.000	
TERRAZZO MASON		BLD		31.080	0.000	1.5	1.5	2.0	7.200	8.550	0.000	0.000	
TILE MASON		BLD		31.080	0.000	1.5	1.5	2.0	7.200	8.550	0.000	0.000	
TRUCK DRIVER		ALL 1		33.000	36.550	1.5	1.5	2.0	11.10	5.230	0.000	0.250	
TRUCK DRIVER		ALL 2		33.480	36.550	1.5	1.5	2.0	11.10	5.230	0.000	0.250	
TRUCK DRIVER		ALL 3		33.700	36.550	1.5	1.5	2.0	11.10	5.230	0.000	0.250	
TRUCK DRIVER		ALL 4		34.010	36.550	1.5	1.5	2.0	11.10	5.230	0.000	0.250	
TRUCK DRIVER		ALL 5		34.900	36.550	1.5	1.5	2.0	11.10	5.230	0.000	0.250	
TRUCK DRIVER		O&C 1		26.400	29.240	1.5	1.5	2.0	11.10	5.230	0.000	0.250	
TRUCK DRIVER		O&C 2		26.780	29.240	1.5	1.5	2.0	11.10	5.230	0.000	0.250	

TRUCK DRIVER	O&C 3	26.960	29.240	1.5	1.5	2.0	11.10	5.230	0.000	0.250
TRUCK DRIVER	O&C 4	27.210	29.240	1.5	1.5	2.0	11.10	5.230	0.000	0.250
TRUCK DRIVER	O&C 5	27.920	29.240	1.5	1.5	2.0	11.10	5.230	0.000	0.250
TUCKPONTER	BLD	31.320	32.820	1.5	1.5	2.0	7.200	11.57	0.000	0.850

Legend: RG (Region)

TYP (Trade Type - All, Highway, Building, Floating, Oil & Chip, Rivers)

C (Class)

Base (Base Wage Rate)

FRMAN (Foreman Rate)

M-F>8 (OT required for any hour greater than 8 worked each day, Mon through Fri.)

OSA (Overtime (OT) is required for every hour worked on Saturday)

OSH (Overtime is required for every hour worked on Sunday and Holidays)

H/W (Health & Welfare Insurance)

Pensn (Pension)

Vac (Vacation)

Trng (Training)

## Explanations

### CHAMPAIGN COUNTY

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and Veterans Day in some classifications/counties. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration. If in doubt, please check with IDOL.

Oil and chip resealing (O&C) means the application of road oils and liquid asphalt to coat an existing road surface, followed by application of aggregate chips or gravel to coated surface, and subsequent rolling of material to seal the surface.

### EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

### CERAMIC TILE FINISHER, MARBLE FINISHER, TERRAZZO FINISHER

Assisting, helping or supporting the tile, marble and terrazzo mechanic by performing their historic and traditional work assignments required to complete the proper installation of the work covered by said crafts. The term "Ceramic" is used for naming the classification only and is in no way a limitation of the product handled. Ceramic takes into consideration most hard tiles.

### ELECTRONIC SYSTEMS TECHNICIAN

Installation, service and maintenance of low-voltage systems which utilizes the transmission and/or transference of voice, sound, vision, or digital for commercial, education, security and entertainment

purposes for the following: TV monitoring and surveillance, background/foreground music, intercom and telephone interconnect, field programming, inventory control systems, microwave transmission, multi-media, multiplex, radio page, school, intercom and sound burglar alarms and low voltage master clock systems.

Excluded from this classification are energy management systems, life safety systems, supervisory controls and data acquisition systems not intrinsic with the above listed systems, fire alarm systems, nurse call systems and raceways exceeding fifteen feet in length.

SURVEY WORKER - Operated survey equipment including data collectors, G.P.S. and robotic instruments, as well as conventional levels and transits.

#### TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

Class 1. Drivers on 2 axle trucks hauling less than 9 ton. Air compressor and welding machines and brooms, including those pulled by separate units, truck driver helpers, warehouse employees, mechanic helpers, greasers and tiremen, pickup trucks when hauling materials, tools, or workers to and from and on-the-job site, and fork lifts up to 6,000 lb. capacity.

Class 2. Two or three axle trucks hauling more than 9 ton but hauling less than 16 ton. A-frame winch trucks, hydrolift trucks, vactor trucks or similar equipment when used for transportation purposes. Fork lifts over 6,000 lb. capacity, winch trucks, four axle combination units, and ticket writers.

Class 3. Two, three or four axle trucks hauling 16 ton or more. Drivers on water pulls, articulated dump trucks, mechanics and working forepersons, and dispatchers. Five axle or more combination units.

Class 4. Low Boy and Oil Distributors.

Class 5. Drivers who require special protective clothing while employed on hazardous waste work.

#### TRUCK DRIVER - OIL AND CHIP RESEALING ONLY.

This shall encompass laborers, workers and mechanics who drive contractor or subcontractor owned, leased, or hired pickup, dump, service, or oil distributor trucks. The work includes transporting materials and equipment (including but not limited to, oils, aggregate supplies, parts, machinery and tools) to or from the job site; distributing oil or liquid asphalt and aggregate; stock piling material when in connection with the actual oil and chip contract. The Truck Driver (Oil & Chip Resealing) wage classification does not include supplier delivered materials.

#### OPERATING ENGINEERS - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

Class 1. Draglines, Derricks, Shovels, Gradalls, Mechanics, Tractor Highlift, Tournadozer, Concrete Mixers with Skip, Tournamixer, Two Drum Machine, One Drum Hoist with Tower or Boom, Cableways, Tower Machines, Motor Patrol, Boom Tractor, Boom or Winch Truck, Winch or Hydraulic Boom Truck, Tournapull, Tractor Operating Scoops, Bulldozer, Push Tractor, Asphalt Planer, Finishing Machine on Asphalt, Large Rollers on Earth, Rollers on Asphalt Mix, Ross Carrier or similar Machine, Gravel Processing Machine, Asphalt Plant Engineer, Paver Operator, Dredging Equipment, or Dredge Engineer, or Dredge Operator, Central Mix Plant Engineer, CMI or similar type machine, Concrete Pump, Truck or Skid Mounted, Engineer or Rock Crusher Plant, Concrete

Plant Engineer, Ditching Machine with dual attachment, Tractor Mounted Loaders, Hydro Crane, Standard or Dinkey Locomotives, Scoopmobiles, Euclid Loader, Soil Cement Machine, Back Filler, Elevating Machine, Power Blade, Drilling Machine, including Well Testing, Caissons, Shaft or any similar type drilling machines, Motor Driven Paint Machine, Pipe Cleaning Machine, Pipe Wrapping Machine, Pipe Bending Machine, Apsco Paver, Boring Machine, (Head Equipment Greaser), Barber-Greene Loaders, Formless Paver, (Well Point System), Concrete Spreader, Hydra Ax, Span Saw, Marine Scoops, Brush Mulcher, Brush Burner, Mesh Placer, Tree Mover, Helicopter Crew (3), Piledriver-Skid or Crawler, Stump Remover, Root Rake, Tug Boat Operator, Refrigerating Machine, Freezing Operator, Chair Cart- Self-Propelled, Hydra Seeder, Straw Blower, Power Sub Grader, Bull Float, Finishing Machine, Self-Propelled Pavement Breaker, Lull (or similar type Machine), Two Air Compressors, Compressors hooked in Manifold, Chip Spreader, Mud Cat, Sull-Air, Fork Lifts (except when used for landscaping work), Soil Stabilizer (Seaman Tiller, Bo Mag, Rago Gator, and similar types of equipment), Tube Float, Spray Machine, Curing Machine, Concrete or Asphalt Milling Machine, Snooper Truck-Operator, Backhoe, Farm Tractors (with attachments), 4 Point Lift System (Power Lift or similar type), Skid-Steer (Bob Cat or similar type), Wrecking Shears, Water Blaster.

Class 2. Concrete Mixers without Skips, Rock Crusher, Ditching Machine under 6', Curbing Machine, One Drum Machines without Tower or Boom, Air Tugger, Self-Propelled Concrete Saw, Machine Mounted Post Hole Digger, two to four Generators, Water Pumps or Welding Machines, within 400 feet, Air Compressor 600 cu. ft. and under, Rollers on Aggregate and Seal Coat Surfaces, Fork Lift (when used for landscaping work), Concrete and Blacktop Curb Machine, One Water Pump, Oilers, Air Valves or Steam Valves, One Welding Machine, Truck Jack, Mud Jack, Gunnite Machine, House Elevators when used for hoisting material, Engine Tenders, Fireman, Wagon Drill, Flex Plane, Conveyor, Siphons and Pulsometer, Switchman, Fireman on Paint Pots, Fireman on Asphalt Plants, Distributor Operator on Trucks, Tampers, Self-Propelled Power Broom, Striping Machine (motor driven), Form Tamper, Bulk Cement Plant, Equipment Greaser, Deck Hands, Truck Crane Oiler-Driver, Cement Blimps, Form Grader, Temporary Heat, Throttle Valve, Super Sucker (and similar type of equipment).

Class 3. Power Cranes, Truck or Crawler Crane, Rough Terrain Crane (Cherry Picker), Tower Crane, Overhead Crane.

#### Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 217-782-1710 for wage rates or clarifications.

## LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.



# CHAMPAIGN PARK DISTRICT

## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** June 2, 2015

**SUBJECT:** Adoption of Ordinance No. 597: an Ordinance Prescribing Rules for the Conduct of the Business of the Champaign Park District

### Background

An ordinance was adopted prescribing the rules on how the Board shall govern itself as a legislative body and conduct the business of the District. Staff and legal counsel have made revisions to the ordinance. The revisions are shown using strikethroughs and underlines. Changes include authorizing the Executive Director to designate staff to execute contracts and incur financial liability to not exceed the sum of current bid requirement pursuant to the Park District Code during his absence; removed dollar threshold as all financial transactions require two signatures; and removed notice of the prevailing wage ordinance be filed with the Secretary of State. The current not to exceed bid amount is \$20,000 with pending legislation to increase the amount to \$25,000. Also, grammatical changes have been made throughout the ordinance.

### Prior Board Action

Adopted Ordinance No. 316 entitled "An Ordinance Prescribing Rules for the Conduct of the Business of the Champaign Park District" adopted October 12, 1983, amended August 12, 1998 by Ordinance No. 407, and amended March 10, 2004 by Ordinance No. 473.

### Budget Impact

None.

### Recommended Action

Staff recommends that the Board adopt Ordinance No. 597 prescribing rules for the conduct of the business of the Champaign Park District.

Prepared by:

Joe DeLuce, CPRP  
Executive Director

ORDINANCE NO. 473 597

AN ORDINANCE PRESCRIBING RULES FOR  
THE CONDUCT OF THE BUSINESS OF THE  
CHAMPAIGN PARK DISTRICT.

BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE  
CHAMPAIGN PARK DISTRICT THAT:

Section 1. Ordinance Number 316 entitled "An Ordinance Prescribing Rules for the Conduct of the Business of the Champaign Park District, adopted October 12, 1983, amended August 12, 1998 by Ordinance No. 407, amended March 10, 2004 by Ordinance No. 473, and all ordinances amendatory thereto, are hereby repealed effective as of the date of the adoption of this ordinance.

Section 2. In lieu of the rules and provisions provided in said repealed ordinance and amendments thereto, the following rules for the conduct of the business of the Champaign Park District are hereby established:

ARTICLE 1  
ORGANIZATION

Section 1. Government: The government of the District shall be vested in the duly elected Board of Commissioners (Board) as provided by law.

Section 2. Commissioners: Elected Commissioners serve as members of the Board. Individual Commissioners do not have authority to act for the Board unless duly authorized to do so by the Board. Authority as a Commissioner is limited to participation in official meetings of the Board or official committees thereof and to other actions; which have been duly authorized by the Board, except for officers of the Board acting within the scope of their authority as such officers.

Section 3. Election of Officers: The President and Vice President of the Board of Commissioners shall be elected by said Board at the annual meeting and the Secretary and Treasurer thereof, shall be appointed by said Board at said annual meeting. Such officers shall hold office until the next annual meeting or until their successors shall have been elected or appointed and qualified. In case of the absence or inability to act of any officer, except the President, the Board may appoint a successor to act in his/his/her stead during such absence or disability.

Section 4. President: The President is the chief legislative officer of the Park District. The president shall preside at all meetings; sign all contracts and other papers authorized by the Board; see that all ordinances of the Board are enforced, that all orders of the Board are faithfully executed, and to oversee the execution of Board policies and the programs, business operations and property of the District, all subject to the direction, ratification and approval of the Board of Commissioners.

Section 5: Vice President: The Vice President, in the absence of the President, or in the event of his/her refusal or inability to act, shall be vested with the powers and perform the duties of the President.



Section 6: Secretary: The Secretary shall have the custody of the corporate seal and of all books, records, minutes and papers pertaining to this office; shall attest and affix the corporate seal to all instruments requiring such action when authorized by ordinance or veto-action of the Board; ~~and shall cause all ordinances, resolutions, reports and other actions of the Board requiring publication, to be duly published;~~ and shall serve as the "local election official." ~~He~~ (S)he shall attend all meetings of the Board and keep a full and true record of its proceedings.

Section 7: Assistant Secretary: The Assistant Secretary, in the absence of the Secretary, or in the event of ~~this his/her~~ refusal or inability to act, shall be vested with the powers and perform the duties of the Secretary.

Section 78: Treasurer: The Treasurer shall act as overseer of the Director of Finance and Executive Director with respect to all monies belonging to the District and assure that all such monies are kept; in a bank or banks authorized by statute and approved and designated by the Board, in the name of the District and disbursed only upon the authority of the Board; that District funds, ~~subject to Board approval,~~ are kept prudently invested according to the District's Investment Policy and as authorized by law; that monthly reports to the Board of all receipts and disbursements are made; that financial reports, statements, and information are submitted to the Board from time to time on at least a quarterly monthly basis as shall be required by the Board; and that all laws and statutes are complied with governing the duties and obligations as such Treasurer ~~are complied with~~.

Section 89: Additional Duties of Officers: In addition to the duties hereinbefore specified, each officer shall perform such other duties as may be required of him/her/him by law or by the ordinances, ~~or the resolutions~~ or other actions of the Board.

Section 910: Consultants: The Board may appoint such additional attorneys, consultants, engineers, architects, accountants and other advisory personnel as ~~the Board~~ it may determine. ~~Said Such~~ consultants shall have such powers and duties as may be vested in them by the Board.

Section 4011: Committees: The President shall appoint such committees and subcommittees of the Board as may be required, subject to the approval of the Board. Unless authorized by the Board to do so, committees may not act independently of the Board or bind the District, but shall report and make recommendations to the Board.

Section 4412: Executive Director: The Executive Director is the chief administrative officer of the District and will execute policies, regulations and ordinances of the District as determined by the Board ~~of Park Commissioners~~. The Board ~~of Park Commissioners~~ shall employ the Executive Director for the District. Subject to the control and direction of the Board, the Executive Director ~~has full~~ shall have the authority and responsibility for the administration and operation of the District, including control, supervision, termination, and authority over all employees.

## ARTICLE II MEETINGS

Section 1: Annual Meeting: The annual meeting of the Board of Commissioners shall be held in May immediately before and at the same place as the regular monthly meeting of the Board for the month of May in each year.

Section 2. Regular Meetings: Public notice shall be given to any news medium or interested party of the schedule of regular meetings at the beginning of the calendar or fiscal year and shall state the regular dates, times, and places of such meetings. An agenda listing all matters that will be acted upon for each regular meeting shall be posted at the location of the meeting at least 48 hours in advance of the holding of the meeting and shall be mailed or personally delivered to each Commissioner. The Executive Director, in consultation with the President, shall be responsible for preparing the agenda. New matters, not on the agenda, ~~can~~ may be considered; provided that they cannot be acted upon, in accordance with law.

Section 3. Special Meetings: Special meetings of said Board of Commissioners may be held at any time upon the call of the President or of any two (2) Commissioners, upon giving not less than forty-eight (48) hours written notice of the time and place thereof, by mailing or personally delivering such notice to each Commissioner. If such notice of any meeting is waived by written waiver of notice, signed by all of the Commissioners prior to such meeting, such notice shall not be necessary. Attendance of a Commissioner at a special meeting shall constitute a waiver of notice of such meeting, unless the Commissioner attends for the express purpose of objecting to such meeting. The purpose of, or the business to be transacted at, a special meeting shall be specified in the notice of such meeting.

Section 4. Study Sessions and Workshops: ~~Study sessions and/or workshops of said the Board of Commissioners may be held at any time upon the call of the President or of any two (2) Commissioners, upon giving not less than forty-eight (48) hours written notice of the time and place thereof, by mailing or personally delivering such notice to each Commissioner. An agenda, under the direction of the Executive Director and with the advice of the President or in his/her absence the Vice President and Board members, shall be prepared for the study session or workshop. Board members may only make consensus motions-determinations or provide official direction of the Board at study sessions and/or workshops.~~

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Section 5. Executive Session Meetings: ~~Executive sessions may be held during Regular, or Special Board meetings, or Study Sessions. The purpose for the session shall be identified in accordance with the Illinois Open Meetings Act. Final action shall not be taken by the Board on any matter discussed in an executive session until the matter is placed on the agenda of a public meeting.~~

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Section 6. Emergency Meetings: Emergency meetings may be called without the 48-hour notice. Notice of emergency meetings shall be given as soon as practicable, but in any event prior to the holding of such meeting. Emergency meetings shall address emergencies involving injury or damage to person or property or the likelihood of such injury or damage, when time requirements of a 48-hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the Executive Director or the President with the consent of a majority of the Board members. The minutes of such meeting shall will indicate the reason for the emergency.

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Section 7. Place of Meeting: All regular meetings of the Board shall be held at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois; provided the Board may, from time to time, by giving at least 10 days' notice of such change by publication in a newspaper of general circulation in Champaign, fix another place for a meeting to be held if, in its judgement, the interests of the District will be best served by doing so.

Section 8. Quorum: A majority, three (3) members, of the duly elected, qualified and acting Commissioners shall constitute a quorum for the transaction of business; provided that less than a quorum may meet and adjourn to a day certain, entered on the records of the District.

Section 9. Conduct of Meetings: The President shall preside at and preserve proper order in all meetings. In his/her absence, the Vice President shall preside. In case of the absence of the President and Vice President both, the Commissioners present shall elect one of their members ~~as number~~ as Chairperson, who shall act as President Pro Tem and ~~who shall perform~~ all of the duties of the President and Vice President. In the absence of the Secretary and Assistant Secretary, the Commissioners present may designate some other person to act as Secretary Pro Tem, and the Secretary Pro Tem shall have the same powers and duties at such meeting which the Secretary would have, if present.

Section 10. Order of Business: The order of business at all regular meetings of the Board of Commissioners shall be as follows:

- A. Open Meeting
- B. Champaign Park District (CPD) Highlights
- C. ~~Approval of the Minutes~~ Comments from the Public
- D. ~~Comments from Public~~ Communications
- E. Treasurer's Report
- F. ~~Communications~~-Executive Director's Report
- G. Reports of Officers
- H. Consent Agenda
- I. Committee Reports
- J. Old Business
- K. New Business
- L. Comments from Commissioners
- M. Executive Session (If needed)
- N. Adjourn

Consent Agenda items shall have been fully considered by the Board or are considered to be routine and non-controversial and may be approved by one motion. Items on the Consent Agenda include, but are not limited to, minutes, resolutions and ordinances discussed at a previous Board meeting or committee meetings, bid awards and previously authorized agreements. Any Board member may remove any item from the Consent Agenda for separate consideration and action by request to the President during the meeting.

Section 11. Closed Session Minutes. The Board shall twice annually review minutes of closed meetings or executive sessions and declare those which can be released for public inspection.

SECTION 12. Rules of Order: For all points of order and parliamentary procedure not herein provided for, the then current Roberts Rules of Order are hereby adopted.

### ARTICLE III FISCAL AFFAIRS

Section 1. Fiscal Year: The fiscal year of the Champaign Park District shall begin on the first day of May of each year and shall end on the thirtieth day of April in the succeeding year.

Section 2. Budget Preparation: Prior to June 30, each year the Executive Director shall prepare a budget for the new fiscal year setting forth estimated receipts and expenditures for such fiscal year and shall submit such budget to the Board of Commissioners for its consideration. Such budget shall be prepared and submitted as a part of the Annual Budget and Appropriation Ordinance ~~by Section pursuant to Article 4, Article Four~~ Section 4-4 of The the Park District Code

and notice thereof shall be given and a public hearing thereon shall be held in the time and manner required by said Code. A certified copy of the Budget and Appropriation Ordinance shall be filed with the County Clerk within thirty (30) days of adoption. The final budget shall be adopted and filed no later than approved by July 31 of each year.

An estimate, certified by the District's chief fiscal officer of revenues, by source anticipated to be received for the next year is required to be filed with the County Clerk at the same time the Budget and Appropriation Ordinance is filed in accordance with law.

Section 3. Levy Ordinance: At a regular meeting of the Board of Commissioners, a resolution estimating the amount of the tax for the ensuing year shall be adopted. If necessary, the Board shall provide for publication of Truth in the Taxation Notice. A certificate indicating compliance with or a certificate indicating the inapplicability of the Truth in Taxation Act shall be filed with the County Clerk. A certified copy of the Tax Levy Ordinance shall be adopted and filed, following the Truth in Taxation hearing (if necessary) with the County Clerk before the last Tuesday in December.

Section 4. Statement of Receipts and Disbursements: The Treasurer in conjunction with the Director of Finance shall prepare an annual statement of receipts and disbursements, at the end of the fiscal year, file the statement with the County Clerk within six (6) months after the expiration of the fiscal year, and publish a notice of availability of its audit report have the statement published in the local newspaper.

Section 5. Audit: An independent audit shall be completed and the audit report and the State of Illinois Annual Report shall be filed with the County Clerk and the Illinois Comptroller within six (6) months after the close of the fiscal year.

#### ARTICLE IV CORPORATE SEAL

Section 1. Form of Seal: The corporate seal of the District shall be circular in form with the words "Champaign Park District, Champaign, Ill." in the outer circle and the interior of center of the circle in the words, "Official Seal" shall be engraved.

Section 2. Use of Seal: The form of the seal described in the preceding section is hereby adopted as the corporate seal of the District and shall be used whenever any certificate, deed, bond or other instrument is required by law or general usage, to be executed under the corporate seal of the District.

Section 3. Custodian of Seal: The Secretary is hereby designated as custodian of the corporate seal and is charged with its proper use and safekeeping. Subject to the Secretary's control, a duplicate seal may be kept and used by the Executive Director.

#### ARTICLE V CONTRACTS AND AUTHORITY TO INCUR FINANCIAL LIABILITY

Section 1. Contracts: No contract exceeding the sum of current bid limit threshold under requirement pursuant to the Park District Code \$10,000 for work, materials, supplies, services or improvements of any kind shall be awarded, except by the Board. The Board may, without bidding, enter into contracts exceeding one year, but not more than three years, for

employment contracts such as a park director, superintendent, administrator, engineer, land planner, finance director, attorney or other officer who requires technical training or knowledge and outside professional consultants such as engineers, land planners, auditors, attorneys, or other professional consultants who require technical training or knowledge. All such contracts shall be in writing, shall be in the name of the District, and shall be signed by the President, and Vice President, or Executive Director upon approval by the Board, attested by the Secretary or designee and the corporate seal affixed thereto.

Section 2. Incurring Financial Liability: No Commissioner, committee, officer or employee shall create any financial liability on behalf of the District unless it first shall be approved by the Board; except provided that the Executive Director or his/her designee (except as the Board may otherwise limit) may incur such financial liability or indebtedness not to exceed current bid limit threshold under requirement pursuant to the Park District Code \$40,000.00 in any one obligation without such Board approval.

In addition, with Board approval, the Executive Director or his/her designee may execute contracts, grant applications and other pertinent and related documents which have been approved or ratified by the Board of Commissioners as may be necessary from time to time in order to carry out and effectuate the actions and decisions of the Board and the terms of those agreements and grant applications approved and/or ratified by the Board, as approved by a Resolution dated February-September 12, 2003.

Section 3. Payment of Claims: Except as hereinafter provided, no claim against the District shall be paid until the same has been approved by the Board; provided that claims for salaries and wages of District employees whose employment has been approved by the Board, rent, public utilities, freight, postage, payment of bands and performing artists on day of performance, payment for previously approved contractual services, conference registration fees for Commissioners and staff, reimbursements to Commissioners and staff, refunds due program participants, and payments to specific vendors, previously approved by the Board, which only accept cash, may be paid without such authority upon the authority granted to the Executive Director, if reported at the next regular meeting of the Board.

Section 4. Execution of Checks: All checks for the payment of funds of the ~~District~~ District over \$10,000 shall be signed by the Treasurer, or if the Treasurer is unavailable, by a Commissioner or another officer of the District and countersigned by the Executive Director or other duly authorized officer or the Director of Finance, ~~of that District~~. All checks ~~under \$10,000~~, all payroll checks, including payroll taxes and withholdings, and investment checks shall be signed by two of the following: ~~the~~ Director of Finance, Executive Director, or ~~the~~ Treasurer.

## ARTICLE VI

### ORDINANCES

Section 1. Prevailing Rate of Wages: The Board shall determine the prevailing rate of wages for Champaign County and adopt an ordinance to that effect. Certified copies of that ordinance shall be filed with the ~~Secretary of State Index Division and the~~ Department of Labor of the State of Illinois by June 30 of each year. A copy of that ordinance or notice of its enactment shall also be published in a local newspaper, and the District shall publicly post or keep available for inspection said prevailing rates of wages as thus determined.

Section 2. Annexations: All territories being annexed to the Champaign Park District shall be annexed by ordinance adopted by the Board of Commissioners.

ARTICLE VII  
PARK NAMES

Section 1. Park Name: The Board shall approve names for all parks added to the Champaign Park District.

ARTICLE VIII  
WHEN ORDINANCE TAKES EFFECT -- REPEAL OF PRIOR ORDINANCES

Section 1. All ordinances and parts of ordinances in conflict or inconsistent with any of the provisions of this ordinance are hereby repealed and this ordinance shall be in force from and after its passage and approval.

Passed and Adopted: 10<sup>th</sup> day of March 2004 June 2015.

\_\_\_\_\_  
Timothy P. McMahon, ~~Alvin S. Griggs~~, President

ATTEST:

\_\_\_\_\_  
Cindy Harvey, ~~Guy C. Hall~~, Secretary



## **REPORT TO PARK BOARD**

**FROM:** Joe DeLuce, Executive Director

**DATE:** June 2, 2015

**SUBJECT:** CommUnity Matters Agreement with City of Champaign

### **BACKGROUND**

During the summer of 2007, we were contacted by the City of Champaign Police Department, which was encountering issues with various criminal incidents in the Garden Hills area involving young people. The City implemented an all out effort to stop these incidents, improve the neighborhood infrastructure, and they also asked us to provide recreation activities as alternatives to criminal activities for these young people.

The District responded by creating a series of events and activities on six Thursday nights throughout the summer. The Summer Thrills at Garden Hills was created as a series of special events for all ages. These events included movie nights, concerts, sports activities, and a variety of other fun events. The response from the neighborhood was fantastic and they wanted to see more activities and events in the park.

The Garden Hills area (West of Prospect Avenue, South of Bloomington Road, East of Mattis Avenue and North of Bradley Avenue) currently has over 750 students in elementary, middle school and high school. The Garden Hills area has very little park space or access to indoor recreation opportunities, therefore the need for something for these young people to do was really needed.

The City of Champaign, Unit 4, and the Park District discussed various possibilities and came up with an idea to create year-round programming for the Garden Hills residents based out of the Garden Hills Elementary School and park. A committee of staff members from the City of Champaign, Unit 4 Schools, the United Way of Champaign County, and Champaign Park District met to create a pilot year-round program that met the needs of residents of the Garden Hills community.

The City of Champaign officials have been very pleased with the success of the programs offered during the past five years for the Garden Hills Neighborhood. The programs have been a true win-win partnership for the City, Park District and the School District. The residents also are very excited about continuing the programs and have voiced their support for continuing the programs.

### **PROPOSAL FOR THE SUMMER OF 2015**

Last year, 25 children/youth and 10 Teens in the Garden Hills Community were invited to attend summer day camp at Douglass Park. This year will be providing day camp opportunities for 35 total kids which includes our regular day camps for ages 6 – 11 and Teens aged 12 – 15. We will reserve 25 slots for youth ages 6-12 years old and 10 slots for teens aged 12 – 15. The

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**The mission of the Champaign Park District is to enhance our community's quality of life through positive experiences in parks, recreation, and cultural arts.**

Douglass Day Camp will provide a wide range of daily activities to support physical, emotional, intellectual and social development along with FUN for every youth who attends the 9-week day camp.

Douglass Day Camp runs from June 3<sup>rd</sup> through July 31<sup>st</sup>, with the operating hours of 7:30 a.m. to 5:30 p.m., Monday through Friday. Day Camp staff will make arrangements for all field trips. The Champaign Park District will provide a staff supervision ratio of one supervisor to every eight (8) participants in the program.

Also, the Champaign Park District will host one (1) special event to focus on civic engagement and celebrating community. Potential sites for the event include, Garden Hills Park and Bristol Park. The Champaign Park District will work to coordinate and staff the event.

#### **FINANCIAL**

The City of Champaign will provide funding through the Community Development Block Grant (CDBG) for the summer day camp program at Douglass Park and one special event in the amount of \$22,500 from July 1, 2015 through June 30, 2016. The funds will be allocated as follows: \$19,500 for 25 youth and 10 Teens to attend the Douglass Day Camps and \$3,000 for one special event. Any funds remaining in the current budget from the City of Champaign will be carried over from FY15-16 to the summer day camp program. The funding for this program has been reduced over the years and additional programs and agencies have also requested funding from the City of Champaign.

#### **RECOMMENDATION**

The City of Champaign has provided a contract for Park Board consideration of approval for the 2015-16 budget years in the amount of \$22,500. Staff recommendation is to continue this partnership and move forward with the Summer Day Camp Program and special events through the Community Matters Program.

Prepared by:

Reviewed by:

Jameel Jones  
Director of Cultural Arts

Joe DeLuce  
Executive Director



**SUBRECIPIENT AGREEMENT BETWEEN  
THE CITY OF CHAMPAIGN & CHAMPAIGN PARK DISTRICT  
FOR THE CommUnity MATTERS PROGRAM**

THIS AGREEMENT, entered this 1<sup>st</sup> day of July, 2015 by and between the **City of Champaign** (herein called the “Grantee”) and **Champaign Park District** (herein called the “Subrecipient”).

WHEREAS, the Grantee has applied for and received funds from the United States Government under Title I of the Housing and Community Development Act of 1974, as amended (HCD Act), Public Law 93-383; and

WHEREAS, the Grantee wishes to engage the Subrecipient to assist the Grantee in utilizing such funds;

NOW, THEREFORE, it is agreed between the parties hereto that;

**I. SCOPE OF SERVICE**

**A. Summer Day Camp and Special Event**

**Summer Day Camp**

The Champaign Park District (CPD) will serve primarily Garden Hills, Douglass Park, Beardsley Park and Bristol Park neighborhood youth at the Douglass Park Recreation Center at 512 East Grove Street, Champaign. CPD will reserve 25 slots for youth ages 6-12 years old and 10 slots for teenagers ages 12-15 to provide a wide range of daily activities to support physical, emotional, intellectual and social development for every youth who attends these day camps.

This grant agreement provides funding for summer day camp beginning July 1, 2015 through June 30, 2016. Specifics for the Summer 2015 Douglass Day Camp are outlined below and run from June 3, 2015 through July 31, 2015 with the operating hours of 7:30am to 5:30am Monday through Friday. Those activities taking place prior to this agreement, or June 3, 2015, through July 31, 2015, will be provided through the FY 2014/15 grant agreement. Funding for June 2016 summer day camp slots (approximately 35) are included in this FY 2015/16 agreement and will be similar in scope as the FY 2015/16 activities listed below.

Day Camp staff will make arrangements for all field trips. The Champaign Park District will provide a staff supervision ratio of one supervisor to every eight (8) participants in the program. Planning is already underway for numerous field trips, swimming and other activities, based upon our weekly themes for the summer. Our themes for Day Camp and Teen Camp are as follows:

**Summer Day Camp**

- Week 1: “Summer Safety”
- Week 2: “Super Science”
- Week 3: “Go Green”

- Week 4: “Inventors Week”
- Week 5: “Let's Grow”
- Week 6: “Art Academy”
- Week 7: “Animal Planet”
- Week 8: “Prairie State”
- Week 9: “Camp Olympia”

Teen Camp

- Week 1: “Summer Party”
- Week 2: “The Great Outdoors”
- Week 3: “Neat Physique”
- Week 4: “Sci-Tech Week”
- Week 5: “America’s Treat”
- Week 6: “Around the World”
- Week 7: “Leaders in Training”
- Week 8: “Mystery Week”
- Week 9: “Let the Games Begin”

**Special Event**

The Champaign Park District will host one (1) special event in a targeted neighborhood focusing on civic engagement and celebrating community during this grant period. Potential sites for these events include Garden Hills Park and Bristol Park. The Champaign Park District will work to coordinate and staff the events with input from the City of Champaign and the neighborhood groups in these areas.

The FY 2015/16 CDBG-funded services will be provided for residents residing in the targeted areas of Garden Hills, Beardsley Park, Douglass Park and Bristol Park neighborhoods. If summer day camp slots remain after the program is underway other children from non-targeted area, but income-eligible households may participate. The special events will occur in the Garden Hills and Bristol Park neighborhoods. The Subrecipient will administer all tasks in the provision of the aforementioned public services in compliance with all applicable Federal, state, and local rules and regulations governing these funds, and in a manner satisfactory to the Grantee.

Changes in the scope of services, budget, or method of compensation contained in this Agreement, unless otherwise noted, may only be made through a written amendment to this Agreement, executed by the Subrecipient and Grantee.

**B. Program Delivery for the Summer Day Camp and Special Events**

Listed below are the major tasks of the **Summer Day Camp and Special Event** that will be performed:

- |             |   |
|-------------|---|
| Activity #1 | Summer Day Camp (30 youth for 8.5 weeks, M-F, 7:30-5:30)                                      |
| Activity #2 | Special Event (1 event held either in Bristol Park neighborhood or Garden Hills neighborhood) |

In addition, the Subrecipient will ensure that the numbers, background and qualifications of the Subrecipient's staff providing the **Summer Day Camp and Special Event** and any related services at all times are appropriate for the enrolled youth.

Maintain program and financial records documenting the eligibility, attendance, provision of services, and Subrecipient expenses relative to the families receiving the **Summer Day Camp and Special Event** services as a result of assistance provided through the CDBG program.

C. Budget Method and Compensation

At a minimum of once per quarter, the Subrecipient shall provide the Grantee expense information for the **Summer Day Camp and Special Event** services described in Section A. of this Agreement.

D. National Objectives

The Subrecipient certifies that the CDBG-funded activity (ies) carried out under this Agreement benefits low- and moderate-income persons or those presumed to be principally low- and moderate income such as elderly, severely disabled, or homeless.

E. Level of Accomplishment – Goals and Performance Measures

Outcomes:

The desired outcomes of the program are to provide positive family and individual recreational opportunities in a safe environment.

F. Staffing

Appropriate Staffing
Administrative staff as assigned

The Subrecipient will notify the Grantee of any changes in the Key Personnel assigned or their general responsibilities under this project within two weeks of such change(s).

G. Performance Monitoring

The Grantee will monitor the performance of the Subrecipient against goals and performance standards as stated above. Substandard performance as determined by the Grantee will constitute noncompliance with this Agreement and may be the basis for suspension or termination of this Agreement in accordance with subsection VII-G of this Agreement.

**II. TIME OF PERFORMANCE**

Services of the Subrecipient shall start on the **1<sup>st</sup> day July, 2015** and end on the **30<sup>th</sup> day June, 2016**, unless otherwise extended in written modification to this contract executed by the Grantee

and the Subrecipient. The term of this Agreement and the provisions herein shall be extended to cover any additional time period during which the Subrecipient remains in control of CDBG funds or other CDBG assets, including program income.

**III. BUDGET**

**FY 2015/16 Community Development Block Grant (federal CDBG) funds:**

Line Item	Budget for Summer Day Camp and Special Events
Summer Day Camp	\$19,500
Special Events	\$3,000
<b>Total FY 2015/16 Budget</b>	<b>\$22,500</b>

**IV. PAYMENT**

It is expressly agreed and understood that the total amount to be paid by the Grantee under this Agreement shall not exceed **Twenty Two Thousand Five Hundred Dollars and 00/100 (\$22,500.00)**. Drawdowns for the payment of eligible expenses shall be made against the line item budgets specified in Paragraph III herein and in accordance with performance. Expenses for general administration shall also be paid against the line item budgets specified in Paragraph III and in accordance with performance. Final invoices must be submitted prior to August 31, 2016. Payments may be contingent upon certification of the Subrecipient's financial management system in accordance with the standards specified by the city.

**V. NOTICES**

Notices required by this Agreement shall be in writing and delivered via first-class mail (postage prepaid), commercial courier, or personal delivery or sent by facsimile or other electronic means. Any notice sent in this manner shall be effective on the date of sending. All notices and other written communications under this Agreement shall be addressed to the individuals in the capacities indicated below, unless otherwise modified by subsequent written notice.

Communication and details concerning this contract shall be directed to the following contract representatives:

Grantee

Neighborhood Services Director  
City of Champaign,  
102 North Neil Street  
Champaign, IL 61820  
217.403.7070

Subrecipient

Director of Cultural Arts  
Champaign Park District  
706 Kenwood Road  
Champaign, IL 61821  
217.398.2550

**VI. SPECIAL CONDITIONS**

*None*

**VII. GENERAL CONDITIONS**

A. General Compliance

The Subrecipient agrees to comply with the requirements of Title 24 of the Code of Federal Regulations, Part 570 (the U.S. Housing and Urban Development regulations concerning Community Development Block Grants (CDBG)) including subpart K of these regulations, except that (1) the Subrecipient does not assume the Grantee's environmental responsibilities described in 24 CFR 570.604 and (2) the Subrecipient does not assume the Grantee's responsibility for initiating the review process under the provisions of 24 CFR Part 52. The Subrecipient also agrees to comply with all other applicable Federal, state and local laws, regulations, and policies governing the funds provided under this contract. The Subrecipient further agrees to utilize funds available under this Agreement to supplement rather than supplant funds otherwise available.

B. “Independent Contractor”

Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Subrecipient shall at all times remain an “independent contractor” with respect to the services to be performed under this Agreement. The Grantee shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers’ Compensation Insurance, as the Subrecipient is an independent contractor.

C. Hold Harmless

The Subrecipient shall hold harmless, defend and indemnify the Grantee from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Subrecipient’s performance or nonperformance of the services or subject matter called for in this Agreement.

D. Workers’ Compensation

The Subrecipient shall provide Workers’ Compensation Insurance coverage for all of its employees involved in the performance of this Agreement.

E. Grantee Recognition

The Subrecipient shall insure recognition of the role of the Grantee in providing services through this Agreement. All activities, facilities and items utilized pursuant to this Agreement shall be prominently labeled as to funding source. In addition, the Subrecipient will include a reference to the support provided herein in all publications made possible with funds made available under this Agreement.

F. Amendments

The Grantee or Subrecipient may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, signed by a duly authorized representative of each organization. Such amendments shall not invalidate this Agreement, nor relieve or release the Grantee or Subrecipient from its obligations under this Agreement except and only to the extent that said obligations are modified in said amendments.

The Grantee may, in its discretion, amend this Agreement to conform with Federal, state or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications

will be incorporated only by written amendment signed by both Grantee and Subrecipient.

G. Suspension or Termination

1. Default by Subrecipient. In accordance with 24 CFR 85.43, the Grantee may suspend or terminate this Agreement because of a default by the Subrecipient if the Subrecipient materially fails to comply with any terms of this Agreement, which include (but are not limited to) the following:

- a) Failure to comply with any of the rules, regulations or provisions referred to herein, or such statutes, regulations, executive orders, and HUD guidelines, policies or directives as may become applicable at any time;
- b) Failure, for any reason, of the Subrecipient to fulfill in a timely and proper manner its obligations under this Agreement;
- c) Ineffective or improper use of funds provided under this Agreement; or
- d) Submission by the Subrecipient to the Grantee reports that are incorrect or incomplete in any material respect.

The Grantee shall provide the Subrecipient with written notice of any suspension of this agreement. Said written notice shall describe the basis for the suspension and the actions required to end the suspension. The Grantee shall provide the Subrecipient with written notice prior to terminating this agreement based upon the Subrecipient's default. Said written notice shall describe the basis of the default, provide that the Subrecipient shall have thirty days from the date of said notice to cure said default, and specify what actions are required for said cure.

2. Termination for convenience. In accordance with 24 CFR 85.44, this Agreement may also be terminated for convenience by either the Grantee or the Subrecipient, in whole or in part, by setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if in the case of a partial termination, the Grantee determines that the remaining portion of the award will not accomplish the purpose for which the award was made, the Grantee may terminate the award in its entirety.

**VIII. ADMINISTRATIVE REQUIREMENTS**

A. Financial Management

1. Accounting Standards

The Subrecipient agrees to comply with 24 CFR 84.21–28 and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.

2. Cost Principles

The Subrecipient shall administer its program in conformance with OMB Circulars A-122, “Cost Principles for Non-Profit Organizations,” or A-21, “Cost Principles for Educational Institutions,” as applicable. These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.

B. Documentation and Record Keeping

1. Records to be Maintained

The Subrecipient shall maintain all records required by the Federal regulations specified in 24 CFR 570.506 that are pertinent to the activities to be funded under this Agreement. Such records shall include but not be limited to:

- a. Records providing a full description of each activity undertaken;
- b. Records demonstrating that each activity undertaken meets one of the National Objectives of the CDBG program;
- c. Records required to determine the eligibility of activities;
- d. Records required to document the acquisition, improvement, use or disposition of real property acquired or improved with CDBG assistance;
- e. Records documenting compliance with the fair housing and equal opportunity components of the CDBG program;
- f. Financial records as required by 24 CFR 570.502, and 24 CFR 84.21–28; and
- g. Other records necessary to document compliance with Subpart K of 24 CFR Part 570

2. Retention

The Subrecipient shall retain all financial records, supporting documents, statistical records, and all other records pertinent to the Agreement for a period of four (4) years. The retention period begins on the date of the submission of the Grantee’s annual performance and evaluation report to HUD in which the activities assisted under the Agreement are reported on for the final time. Notwithstanding the above, if there is litigation, claims, audits, negotiations or other actions that involve any of the records cited and that have started before the expiration of the four-year period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the four-year period, whichever occurs later.



3. Client Data

The Subrecipient shall maintain client data demonstrating client eligibility for services provided. Such data shall include, but not be limited to, client name, address, income level or other basis for determining eligibility, and description of service provided. Such information shall be made available to Grantee monitors or their designees for review upon request.

4. Disclosure

The Subrecipient shall follow any and all applicable laws regarding confidentiality unless written consent is obtained from such person receiving service and, in the case of a minor, that of a responsible parent/guardian.

5. Close-outs

The Subrecipient's obligation to the Grantee shall not end until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to: making final payments, disposing of program assets (including the return of all unused materials, equipment, unspent cash advances, program income balances, and accounts receivable to the Grantee), and determining the custodianship of records. Notwithstanding the foregoing, the terms of this Agreement shall remain in effect during any period that the Subrecipient has control over CDBG funds, including program income.

6. Audits & Inspections

All Subrecipient records with respect to any matters covered by this Agreement shall be made available to the Grantee, or any of their authorized representatives, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be fully cleared by the Subrecipient within 30 days after receipt by the Subrecipient. Failure of the Subrecipient to comply with the above audit requirements will constitute a violation of this contract and may result in the withholding of future payments. The Subrecipient hereby agrees to have an annual agency audit conducted in accordance with current Grantee policy concerning Subrecipient audits and OMB Circular A-133.

C. Reporting and Payment Procedures

1. Program Income

The Subrecipient shall not earn program income through the CommUnity Matters program without prior written approval from the Grantee. If the Subrecipient does seek and receive approval to earn program income, the Subrecipient shall

report annually all program income (as defined at 24 CFR 570.500(a)) generated by activities carried out with CDBG funds made available under this contract. The use of program income by the Subrecipient shall comply with the requirements set forth at 24 CFR 570.504. By way of further limitations, the Subrecipient may use such income during the contract period for activities permitted under this contract and shall reduce requests for additional funds by the amount of any such program income balances on hand. All unexpended program income shall be returned to the Grantee at the end of the contract period. Any interest earned on cash advances from the U.S. Treasury and from funds held in a revolving fund account is not program income and shall be remitted promptly to the Grantee.

2. Indirect Costs

If indirect costs are charged, the Subrecipient will develop an indirect cost allocation plan for determining the appropriate Subrecipient's share of administrative costs and shall submit such plan to the Grantee for approval, in a form specified by the Grantee.

3. Payment Procedures

The Grantee will pay to the Subrecipient funds available under this Agreement based upon information submitted by the Subrecipient and consistent with any approved budget and Grantee policy concerning payments. With the exception of certain advances, payments will be made for eligible expenses actually incurred by the Subrecipient, and not to exceed actual cash requirements. Payments will be adjusted by the Grantee in accordance with advance fund and program income balances available in Subrecipient accounts. In addition, the Grantee reserves the right to liquidate funds available under this contract for costs incurred by the Grantee on behalf of the Subrecipient.

4. Progress Reports

The Subrecipient shall submit regular quarterly Progress Reports to the Grantee in the form and content as required by the Grantee.

D. Procurement

1. Purchasing Standards

Unless specified otherwise within this agreement, the Subrecipient shall procure all CDBG-purchased materials, property, or services in accordance with the requirements of 24 CFR 84.40-48.

2. Travel

The Subrecipient shall obtain written approval from the Grantee for any travel outside the metropolitan area with funds provided under this Agreement.

E. Use and Reversion of Assets

The use and disposition of real property and equipment under this Agreement shall be in compliance with the requirements of 24 CFR Part 84 and 24 CFR 570.502, 570.503, and 570.504, as applicable, which include but are not limited to the following:

1. The Subrecipient shall transfer to the Grantee any CDBG funds on hand and any accounts receivable attributable to the use of funds under this Agreement at the time of expiration, cancellation, or termination.
2. Real property under the Subrecipient's control that was acquired or improved, in whole or in part, with funds under this Agreement in excess of \$25,000 shall be used to meet one of the CDBG National Objectives pursuant to 24 CFR 570.208 until five (5) years after expiration of this Agreement. If the Subrecipient fails to use CDBG-assisted real property in a manner that meets a CDBG National Objective for the prescribed period of time, the Subrecipient shall pay the Grantee an amount equal to the current fair market value of the property less any portion of the value attributable to expenditures of non-CDBG funds for acquisition of, or improvement to, the property. Such payment shall constitute program income to the Grantee. The Subrecipient may retain real property acquired or improved under this Agreement after the expiration of the five-year period.
3. In all cases in which equipment acquired, in whole or in part, with funds under this Agreement is sold, the proceeds shall be program income (prorated to reflect the extent to that funds received under this Agreement were used to acquire the equipment). Equipment not needed by the Subrecipient for activities under this Agreement shall be (a) transferred to the Grantee for the CDBG program or (b) retained after compensating the Grantee an amount equal to the current fair market value of the equipment less the percentage of non-CDBG funds used to acquire the equipment.

**IX. PERSONNEL & PARTICIPANT CONDITIONS**

A. Civil Rights

1. Compliance

The Subrecipient agrees to comply with the Grantee's Human Rights Ordinance at Chapter 17 of the Champaign Municipal Code as amended, and the State of

Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., and with Title VI of the Civil Rights Act of 1964 as amended, Title VIII of the Civil Rights Act of 1968 as amended, Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Executive Order 11063, and Executive Order 11246 as amended by Executive Orders 11375, 11478, 12107 and 12086.

2. Nondiscrimination

The Subrecipient agrees to comply with the non-discrimination in employment and contracting opportunities laws, regulations, and executive orders referenced in 24 CFR 570.607, as revised by Executive Order 13279. The applicable non-discrimination provisions in Section 109 of the HCDA are still applicable.

3. Section 504

The Subrecipient agrees to comply with all Federal regulations issued pursuant to compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination against the individuals with disabilities or handicaps in any Federally assisted program. The Grantee shall provide the Subrecipient with any guidelines necessary for compliance with that portion of the regulations in force during the term of this Agreement.

B. Affirmative Action

1. Approved Plan

The Subrecipient agrees that it shall be committed to submit and carry out an Affirmative Action Plan in accordance with the requirements imposed on non-exempt contracting entities in Sec. 12.5-65 of the Champaign Municipal Code in keeping with the principles as provided in President's Executive Order 11246 of September 24, 1966. The Subrecipient shall submit said plan for an Affirmative Action Program for approval prior to the award of funds.

2. Women- and Minority-Owned Businesses (W/MBE)

The Subrecipient will use its best efforts to afford small businesses, minority business enterprises, and women's business enterprises the maximum practicable opportunity to participate in the performance of this contract. As used in this contract, the terms "small business" means a business that meets the criteria set forth in section 3(a) of the Small Business Act, as amended (15 U.S.C. 632), and "minority and women's business enterprise" means a business at least fifty-one (51) percent owned and controlled by minority group members or women. For the purpose of this definition, "minority group members" are Afro-Americans, Spanish-speaking, Spanish surnamed or Spanish-heritage Americans, Asian-

Americans, and American Indians. The Subrecipient may rely on written representations by businesses regarding their status as minority and female business enterprises in lieu of an independent investigation.

3. Access to Records

The Subrecipient shall furnish and cause each of its own Subrecipients or subcontractors to furnish all information and reports required hereunder and will permit access to its books, records and accounts by the Grantee, HUD or its agent, or other authorized Federal officials for purposes of investigation to ascertain compliance with the rules, regulations and provisions stated herein.

4. Notifications

The Subrecipient will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or worker's representative of the Subrecipient's commitments hereunder, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

5. Equal Employment Opportunity and Affirmative Action (EEO/AA) Statement

The Subrecipient will, in all solicitations or advertisements for employees placed by or on behalf of the Subrecipient, state that it is an Equal Opportunity or Affirmative Action employer.

6. Subcontract Provisions

The Subrecipient will include all of the provisions in this Section IX of Paragraph A pertaining to Civil Rights and Paragraph B pertaining to Affirmative Action, in every subcontract or purchase order, specifically or by reference, so that such provisions will be binding upon each of its own Subrecipients or subcontractors.

C. Employment Restrictions

1. Prohibited Activity

The Subrecipient is prohibited from using funds provided herein or personnel employed in the administration of the program for: political activities; inherently religious activities; lobbying; political patronage; and nepotism activities.

2. Labor Standards

The Subrecipient agrees to comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended, the provisions of Contract Work Hours and Safety Standards Act (40 U.S.C. 327 *et seq.*) and all other applicable Federal, state and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this Agreement. The Subrecipient agrees to comply with the Copeland Anti-Kick Back Act (18 U.S.C. 874 *et seq.*) and its implementing regulations of the U.S. Department of Labor at 29 CFR Part 5. The Subrecipient shall maintain documentation that demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to the Grantee for review upon request.

D. Conduct

1. Assignability

The Subrecipient shall not assign or transfer any interest in this Agreement without the prior written consent of the Grantee thereto; provided, however, that claims for money due or to become due to the Subrecipient from the Grantee under this contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the Grantee.

2. Subcontracts

a. Approvals

The Subrecipient shall not enter into any subcontracts with any agency or individual in the performance of this contract without the written consent of the Grantee prior to the execution of such agreement.

b. Monitoring

The Subrecipient will monitor all subcontracted services on a regular basis to assure contract compliance. Results of monitoring efforts shall be summarized in written reports and supported with documented evidence of follow-up actions taken to correct areas of noncompliance.

c. Content

The Subrecipient shall cause all of the provisions of this contract in its entirety to be included in and made a part of any subcontract executed in the performance of this Agreement.

d. Selection Process

The Subrecipient shall undertake to insure that all subcontracts let in the

performance of this Agreement shall be awarded on a fair and open competition basis in accordance with applicable procurement requirements. Executed copies of all subcontracts shall be forwarded to the Grantee along with documentation concerning the selection process.

3. Hatch Act

The Subrecipient agrees that no funds provided, nor personnel employed under this Agreement, shall be in any way or to any extent engaged in the conduct of political activities in violation of Chapter 15 of Title V of the U.S.C.

4. Conflict of Interest

The Subrecipient agrees to abide by the provisions of 24 CFR 84.42 and 570.611, which include (but are not limited to) the following:

- a. The Subrecipient shall maintain a written code or standards of conduct that shall govern the performance of its officers, employees or agents engaged in the award and administration of contracts supported by Federal funds.
- b. No employee, officer or agent of the Subrecipient shall participate in the selection, or in the award, or administration of, a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.
- c. No covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG-assisted activities, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or agreement with respect to the CDBG-assisted activity, or with respect to the proceeds from the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. For purposes of this paragraph, a "covered person" includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the Grantee, the Subrecipient, or any designated public agency.

5. Lobbying

The Subrecipient hereby certifies that:

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
- c. It will require that the language of paragraph (d) of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all Subrecipients shall certify and disclose accordingly.
- d. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

6. Copyright

If this contract results in any copyrightable material or inventions, the Grantee and/or grantor agency reserves the right to royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use, the work or materials for governmental purposes.

7. Religious Activities



The Subrecipient agrees that funds provided under this Agreement will not be utilized for inherently religious activities prohibited by 24 CFR 570.200(j), such as worship, religious instruction, or proselytization.

**X. ENVIRONMENTAL CONDITIONS**

**A. Air and Water**

The Subrecipient agrees to comply with the following requirements insofar as they apply to the performance of this Agreement:

- Clean Air Act, 42 U.S.C. , 7401, *et seq.*;
- Federal Water Pollution Control Act, as amended, 33 U.S.C., 1251, *et seq.*, as amended, 1318 relating to inspection, monitoring, entry, reports, and information, as well as other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder;
- Environmental Protection Agency (EPA) regulations pursuant to 40 CFR Part 50, as amended.

**XI. SEVERABILITY**

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

**XII. SECTION HEADINGS AND SUBHEADINGS**

The section headings and subheadings contained in this Agreement are included for convenience only and shall not limit or otherwise affect the terms of this Agreement.

**XIII. WAIVER**

The Grantee's failure to act with respect to a breach by the Subrecipient does not waive its right to act with respect to subsequent or similar breaches. The failure of the Grantee to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.

**XIV. ENTIRE AGREEMENT**

This agreement constitutes the entire agreement between the Grantee and the Subrecipient for the use of funds received under this Agreement and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between the Grantee and the Subrecipient with respect to this Agreement.

Date \_\_\_\_\_

IN WITNESS WHEREOF, the Parties have executed this contract as of the date first written above.

City of Champaign

Champaign Park District  
FEIN #37-6000474

By \_\_\_\_\_  
Dorothy Ann David, City Manager

By \_\_\_\_\_

Title \_\_\_\_\_

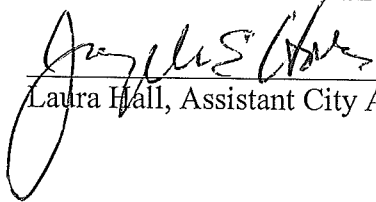
Attest \_\_\_\_\_  
Marilyn Banks, City Clerk

Attest \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

APPROVED AS TO FORM:

*for*  \_\_\_\_\_  
Laura Hall, Assistant City Attorney



# CHAMPAIGN PARK DISTRICT

## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** June 1, 2015

**SUBJECT:** Bid for Installation of Trail-way – Human Kinetics Park

### Background

As part of the usage agreement between Human Kinetics and the District, the District has utilized property south of the Human Kinetics campus for the provision of recreational opportunities/facilities to benefit the neighborhood. To date, the District has installed three soccer fields, an outdoor volleyball court and a hard-surface basketball court. The remaining amenity was the installation of a trail-way.

### Prior Board Action

The Board approved the original contract with Human Kinetics in 2012, and amended the agreement at the July 9, 2014 Regular Board Meeting, authorizing the Executive Director to execute said agreement. The installation of a trail-way was a consensus item during discussion of the overall trail projects within the district.

### Bid Results

Bid packets were available to potential contractors as of May 11, 2015, with nine potential contractors holding plans. Five bids were received, opened and read aloud on May 27, 2015. The bid results are as follows:

Contractor	Base Bid (Stone)	Alt. 1 (Concrete)	Alt. 2 (Asphalt)
Duce Construction, Champaign, IL	\$51,883.00	\$114,640.00	\$117,412.00
A&R Mechanical Services, Urbana, IL	\$55,141.03	\$153,733.68	\$150,306.24
Feutz Contractors, Paris, IL	\$73,618.20	\$126,440.70	No Bid
Beniach Construction, Tuscola, IL	\$78,859.16	\$136,949.40	\$150,468.72
Cross Construction, Urbana, IL	\$90,412.50	No Bid	\$107,860.00

### Budget Impact

\$100,000.00 was budgeted in the FY15/16 Capital Improvement Plan for the installation of "Trail and Park Path Additions". Additional funding would be found through capital reserves or savings in other projects.

### Options

Staff has found that stone surfaces do not meet ADA requirements, require intensive maintenance, and are not able to be plowed for snow removal. Asphalt surfaces require re-sealing every two years, and are highly susceptible to damage from freeze/thaw cycles. Concrete is a longer-lasting surface, meeting all ADA requirements, is very low maintenance and is easily cleared of snow/ice.

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The mission of the Champaign Park District is to enhance our community's quality of life through positive experiences in parks, recreation, and cultural arts.

Option A

Reject the base bids and accept the alternate bid #1 for installation of a concrete trail-way, and authorize the Executive Director to enter into a contract with the low, responsible bidder, Duce Construction Company, in the amount of \$114,640.00.

Option B

Reconsider adding a trail-way to a park that the Park District does not own, and direct staff to reject all bids and use the designated funds to construct a new trail-way at Garden Hills Park.

Prepared by:

Reviewed by:

Kevin Crump, CPRP  
Director of Operations & Planning

Joe DeLuce, CPRP  
Executive Director



# CHAMPAIGN PARK DISTRICT

## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** May 18, 2015

**SUBJECT:** Approval of Resolution to Commit Excess Reserves for Future Capital Projects

### Background

Historically unspent capital project fund balances have been added back to the reserve balances annually unless specifically re-budgeted in the following capital budget. As a result funds that had previously been approved by the board in the capital budgets, but remained unspent have not accumulated. To resolve and increase transparency, a schedule was prepared and presented at the April 22, 2015 Board of Commissioners Special Meeting. Based on that discussion it was noted that although funds had been re-budgeted for annually for trails and Spalding Park Development, the intention of the Park Board was to accumulate those funds and add to periodically. The projected fund balance on a cash basis as of April 30, 2015 for the General Fund is \$3,960,087 before any transfers. Based on the preliminary general fund budget for FY15-16, the required 120-day reserve requirement would be \$1,674,120; leaving \$1,485,967 in excess. After much discussion, the consensus of the Board was to formally commit \$800,000 of the General Fund excess reserves for future capital projects. Those specific projects are \$100,000 for Trails and Pathways and \$700,000 for Spalding Park Development.

Based on the above information, a resolution has been drafted. By resolution the board is formally committing funds to be set aside for the above purpose. Should the Board choose to modify this in the future, a new resolution would be brought forward as necessary.

### Prior Board Action

Discussion ensued at the April 22, 2015 Special Board Meeting, and based on consensus, staff was directed to bring back formal documentation for approval.

### Budget Impact

For fiscal year 2015-2016, no net deficit or surplus will exist in the aggregate; however as a result of this transaction, once funds are formally transferred, the General Fund contain an additional transfer out of \$800,000, the Capital Improvement fund will contain a transfer in of \$100,000, and a new fund created for Spalding Park Development will reflect a budgeted surplus of \$700,000.

### Recommended Action

Staff recommends the Board of Commissioners approve a Resolution to commit \$800,000 and transfer from General Fund excess reserves of \$100,000 into the Capital Improvement Fund for Trails and Pathways, and transfer \$700,000 and create a new Capital Fund for Spalding Park Development Project.

Prepared by:

Reviewed by:

Andrea N. Wallace  
Director of Finance

Joe DeLuce, CPRP  
Executive Director

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**The mission of the Champaign Park District is to enhance our community's quality of life through positive experiences in parks, recreation, and cultural arts.**

## RESOLUTION

### CHAMPAIGN PARK DISTRICT BOARD OF PARK COMMISSIONERS

#### Committing Excess Reserves for Future Capital Projects

WHEREAS, the Champaign Park District annually considers and approves a capital budget for the fiscal year commencing May 1 and ending April 30 for specific projects; and

WHEREAS, the balance of unspent capital budgets historically have been added back to the excess fund balance unless specifically re-budgeted for the succeeding fiscal year; and

WHEREAS, the intention of the Board of Commissioners is to accumulate funds for specific future large capital projects rather than increasing the District's debt limit to fund such projects; and

WHEREAS, the current priorities of the Board of Commissioners are future development of Spalding Park and additional trails and pathways throughout the Champaign Park District; and

WHEREAS, the cash basis fund balance of the General Fund for the fiscal year commencing May 1, 2014 and ending April 30, 2015 is projected to be \$3,960,087 before any transfer, and the required 120-day reserve balance is \$1,674,120, leaving a remaining balance of \$2,285,967 as of April 30, 2015.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Champaign Park District does hereby determine and commit a total of \$800,000 from the General Fund as of April 30, 2015 to be transferred for such specific priorities, and

BE IT FURTHER RESOLVED that the Board of Commissioners of the Champaign Park District does hereby authorize staff to create a new special revenue fund designated as "Spalding Park Capital Development Fund" and transfer \$700,000 from the General Fund into that fund to be used solely for the future development of that park, and

BE IT FURTHER RESOLVED that the Board of Commissioners of the Champaign Park District does hereby authorize staff to transfer \$100,000 from the General Fund into the Capital Projects Fund to be used for trails and pathways.

APPROVED by the President and Board of Commissioners of the Champaign Park District  
this 10<sup>th</sup> day of June, 2015.

APPROVED:

\_\_\_\_\_  
Timothy P. McMahon, President

ATTEST:

\_\_\_\_\_  
Cindy Harvey, Secretary