



**CHAMPAIGN  
PARK DISTRICT**

**AGENDA  
REGULAR BOARD MEETING  
BRESNAN MEETING CENTER  
706 KENWOOD ROAD, CHAMPAIGN, ILLINOIS 61821  
WEDNESDAY, FEBRUARY 10, 2016  
5:30 P.M.**

**A. CALL TO ORDER**

**B. COMMENTS FROM THE PUBLIC**

**C. PRESENTATIONS**

1. Heritage Park Master Plan, SmithGroupJJR

**D. COMMUNICATIONS**

**E. TREASURER'S REPORT**

1. Acceptance of the Treasurer's Report for the Month of January 2016

**F. EXECUTIVE DIRECTOR'S REPORT**

1. Volunteer of the Month
2. General Announcements

**G. COMMITTEE REPORT**

1. Champaign Parks Foundation

**H. REPORT OF OFFICERS**

1. Attorney's Report
2. President's Report
  - a. Appointment of Board Members to Champaign Unit 4 Board of Education Tier Two Committee

**I. 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 Joint CPD/UPD Board Meeting, December 3, 2015
2. Approval of Minutes of the Public Hearing, January 13, 2016
3. Approval of Minutes of the Regular Board Meeting, January 13, 2016
4. Approval of Minutes of the Executive Session, January 13, 2016
5. Approval of Health Insurance Rates for 2016/2017

**J. NEW BUSINESS**

1. Approval of Disbursements as of February 9, 2016  
Staff recommends approval of disbursements for the period beginning January 14, 2016 and ending February 9, 2016.

2. Approval of a Resolution and Authorization to File the Abatement Certificate for Series 2013A Bond  
Staff recommends approval of a resolution and authorization for staff to file the Abatement Certificate for Series 2013A Bond.
3. Approval of a Tentative Site Plan for a Potential Park North of Abbey Fields Subdivision  
Staff recommends approval of a tentative site plan for a potential park north of Abbey Fields Subdivision in accordance with state procedures.
4. Approval of a Bid for Brochure Printing and Mailing  
Staff recommends awarding the bid for brochure printing and mailing preparation to the lowest responsible bidder, Woodward Printing, in the amount of \$47,144.00.

**K. OLD BUSINESS**

**L. DISCUSSION ITEMS**

1. 2016-2017 Capital Budget including 5-year Capital Improvement Plan

**M. COMMENTS FROM COMMISSIONERS**

**N. EXECUTIVE SESSION**

The Board will convene into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS Par. 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)(2) collective negotiating matters involving 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) to address litigation that is probable and imminent.

**O. RETURN TO REGULAR MEETING**

**P. ACTION ITEMS FROM EXECUTIVE SESSION, IF ANY**

**Q. ADJOURN**

**UPCOMING MEETINGS AND EVENTS**

- February 18 & 19, 10 a.m. & 7 p.m., and February 20, 1 & 7 p.m., Centennial High School Drama Programs  
Disney's The Little Mermaid, Virginia Theatre
- February 19- 21, 13<sup>th</sup> Annual Indoor Tennis Tournament, Dodds Tennis Center
- February 21, Tommy Emmanuel – It's Never Too Late Tour, 7:30 p.m., Virginia Theatre
- February 24, Study Session, 5:30 p.m., Bresnan Meeting Center
- February 26, Black History Soul Food Potluck, 12 p.m., Douglass Annex
- February 27, *Forbidden Planet*, 1 & 7 p.m., Virginia Theatre
- **February 29, Legislative Breakfast, 8 a.m., Virginia Theatre**
- March 3-4, CPD Youth Theatre: Legally Blonde Jr., 7 p.m., (with 2 p.m. Matinee Saturday) Virginia Theatre
- March 4, Bach's Lunch Concert, 12 p.m., Springer Cultural Center
- March 8 & 9, *The Sting*, 7 p.m., Virginia Theatre
- March 9, Regular Board Meeting, 7 p.m., Bresnan Meeting Center
- March 12, The Capitol Steps, 7 p.m., Virginia Theatre
- March 13, Daylight Saving

## **HERITAGE PARK MASTER PLAN GOALS**

- Build new spaces that attract more users into the park and around the lake**
- Restore and protect eroded bank conditions**
- Improve water quality of Heritage Lake**
- Foster understanding of natural systems**

## **MASTER PLAN FEATURES**

- Paved parking expansion (40 cars)**
- Nature Play area near parking lot, integrated with a stormwater management system for parking**
- New paved loop path that circles Heritage Lake, becomes a boardwalk over water and through woods, intersects the bike trail, and crosses the Copper Slough via two new foot-bridges**
- replaced foot-bridge over Copper Slough at southern end of park, with realigned path to accommodate bike movement**
- “Interpretive Gardens” threaded through the park along loop**
- Pond area west of the new boardwalk reconfigured as a sedimentation basin for the stormwater outfall there, water spills over at boardwalk into main pond**
- Restored naturalized edge to Heritage Lake with period “stone jetties” that fortify eroded edges and allow access for visitors and fisherman**
- Birdwatching platform in woodland attached to boardwalk**
- Mowed turf paths through east prairie area**
- Delineated Future Lake Expansion area for flexibility with any future city stormwater projects along Copper Slough**

# **HERITAGE PARK - MASTER PLAN OVERVIEW**



# HERITAGE PARK - EXISTING CONDITIONS





# HERITAGE PARK - MASTER PLAN





# HERITAGE PARK - LANDSCAPE PLAN





E.H. Mellon Administrative Center  
Board of Education

703 South New Street  
Champaign, IL 61820-5818

Phone: 217-351-3838  
FAX: 217-352-3590

January 26, 2016

Mr. Tim McMahon, President  
Champaign Park District  
706 Kenwood Road  
Champaign, IL 61821

Dear President McMahon,

The Unit 4 Board of Education is working diligently to formulate a new, comprehensive facilities plan that meets the community's needs and values. As part of these efforts, the Board is convening a special committee to assist in the development of a long term facility plan. The Park District's expertise and voice is critical to developing the right plan for the future of our community.

We believe this work should be done in a collaborative manner with input from major stakeholders. To do so, we have created a two tiered committee model:

- The Tier One Committee will consist of faculty and staff from the District and their charge is to identify needs for capacity and programming at the elementary, middle and high school levels. The Tier One Committee will compile this information by March 2016 and provide this to the Tier Two Committee.
- The Tier Two Committee will consist of representatives from elected bodies of local government, the business community, and at large community members. The Tier Two Committee will review the recommendations from Tier One. Based on this information, it will develop recommendations for the Board of Education to consider in the following areas: location of facilities, collaborations/partnerships, and a finance and referendum schedule.

We are reaching out to you, as the President of the Champaign Park District, to request two elected officials representing the Park District to serve as members of the Tier Two Committee. We anticipate Tier Two Committee meetings to begin in March, with meetings held every other week though the month of April. The timeline may be adjusted, depending on the work of the committee. Meetings will be scheduled in the evening and will follow the Open Meetings Act. Attached is a draft of the meeting schedule and topics for each meeting.

This is a very exciting time for our school district and community. We greatly appreciate involvement from the Champaign Park District in this process. Please provide to us the names of the Park District's representatives by **Friday, February 12, 2016**. Following this date, the facilitator for the Tier Two Committee will contact them to discuss meeting dates and times.

Sincerely,

A handwritten signature in black ink, appearing to read 'Chris Kloeppel'.

Chris Kloeppel  
President  
Unit 4 Board of Education

A handwritten signature in black ink, appearing to read 'Amy Armstrong'.

Amy Armstrong  
Vice President  
Unit 4 Board of Education

## Special Board Committee to Develop Facility Plan

Board Policy 255 states that the Board may create special committees for specific purposes or to investigate special issues. It is the recommendation of the Administration that the Board of Education develop a Special Board Committee to provide recommendations on a long term facility plan. This committee should consist of two tiers. Tier One should consist of faculty and staff from Champaign Unit 4. The charge of this committee is to identify needs for capacity and programming at the elementary, middle and high school levels. Tier Two should consist of representatives from elected bodies of local government, the business community, and at large community members. The charge of the Tier Two Committee is to review recommendations from Tier One, and based on this information provide recommendations to the Board of Education in the following areas: location of facilities, collaborations/partnerships with other public entities in the Champaign Unit #4 District, and finance/referendum schedule. A more detailed explanation of the role of these committees is below.

### Tier One

Charge of the Committee: Identify needs for capacity and programming for elementary, middle and high schools.

#### High School Assumptions:

- Two high school model.
- Consider plan for a third comprehensive high school in the future when enrollment projections exceed capacity of current high schools (expanded and renovated Central and Centennial should accommodate up to 3400 students).
- Athletic fields to be shared and/or located together but not necessarily on site.

#### Middle School Assumptions:

- Middle school additions/renovations will be needed to address capacity and programming needs.

#### Elementary School Assumptions:

- Three elementary schools, Dr. Howard, International Prep Academy and South Side should have renovated/upgraded facilities to the same standards as our other elementary schools.

Timeline: January – February, 2016

Facilitator(s): Elementary: Dr. Susan Zola Middle School: Angela Smith

High School: Dr. Laura Taylor



The facilitators will engage in a series of meetings with the following stakeholders to gain input and feedback:

High School Principals, High School AD's, Middle School Principals, Elementary Principals, Special Education Administrator, ESL Administrator, Content Area Chairs, CFT and CESP Representatives, Student Ambassadors, College and Career Coordinator, Secondary Director of Teaching and Learning, Elementary Director of Teaching and Learning, Director of Communications and Community Relations, Capital Projects Supervisor, Parkland College University of Illinois College of Education, Local Trades

## **Tier Two**

**Charge of the Committee:** The Tier One Committee will provide recommendations for elementary, middle and high school facility needs. The charge of the Tier Two Committee will be to discuss possible site options to support high school capacity and programming needs, potential partnerships for shared facilities, financing, and referendum timeline. A final report highlighting recommendations will be prepared and presented to the Board of Education at the May 9, 2016 Board Meeting (tentative timeline and can be adjusted if needed).

**Meeting Format:** Meetings will begin in March and dates will be determined by committee members. As a Special Board Committee meetings will be subject to the Open Meetings Act. Meeting agendas, minutes and other documents discussed will be posted on the Champaign Unit #4 School District's website. A public comment section will be built into each meeting to allow for feedback from interested community members.

**Membership:** The committee will consist of 16 members and made up of elected officials, the business community, and community members. The breakdown will be as follows:

Elected officials: 8 members

Board of Education (2), City of Champaign (2), Champaign Park District (2), Village of Savoy (1), MTD (1)

Business Community: 3 members

Chamber of Commerce (1), Economic Development Council (1), Black Chamber of Commerce (1).

At Large: 5 members

Applications will be made available and the Board of Education will select the five members. One of the 5 positions should be a representative from the unincorporated area of the District.

The Board of Education is committed to having representation that reflects the diversity of our community and there will be a concerted effort on their behalf to recruit applicants that support obtaining this goal.

- Facilitator: TBD
- First Meeting: Organizational and briefing from Tier One on capacity and programming needs.
- Second Meeting: Information from architect/construction manager on site requirements to support programming needs and review of available infill locations.
- Third Meeting: Continued review of available infill locations to address capacity and programming needs and discussions on current and potential partnerships for shared facilities.
- Fourth Meeting: Financial briefing by the District's Chief Finance and Legal Counsel and representatives from finance advisory firms under contract with the District (e.g. Comer Financial and Ehlers). This briefing will highlight the capital improvement plan, the Champaign County Sales Tax Revenue, and status of current debt and debt limits for the District.
- Fifth Meeting: Finalize top options for locations and direct architect/construction manager to provide financial projections for each option.
- Sixth Meeting: Review financial projections for each option.
- Seventh Meeting: Continue review of financial projections for each option and discuss timeline for referendum.



**URBANA PARK DISTRICT BOARD OF COMMISSIONERS  
 MINUTES – CHAMPAIGN-URBANA SPECIAL RECREATION JOINT BOARD MEETING  
 JOINT MEETING WITH CHAMPAIGN PARK DISTRICT BOARD  
 THURSDAY, DECEMBER 3, 2015  
 5:30 PM  
 HAYS RECREATION CENTER  
 1311 W. CHURCH  
 CHAMPAIGN, IL 61821**

The Champaign-Urbana Special Recreation (CUSR) Joint Board Meeting of the Urbana Park District Board of Commissioners and Champaign Park District Board of Commissioners was held Thursday, December 3, 2015 at the Hays Recreation Center, 1311 W. Church, Champaign, IL at 5:30 pm. The notice and agenda of the meeting were posted at the park district administrative office and at the location of the meeting. Copies of the notice and agenda were received by each commissioner of the district and by local newspapers, radio, and television stations at least forty-eight hours before the meeting in compliance with the Open Meetings Act of the State of Illinois. A copy of the notice and agenda is attached to the minutes.

UPD COMMISSIONERS	PRESENT	ABSENT
President Michael Walker	X	
Vice-President Nancy Delcomyn	X	
Commissioner Lashaunda Cunningham	X	
Commissioner Bob Stewart	X	
Commissioner Meredith Blumthal	X	

CPD COMMISSIONERS	PRESENT	ABSENT
President Tim McMahon	X	
Vice-President Craig Hays		X
Commissioner Jane Solon	X	
Commissioner Barbara Kuhl		X
Commissioner Alvin Griggs	X	

Also present were:

- Tim Bartlett, Executive Director, UPD;
- Corky Emberson, Recreation Superintendent, UPD;
- Joe DeLuce, Executive Director, CPD;
- Jameel Jones, Director of Recreation, CPD;
- Caitlin Kost, Adult Coordinator, CUSR;
- Grace Rolnicki, Inclusion Coordinator, CUSR;
- Shelbie Kearfott, Athletics Coordinator, CUSR;
- Allison Jones served as Recorder.

**A. Call to Order**

President Walker called the meeting to order at 5:36pm.

**B. Introductions**

1. Introduction of CUSR staff  
Champaign Urbana Special Recreation, Urbana Park District, and Champaign Park District staff and Boards introduced themselves.
2. Introduction of CUSR Advisory Committee  
Champaign Urbana Special Recreation staff introduced the CUSR Advisory Committee members.

**C. Public Comments**

There were no comments made from members of the public.

**D. Strategic Planning with David Michael Moore**

David Michael Moore, facilitator working to help CUSR with strategic planning, presented preliminary information on the strategic plan and information on the strategic planning process. He noted that the strategic plan is expected to be completed in January 2016.

**E. CUSR Year in Review Presentation & Awards**

CUSR staff presented 2015 Awards, which included:

- Youth Participant of the Year: Miyani Ward
- Youth and Teen Staff of the Year: Amanda Mergenthaler
- Friend of the Year: Healing Horse Stables
- Volunteer of the Year: Misty Oakley
- Adult Participant of the Year: Johnathan Kerns
- Adult/Athletics Staff of the Year: Alex Anderson
- Female Athlete of the Year: Aliceson Cash
- Male Athlete of the Year: Ben Evans
- Inclusion Staff of the Year: Lynette Anglin

CUSR staff then reviewed many aspects of the last year of CUSR programs, including inclusion statistics, youth and teen programs, athletics, Special Olympics, special events, adult programs, participant numbers, programs offered, new programs, upcoming programs, grants and awards, partnerships, volunteers, and scholarships.

**F. New Business**

1. Approval of setting the 2016 Joint Meeting Date as Thursday, December 1, 2016 at 5:30 p.m.

**PRESIDENT MCMAHON MADE A MOTION WITH A SECOND BY COMMISSIONER SOLON TO ACCEPT THE PROPOSED MEETING DATE FOR THE JOINT CUSR MEETING IN 2016. ALL SAID "AYE", MOTION CARRIED.**



COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER STEWART TO ACCEPT THE PROPOSED MEETING DATE FOR THE JOINT CUSR MEETING IN 2016. ALL SAID "AYE", MOTION CARRIED.

**G. Comments from Commissioners**

President Walker noted the success of CUSR in 2015, despite staffing changes. He also inquired about the results of the strategic planning process and asked that they be shared when completed. He also noted he would like to see an increase in participation in CUSR programs from Urbana residents.

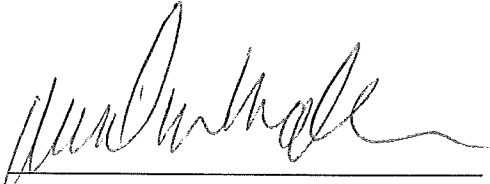
Commissioner Delcomyn noted that CUSR does a great job of serving the community.

**H. Adjourn**

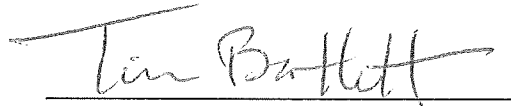
**PRESIDENT MCMAHON MADE A MOTION WITH A SECOND BY COMMISSIONER SOLON TO ADJOURN THE MEETING. ALL SAID "AYE", MOTION CARRIED.**

President Walker adjourned the meeting at 6:33pm.

**URBANA PARK DISTRICT**



Michael W. Walker, President  
Urbana Park District



Tim Bartlett, Secretary  
Urbana Park District

Date Approved: January 12, 2016

**CHAMPAIGN PARK DISTRICT**

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Tim McMahon, President  
Champaign Park District

\_\_\_\_\_  
Joe DeLuce, Assistant Secretary  
Champaign Park District

Date Approved: \_\_\_\_\_

**CHAMPAIGN PARK DISTRICT  
MINUTES OF THE PUBLIC HEARING  
BOARD OF PARK COMMISSIONERS**

**January 13, 2016**

The Champaign Park District Board of Commissioners held a Public Hearing on Wednesday, January 13, 2016 at 6:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to published notice duly given. President McMahon presided over the hearing.

Present: President Timothy P. McMahon, Vice President Craig 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, Jameel Jones, Director of Recreation, and Tammy Hoggatt, Director of Human Resources, Information Technology and Risk, and Andrew Weiss, Planning Supervisor.

Tim Mitchell, The News-Gazette report and other staff were in attendance as well as members of the public.

**Open the Public Hearing**

President McMahon opened the Public Hearing at 6:30 p.m. He stated that the sole purpose of the meeting was to receive comments from the public regarding a tentative proposed site plan for a potential park north of Abbey Fields Subdivision in accordance with state procedures.

**Comments from the Public**

Mr. DeLuce summarized that staff was seeking input from residents to create drawings to present to the Board for approval in order to submit the proposed site plan to Illinois Department of Natural Resources (IDNR).

Mr. Weiss presented a brief overview of the project and two alternate site plans for the potential park site. The initial site plan shows the park amenities to the east side of the development and the seconded alternate indicates park amenities to the west side of the development. He reported that Mr. DeLuce, Commissioner Kuhl and he met with residents to solicit comments regarding the potential site plan. The majority of the neighbors at the meeting favored having the park amenities on the west side of the development. Commissioner Kuhl noted a concern regarding the six (6') foot width of the Pipeline Trail spur.

Mr. Weiss reported that James K. and Karen S. McKechnie, 1401 Wyndemere Point Drive, Champaign, sent an email (attached) stating that the majority of the residents favor putting the amenities on the west side.

Mr. Weiss reported that Lin Li, 1214 English Oak Drive, Champaign, sent an email (attached) sharing possibilities of what she would like to see at the park.

Mr. Ben Freund 1410 English Oak Drive, Champaign, did not oppose adding a playground in the neighborhood, however he expressed concern about traffic that would be generated.

Commissioner Jane Solon arrived to the meeting at 6:40 p.m.



Justin Little, 4809 Oakdale Drive, Champaign, spoke in favor of the proposed park. He commented that it was great to work with Mr. DeLuce and Mr. Weiss and thanked them for their efforts during this process.

Commissioner Kuhl attended one of the neighborhood meeting and commented that it is nice to receive positive citizen feedback.

In response to a question by President McMahon, Mr. Weiss stated that staff will present the final design to the Board for consideration at the February 10, 2016 meeting. Afterward, he will forward the information to IDNR for review. IDNR will forward it to the National Park Service for review. If the conversion is approved by all interested parties, the Park District will have three years to develop the park.

Richard Riggs, 1201 English Oak Drive, Champaign, questioned how the decision to locate the park would be made. Mr. Weiss responded that the Board will make a selection which will be forwarded to IDNR for its consideration, along with comments from the residents.

Steve Gardner 4702 Vahalla Drive, Champaign, echoed Mr. Little's comments. He also thanked the Board for the opportunity and commented that based on resident feedback there is a preference for locating the park on the west side due to parking, accessibility, future development, and more flexibility.

#### **Close and Adjourn Public Hearing**

Commissioner Griggs made a motion to close the Public Hearing. The motion was seconded by Commissioner Kuhl. The motion passed 5-0.

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Timothy P. McMahon, President

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Cindy Harvey, Secretary

**From:** [James McKechnie](#)  
**To:** [Andrew Weiss](#)  
**Subject:** Trails at Abbey Fields park proposal  
**Date:** Tuesday, January 12, 2016 11:11:18 PM

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Dear Mr. Weiss,

This is to offer input for consideration at the scheduled meeting to discuss the Trails at Abbey Fields park planning. Neither my wife nor I will be able to attend. We were at the recent meeting at the home of Kari and Steve Gardner and appreciate the efforts you have devoted to this.

We feel strongly that the park should be located at the western end of the twenty acre parcel, and one additional pivotal reason has become apparent since the meeting.

1. When the recent substantial rainfall occurred, the eastern third of the property was submerged for several days while the western parts of the land remained accessible.

The earlier reasons include the following:

2. Access to the park for people coming from other parts of the neighborhood as well as adjoining neighborhoods is easier on the western part of the land. This is the case both taking into consideration of the existing street structure, and will become even more true when Oakdale is extended to Rising Road on the north side of the Judah Christian property as scheduled. This placement would minimize traffic through residential areas.

3. Parking for cars bringing people to the park will be almost nonexistent with an eastern placement. Much more parking would be available with the entrance and amenities on the west, particularly after the Oakdale extension is complete.

4. It was the unanimous wish of all the residents in attendance at the last meeting that the amenities be placed on the west. There were approximately 20 residents representing all sections of Trails at Abbey Fields which, given the holiday season and the size of the neighborhood, was quite a notable turnout.

We are open to most of the discussed options for what the amenities should be. In particular we favor a play area for children, walking trails, and a picnic area including a covered open structure

Sincerely,

James K and Karen S McKechnie  
1401 Wyndemere Point Drive

**From:** [Hai-Lin Li](#)  
**To:** [Andrew Weiss](#)  
**Subject:** Abbey Fields Park  
**Date:** Thursday, January 07, 2016 7:27:41 PM

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Dear Andrew Weiss,

I am are resident of Trails of Abbey Field. I recieved your letter regarding the public meeting on Jan. 13. Unfortunately I will not be able to attend, due to other engagements, but I am excited about the park and want to stay informed.

These are some of my thoughts:

1. trees--large ones as well as ornamental ones.
2. flower garden
3. tennis court
4. covered picnic area
5. walking/jogging/biking trail with benches along it
6. community vegetable garden where nearby tenants can 'lease' a plot.
7. fountain like the one at Kirby and English Oak
8. small play ground

Thanks.  
Lin Li  
1214 English Oak Dr.

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

**January 13, 2016**

The Champaign Park District Board of Commissioners held a Regular Board meeting on Wednesday, January 13, 2016 at 7:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to published notice duly given. President McMahon presided over the meeting.

Present: President Timothy P. McMahon, Vice President Craig 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, Jameel Jones, Director of Recreation, and Tammy Hoggatt, Director of Human Resources, Risk and Information Technology.

Tim Mitchell, *The News-Gazette* reporter and other staff were in attendance as well as members of the public.

**Call to Order**

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

**Presentations**

Proposed Operations Facility Plan

Mr. DeLuce reported that the future improvements of the Operations facility is being presented tonight and is one of several major projects being considered in 2016 along with the Heritage Park master plan which will be presented to the Board next month. Other major projects to consider are The Trails of Abbey Fields and Spalding Park. Mr. DeLuce reported that it is hoped that in March a decision can be made on the major projects.

Mr. Crump reported that the Park District contracted with Gorski-Reifsteck Architects (GRA) to undertake a preliminary study cost analysis for improvements to the Parks Maintenance facility. He introduced Chuck Reifsteck with GRA.

Mr. Reifsteck introduced Jim Gleason with GHR and Tom Overmyer with Phoenix Consulting Engineers. The three firms helped compile the study. Mr. Reifsteck summarized the reported which addressed the feasibility of expanding the existing building on the current site verses relocating the facility to different site, acres needed if the facility were to be relocated on a different site, estimated cost to remodel existing site verses a new site, and adding additional storage. Park District staff provided the architect with a site plan indicating the scope of future required additions. This site plan was used as the building program for both the existing and new sites. Discussion ensued regarding storage, sprinklers, efficiency study on current and new site, traffic flow, water runoff, and staging improvements. Mr. Reifsteck and staff answered questions from the Board.

The Board thanked Mr. Reifsteck for his work and his comments.

**Comments from the Public**

None.



## **Communications**

President McMahon circulated the communications.

## **Treasurer's Report**

Treasurer Wackerlin presented the Treasurer's Report for the month of December 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 December 2015. The motion was seconded by Vice President Hays. The motion passed 5-0.

## **Executive Director's Report**

### Staff Introductions

Ms. Hoggatt introduced Debbie Sage, Human Resources Coordinator. Mr. Jones introduced Cody Evans, Youth Sports Coordinator and Matter Silver, Adult Sports Coordinator.

### Volunteer of the Month

Mr. Jones reported that Phyllis Williams was chosen as December Volunteer of the Month. She was recognized for her volunteer efforts at the Virginia Theatre. Ms. Williams was unable to attend the meeting.

### General Announcements

Mr. DeLuce reported that the second Trails Master Plan public meeting will be held on January 21, 2016 at 6 p.m. at the Springer Cultural Center and the Study Session on Monday, January 25, 2016 at 5:30 p.m. at the Bresnan Meeting Center. He announced that the Million Dollar Quartet will be held at the same time as the Board meeting on February 10, 2016 at 7:00 p.m. at the Virginia Theatre. Discussion ensued. It was the consensus of the Board to change the time of the February 10<sup>th</sup> Regular Board meeting to 5:30 p.m. Commissioner Kuhl suggested that the February Regular Board meeting be held at 5:30 p.m.

It was the consensus of the Board that the February 10<sup>th</sup> Regular Board meeting be held at 5:30 p.m. and that staff publish the appropriate notice of the time change.

## **Committee and Liaison Reports**

### Champaign Parks Foundation

Vice President Hays reported the Foundation now has its committees set: resources and development; finance and bylaws; events; and nominating. He encouraged Commissioners to let him know if they knew of anyone interested in serving on the Board or the committees. Vice President Hays reported that remaining AMDOCs funds are being transferred to the scholarship fund. He stated that this year's annual appeal was slightly less than last year. Vice President Hays noted that the Giving Tuesday may have impacted the annual appeal. Mr. DeLuce reported that the Foundation received the donation for scholarships from Midland States Bank.

## **Report of Officers**

### Attorney's Report

None.

### President's Report

None.

## **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.

1. Approval of the Minutes of the Regular Board Meeting, December 9, 2015
2. Approval of Minutes of the Executive Session, December 9, 2015

Commissioner Griggs made a motion to approve Consent Agenda Items. The motion was seconded by Vice President Hays. The motion passed 5-0.

## **New Business**

### Approval of the List of Bills as of January 12, 2016

President McMahon reported that staff recommended approval of the list of disbursements for the period beginning December 10, 2015 and ending January 12, 2016.

Commissioner Kuhl made a motion to approve the list of disbursements for the period beginning December 10, 2015 and ending January 12, 2016. The motion was seconded by Commissioner Solon. The motion passed 5-0.

### Approval of Summer 2016 Part-Time and Seasonal Position Pay Rates

Ms. Hoggatt presented the Board report and answered questions asked by the Board. She reported that the recommended wage increases are estimated to increase seasonal and part-time wages by \$17,250 in 2016. Discussion ensued about the various positions and pay rates. Staff was directed to provide the Board with a prior year's wage amounts as a reference point and also the percentage increase. Staff recommended approval of the summer 2016 pay rates and year round part-time pay rates as presented. Discussion ensued regarding the licenses and certifications of sports officials.

Commissioner Solon made a motion to approve the summer 2016 pay rates and year round part-time pay rates as presented. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

### Approval of Bids for Mowing Services

Mr. Crump presented the Board report and answered questions asked by the Board. He reported that the total budgeted for FY16-17 for contractual mowing will be \$126,000, which is \$15,000 more than budgeted in FY15/16. Discussion ensued about how often the parks are mowed, the increase in the price and percentage (13%), as well as the total number of acres mowed by Park District staff. Mr. Crump stated that staff would like to resume mowing Douglass and Zahnd Parks, which would require additional staff and more equipment.

Commissioner Kuhl made a motion to approve authorizing the Executive Director to enter into contracts with the low bidder on each respective site for mowing services for a period beginning May 1, 2016 through April 30, 2017, except projects 2, 5, 6, 10, 11, and 12. Staff recommended awarding the bids for these sites to the second lowest bidder as the low bidder is not capable of meeting the specification required. It is also requested that in the event of a contractor forfeiting his contract prior to its completion, the Park Board authorize the Executive Director to proceed to the next, lowest responsible bidder and enter into a contractual arrangement for the remainder of the original contract. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

#### Approval of a Bid for Mold Abatement

Mr. DeLuce presented the Board report and responded to questions asked by the Board. Discussion ensued. Mr. Crump discussed the affected areas in the Bresnan basement, the eradication process, and the repair of the areas which will be completed by staff in-house. He reported that it will take one week to complete the bid work.

Commissioner Solon made a motion to accept the Base Bid, Alt. 1-4 (conditionally), and reject Base Bid 2, and authorize the Executive Director to enter into a contract with the lowest responsible bidder, NES, Inc. of Mokena, IL, in the amount of \$14,625.00. The motion was seconded by Vice President Hays. The motion passed 5-0.

#### Approval of a Bid for Site Investigation – Soil/Groundwater

Mr. Crump presented the Board report and responded to questions asked by the Board. Discussion ensued. He explained the process and history of the tank removal, as well as reference checks on the low bidder. Commissioner Solon inquired about references for the low bidder.

Vice President Hays made a motion to accept the Base Bid and authorize the Executive Director to enter into a contract with the lowest responsible bidder, Professional Environmental Engineers, Inc. of St. Louis, MO, in the amount of \$11,733.00. The motion was seconded by Commissioner Solon. The motion passed 5-0.

#### Approval of a Request for Proposal for Audit Services

Ms. Wallace presented the Board report and responded to questions by the Board. Although not required to do so, GFOA recommends issuing a Request for Proposal every 3 to 5 years. Staff recommended the Board accept the proposal for auditing services from CliftonLarsonAllen and authorize the Executive Director to enter into a contract for the initial contract term of three (3) years (or FY2016-18) in the amount of \$78,000.00. Discussion ensued about the cost of audits last year.

Commissioner Solon made a motion to accept the proposal for auditing services from CliftonLarsonAllen and authorize the Executive Director to enter into a contract for the initial contract term of three (3) years (or FY2016-18) in the amount of \$78,000.00. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

#### Approval of an Addendum to the Agreement with CCRPC for the Trails Master Plan

Mr. DeLuce presented the Board report and responded to questions by the Board. He stated that staff recommended approval of an Addendum to the Agreement between the Champaign County Regional Planning Commission (CCRPC) to extend the contract from December 31, 2015 to March 31, 2016. Discussion ensued about the final payments for the plan.

Commissioner Kuhl made a motion to approve and authorize the Executive Director to execute an Addendum to the Agreement with CCRPC to extend the contract from December 31, 2015 to March 31, 2016. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

#### Approval of an Agreement between Parkland College and the Park District

Mr. DeLuce presented the Board report and responded to questions by the Board. He stated that staff recommended approval of the agreement between Parkland College and the Park District.

Commissioner Griggs made a motion to approve a three (3) year agreement between Parkland College and the Park District for a provision during evacuation of the Parkland College property. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Approval of an Agreement between The High School of Saint Thomas More and the Park District  
Mr. DeLuce reported that The High School of Saint Thomas More has made arrangements with a facility closer to it to evacuate students if the need arises and no longer needs to utilize a Park District facility.

Commissioner Kuhl made a motion to remove from the agenda the agreement between The High School of Saint Thomas More and the Park District. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Approval of an Agreement with Kiwanis Little League

Mr. DeLuce recommended that this item be tabled to a future meeting.

Commissioner Kuhl made a motion to table approval of an agreement between Kiwanis Little League and the Park District. The motion was seconded by Commissioner Solon. The motion passed 5-0.

**Old Business**

None.

**Discussion Items**

Capital Budget

Mr. DeLuce stated staff will provide an overview of the proposed the capital budget and answer questions. It will be presented to the Board at the January 25, 2016 Study Session for follow up and presented to the Board for approval at the February 10<sup>th</sup> meeting.

Ms. Wallace reported that capital improvements plan is a 6-year plan which identifies the project, whether it is a Board priority, the study in which it was include, the goals for FY2017 and the plan for the next five years. The plan also includes replacement schedules for equipment and vehicles. The plan only includes small capital projects. Large capital projects will be presented separately to allow time for more in depth discussion. She discussed the major funds and the reserves. In response to a question by President McMahon about \$7,324,300 reserve portion, Ms. Wallace reported that she will follow up and let the Board know.

Discussion ensued about roofs, vehicles, generators, and other proposed projects. Mr. DeLuce encouraged the Board to follow up with staff with questions. It is staff's desire for the Board to approve the 6-year plan. Ms. Wallace reported that GFOA requirements calls for at least a 5-year plan. The plan should be reviewed and updated annually.

The Board thanked and complimented staff on enhancing the report with additional helpful information.

**Comments from Commissioners**

None.

**Executive Session**

Commissioner Solon moved as set forth below to convene into Executive Session. The motion was seconded by Commissioner Griggs. The motion passed 5-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Griggs – yes; Vice President Hays – yes; President McMahon – yes; and Commissioner Kuhl – yes. The Board convened into Executive Session under the Illinois Open Meeting 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)(21) for the discussion of minutes of meetings lawfully closed under this Act, whether for purpose of approval by body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

### **Return to Special Meeting**

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

### **Executive Session Items – Action**

#### Approval to Make Available for Public Viewing Executive Session Minutes

Commissioner Solon made a motion to approve making available for public viewing entire minutes from Executive Session meeting on July 8, 2015. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

### **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 9:54 p.m.

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Timothy P. McMahon, President

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Cindy Harvey, Secretary



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** February 2, 2016

**SUBJECT:** Approval of Health Insurance Rates for 2016/2017

### Background

The Champaign Park District (Park District) partners with the City of Champaign (City) to increase bargaining power and risk pool for health insurance rates. The Benefit Advisory Committee (BAC) is comprised of City HR professionals, representatives from bargaining units, the Park District, and Sanitary District. The group meets to discuss broad perspective expenditures within the plan, possible plan changes or options, member concerns or issues, as well as other relevant topics.

This year the proposal from Health Alliance is to increase the cost by nearly 4.94%. However, using \$366,000 of the risk share account, Health Alliance and the BAC were able to negotiate the increase to 0%, which includes the 1.7% administrative fee paid to the City.

The BAC negotiated a unique risk share arrangement with Health Alliance, whereby 50% of the profit, if any, that Health Alliance receives from the insurance plan is placed into a risk share account to be used as a credit against premiums in a future year. The balance in the risk share account after using a portion to buy down the 2016/2017 premiums is \$285,000. The current and proposed rates are:

	Current Plan Rates			Proposed 2016/2017 Rates		
	Premium	CPD Cost	Employee Cost	Premium	CPD Cost	Employee Cost
Employee	\$622.40	\$622.40	\$0.00	\$622.40	\$622.40	\$0.00
Employee + Spouse	\$1,472.62	\$962.49	\$510.13	\$1,472.62	\$962.49	\$510.13
Employee + Children	\$1,153.28	\$834.75	\$318.28	\$1,153.28	\$834.75	\$318.28
Family	\$1,537.70	\$988.52	\$549.18	\$1,537.70	\$988.52	\$549.18

The Park District recognizes the importance of offering competitive employee health care benefits to recruit and retain a talented and productive workforce. This plan has been approved by the BAC and the Champaign City Manager. The Champaign City Council approved this health insurance plan at their meeting on February 2, 2016. There will be a 0.0% increase to health insurance for 12 months effective March 1, 2016 with no changes to the plan benefits. In addition, the proposed rates include the Park District's practice of paying for the employee only coverage and 40% of the dependent coverage. It is the practice of the District to allow full-time I and full-time II employees to waive the health insurance coverage if they can be covered elsewhere on a qualified health insurance plan. Those employees receive an annual \$2,000 stipend.

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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.**

Currently 56 employees are on the Health Insurance Plan and 20 employees receive the stipend.

Prior Board Action

History of increases over the last eight years is as follows:

<b>Plan Year</b>	<b>% Increase</b>	<b>Comments</b>
2009	12.75%	Dropped PPO option, increased out of pocket costs to employees and option is now a HMO only plan
2010	8.95%	No change to plan
2011	6.48%	No change to plan
2012	4.4%	No change to plan
2013	0.0%	Used revenue share agreement to keep plan the same
2014	4.5%	No change to plan and used revenue share to drop original proposed increase of 11% proposed increase down to 4.5%
2015	0.5%	Changes to the plan and use of risk share
2016	0.0%	No change to the plan and use of a portion of the risk share

Budget Impact

The proposed rates did not change from the current fiscal year and therefore based on existing personnel eligible for insurance (including vacant and filled positions) there will not be an impact to the 2016/2017 proposed budget.

Recommended Action

Staff recommends approval of the health insurance rates for 2016/2017.

Prepared by:

Reviewed by:

Tammy Hoggatt, SPHR, SHRM-SCP  
Director of HR, IT and Risk

Joe DeLuce, CPRP  
Executive Director



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director  
**DATE:** January 19, 2016  
**SUBJECT:** Approval of a Resolution and Authorize Staff to file the Abatement Certificate for Series 2013A Bond

### Background

This is an annual filing requirement pursuant to the Alternate Revenue Bonds originally issued in 2005 and later refunded in June 2013.

Each year, until the year 2023, the Champaign Park Board of Commissioners will be requested to abate the taxes pertaining to the Alternate Revenue Bond, originally issued in 2005 to build the Sholem Aquatic Center, then later refinanced in June 2013. This is a necessary step to keep in compliance with our Alternate Revenue Bond and Debt limitations pursuant to Ordinance No. 574, *An Ordinance Authorizing the Issuance of General Obligation Refunding Bonds (Alternate Revenue Source), Series 2013A, of the Champaign Park District, in Champaign County, Illinois, Providing the Details of Such Bonds and For Alternate Revenue Sources and the Levy of Direct Annual Taxes Sufficient to Pay the Principal of and Interest on Such Bonds, and Related Matters.*

### Prior Board Action

None taken related to the 2015 tax year to which this abatement applies.

### Budget Impact

This does not have an impact on the budget as the District already factors this into the annual tax levy revenue.

### Recommended Action

Staff recommends that the Board approve a resolution and authorize staff to file the Abatement Certificate for Series 2013A Bond.

Prepared by:

Reviewed by:

Andrea N. Wallace, CPA  
Director of Finance

Joe DeLuce  
Executive Director



## RESOLUTION

**WHEREAS**, the Board of Commissioners of the Champaign Park District, an Illinois municipal corporation, by ordinance adopted on the 12<sup>th</sup> day of June 2013 Ordinance No. 574 AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION REFUNDING BONDS (ALTERNATE REVENUE SOURCE), SERIES 2013A, OF THE CHAMPAIGN PARK DISTRICT, IN CHAMPAIGN COUNTY, ILLINOIS, PROVIDING THE DETAILS OF SUCH BONDS AND FOR ALTERNATE REVENUE SOURCES AND THE LEVY OF DIRECT ANNUAL TAXES SUFFICIENT TO PAY THE PRINCIPAL OF AND INTEREST ON SUCH BONDS, AND RELATED MATTERS; and

**WHEREAS**, the Board of Commissioners of the Champaign Park District hereby determines that the Pledged Revenues (as defined in the Bond Ordinance) will be available for the purpose of paying the debt service due on the Bonds during the next succeeding bond year; and

**WHEREAS**, it is necessary and in the best interests of the Champaign Park District that the tax heretofore levied for the year 2015 to pay such debt service on the Bonds be abated; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Champaign Park District, as follows: The tax heretofore levied for the year 2015 in the Bond Ordinance is hereby abated in the amount of \$523,150.

**APPROVED** by the President and Board of Commissioners of the Champaign Park District this 10<sup>th</sup> day of February 2016.

APPROVED:

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

ATTEST:

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

**ABATEMENT CERTIFICATE**

Pursuant to Ordinance No. 574, AN ORDINANCE AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION REFUNDING BONDS (ALTERNATE REVENUE SOURCE), SERIES 2013A, OF THE CHAMPAIGN PARK DISTRICT, IN CHAMPAIGN COUNTY, ILLINOIS, PROVIDING THE DETAILS OF SUCH BONDS AND FOR ALTERNATE REVENUE SOURCES AND THE LEVY OF DIRECT ANNUAL TAXES SUFFICIENT TO PAY THE PRINCIPAL OF AND INTEREST ON SUCH BONDS, AND RELATED MATTERS, adopted by the Board of Park Commissioners of the Champaign Park District, Champaign County, Illinois (the "Issuer") on June 12, 2013 (the "Bond Ordinance"), the undersigned, as President and Secretary of the Issuer hereby certify to the Champaign County Clerk that it is appropriate to reduce by abatement the tax levy for 2015 (to be received in 2016) as provided in Section 9 of the Bond Ordinance (filed on June 17, 2013, with such County Clerk), as follows:

<b>Tax Levy For the Year,</b>	<b>New Levy Amount To Continue After Abatement <u>A Tax Sufficient to Produce the Sum of,</u></b>	<b><u>(Amount Abated)</u></b>
2015	\$0.00	\$523,150.00

No other tax levy year is to be affected by this Abatement Certificate. The County Clerk is hereby directed to abate taxes as set forth above and to ascertain the rate per cent required to produce the aggregate tax hereinabove provided to be levied in 2015, as shown above to be levied, and to extend the same for collection on the tax books in connection with other taxes levied in such year, in and by the Issuer for general corporate purposes of the Issuer, and in such year levied and collected in like manner as taxes for general corporate purposes for such year is levied and collected and, when collected, such taxes shall be used solely for the purpose of paying the principal of and interest on the Bonds herein described as the same become due and payable. The tax levy shall be abated as parenthetically shown above. Otherwise Ordinance No. 574 shall be given effect according to its terms.

(SEAL)

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

**Receipt**

The Champaign County Clerk hereby acknowledges receipt of the above Abatement Certificate this \_\_\_\_ day of February, 2016 and agrees to abate (and continue to extend with respect to the Bond Ordinance, as shown above) the taxes as therein provided.

\_\_\_\_\_  
Champaign County Clerk



# CHAMPAIGN PARK DISTRICT

## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** February 5, 2016

**SUBJECT: Approval of a Tentative Site Plan for a Potential Park  
North of Abbey Fields Subdivision**

### Background

The Park District held a public hearing on January 13, 2016 to solicit public input concerning the potential park site. At the January 25, 2016 study session, Board consensus was to move ahead with submitting the park plan to Illinois Department of Natural Resources (IDNR) featuring recreational developments on the west side of the Abbey Fields property.

### Prior Board Action

This item was discussed at the January 25, 2016 study session. No formal action has been taken; this agenda item officially recognizes the attached as Champaign Park District's recreational development plan for submission to IDNR for consideration per procedure of the 6.3 acre Dodds Park land conversion process.

### Budget Impact

If approved by IDNR, the Champaign Park District will have three years to execute the development plan. Board direction is for development costs not to exceed \$300,000.00. Contingent on IDNR's approval, development—or phasing development—with regard to future capital improvement budget(s) remains an open item of discussion.

### Recommended Action

Approve the attached plan for submission to IDNR per State procedure.

Prepared by:

Reviewed by:

Andrew Weiss  
Park Planner and Landscape Architect

Kevin Crump  
Director of Operations and Planning

61822



Not to Scale

Development Plan



North

February 5, 2016

Prospective Trails of Abbey Fields Park

Sheet 1 of 1





## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** February 10, 2016

**SUBJECT:** 2016-2017 Program Guide Printing and Mail Preparation Bid

### Background

The Program Guide bid includes printing and mail preparation of 38,000 catalogs for three seasons including summer, fall, and winter/spring. The bid is awarded to one vendor for all three issues. The bids called for printing and mail preparation of an 88 page catalog for summer and 80 page catalogs for fall and winter/spring. This year, we opted to go full color on the interior pages as a means to better organize the guide and create more excitement from the public on the programming.

### Prior Board Action

None.

### Bid Results

Eleven (11) bid responses were received and opened on February 1, 2016. Selection criteria considered when evaluating bids and selecting the most responsive bidder included: base price, mail service price, production turnaround time, quality of piece, press location, and mail service location. All companies that submitted bids met bid specifications. The bid tabulation is as follows for all responsive bidders:

Company	Location	Bid Amount
<b>Woodward Printing</b>	<b>Platteville, WI</b>	<b>\$47,144.00</b>
K.K. Stevens	Astoria, IL	55,988.47
Action Printing	Fond du Lac, WI	55,996.00
American Litho	Milwaukee, WI	57,463.00
E.P. Graphics	Berne, IN	65,506.79
Kingery Printing	Effingham, IL	70,780.96
United Graphics	Mattoon, IL	74,736.00
Hagg Press	Elgin, IL	85,051.00
Premier Print Group	Champaign, IL	85,409.00
The News-Gazette	Champaign, IL	94,377.27
Martin One Source	Champaign, IL	125,662.25

Budget Impact

Printing, mail preparation and postage are regular annual expenses for the District as allocated in the operating budget. The cost for printing and mailing preparation of the 2015-2016 catalogs was \$49,144.00.

Recommended Action

Staff communicated with various references provided by Woodward Printing and is confident they will provide a positive customer service experience for our organization. Staff recommends the bid for printing and mailing of the 2016-2017 Program Guides be awarded to Woodward Printing for \$47,144.00 for all three issues.

Prepared by:

Reviewed by:

Chelsea Norton  
Director of Marketing and Communications

Joe DeLuce, CPRP  
Executive Director