



**CHAMPAIGN
PARK DISTRICT**

AGENDA

**ANNUAL BOARD MEETING IMMEDIATELY FOLLOWED BY
REGULAR BOARD MEETING
BRESNAN MEETING CENTER
706 Kenwood Road, Champaign, Illinois
Wednesday, May 11, 2016
7:00 p.m.**

A. CALL TO ORDER

B. ELECTION OF OFFICERS

1. Election of President
2. Election of Vice President

C. APPOINTMENT OF OFFICERS (*Oath Required*)

1. Appointment of Secretary
2. Appointment of Assistant Secretary
3. Appointment of Treasurer

D. APPOINTMENT OF BOARD MEMBER TO BOARDS AND COMMITTEES

1. Appointment to Champaign Parks Foundation Board

E. ADJOURN

REGULAR BOARD MEETING

A. CALL TO ORDER

B. COMMENTS FROM THE PUBLIC

C. COMMUNICATIONS

D. TREASURER'S REPORT

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

E. EXECUTIVE DIRECTOR'S REPORT

1. Volunteer of the Month
2. General Announcements

F. COMMITTEE AND LIAISON REPORTS

1. Champaign Parks Foundation

REPORT OF OFFICERS

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

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.

G. 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. Minutes of the Study Session Meeting, March 30, 2016
2. Minutes of the Executive Session Meeting, March 30, 2016
3. Minutes of the Regular Board Meeting, April 13, 2016
4. Minutes of the Executive Session Meeting, April 13, 2016
5. Minutes of the Special Board Meeting, April 27, 2016
6. Approval of a Bid for the Hard Court Surface Refurbishment of Hessel Park Tennis Courts, and authorizing the Executive Director to enter into a contract with the lowest responsible bidder, Harris-Barrier Corporation of Indianapolis IN, in the amount of \$34,658.00
7. Approval of a Bid for the purchase of playground surfacing mulch and authorizing the Executive Director to enter into a contract with the lowest responsible bidder, Stillwater Enterprises, at the bid price of \$16.90 per cubic yard
8. Approval of a Bid for replacement of fencing at Hazel Park from the lowest responsible bidder, S.K. Service Corporation, at the bid price of \$19,750.00
9. Policies
 - a. Participation in Professional Conferences and Seminars Policy
 - b. Cooperation Policy
 - c. New Employee Reporting Policy
 - d. Criminal Background Investigations Policy
 - e. Soccer Goal Safety and Education Policy

H. NEW BUSINESS

1. Approval of Disbursements as of May 10, 2016
Staff requests approval of the list of disbursements for the period beginning April 13, 2016 and ending May 10, 2016.
2. Approval Setting a Public Hearing on the Budget and Appropriation Ordinance
Staff recommends the Board set a Public Hearing on the proposed Budget and Appropriation Ordinance for Wednesday, June 22, 2016 at 7 p.m. at the Bresnan Meeting Center to receive public comments. Ordinance No. 609, the proposed Budget and Appropriation Ordinance, is available at the Bresnan Meeting Center for public review.
3. Approval of a Bid for ADA General Accessibility Projects
Staff recommends accepting the lowest responsible bid for ADA General Accessibility Projects and authorizing the Executive Director to enter into a contract with Shaw Brothers Concrete in the amount of \$70,140.00.
4. Approval of the Bid to Purchase a New Backhoe
Staff recommends accepting the second lowest responsible bid that meets all specifications and authorizing the purchase of one (1) new 2016 Case 580 Super N from Birkey's Farm Store in the amount of \$78,840.
5. Approval of Ordinance No. 607: An Ordinance Providing for Disposal of Personal Property
Staff recommends approval of Ordinance No. 607: An Ordinance Providing for Disposal of Personal Property owned by the Champaign Park District, which authorizes and approves disposal of one 1986 Case 580E Backhoe Loader.

6. Approval of a Request for a Temporary Easement in Scott Park from the Urbana-Champaign Sanitary District
Staff recommends granting a temporary easement in Scott Park to the Urbana-Champaign Sanitary District and requesting payment of fees in accordance with Ordinance No. 459.
7. Approval of an Agreement between the Park District and Micro Systems International, Inc.
Staff recommends Board approval of an agreement between the Park District and Micro Systems International, Inc. for a one year period at the rate of \$2,500.00 per month.

I. OLD BUSINESS

J. DISCUSSION ITEMS

1. FY16-17 Operating Budget

K. COMMENTS FROM COMMISSIONERS

L. 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.

M. RETURN TO REGULAR MEETING

N. ACTION ITEMS FROM EXECUTIVE SESSION, IF ANY

O. ADJOURN

NEXT MEETINGS OR EVENTS

- May 18, Touch-A-Truck Day, 10 a.m., Centennial Park
- May 21, Garden Hills Park Pathway Ceremony, 12 p.m., Garden Hills Park
- May 21, *The Graduate*, 1 & 7pm, Virginia Theatre
- May 21, National Kids to Parks Day!, 1:30 p.m., Douglass Park
- May 22, Craig Russo Latin Jazz Project, 6 p.m., Clark Park
- May 23 & 24, *Fantastic Mr. Fox*, 7pm, Virginia Theatre
- May 25, Special Board Meeting, 5:30 p.m., Bresnan Meeting Center
- May 25 & 26, *The Royal Tenenbaums*, 7pm, Virginia Theatre
- May 27, *Rushmore*, 7pm, Virginia Theatre
- May 28, Sholem Aquatic Center and Prairie Farm opens
- May 28, *Grand Budapest*, 7pm, Virginia Theatre
- May 29, DR Dixie Band, 6 p.m., Turnberry Ridge Park
- May 30, Memorial Day Administrative Offices Closed
- June 4, Kids' Fishing Derby, 9 a.m., Kaufman Lake
- June 4, National Trails Day, 11 a.m., Kaufman Lake
- June 4, Twist & Should Dance Recital, 11 a.m. & 6 p.m., Virginia Theatre
- June 8, Regular Board Meeting, 7 p.m., Bresnan Meeting Center

**CHAMPAIGN PARK DISTRICT
MINUTES OF THE STUDY SESSION MEETING
BOARD OF PARK COMMISSIONERS**

March 30, 2016

The Champaign Park District Board of Commissioners held a Study Session Meeting on Wednesday, March 2, 2016 at 5:30 p.m. 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 Hays, Commissioners Alvin S. Griggs, Barbara Kuhl and Jane L. Solon, and Attorney Guy Hall.

Absent: Treasurer Gary Wackerlin.

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, Tammy Hoggatt, Director of Human Resources, Information Technology, and Risk, Steven Bentz, Director of the Virginia Theatre, and Andrew Weiss, Planning Supervisor.

Other staff were present as well as members of the public.

Call to Order

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

Comments from the Public

Theresa Truelove, 508 S. McKinley, Champaign, addressed the Board about the need for indoor swimming pools to accommodate seniors as well as children.

Presentations

Glenn Park Storm Water Detention Project

Mr. DeLuce introduced City of Champaign staff, Alex Nagy, Civil Engineer, and Dennis Schmidt, Public Works Director.

Mr. Nagy is the project manager for the West Washington Street Drainage Improvements project. Mr. Nagy presented an overview of the West Washington Street project. The project is one of three major drainage improvement projects on which the City is currently working. The second project is Boneyard Creek project north of University Avenue and the third is the Garden Hills Drainage Study in the Gardens Hills neighborhood. Phase I of the West Washington Street Drainage project was completed in 2014 which is the detention basin a few blocks east of Glenn Park near Washington and Russell Streets at the former Robinson Court site. The official name of Phase I has been changed to Preservation Pond. Since completion of Phase 1 in 2014, the City has been pleased with how Phase I has performed in terms of stormwater management and the community amenities. The overall project goal of the West Washington Street project amenity level in the Phase 1 basin will be carried over into Phase 2 basin in Glenn Park Drive. The Phase 2 amenities include a gazebo, ornamental lighting, garden with native plants, and a multi-purpose path.

Mr. Nagy provided a status update and summary of proposed improvements of Phase 2 of the project. He reported that there are two main components of Phase 2: one is the detention basin north of Glenn Park and second a connective pipe system between Preservation Pond and Phase I basin and Phase 2 basin to manage the stormwater within the watershed. There will also be a sidewalk that connects the multi-purpose path between the two basins. The Phase 2 basin is a 4 acre site that consists of two stormwater cells: a wet cell just north of the main Glenn Park area and a dry cell adjacent to Mattis Avenue. The components of Phase 2 basin

will be similar to Phase 1 basin and will include a rain garden, planting islands, tall native plantings on the side slope of the basin which will hopefully dissuade geese from nesting, a multi-purpose path through the park, a sidewalk that wraps around the perimeter of the basin and connectivity. The City will reconstruct the Victor Street Boulevard and part of Miller Street to accommodate parking changes. Parking for Glenn Park will be diagonal parking. Mr. Nagy reported the City will construct a new driveway off of Mattis Avenue to accommodate the truck and vehicle traffic coming in and out the plant located to the north. He stated that on the north side of the basin there will be an overlook and on the south side of the basin just north of the new parking area will be a gazebo and waterfall that will be focal points of the project. On the north side of the basin vertical wall maximizes the ability for the basin to hold stormwater which is the reason for this project.

Mr. Nagy reported that the City wants to have a seamless transition from the new green area project to the old park site. For this, the City will need to build features on Park District property and will need permission to do so. He reviewed each feature included in the plan that are going to take place on Park District's property and the proposed plan by the City for construction of the components, ownership and maintenance of the different features. The City will pay for all new features. Mr. Nagy reported that the City purposes that it own the driveway, parking lot pavement, curb and gutter, traffic signal, controller and equipment, and LED lighting poles and fixtures. The City proposes that the Park District own and maintain the multipurpose path, rain garden, landscape island and decorative stone column. The City would also like the Park District to be responsible for snow removal on the City's portion of the sidewalk. The City is looking for feedback from the Board on whether it finds the proposal acceptable. Discussion ensued.

Mr. Nagy reported that the proposed schedule is to have the final design completed by May 2016, property acquisition to be completed in June 2016, construction financing discussed with the City Council in October 2016 and start construction in spring of 2017. This will be approximately an 18 month project. He stated that a draft agreement exists that has been reviewed by Attorney Hall.

Mr. Nagy addressed concerns and answered questions by the Board about elimination of the west bound street, proposal for one way east bound traffic, frequency of truck deliveries and traffic into the plant, using plants for screening and barrier purposes, and possibility of fencing certain areas. He noted that LED lights with adjustable dimmer settings will be used to control lighting. He discussed the program used by the City to address geese problems. He also reported that the Park District staff will receive a copy of the plans to review the plant selections.

Commissioner Kuhl stated that she would like staff to report to the Board with its comments and thoughts. She wants to see the project reviewed from the Park District staff's vantage point after which a decision can be made.

Mr. Nagy responded to questions by Commissioner Solon about the number of parking spaces. He will provide that information to the Board.

Attorney Hall addressed the responsibility for structural repairs on the City's portion of the sidewalk. Mr. Nagy stated that the City is only looking to the Park District staff to plow the sidewalk and that the City would be responsible for structural repairs on the City's portion. Attorney Hall asked about the solution to control the geese before the native plants are established. Mr. Nagy stated that using stakes and fishing line seems to work to control the geese. Mr. Schmidt stated that until the grass is established the geese must be made uncomfortable. He stated that the City has been aggressive in its programs and has prevented nesting at the Preservation Pond and the Boneyard. Discussion ensued.

President McMahon clarified that the entire project was being funded by the City and that the Park District would not incur any cost except for the ongoing maintenance items for which the Park District would be responsible. Mr. Nagy stated that the overall cost of the project is approximately \$12.7 million and would be covered by the City. Discussion ensued. President McMahon stated that staff will review the proposed plan. The Board thanked Mr. Nagy for his presentation.

Discussion Items

Large Capital Projects

Mr. DeLuce reported that President McMahon and he discussed the status of the large capital projects. He stated since the capital plan for the day to day items has been completed, staff would like to discuss moving forward with large capital projects. Mr. Weiss presented the information on the large capital projects and Ms. Wallace provided a financial update, status of the budget, and the timeline for the operating budget.

Mr. Weiss reported that there are five large projects for consideration. Two of the projects, Hessel Park and Heritage Park, are offered for consideration in FY17. The other three projects, Spalding Park, connection between Heritage Park and Kaufman Lake, and Landfill Park were presented for reference only. Paul Wiese of SmithGroup JJR recently presented a Heritage Park master plan. The playground at Hessel Park is in progress and will be completed in the fall. From a staff perspective, the next matters to address are what projects to consider either with Heritage Park or Hessel Park. Options were discussed. Mr. Weiss also reported that a staff priority is the trail connection of Heritage Park and Kaufman Lake which necessitates an engineering proposal.

Discussion ensued about the timeline for completion of the Hessel Park project. Mr. DeLuce noted that there had been interest in completing all phases of the project relatively contemporaneous and he brought it back for Board direction.

President McMahon asked for feedback from the Board on moving forward with the Hessel Park project. Mr. Crump stated that the Hessel Park playground has been let for bid and that the option remains to combine Phase 2 and 3 as one project. Discussion ensued.

It was the consensus of the Board to revise the Capital Budget to include funds to move forward with the completion of Hessel Park Phase 2 and 3 as one project in FY17.

Commissioner Solon requested conceptual drawings for the new Hessel Park restrooms.

Ms. Wallace presented a summary of the budget to date, including the projected surplus and excess funds beginning May 1, 2016, preliminary revenue and expenditures for FY17, and excess balance for FY17.

President McMahon asked if the Board was interested in moving forward with Phase 1 of Heritage Park. Discussion ensued about the project.

It was the consensus of the Board to move forward with Phase 1 of Heritage Park.

President McMahon stated that Spalding Park is on hold during discussions with the School District. Mr. DeLuce stated that discussion needs to take place about Landfill Park. Discussion ensued. President McMahon stated that the Board needs an in depth study of the site and suggested that the Board tour the site.

Mr. DeLuce stated that staff would like to include funds in the operating budget and move forward with requesting proposal for architectural service for the connection of Heritage Park and Kaufman Lake. Discussion ensued. It was the consensus of the Board to move forward with requesting proposals from an architectural firm.

Mr. Weiss reported that it stated in the Landfill Executive Summary that the site closure application is under review by the EPA. It will be completed in 2017. Also, the contemplated implementation strategy is for the City to continue owning the landfill but allow the Park District the site control it would need in order to apply and receive grants for the development of the park. The study was completed in 2008.

Mr. Crump asked about the status of the Operations facility. He stated that the proposed plan presented to the Board addresses storage needs, staff needs and efficiency needs as well as other issues with the current facility. Mr. Crump talked about the proposed plan and expressed concerns about not pursuing the shop project. He believes that it would be money well spent to have an engineer develop a design and budget. Discussion ensued.

Commissioner Kuhl asked about the estimated cost of an engineer and architect to develop a plan for phasing. Mr. Crump estimated that it would cost approximately \$60,000 for this service. Discussion ensued.

It was the consensus of the Board to move forward with allocating \$60,000 for requesting proposals for engineering and architectural services.

Employment Policies and Procedures Manual

Ms. Hoggatt presented the report and answered questions by the Board. She highlighted the changes in the manual, including titles and department name changes, grammatical and format revisions, major changes to the tuition reimbursement language, and clarification of reportable wages to IMRF.

Ms. Hoggatt reported that Commissioner Solon suggested additional clarification to the tuition reimbursement language. As a result, the following language is suggested for inclusion in the manual: "if the employee resigns or is terminated for cause before receiving a grade, the employee will not be reimbursed for tuition. Employees will be expected to pay the District in full if the employee resigns or is terminated for cause. Up to three years after receiving reimbursement the Park District will provide employees with written approval for tuition reimbursement and will specify the amount of reimbursement for each person as well as the payment requirements." She stated that this will allow for adjustment based on the number of semester hours each individual is taking. An internal policy specifying policy will be created regarding this matter.

Commissioner Kuhl questioned how many employees are taking advantage of this policy. Ms. Hoggatt indicated very few.

The manual will be placed on the April 13, 2016 Board agenda for consideration.

Comments from Commissioners

Mr. DeLuce stated that staff would like input from the Board regarding the budget.

Ms. Wallace stated that historically the Board has received the budget book. At this point the thought is to complete the budget ordinance for presentation and discussion. After the budget ordinance is approved, staff will complete the budget book to submit to the Government Finance Officers Association (GFOA). Ms. Wallace stated that there were many changes to the budget throughout the process last year with continual revisions to the budget book. The plan is to

present on April 13, 2016 the financials themselves with what the budget looks like by funds, bring the budget ordinance for approval at a Special Meeting on April 27th, and formally adopt the budget in June. The Park District has 90 days after adopting the budget to complete the budget book. The budget and appropriation ordinance has to be filed with the County Clerk by July 30th. Discussion ensued. Ms. Wallace asked the Board if it wanted to complete the budget book and the GFOA submission.

Commissioner Kuhl stated that she prefers having the book as she does use it but felt she did not need it until the final version was available.

Commissioner Solon asked if it was possible to receive the budget electronically. Commissioner Griggs stated that the budget will continue to change. He suggested approving the budget initially. Vice President Hays would like to see how the budget is developed..

Mr. DeLuce indicated that staff will present the detailed line item budget at the next meeting.

President McMahon asked if there was any objection to receiving the budget in the new format. It was determined that the plan would be to provide a summary of the budget, with the changes to date, in the April 13th Board packet.

Executive Session

Commissioner 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 Griggs – yes; Vice President Hays – yes; President McMahon – 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; 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 or imminent.

Reconvene turn to Open Meeting

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

Adjourn

There being no further business to come before the Board, Commissioner Griggs made a motion to adjourn the meeting. The motion was seconded by Vice President Hays. The motion passed 5-0, and the meeting was adjourned at 8:45 p.m.

Timothy P. McMahon, President

Cindy Harvey, Secretary

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

April 13, 2016

The Champaign Park District Board of Commissioners held a Regular Board meeting on Wednesday, March 9, 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, and Tammy Hoggatt, and Director of Human Resources, Information Technology and Risk.

Members of the public were in attendance.

Call to Order

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

Comments from the Public

Ronald R. Hermann, 515 S. Ridgeway Avenue, Champaign, addressed the Board about a warm water therapy pool. He asked the Board for assurance that it will make a warm water pool facility a priority and develop a plan for it. He congratulated and thanked the Commissioners for their service.

Mr. McMahon thanked Mr. Hermann and Theresa Truelove for keeping the need for a warm water therapy pool in the minds of the Commissioners. President McMahon asked for a contact person to relay information to about this topic.

Chad Schwenk, 1207 N. Charter Oaks Circle, Mahomet, IL, business agency with IATSE Local 482, addressed the Board about current contract negotiations. He thanked the Commissioners for their patience, time and consideration.

Communications

President McMahon circulated the communications.

Treasurer's Report

Treasurer Wackerlin reviewed the Treasurer's Report for the month of March 2016 and found it to be in appropriate order.

Commissioner Solon made a motion to accept the Treasurer's Report for the month of March 2016. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Executive Director's Report

Volunteer of the Month

Mr. DeLuce reported that the Volunteer of the Month for March was unable to attend the meeting. Staff will present the certificate and bag of gifts at a later date.

General Announcements

Mr. DeLuce updated the Board on the Park Review group comprised of six staff members. The group is working on a report card for the parks. Mr. DeLuce provided the Board with a copy of the materials that will be used to grade the parks. He stated that Commissioners Kuhl and Solon will be assisting staff with the project. The group will focus on the five signature parks first and complete the report card for each between now and May 1, 2016. Then between May and November they will complete cards for the remaining parks. Mr. DeLuce reported that the goal is to have a final report by the end of the year.

Committee and Liaison Reports

Champaign Parks Foundation

Vice President Hays reported that there is an item for Board consideration under New Business related to the Foundation.

Mr. DeLuce reported that the events committee met and is working on ideas for events which will be addressed after they are finalized.

Report of Officers

Attorney's Report

Ordinance No. 605

Attorney Hall recommended approval of Ordinance No. 605, Annexing Territory Pursuant to Petition (411 Wallace Avenue).

Commissioner Kuhl made a motion to approve Ordinance No. 605. A copy of the ordinance is attached to the minutes. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

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 regarding any item, that item shall be removed and discussed separately. Vice President Hays asked that Item 6 be removed for further discussion. The Consent Agenda items were then as follows:

1. Approval of Minutes of the Study Session Meeting, March 2, 2016
2. Approval of Minutes of the Executive Session Meeting, March 2, 2016
3. Approval of Minutes of the Regular Board Meeting, March 9, 2016
4. Approval of Minutes of the Executive Session Meeting, March 9, 2016
5. Approval of a Public Participation Policy

Commissioner Griggs made a motion to approve Consent Agenda Items 1 through 5, with applicable changes to the Public Participation Policy as noted. The motion was seconded by Commissioner Solon. The motion passed 5-0.

6. Approval of a Resolution Adopting Revisions to the Employment Policies and Procedures Manual

Vice President Hays asked about the process for updating the Employment Policies and Procedures Manual if there is a change in the law whether it be city, state or federal, or if a situation arises that requires a change. He wanted to make sure that everyone understands that if there is a change in the law or other applicable circumstance that suggest a need to change policies, it is possible to address it. Discussion ensued. Staff assured the Board that changes at any time are possible in light of changing circumstances.

Mr. DeLuce reported that individual policies will be presented to the Board for approval to satisfy the Distinguished Accreditation Program requirements.

Commissioner Solon made a motion to approve the resolution adopting revisions to the Employment Policies and Procedures Manual. The motion was seconded by Vice President Hays. The motion passed 5-0.

New Business

Approval of Disbursements as of April 12, 2016

President McMahon reported that staff recommended approval of the list of disbursements for the period beginning March 9, 2016 and ending April 12, 2016. Commissioner Solon suggested a change to a description of a Park District event.

Commissioner Kuhl made a motion to approve the list of disbursements for the period beginning March 9, 2016 and ending April 12, 2016. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Approval of Champaign County Community Coalition Membership Dues

Mr. DeLuce presented the report and responded to questions from the Board. He reported that he serves on the Champaign County Community Coalition's Executive Committee. He stated that the Coalition is asking each organization to pay \$5,000.00 for 2016 Annual Membership dues. Mr. DeLuce discussed the benefits and relationships between the organizations on the committee. Discussion ensued. Commissioner Kuhl asked who governs the Coalition. Mr. DeLuce stated that the City of Champaign is the lead agency over the Coalition. The City has hired and is funding a coordinator. The funds will be used to help fund programs in Champaign.

Commissioner Kuhl made a motion to approve the disbursement of \$5,000.00 for 2016 Annual Membership dues in the Champaign County Community Coalition's Executive Committee contingent upon Park District funds being used only for programs in Champaign. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Approval of a Resolution Appointing and Reappointing Directors to the Champaign Parks Foundation

Vice President Hays reported that background information and resumes were provided in the Board packet. He stated that the Board and staff recommended that A.J. Thoma, Patrick Harrington, and Amanda Porterfield be appointed to the Board of Directors for the Champaign Parks Foundation to fill the vacant, two year terms, expiring in May 2017; and Art Thoma and Tom Whooley be re-appointed for three year terms expiring in May 2019.

Vice President Hays made a motion to approve a resolution appointing A.J. Thoma, Patrick Harrington, and Amanda Porterfield to the Board of Directors for the Champaign Parks Foundation to fill the vacant, two year terms, expiring in May 2017; and reappointing Art Thoma and Tom Whooley for three year terms expiring in May 2019. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Commissioner Kuhl suggested that on behalf of the Board thank you letters be sent to Bryan Banks and Scott Miller for their service on the Foundation Board.

Approval of Bids for Garments

Mr. DeLuce presented the staff report and responded to questions. The tabulations were included in the Board packet. He reported that the increase in the bids was due to increases in unit costs of garments, increases in number of various garments, and addition of new items due to new programs. Mr. DeLuce stated that the Park District may spend less than the "not to exceed" amount because garments may not be purchased if there are low, insufficient, or non-enrollment in a program, activity, or event for which the item is to be used. The quantities bid are approximate only. Discussion ensued. Mr. Hoggatt updated the Board on past and current bidders. Commissioner Kuhl asked if staff anticipates the

purchase to be in the \$40,000 range. Mr. DeLuce responded yes.

Commissioner Kuhl made a motion to approve the bids for garments from the lowest responsible bidder for each item that meets specifications for a total amount not to exceed \$52,085.68, and rejecting the bid from Keifer because it did not meet the specifications. The successful bidders are as follows: Sunburst Sportswear, Inc. in the amount of \$29,522.48; Project Te in the amount of \$17,746.00; Martin One Source in the amount of \$3,242.20; Original Waterman in the amount of \$99.00; and Marathon Sportswear in the amount of \$585.00. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Approval of a Bid for Park Lights

Mr. Crump presented the report and answered questions. He stated that staff recommended accepting the only bid received which was from Tepper Electric and authorize the purchase of 25 new LED light fixtures, in the amount of \$40,475. Discussion ensued. Commissioner Solon asked about the cost and budget for the lights. Mr. Crump stated that the funds are budgeted in the paving and lighting line and the increase in cost is for LED light fixtures. He stated that the goal is to have all the lights be mechanically universal.

Commissioner Solon made a motion to approve the bid from Tepper Electric and authorized the purchase of 25 new LED light fixtures in the amount of \$40,475.00. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Approval of Bid for the Hessel Park Playground Construction

Mr. Crump presented the report and answered questions. He reported that funds were included in the capital budget. Nine bidders submitted bids. Mr. Crump stated that staff recommended that the Board accept the bid for the Hessel Park Playground Replacement Project and authorize the Executive Director to enter into a contract with the lowest responsible bidder, Petry-Kuhne Company of Champaign, in the amount of \$377,581.00. He reported that the playground will cover all age groups, 2 to 5, 5 to 12 and overlapping, with a third pod for independent play. Discussion ensued about the bidding process.

President McMahon asked for a copy of the schematic design and the timeline for the project. Mr. Crump stated that construction start date is June 1, 2016 and completion date of September 1, 2016.

Commissioner Griggs made a motion to accept the bid for the Hessel Park Playground Replacement Project and authorize the Executive Director to enter into a contract with the lowest responsible bidder, Petry-Kuhne Company of Champaign, in the amount of \$377,581.00. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Approval of Purchase of Vehicles through the Illinois Joint State Purchasing Program

Mr. Crump presented the report and answered questions. He stated that staff recommended the waiver of formal bidding and approve the purchases through the Illinois State Joint Purchasing Program as follows: one (1) replacement 2016 Ford F-150 truck from Wright Automotive at a cost of \$21,705, one (1) new 2016 Ford F-150 truck from Wright Automotive at a cost of \$22,205, one (1) replacement 2017 Ford Explorer SUV at a cost of \$26,262, and one (1) new 2016 Ford F-250 w/ service body truck from Morrow Brothers at a cost of \$36,390. Discussion ensued. Mr. Crump stated no additional vehicles would be purchased this year. He talked about the process for rotating vehicles to make the best use of them.

Commissioner Kuhl made a motion to approve the waiver of formal bidding and approve the purchases through the Illinois State Joint Purchasing Program as follows: one (1) replacement 2016 Ford F-150 truck from Wright Automotive at a cost of \$21,705, one (1) new 2016 Ford F-150 truck from Wright Automotive at a cost of \$22,205, one (1) replacement 2017 Ford Explorer SUV at a cost of \$26,262, and one (1) new 2016 Ford F-250 w/ service body truck from Morrow Brothers at

a cost of \$36,390. The motion was seconded by Vice President Hays. The motion passed 5-0.

Approval of Ordinance No. 606: An Ordinance Providing for Disposal of Personal Property Owned by the Champaign Park District of Champaign County

Mr. Crump presented the report and answered questions from the Board. He stated that staff recommended approval of Ordinance No. 606: An Ordinance Providing for Disposal of Personal Property owned by the Champaign Park District, which allows for disposal of or conveyance through trade in of one 1994 Chevrolet 1500 pick-up truck, one 1998 Ford Taurus, and one Hako-Hamster 800E Walk-Behind Sweeper.

Commissioner Griggs made a motion to adopt Ordinance No. 606: An Ordinance Providing for Disposal of Personal Property owned by the Champaign Park District as identified herein and in the ordinance. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Old Business

None.

Discussion Items

Conceptual Drawing of Hessel Park Restroom

Mr. Crump presented the conceptual drawing of the new Hessel Park restrooms. He spoke about the proposed plans and the location of the new restroom. He also reported that an analysis of the existing building will be conducted to see if it is feasible to add on to it. He then reviewed the map of Phase 1 and Phase 2 and 3 improvements for Hessel Park. Discussion ensued.

Comments from Commissioners

Commissioner Solon stated that the Ebertfest reception was great. Commissioner Griggs stated that he may have a conflict attend the May 27th Board meeting.

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 pursuant to 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)(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 or imminent.

Return to Regular Meeting

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

Action Items from Executive Session

Commissioner Solon made a motion to approve awarding the Executive Director a bonus in the amount of \$10,000 for his performance in FY15-16 and setting his salary for FY16-17 at \$127,000. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Commissioner Kuhl made a motion that the following resolution be approved: "Based on the draft illustration prepared by Champaign Unit 4 School District, the Champaign Park District Board has agreed to discuss the development of potential shared facilities within Spalding Park." The motion was seconded by Vice President Hays and unanimously approved. The motion passed 5-0.

Adjourn

There being no further business to come before the Board, Vice President Hays made a motion to adjourn the meeting. The motion was seconded by Commissioner Solon. The motion passed 5-0 and the meeting was adjourned at 9:00 p.m.

Timothy P. McMahon, President

Cindy Harvey, Secretary

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

April 27, 2016

The Champaign Park District Board of Commissioners held a Special Board meeting on Wednesday, April 27, 2016 at 5:30 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.

Absent: Treasurer Gary Wackerlin and Attorney Guy Hall.

Staff Present: Joseph DeLuce, Executive Director, Cindy Harvey, Assistant to the Executive Director/Board Secretary, Kevin Crump, Director of Operations and Planning, Jameel Jones, Director of Recreation, and Tammy Hoggatt, Director of Human Resources, Information Technology and Risk, Steven Bentz, Director of the Virginia Theatre, and Andrew Weiss, Planning Supervisor.

Other staff were in attendance as well as members of the public.

Call to Order

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

Comments from the Public

Genevieve Thomas, W. Daniel, Champaign, addressed the Board about the importance recycling and asked the Board to consider putting a recycling container in Clark Park.

The Board thanked Genevieve for her comments.

Presentation

Easement Requests for 2nd Street Pump Station

Rick Manner, Executive Director of Urbana & Champaign Sanitary District (Sanitary District), spoke to the Board about an easement request to build a pump station on City of Champaign property adjacent to Scott Park. He reported that the Sanitary District is requesting a temporary easement to reconstruct the sidewalk and install plantings that are on the edge of the park on both City of Champaign and Park District property. The new sidewalk will wrap around the new pump station. The pump station will be located on the west edge of the park. Mr. Manner presented a rendering of where the pump station will be located and what it will look like. He also presented a summary of the 2nd Street Pump Station and force main projects. The purpose of the project is to help downtown and campus area sewers.

Mr. DeLuce asked if there would be permanent encroachment on Park District land. Mr. Manner responded no. He stated that originally there was a request for a permanent easement; however, due to Illinois Department of Natural Resources (IDNR) regulations that is not allowed. Mr. Manner reported that Attorney Hall and the Urbana and Champaign Sanitary District attorney have reviewed the proposed temporary easement.

Attorney Hall reported that the Sanitary District originally opposed a two year temporary easement. There was a compromise of 18 months to submit to the Board. Scott Park has received OSLAD funds for improvements and IDNR has indicated that a temporary easement for more than six months is prohibited by federal regulations and may be problematic. Staff is communicating with IDNR and hope to get the issue resolved. Attorney Hall stated that what has been suggested to IDNR is that this is several governmental bodies coming together to do a project for the benefit of the community on

stormwater so we are hopeful that this will be resolved satisfactorily so that the Sanitary District can have sufficient time to construct the pump station and repair the adjacent area.

Mr. Weiss stated that a response is expected by the end of the week. Mr. Manner stated that it is possible to complete the construction in six to eight months. He stated that the longer period was requested because of landscaping and sidewalk repairs.

Mr. DeLuce stated that this item will be presented to the Board for consideration at the May 11, 2016 meeting.

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. President McMahon asked that the Drug Free Workplace item, number 2, be addressed separately. The items for consent were as follows:

1. Approval of a Non-Discrimination and Anti-Harassment Policy
3. Approval of an American with Disabilities Policy or Policy Statement
4. Approval of a Family and Medical Leave Policy
5. Approval of Recording of and Disposal of Closed Session Minutes Policy

Commissioner Griggs made a motion to approve Consent Agenda Items 1, and 3 through 5. The motion was seconded by Commissioner Kuhl. The motion passed 5-0.

2. Approval of a Drug Free Workplace Policy

President McMahon asked if the policy applied to all employees with a CDL license. Ms. Hoggatt stated that the policy applies to all employees, however, random testing only applies to CDL licensed drivers. President McMahon stated that he thought there was discussion about all employees taking the test. Ms. Hoggatt reported that all employees take a pre-employment drug test. Discussion ensued about whether all employees that drive Park District vehicles are subject to random testing. Mr. DeLuce stated that all summer employees that drive Park District vehicles and lifeguards will be subject to pre-employment drug testing.

President McMahon asked if this was the time to discuss whether to change the policy to include random testing for any employee that drives a Park District vehicle. Discussion ensued about the possibility of participating in a different pool for random testing; cost associated therewith; the number of people in the pool; how often CDL licensed drivers have been tested; whether it was possible to randomly test all employees that may drive a Park District vehicle; and liability to the Park District if an employee is in an accident due to being impaired by alcohol or drugs. Commissioner Solon expressed her opinion about the importance of such testing.

President McMahon suggested exploring the idea of randomly testing all employees that drive a vehicle, and the legal ramifications associated herewith. Vice President Hays inquired about how many Park District vehicles are on the road daily. Mr. Crump indicated 30 vehicles, including CDL license drivers. However, there are approximately 60 employees that may drive Park District vehicles.

Commissioner Solon asked that Ms. Hoggatt investigate the legal issues associated with conducting random testing on all employees who may drive a vehicle for Park District purposes. Ms. Hoggatt stated that all Park District CDL drivers have been tested in the past two years.

Ms. Hoggatt stated that they will follow up with legal counsel and research other options. President McMahon suggested staff check with the City of Champaign and Urbana for comparison purpose.

This item was tabled until a future meeting.

Action Items

Approval of a Bid for the Dodds Tennis Center Court Refurbishment

Mr. Crump presented the staff report and responded to questions from the Board. He stated that staff examines tennis courts annually. The type of work required is fairly specialized. Mr. Crump stated that staff recommended accepting the bid for the Dodds Tennis Center Court Refurbishment Project, and authorizing the Executive Director to enter into a contract with the lowest responsible bidder, Harris-Barrier Corporation of Indianapolis, IN, in the amount of \$25,290.00. Discussion ensued. Mr. Crump discussed why the bid came in lower than the bid amount. Commissioner Kuhl asked if it was possible to use the remaining funds to complete refurbishment of the courts at Spalding. Mr. Crump stated that would be possible.

Commissioner Kuhl made a motion to approve accepting the bid for the Dodds Tennis Center Court Refurbishment Project, and authorizing the Executive Director to enter into a contract with the lowest responsible bidder, Harris-Barrier Corporation of Indianapolis, IN, in the amount of \$25,290.00. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Approval of a Professional Services Agreement for Legal Counsel

Mr. DeLuce presented the report and responded to questions from the Board. He reported that the current contract expires April 30, 2016. Mr. DeLuce reviewed the proposed changes to the contract. Staff recommended approval of a Professional Services Agreement for Legal Counsel between the Park District and Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd., acting primarily by and through Guy C. Hall. Discussion ensued. Mr. DeLuce addressed the Park District's legal needs.

Attorney Hall commented that projects over the past two years requiring legal counsel included a number of complex issues. He stated that he is available to discuss the matters and time involved with Commissioners anytime.

Commissioner Solon made a motion to approve a Professional Services Agreement for Legal Counsel between the Park District and Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd., acting primarily by and through Guy C. Hall. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Approval of Engineering Services for Hessel Park Restroom

Mr. Crump presented the report and responded to questions from the Board. He reported that MSA Professional Services (MSA) is currently the engineer on Phase 1. For purpose of continuity and the existing relationship, staff suggested contracting with MSA for the restroom project. Mr. Crump reported that after review of the building, MSA expressed concern with its condition. He presented three options to the Board: 1) expand the existing building; 2) build a new building; or 3) include both options to get prices bidding one as an alternate. Staff recommended Option 2 authorizing the Executive Director to enter into an agreement with MSA Professional Services to provide construction documents whose scope 1) razes the existing Hessel Park restroom building and 2) provides plans and specification for a brand new restroom building befitting Hessel Park. The cost would be in the amount of \$19,500. Discussion ensued about various aspects of construction.

Commissioner Kuhl made a motion to approve authorizing the Executive Director to enter into an agreement with MSA Professional Services to provide construction documents whose scope 1) razes the existing Hessel Park restroom building and 2) provides plans and specification for a brand new restroom building befitting one of our signature parks, Hessel Park, in the amount of \$19,500. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Discussion Items

Virginia Theatre Restoration and Other Fees

Mr. DeLuce reported that the question of whether to increase the Virginia Theatre restoration fund ticket

fee was raised by the Champaign Parks Foundation Board. He stated that currently the restoration fee is \$1.00, which has been in place since the Park District acquired the theatre. Mr. DeLuce reported that there is approximately \$250,000.00 in the restoration fund.

Mr. Bentz presented the report and answered questions. He reviewed the various fees associated with shows at the Virginia Theatre. Fees include a box office flat fee of \$750.00; a Seat Advisor Box Office \$1.00 per paid admission fee; a credit card commission of 4% on the gross of all credit card ticket sales; and the restoration fee of \$1.00. Mr. Bentz provided examples of ticket fees based on various shows, including Ebertfest, The Second City, CU Ballet, and REO Speed Wagon. Staff had been directed to examine the Virginia Theatre ticketing structure to see if an increase to the Restoration Fund fee should be considered. Mr. Bentz explained the pros and cons of increasing the ticket fee. Staff recommended leaving the ticket fee as it is.

Commissioner Solon stated that her preference is to leave the ticket fee as is. Vice President Hays discussed the reasons for possibly raising the ticket fee. He suggested considering a tiered approach and a slight increase in fees only on national touring events. Commissioner Kuhl suggested that the current ticket fee remain as is for another year and then reconsidered. Discussion ensued.

Commissioner Solon stated that she would be interested in knowing if a two tier system had been in place this past year what the financial implications would be.

Commissioner Griggs and President McMahon agreed with leaving the fee the same for another year and revisit the issue then.

It was the consensus of the Board to leave the ticket fees the same for another year and then examine a two tier approach.

Lobby Furniture for Virginia Theatre

Mr. Bentz presented the report and answered questions from the Board. He reported that the Virginia Theatre mezzanine is an underutilized area. Staff hopes that by furnishing the area patrons utilize the area before, during and after shows. Staff worked with Commissioner Kuhl and Westlake, Reed, Leskosky to recommend furniture for the area. He presented a map of the area with the proposed furniture. The furniture would include a Circle Banquette Sette Sofa; Century Royal Ring Side Tables; Century Anthony Chairs; Round Tables for Circular Niches; Sedlak "Camille" Benches; and COM fabric. Discussion ensued about storage of the furniture when not in use, glass tops for the tables, and use of fabric versus leather. Mr. DeLuce stated that staff would like Board direction about approaching the Champaign Parks Foundation about using Virginia Theatre designated funds to purchase the furniture.

Commissioner Solon also indicated concerns with the Tootsie sign. Vice President Hays expressed concern about the use of fabric for the furniture upholstery.

It was the consensus of the Board to recommend to the Foundation that this expenditure be approved under the renovation funds of the Virginia Theatre

Glenn Park Storm Water Detention Project Follow-up

Mr. Crump reported and responded to questions. There are currently six light fixtures in Glenn Park. The removal of snow on the multi-purpose path would cost the Park District approximately \$14.00 per snow event. Mr. Crump reported that the playground was not too close to the purposed entrance drive. He stated that of most concern to staff was the addition of the rain garden and landscape areas. The Park District currently maintains 50,000 sq. ft. of perennial landscape beds. This would add an additional 6200 sq. ft. of planting area, increasing the cost to approximately \$1.37 The Park District employs three part-time 1 staff to take care of the beds. Mr. Crump stated that staff recommended moving forward with the intergovernmental agreement with the City. Discussion ensued.

Commissioner Solon asked if the rain garden is needed. Mr. Nagy responded that they can be useful and stated that the City will work with Park District staff on the plant selection. He will be presenting the

plans to Park District staff for review and that there is flexibility to change the plants. From a stormwater perspective, native plants are better. However, if this is a concern, alternatives can be considered.

Commissioner Solon stated that if the project will add cost and more man hours, perhaps different options should be pursued. Commissioner Solon cautioned about adding more lights. Mr. Nagy stated that the City is aware of situation.

Commissioner Kuhl asked about the proposed land that the Park District would convey to the City. Mr. Nagy stated that it would be a portion on the northwest corner of the park and small area on Victor and Miller Streets. He stated that the area will look like the park has doubled in size.

Attorney Hall provided information on how the Park District acquired Glenn Park. He stated that the park was conveyed to the Park District by the City. He discussed the reasons for his recommendations about conveying the areas in question.

Mr. Nagy stated that the City will be responsible for the lights and the power using one controller.

FY16-17 Proposed Budget

Mr. DeLuce presented a line item detail of the budget for each of the General, Recreation and Museum Funds for the Board's review. He asked the Board to let staff know if there are questions or concerns. Mr. DeLuce noted a correction to the budget schedule, June 14, 2016 is not a Regular Board meeting date, but the date for the notice of the public hearing to appear in The News-Gazette. He also discussed the dates at which time the budget has been approved for the past five years.

Mr. DeLuce reported that staff was requesting Board direction on additional hirings. Mr. Bentz reported that the Youth Theatre program has been very successful and continues to grow. Patty Dudley is currently a year round part time employee working a 1,000 hours per year as the Youth Theatre Director. He stated that Ms. Dudley has done an outstanding job and he believes that for the program to continue to be successful, the Park District needs to support this program with a full time 2 position. Mr. Bentz stated that Ms. Dudley would be the person to further develop the program.

Mr. Crump indicated that the trash crew would normally consist of a full time 2 position working 32 hours per week and two seasonal employees. He discussed the difficulty in the past two to three years of hiring two seasonal staff for the trash crew. Mr. Crump talked about the benefit and impact increasing the full time 2 position to a full time 40 hour a week position. He stated that the person would be helpful in the winter months to assist with projects and snow removal.

Discussion ensued about whether additional equipment or trucks would be needed and the number of current Youth Theatre staff. President McMahon asked if the Youth Theatre position was just being reclassified. Vice President Hays asked if one of the seasonal trash crew positions would be eliminated if the part time position were to be reclassified to a full time position. Mr. Crump stated probably not, but he doubts that he will be able to fill the position. Staff discussed the difficulty in filling seasonal positions.

President McMahon asked what budget documents the Board would receive on May 11, 2016. Mr. DeLuce reported that the Board would receive the budget book on May 11, 2016. He asked the Board to inform staff of any questions or concerns.

President McMahon suggested the Board members contact staff to set up meetings for that purpose.

Comments from Commissioners

Commissioner Solon stated that she worked the Boneyard Creek Community Clean up event. She stated that there used to be a plaque for Bill Helms on the bridge in that park and assumed that it was removed during the Boneyard construction. She asked about the status of the plaque and if it should be placed back in the park. Staff will follow up and report to the Board.

Commissioner Solon reported that the Chicago concert at the Virginia Theatre is scheduled for August 24, 2016, the same night as a Study Session. She asked the Board to consider rescheduling the Study Session. Discussion ensued.

It was the consensus of the Board to reschedule the Study Session to Monday, August 22, 2016 at 5:30 p.m.

President McMahon stated that he attended the CUSR Sports Banquet and commented on the great job staff did putting on the event. He stated that it was rewarding from the staff and participants perspective. Commissioner Solon sent kudos to the staff person who secured Dee Brown. She stated that Mr. Brown made the athletes feel special.

Adjourn

There being no further business to come before the Board, Vice President Hays made a motion to adjourn the meeting. The motion was seconded by Commissioner Solon. The motion passed 5-0 and the meeting was adjourned at 7:00 p.m.

Timothy P. McMahon, President

Cindy Harvey, Secretary



**CHAMPAIGN
PARK DISTRICT**

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: April 12, 2016

SUBJECT: Hard Court Surfaces Refurbishment Project – Hessel Tennis Courts

Background

The Hard Court Surfaces Refurbishment Project – Hessel Park Tennis was included in the 2016/2017 Capital Improvement Plan (Project #17PM02). Each year, staff identifies existing tennis court surfaces in need of refurbishment due to cracking and wear, and compares findings to the replacement schedule which is adjusted accordingly.

Prior Board Action

The Board of Commissioners approved the FY16-17 Capital Improvement Plan budget at the March 9, 2016 Regular Board meeting.

Bid Results

Bid packets were mailed to (3) potential contractors, with one (1) bid received. Bids were opened and read aloud on April 12, 2016, the results of which are below.

Contractor	Bid Amount
Harris Barrier Corp., Indianapolis IN	\$34,658.00
U.S. Tennis Construction, Lockport IL	No Bid
Evans & Son Blacktop, West Chicago IL	No Bid

Budget Impact

\$35,000.00 is budgeted in the 2016/2017 Capital Improvement Plan for Project #17PM02.

Recommended Action

Staff recommends that the Board accept the bid for the Hard Court Surfaces Refurbishment Project – Hessel Park Tennis Courts, and authorize the Executive Director to enter into a contract with the low, responsible bidder, Harris-Barrier Corporation of Indianapolis IN, in the amount of \$34,658.00.

Prepared by:

Reviewed by:

Kevin Crump, CPRP
Director of Operations & Planning

Joe DeLuce, CPRP
Executive Director



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: May 11, 2016

SUBJECT: Playground Surfacing Mulch Bid

Background

This is a bid for the purchase of Playground Surfacing Mulch for the 2016/2017 fiscal year. This material is used within playgrounds as safety surfacing. This is a routine maintenance practice done yearly to assure adequate fall protection for users.

Prior Board Action

The Board approved the FY16-17 Capital Improvement Plan at the March 9, 2016 Regular Board meeting.

An invitation to bid was published in *The News-Gazette*. Bids were opened and read aloud on May 3, 2016. Seven (7) bid packets were mailed to previous suppliers. Only one (1) bid was received with the result as follows:

Bidder	Base Bid
Stillwater Enterprises, Effingham, IL	\$16.90/cu. Yd.

Budget Impact

\$30,000 has been budgeted in the 2016/2017 Capital Improvement Plan for Playground Surfacing (FIBAR). The low bid price is \$0.90 more per cubic yard than the 2015/2016 low bid price. The estimated amount necessary for the upcoming fiscal year is 1500 cubic yards, or \$25,350.00 using the low bid multiplier.

Recommended Action

Staff recommends accepting the lowest responsible bid and authorizing the Executive Director to enter into a contract with Stillwater Enterprises at bid price of \$16.90 per cubic yard.

Prepared by:

Reviewed by:

Nathan Massey, CPSI
Special Projects Supervisor

Kevin Crump, CPRP
Director of Operations & Planning

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.



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director
DATE: May 11, 2016
SUBJECT: Replacement Fencing at Hazel Park

Background

The perimeter fencing at Hazel Park is in need of replacement. In addition, approximately 200 extra foot of fencing is being added to the northeast side of the park.

Prior Board Action

The Board approved the FY16-17 Capital Improvement Plan at the March 9, 2016 Regular Board meeting.

Bid Results

An invitation to bid was published in *The News-Gazette*. Bids were opened and read aloud on May 3, 2016. Three (3) bids were received, and the results are as follows:

Bidder	Base Bid
S.K. Service Corporation, Champaign, IL	\$19,750.00
Main Street Construction, Mahomet, IL	\$26,780.00
Lovewell Fencing, Inc., Davenport, IA	\$39,650.00

Budget Impact

\$25,000 was allocated in the FY 16-17 Capital Improvement Plan (Project # 17004) for this purchase.

Recommended Action

Staff recommends accepting the lowest responsible bid that meets all specifications and authorizing the Executive Director to enter into a contract with S.K. Service Corporation at bid price of \$19,750.00.

Prepared by:

Nathan Massey, CPSI
Special Projects Supervisor

Reviewed by:

Kevin Crump, CPRP
Director of Operations & Planning

CHAMPAIGN PARK DISTRICT

Participation in Professional Conferences and Seminars Policy

The Board of Commissioners recognizes the benefits derived to the Park District by attendance of Commissioners and staff at professional society meetings, conferences and seminars that are frequently offered in the parks and recreation or related fields.

It is, therefore, the Board of Commissioners' desire to sponsor, at Park District expense, reasonable attendance of Commissioners and staff at national, state and local conferences per the guidelines of the Board's adopted travel policy.

An annual budgeted amount will be set aside for attendance by both full time employees and the Board of Park Commissioners. The Executive Director will report to the Board of Park Commissioners and recommend authorization for attendance by employees based upon the budgeted amounts and the Conference/Seminar Travel policy for staff.

Approved by Board of Commissioners August 18, 1999
Revised by Board of Commissioners September 14, 2005
Revised by Board of Commissioners July 13, 2011
Revised by Board of Commissioners May 11, 2016 Rev

Timothy P. McMahon ~~Newton H. Dodds~~,
President

Joseph C. DeLuce ~~Bobbie Herakovich~~,
Executive Director

CHAMPAIGN PARK DISTRICT

Cooperation Policy

It shall be the policy of the Champaign-Park District to cooperate with community businesses and organizations, public and private, for the purpose of providing recreation opportunities to the citizens of the Park District providing the following criteria as determined by the Executive Director are met:

1. The basic purpose of the program is to provide recreation.
2. The program is consistent with the legal purposes of the Park District.
3. The program is available to all citizens of the Park District except for restrictions due to the nature of the program (preschool, senior citizens, etc.).
4. The program does not interfere or conflict with other Park District programs.

Approved by Board of Commissioners	September 11, 1980
Revised by Board of Commissioners	July 14, 1999
Revised by Board of Commissioners	September 14, 2005
Revised by Board of Commissioners	June 8, 2011

Revised by Board of Commissioners May 11, 2016

Timothy P. McMahon ~~Newton H. Dodds~~, President Joseph C. DeLuce, Bobbie Herakovich,
Executive Director

CHAMPAIGN PARK DISTRICT

New Employee Reporting Policy

It shall be the policy of the Board of Commissioners that the Park District comply in all regards with requirements of the Employer's Requirement to Report New Employees Rules enacted effective October 1, 1997 as well as The Child Support Enforcement Task Force requirements. The Executive Director and staff are directed to work with the State of Illinois to assure all forms are properly completed and returned to the proper authorities in compliance with the current statutes.

Approved by Board of Commissioners October 13, 1999
Revised by Board of Commissioners September 14, 2005
Revised by Board of Commissioners June 8, 2011
Revised by Board of Commissioners May 11, 2016

Timothy P. McMahonNewton H. Dedds,
President

Joseph C. DeLuceBobbie Herakovich, Executive
Director

CHAMPAIGN PARK DISTRICT

Criminal Background Investigations Policy

State Criminal Conviction Background Check

The Park District is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning all applicants, and shall perform a criminal background check for applicants for all positions. Pursuant to statute, any conviction of offenses enumerated in subsection (c) of said statute shall automatically disqualify the applicant from consideration for working for the Park District. Any other conviction(s) shall not automatically disqualify the applicant from consideration, but rather, the conviction(s) will be considered in relationship to the specific job. Applicants are not required to disclose sealed or expunged records of corrections. Applicants may be required to submit fingerprints and/or other identification information in order to facilitate such an investigation. All information concerning the record of convictions shall be confidential and will only be transmitted to those persons who are necessary to the decision process.

Pre-Employment Drug Test

Employees who are required to have a commercial driver's license (CDL) for their position with the Park District will be tested in accordance with the Park District's Controlled Substance and Alcohol Testing Policy which is located in the transportation manual. In addition, any employee required to drive participants in any Park District vehicle will be required to pass a drug screen.

Driver's License Abstract

Although employees are not generally required to have a driver's license as a condition of their employment, any employee who may be expected to drive either their his personal vehicle or a Park District vehicle in the course of their his normal duties will be required to have a valid Illinois driver's license with the proper classification for the vehicle(s) the employee is expected to operate. Before such an employee has started work, and generally on an annual basis thereafter, the Park District will request a driver's license abstract review from the Illinois Secretary of State's office. Furthermore, some job descriptions require a clean driving record. Review section 5 – 8, Travel and Vehicle Useage.

Approved by Board of Commissioners July 14, 1999
Revised by Board of Commissioners February 9, 2011
Revised by Board of Commissioners May 11, 2016

Timothy P. McMahon Jane L. Solon, President

Joseph C. DeLuce Bobbie Herakovich,
Executive Director

CHAMPAIGN PARK DISTRICT

Soccer Goal Safety and Education Policy

I. INTRODUCTION AND IDENTIFICATION OF ACT

This Soccer Goal Safety and Education Policy ("Policy") is adopted pursuant to the Illinois Movable Soccer Goal Safety Act, also known as Zach's Law, 430 ILCS 145/1, *et seq.* (the "Act"). The Act requires the Champaign Park District to create a Policy to outline how it will specifically address the safety issues associated with movable soccer goals.

II. DEFINITIONS

The following words shall have the following meanings when used in this Policy.

"Act" means the Illinois Movable Soccer Goal Safety Act, also known as Zach's Law, 430 ILCS 145/1.

"Authorized Personnel" means Permitted Users and all Park District employees who have responsibility for or contact with Movable Soccer Goals.

"Board" means the Board of Commissioners of the Park District.

"Park District" means Champaign Park District.

"Movable Soccer Goal(s)" means a freestanding structure consisting of at least two (2) upright posts, a crossbar, and support bars that is designed: (1) to be used for the purposes of a soccer goal; (2) to be used without any other form of support or restraint other than pegs, stakes, augers, counter-weights, or other types of temporary anchoring devices; and (3) to be able to be moved to different locations.

"Organization" means any unit of local government other than the Park District, and any school district, sporting club, soccer organization, religious organization, business, or other similar organization.

"Permitted User(s)" means an Organization and all of its employees, agents, coaches and volunteers that use Property for Soccer-Related Activities.

"Policy" means this Soccer Goal Safety and Education Policy.

"Property" means real property owned or leased by the Park District where Movable Soccer Goals are used.

"Safety Guidelines" mean the Guidelines for Safely Securing Movable Soccer Goals attached to this Policy as Attachment 1.

"Soccer-Related Activity" means use of Movable Soccer Goals on Property, including without limitation, soccer games, scrimmages, practices and the like.

III. MOVING AND SECURING MOVABLE SOCCER GOALS; WARNING LABELS

Prior to the commencement of the soccer season each year, the Park District will place and secure Movable Soccer Goals on its Property in accordance with the Safety Guidelines. Only the Park District Authorized Personnel shall be permitted to move any Movable Soccer Goal that the Park District owns, installs, or places on its Property.

Thereafter, if a Movable Soccer Goal becomes unanchored or improperly secured, only Authorized Personnel shall be permitted to re-secure it in accordance with the Safety Guidelines.

A warning label such as the following shall be posted on all Movable Soccer Goals:

ONLY AUTHORIZED PERSONNEL MAY MOVE AND ANCHOR THIS GOAL. IF THIS GOAL IS NOT ANCHORED DOWN, DO NOT USE IT AND CONTACT THE CHAMPAIGN PARK DISTRICT OPERATIONS DEPARTMENT AT 217-398-2591. SERIOUS INJURY INCLUDING DEATH CAN OCCUR IF IT TIPS OVER.

IV. ROUTINE INSPECTIONS BY PARK DISTRICT

The Park District shall routinely inspect all Movable Soccer Goals that the Park District has installed or placed onto its Property to verify that they are properly secured and document such inspection in writing.

V. PERMITTED USER INSPECTIONS, PLACEMENT IN NON-USE POSITION AND NOTICE TO PLAYERS

As a condition of the use of Property, before and after any Soccer-Related Activity, Permitted Users shall make a physical inspection of each Movable Soccer Goal to assure that the goal is secure in accordance with the Safety Guidelines. If any Movable Soccer Goal is not properly secured, the Permitted User shall secure the goal in accordance with the Safety Guidelines. If the Permitted User does not have the necessary equipment to secure the goal in accordance with the Safety Guidelines, the Permitted User shall place the goal in a non-use position by laying it forward onto its front bars and crossbar and shall immediately notify the Park District at the telephone number shown above of the location of the goal.

As a condition of the use of Property and prior to the commencement of the soccer season each year, each Organization shall advise their players and the players' parents and guardians, that Movable Soccer Goals may not be moved and that any use of a Movable Soccer Goal that is inconsistent with Soccer-Related Activity is strictly prohibited, including without limitation, playing, climbing, or hanging on any part of the Movable Soccer Goal. According to the U.S. Consumer Product Safety Commission, these activities can result in serious injury, including death. Please see Attachment 2.

VI. USE OF PARK DISTRICT PROPERTY BY PERMITTED USERS

A copy of this Policy shall be provided to all Organizations using the Property for Soccer-Related Activity. Prior to using Property for Soccer-Related Activity, each Organization shall provide each of its Permitted Users with a copy of this Policy and shall require that each of its Permitted Users comply with all applicable provisions of this Policy.

VII. REMOVAL

At the conclusion of each soccer season, the Park District will either remove all Movable Soccer Goals that it has installed or otherwise placed on its Property and store such goals at a secure location or otherwise secure such goals on its Property by placing the goal frames face to face (front posts and crossbars facing toward each other) and securing them at each goalpost with a lock and chain; or locking and chaining the goals to a suitable fixed structure such as a permanent fence; or locking unused portable goals in a secure storage room after each use; or fully disassembling the goals for season storage.

VIII. ACQUISITION OF TIP-RESISTANT MOVABLE SOCCER GOALS

After the effective date of this Policy, the Park District will not purchase any Movable Soccer Goal unless it is tip resistant and otherwise in compliance with the Act. A Movable Soccer Goal whose inside measurements are 6.5 to 8 feet high and 18 to 24 feet wide is not tip-resistant unless it conforms to the American Society for Testing and Materials (ASTM) standard F2673-08 for tip-resistant Movable Soccer Goals or is otherwise equipped with another design-feature approved by the U.S. Consumer Product Safety Commission. Notwithstanding the foregoing provisions, the Park District may continue to use its existing goals in a manner consistent with this Policy.

IX. APPLICABILITY

If any provision of this Policy conflicts with any provision of the Act, the provisions of the Act shall prevail.

This Policy shall not create any new liability or increase any existing liability of the Park District, or any of its commissioners, officers, employees, or agents, which exists under any other law, including but not limited to the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 *et seq.* Nor shall this Policy alter, diminish, restrict, cancel, or waive any defense or immunity of the Park District or any of its commissioners, officers, employees, or agents, which exists under any other law, including but not limited to the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 *et seq.*

X. AVAILABILITY OF POLICY

All Park District employees who have responsibility for or contact with Movable Soccer Goals shall be advised of this Policy.

A copy of the Policy is available to all other employees and any member of the public by requesting a copy from: ***Champaign Park District Administration at 217-398-2550.***

XI. AMENDMENTS

This Policy may be amended by the Park District at any time.

XII. EFFECTIVE DATE

This Policy becomes effective May 1, 2016

Approved by the Park Board of Commissioners, May 11, 2016.

Timothy P. McMahon, President

Joseph C. DeLuca, Executive Director

ATTACHMENT 1

NOTE: The Guidelines for Movable Soccer Goal Safety published by the U.S. Consumer Product Safety Commission state that there are several different ways to properly secure a soccer goal and that the number and type of anchors to be used depend on a number of factors, such as soil type, soil moisture content, and total goal weight. The following guidelines are taken from the CPSC recommendations for Anchoring/Securing/Counterweighting goals. It is advisable to adapt Attachment 1 to the extent the recommendations are appropriate to a Park District's particular situation.

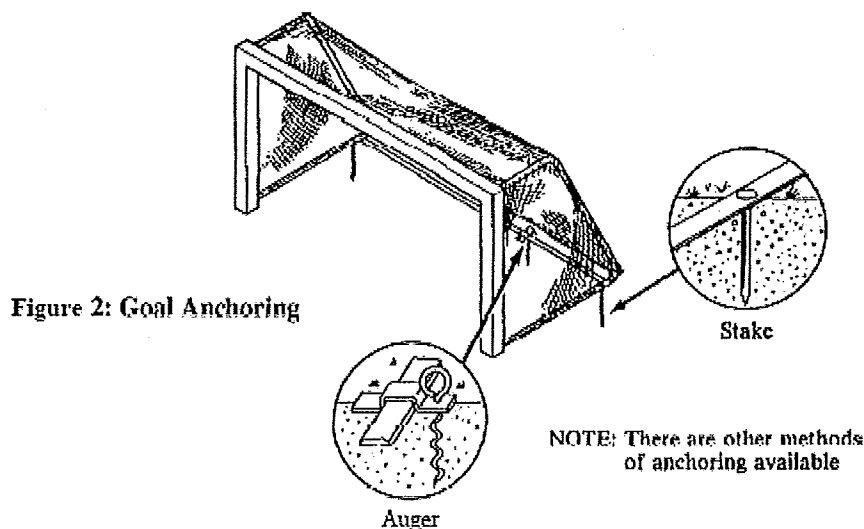
GUIDELINES FOR SAFELY SECURING MOVABLE SOCCER GOALS

According to the U.S. Consumer Product Safety Commission (CPSC), a properly anchored / counter-weighted movable soccer goal is much less likely to tip over. Accordingly, it is **IMPERATIVE** that ALL movable soccer goals are always anchored properly (e.g., see Figure 2 below) and that they are secured to the ground (preferably at the rear of the goal), making sure the anchors are flush with the ground and clearly visible.

There are several different ways to secure a Movable Soccer Goal. The number and type of anchors to be used will depend on a number of factors, such as soil type, soil moisture content, and total goal weight. Each goal shall be secured in accordance with the appropriate anchoring system as set forth below.

In addition, warning labels required by the Park District's Soccer Goal Safety and Education Policy will be attached to each goal. Nets shall be secured to posts, crossbars, and backdrops with tape or Velcro straps at intervals of no less than one every four feet.

Illustrations and Recommendations According to the U.S. Consumer Product Safety Commission



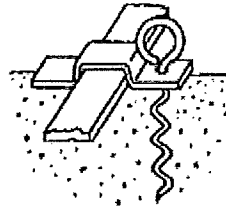
ATTACHMENT 1 - CONTINUED

Anchor Types

1. Auger Style

This style anchor is "helical" shaped and is screwed into the ground. A flange is positioned over the ground shoes (bar) and rear ground shoe (bar) to secure them to the ground. A minimum of two auger-style anchors (one on each side of the goal) are recommended. More may be required, depending on the manufacturer's specifications, the weight of the goal, and soil conditions.

Figure 3.1: Auger Style Anchor



2. Semi-permanent

This anchor type is usually comprised of two or more functional components. The main support requires a permanently secured base that is buried underground. One type (Figure 3.2a) of semi-permanent anchor connects the underground base to the soccer goal by means of two (2) tethers. Another design (Figure 3.2b) utilizes a buried anchor tube with a threaded opening at ground level. The goal is positioned over the buried tube and the bolt is passed through the goal ground shoes (bar) and rear ground shoe (bar) and screwed into the threaded hole of the buried tube.

Figure 3.2a: Semipermanent Anchor

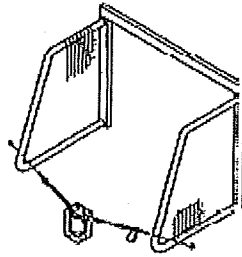
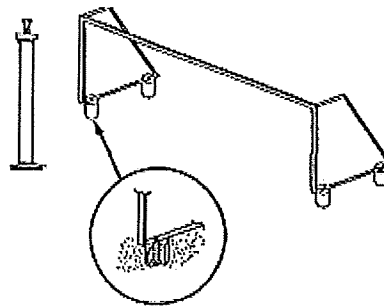


Figure 3.2b: Semipermanent Anchor



3. Peg or Stake Style (varying lengths) Anchor

Typically two to four pegs or stakes are used per goal (more for heavier goals) (Figure 3.3). The normal length of a peg or stake is approximately 10 inches (250mm). Care should be taken when installing pegs or stakes. Pegs or stakes should be driven into the ground with a sledge-hammer as far as possible and at an angle if possible, through available holes in the ground shoes (bar) and rear ground shoe (bar) to secure them to the ground. If the peg or stake is not flush with the ground, it should be clearly visible to persons playing near the soccer goal. Stakes with larger diameters or textured surfaces have greater holding capacity.

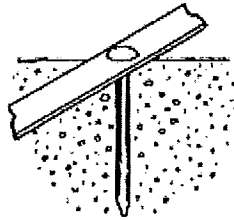


Figure 3.3: Peg or Stake Style Anchor

4. J-Hook Shaped Stake Style

This style is used when holes are not pre-drilled into the ground shoes (bars) or rear ground shoe (bar) of the goal. Similar to the peg or stake style, this anchor is hammered, at an angle if possible, directly into the earth. The curved (top) position of this anchor fits over the goal member to secure it to the ground (Figure 3.4). Typically, two to four stakes of this type are recommended (per goal), depending on stake structure, manufacturers specifications, weight of goal, and soil conditions. Stakes with larger diameters or textured surfaces have greater holding capacity.

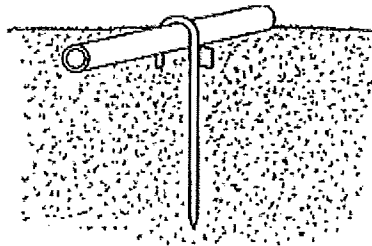


Figure 3.4: J-Hook Anchor

5. Sandbags/Counterweights

Sandbags or other counterweights could be an effective alternative on hard surfaces, such as artificial turf, where the surface cannot be penetrated by a conventional anchor (i.e., an indoor practice facility) (Figure 3.5). The number of bags or weights needed will vary and must be adequate for the size and total weight of the goal being supported.

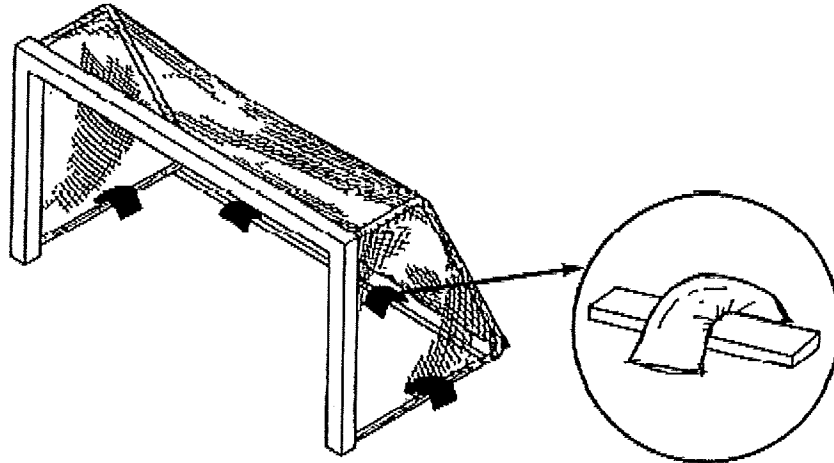
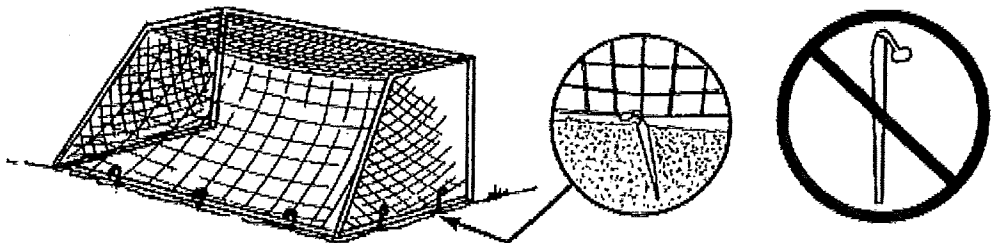


Figure 3.5: Sandbag Method of Anchoring

(Rear) Ground Bar/Shoe

6. Net Pegs

These tapered, metal stakes should be used to secure only the NET to the ground (Figure 3.6). Net pegs should NOT be used to anchor the movable soccer goal.



Net pegs should **never** be used to anchor a soccer goal

Figure 3.6: Net Pegs

Attachment 2

Movable Soccer Goal Notice

May 1, 2016

TO WHOM IT MAY CONCERN: All parents and guardians of soccer players:

One of our primary objectives is that children have safe recreation areas. To that end, soccer goals should remain securely anchored to the ground and nets firmly attached to the goals.

In an effort to keep the goals and nets secure and children safe, you are required to advise your children/soccer players and any other person accompanying you for whom you are responsible that the following is strictly prohibited: moving any soccer goals and any use of a soccer goal that is inconsistent with soccer-related activity, including without limitation, playing, climbing, or hanging on any part of the soccer goal. This especially applies to children climbing on or hanging from nets or goal frames. According the U.S. Consumer Product Safety Commission, these activities can result in serious injury, including death.

If you observe any child inappropriately using a soccer goal or net, immediately and politely ask the child to stop. If the activity continues, please notify a coach or referee as soon as possible. Players violating this rule may be forced to sit out, at the coach's discretion.

Finally, if you see any soccer goal that is not anchored down or any net that is not firmly secured to the goal, please notify a coach or referee immediately. If you have any questions, please contact the Champaign Park District at (217) 398-2550 or (217) 398-2591.

Sincerely,

Joseph C. DeLuce
Executive Director
Champaign Park District



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: May 4, 2016

SUBJECT: Approval Setting a Public Hearing on the Budget and Appropriations Ordinance

Background

Annually the Champaign Park District Board of Commissioners must set a date for the public hearing on the Budget and Appropriation Ordinance. At the same time, the budget will be placed for public inspection for at least 30 days prior to the public hearing. A formal notice will also be placed in the newspaper at least 7 days prior to the public hearing.

Prior Board Action

The proposed budget was presented to the Board on April 27, 2016, however no action was taken.

Budget Impact

The proposed budget and appropriations Ordinance No. 609 for fiscal year beginning May 1, 2016 and ending April 30, 2017 for the Champaign Park District sets total expenditures/transfers in the amount of \$16,949,810.

Recommended Action

Staff recommends the Board set a Public Hearing on the proposed Budget and Appropriation Ordinance for Wednesday, June 22, 2016 at 7 p.m. at the Bresnan Meeting Center to receive public comments. Ordinance No. 609, the proposed Budget and Appropriation Ordinance, is available at the Bresnan Meeting Center for public review.

Prepared by:

Andrea N. Wallace
Director of Finance

Reviewed by:

Joe DeLuce, CPRP
Executive Director

ORDINANCE #609

**BUDGET AND APPROPRIATION ORDINANCE
For Fiscal Year 2016-2017**

**AN ORDINANCE ADOPTING THE COMBINED
ANNUAL BUDGET AND APPROPRIATION OF
FUNDS FOR THE CHAMPAIGN PARK DISTRICT
CHAMPAIGN COUNTY, ILLINOIS
FOR THE FISCAL YEAR BEGINNING ON THE
FIRST (1st) DAY OF MAY 2016, AND ENDING ON
THE THIRTIETH DAY (30TH) OF APRIL 2017**

BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE CHAMPAIGN PARK DISTRICT, CHAMPAIGN COUNTY, ILLINOIS:

SECTION 1. It is hereby found and determined:

- (a) This Board has heretofore caused to be prepared a combined Annual Budget and Appropriation in tentative form, which Ordinance will be conveniently available for public inspection for at least 30 days prior to final action thereon; and
- (b) A public hearing will be held at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, on the 22nd day of June 2016 on said Ordinance, notice of said hearing having been given by publication in the Champaign News Gazette, being a newspaper published within the District, at least one week prior to such hearing; and
- (c) That all other legal requirements for the adoption of the Annual Budget and Appropriation of this Park District for the fiscal year beginning May 1, 2016 and ending April 30, 2017 have heretofore been performed.

SECTION 2. The following sums of money, or so much thereof as may be authorized by law for the following objects and purposes, be and the same are hereby budgeted and appropriated for the fiscal year beginning the first (1st) day of May 2016 and ending the thirtieth (30th) day of April 2017.

Each of said sums of money and the aggregate thereof are deemed necessary by this Board to defray the necessary expenses and liabilities of this District during the fiscal year beginning May 1, 2016 and ending April 30, 2017 for the respective purposes set forth.

All unexpended balances of the appropriations for the fiscal year ended April 30, 2016 and prior years are hereby specifically re-appropriated for the same general purposes for which they were originally made and may be expended in making up any insufficiency of any other items provided in this appropriation ordinance, in making this appropriation in accordance with applicable law.

The receipts and revenues of said District derived from sources other than taxation and not specifically appropriated, shall constitute the general corporate fund and shall first be placed to credit of such fund.

SECTION 3. The following determinations have been made and are hereby made a part of the aforesaid budget:

- (a) An estimate of the cash on hand at the beginning of the fiscal year is expected to be \$19,125,730.
- (b) An estimate of the cash expected to be received during the fiscal from all sources is \$17,121,480.
- (c) An estimate of the expenditures and transfers contemplated for the fiscal year is \$16,949,810.
- (d) An estimate of the cash expected to be on hand at the end of the fiscal year is \$19,297,400.

(e) An estimate of the amount of taxes to be received during the fiscal year is \$11,546,606.

SECTION 4. The receipts and revenues of the Champaign Park District derived from sources other than taxation and not specifically appropriated, and all unexpended balances from the preceding fiscal year not required for the purposes for which they were appropriated and levied, shall constitute the General Corporate Fund and shall first be placed to credit of such fund.

SECTION 5. All ordinances or parts of ordinances conflicting with any of the provisions of this ordinance be, and the same are hereby, repealed to the extent of such conflict. If any item or portion thereof of this budget and appropriation ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such items or the remaining portion of this ordinance.

SECTION 6. This ordinance shall be in full force and effect immediately upon its passage.

PASSED this 22nd day of June, 2016.

AYES:

NAYS:

ABSENT:

ABSTAIN:

[SEAL]

ATTEST:

Proposed Budget &
Appropriations Ordinance
CHAMPAIGN PARK DIST
By _____
Timothy P. McMahon, Board President
For Discussion & Public
Inspection Purposes Only

Joseph C. DeLuce, Assistant Board Secretary

TENTATIVE DRAFT

ORDINANCE NO. 609
BUDGET & APPROPRIATIONS DETAIL BY FUND
MAY 1, 2016 THROUGH APRIL 30, 2017

ACCOUNT	DESCRIPTION	2016-17 PROPOSED BUDGET	APPROPRIATIONS
<u>Fund: 01 GENERAL</u>			
<u>SALARIES AND WAGES</u>			
70001	EXECUTIVE DIRECTOR	129,410	142,351.00
70101	DEPARTMENT HEAD	370,200	407,220.00
70301	OFFICE STAFF/SUPPORT	297,970	327,767.00
70501	MANAGERS/SUPERVISORS	351,900	387,090.00
70601	OPERATIONS STAFF	800,540	880,594.00
70602	OPERATIONS STAFF OT	820	902.00
70901	BUILDING SERVICE WORKER	29,250	32,175.00
71001	PROGRAM/FACILITY DIR.	43,750	48,125.00
80303	PT OFFICE STAFF/SUPPORT	70,090	77,099.00
80903	PT BUILDING SERVICE WORKER	110	121.00
82703	PT SEASONAL STAFF	477,470	525,217.00
82704	PT SEASONAL STAFF OT	1,100	1,210.00
SALARIES AND WAGES		2,572,610	2,829,871.00
<u>FRINGE BENEFITS</u>			
53132	DENTAL INSURANCE	14,420	15,862.00
53133	MEDICAL HEALTH INSURANCE	300,880	330,968.00
53134	LIFE INSURANCE	5,920	6,512.00
53137	EMPLOYEE ASSISTANCE PROGRAM	1,500	1,650.00
83003	ALLOWANCES/REIMBURSEMENTS	62,840	69,124.00
FRINGE BENEFITS		385,560	424,116.00
<u>CONTRACTUAL</u>			
54201	POSTAGE AND MAILING	5,360	5,896.00
54202	PRINTING AND DUPLICATING	13,950	15,345.00
54204	STAFF MEETINGS	4,570	5,027.00
54205	LEGAL PUBLICATIONS/NOTICES	13,720	15,092.00
54206	ADVERTISING/PUBLICITY	23,700	26,070.00
54207	STAFF TRAINING	19,120	21,032.00
54208	MEMBERSHIPS, DUES AND FEES	16,300	17,930.00
54209	CONFERENCE AND TRAVEL	37,240	40,964.00

TENTATIVE DRAFT

ORDINANCE NO. 609
BUDGET & APPROPRIATIONS DETAIL BY FUND
MAY 1, 2016 THROUGH APRIL 30, 2017

ACCOUNT	DESCRIPTION	2016-17 PROPOSED BUDGET	APPROPRIATIONS
<u>Fund: 01 GENERAL</u>			
<u>CONTRACTUAL</u>			
54210	BOARD EXPENSE	12,000	13,200.00
54212	ATTORNEY FEES	98,000	107,800.00
54214	ARCHITECT AND ENGINEERING FEE	125,000	137,500.00
54215	PROFESSIONAL FEES	147,000	161,700.00
54234	LANDFILL FEES	30,100	33,110.00
54236	AUTO ALLOWANCE	500	550.00
54240	OFFICE EQUIPMENT REPAIRS	1,000	1,100.00
54241	VEHICLE REPAIR	14,400	15,840.00
54242	EQUIPMENT REPAIR	8,050	8,855.00
54245	BUILDING REPAIR	16,500	18,150.00
54250	EQUIPMENT RENTAL	14,250	15,675.00
54253	PEST CONTROL	1,520	1,672.00
54254	SERVICE CONTRACTS	41,840	46,024.00
54255	LICENSE AND FEES	21,840	24,024.00
54260	SERVICE CONTRACTS - FACILITIES	7,000	7,700.00
54261	SERVICE CONTRACTS	51,850	57,035.00
54263	CONTRACTUAL MOWING	126,000	138,600.00
54264	CELL PHONE EXPENSE	5,600	6,160.00
54265	SUBSCRIPTIONS	1,190	1,309.00
54270	PERSONNEL COSTS	24,620	27,082.00
54275	HEALTH AND WELLNESS	8,650	9,515.00
54280	OTHER CONTRACTUAL SERVICES	50,640	55,704.00
54281	CONTRACTUAL PERSONNEL	200	220.00
54282	INTERN STIPEND	4,700	5,170.00
54285	CONTRACTUAL ENTERTAINMENT	500	550.00
54291	PARK AND RECREATION EXCELLEN	14,500	15,950.00
59412	PROPERTY/SALES TAX	500	550.00
59414	CREDIT CARD FEES	1,500	1,650.00
CONTRACTUAL		963,410	1,059,751.00
<u>COMMODITIES/SUPPLIES</u>			

TENTATIVE DRAFT

ORDINANCE NO. 609
BUDGET & APPROPRIATIONS DETAIL BY FUND
MAY 1, 2016 THROUGH APRIL 30, 2017

ACCOUNT	DESCRIPTION	2016-17 PROPOSED BUDGET	APPROPRIATIONS
<u>Fund: 01 GENERAL</u>			
<u>COMMODITIES/SUPPLIES</u>			
55301	OFFICE SUPPLIES	16,780	18,458.00
55302	ENVELOPES AND STATIONARY	1,750	1,925.00
55303	DUPLICATING SUPPLIES	3,500	3,850.00
55304	CHECKS AND BANK SUPPLIES	2,000	2,200.00
55305	PHOTOGRAPHIC SUPPLIES	1,110	1,221.00
55307	BOOKS AND MANUSCRIPTS	1,410	1,551.00
55308	FIRST AID/MEDICAL SUPPLIES	5,000	5,500.00
55309	SAFETY SUPPLIES	6,900	7,590.00
55315	STAFF UNIFORMS	28,350	31,185.00
55316	PARTICIPANT UNIFORMS	3,000	3,300.00
55320	BUILDING MAINTENANCE SUPPLIES	32,250	35,475.00
55321	LANDSCAPE SUPPLIES	40,300	44,330.00
55322	CLEANING /JANITORIAL SUPPLIES	6,600	7,260.00
55323	PLAYGROUND MAINTENANCE SUPP	10,000	11,000.00
55324	PRESCRIBED BURN SUPPLIES	1,500	1,650.00
55325	EQUIPMENT AND TOOLS	24,000	26,400.00
55326	SHOP EQUIPMENT AND SUPPLIES	8,000	8,800.00
55327	VEHICLE/EQUIPMENT REPAIR PART	48,900	53,790.00
55328	AMENITY MAINTENANCE SUPPLIES	10,000	11,000.00
55329	OFFICE/ EQUIPMENT VALUE <\$1000	42,000	46,200.00
55330	GAS,FUEL,GREASE AND OIL	80,500	88,550.00
55331	CHEMICALS	29,600	32,560.00
55332	PAINTS	2,000	2,200.00
55333	PLANT MATERIALS	130,920	144,012.00
55348	FLOWERS AND CARDS	500	550.00
55349	PLAQUES, AWARDS AND PRIZES	7,640	8,404.00
55350	RECREATION/PROGRAM SUPPLIES	3,950	4,345.00
55352	FISH RESTOCKING	4,000	4,400.00
55354	FOOD SUPPLIES	2,600	2,860.00
COMMODITIES/SUPPLIES		555,060	610,566.00

TENTATIVE DRAFT

ORDINANCE NO. 609
BUDGET & APPROPRIATIONS DETAIL BY FUND
MAY 1, 2016 THROUGH APRIL 30, 2017

ACCOUNT	DESCRIPTION	2016-17 PROPOSED BUDGET	APPROPRIATIONS
<u>Fund: 01 GENERAL</u>			
<u>UTILITIES</u>			
56230	SANITARY FEES AND CHARGES	22,700	24,970.00
56231	GAS AND ELECTRICITY	46,000	50,600.00
56232	WATER	62,100	68,310.00
56233	TELECOMM EXPENSE	23,790	26,169.00
UTILITIES		<u>154,590</u>	<u>170,049.00</u>
<u>ROUTINE/PERIODIC MAINTENANCE</u>			
58001	PERIODIC MAINTENANCE	95,000	104,500.00
58002	ROUTINE MAINTENANCE	130,000	143,000.00
ROUTINE/PERIODIC MAINTENANCE		<u>225,000</u>	<u>247,500.00</u>
<u>CAPITAL OUTLAY</u>			
61508	PARK CONSTRUCTION/IMPROVEME	10,000	11,000.00
CAPITAL OUTLAY		<u>10,000</u>	<u>11,000.00</u>
<u>TRANSFERS TO OTHER FUNDS</u>			
59409	TRANSFERS TO OTHER FUNDS	100,000	110,000.00
TRANSFERS TO OTHER FUNDS		<u>100,000</u>	<u>110,000.00</u>
			<u>5,462,853.00</u>
<u>Fund: 02 RECREATION</u>			
<u>SALARIES AND WAGES</u>			
70101	DEPARTMENT HEAD	41,000	45,100.00
70301	OFFICE STAFF/SUPPORT	58,220	64,042.00
70501	MANAGERS/SUPERVISORS	99,510	109,461.00
70601	OPERATIONS STAFF	36,700	40,370.00
70901	CUSTODIAL	40,360	44,396.00
71001	PROGRAM/FACILITY DIR.	362,810	399,091.00
80303	PT OFFICE STAFF/SUPPORT	155,370	170,907.00
80903	PT BUILDING SERVICE WORKER	30,810	33,891.00

TENTATIVE DRAFT

ORDINANCE NO. 609
BUDGET & APPROPRIATIONS DETAIL BY FUND
MAY 1, 2016 THROUGH APRIL 30, 2017

ACCOUNT	DESCRIPTION	2016-17 PROPOSED BUDGET	APPROPRIATIONS
<u>Fund: 02 RECREATION</u>			
<u>SALARIES AND WAGES</u>			
81003	PT PROGRAM DIRECTOR\SUPERVIS	83,080	91,388.00
81103	PT SPORTS OFFICAIL	74,540	81,994.00
81303	PT ASSISTANT DIRECT SUPRVISOR	100,370	110,407.00
81403	PT INSTRUCTOR	122,520	134,772.00
81503	PT GENERAL STAFF	69,350	76,285.00
81703	PT DAY CAMP STAFF/LIFE GUARD	412,670	453,937.00
81803	PT SITE SUPERVISORS	55,890	61,479.00
81903	PT BUILDING OPENER	2,670	2,937.00
82703	PT SEASONAL STAFF	50,080	55,088.00
SALARIES AND WAGES		1,795,950	1,975,545.00
<u>FRINGE BENEFITS</u>			
53132	DENTAL INSURANCE	5,680	6,248.00
53133	MEDICAL HEALTH INSURANCE	121,080	133,188.00
53134	LIFE INSURANCE	2,230	2,453.00
53137	EMPLOYEE ASSISTANCE PROGRAM	620	682.00
83003	ALLOWANCES/REIMBURSEMENTS	22,030	24,233.00
FRINGE BENEFITS		151,640	166,804.00
<u>CONTRACTUAL</u>			
54201	POSTAGE AND MAILING	21,960	24,156.00
54202	PRINTING AND DUPLICATING	32,340	35,574.00
54204	STAFF MEETINGS	2,200	2,420.00
54205	LEGAL PUBLICATIONS/NOTICES	300	330.00
54206	ADVERTISING/PUBLICITY	10,590	11,649.00
54207	STAFF TRAINING	17,010	18,711.00
54208	MEMBERSHIPS, DUES AND FEES	8,490	9,339.00
54209	CONFERENCE AND TRAVEL	12,570	13,827.00
54215	PROFESSIONAL FEES	10,000	11,000.00
54234	LANDFILL FEES	4,270	4,697.00
54236	AUTO ALLOWANCE	1,300	1,430.00

TENTATIVE DRAFT

ORDINANCE NO. 609
BUDGET & APPROPRIATIONS DETAIL BY FUND
MAY 1, 2016 THROUGH APRIL 30, 2017

ACCOUNT	DESCRIPTION	2016-17 PROPOSED BUDGET	APPROPRIATIONS
<u>Fund: 02 RECREATION</u>			
<u>CONTRACTUAL</u>			
54240	OFFICE EQUIPMENT REPAIRS	350	385.00
54241	VEHICLE REPAIR	1,000	1,100.00
54242	EQUIPMENT REPAIR	12,020	13,222.00
54245	BUILDING REPAIR	27,150	29,865.00
54250	EQUIPMENT RENTAL	10,080	11,088.00
54251	RENTAL FACILITIES	8,270	9,097.00
54253	PEST CONTROL	3,750	4,125.00
54254	SERVICE CONTRACTS	14,590	16,049.00
54255	LICENSE AND FEES	1,550	1,705.00
54260	SERVICE CONTRACTS-FACILITIES	67,030	73,733.00
54261	SERVICE CONTRACTS-GROUNDS	10,000	11,000.00
54264	CELL PHONE EXPENSE	830	913.00
54265	SUBSCRIPTIONS	1,100	1,210.00
54280	OTHER CONTRACTUAL SERVICES	8,270	9,097.00
54281	CONTRACTUAL PERSONNEL	15,250	16,775.00
54282	INTERN STIPEND	7,200	7,920.00
54285	CONTRACTUAL ENTERTAINMENT	2,900	3,190.00
54299	FIELD/SPECIAL TRIPS	81,070	89,177.00
59412	PROPERTY/SALES TAX	11,160	12,276.00
59414	CREDIT CARD FEES	4,000	4,400.00
CONTRACTUAL		408,600	449,460.00
<u>COMMODITIES/SUPPLIES</u>			
55301	OFFICE SUPPLIES	4,300	4,730.00
55302	ENVELOPES AND STATIONARY	200	220.00
55303	DUPLICATING SUPPLIES	2,320	2,552.00
55305	PHOTOGRAPHIC SUPPLIES	200	220.00
55307	BOOKS AND MANUSCRIPTS	2,290	2,519.00
55308	FIRST AID/MEDICAL SUPPLIES	3,710	4,081.00
55315	STAFF UNIFORMS	8,530	9,383.00
55316	PARTICIPANT UNIFORMS	29,770	32,747.00

TENTATIVE DRAFT

ORDINANCE NO. 609
BUDGET & APPROPRIATIONS DETAIL BY FUND
MAY 1, 2016 THROUGH APRIL 30, 2017

ACCOUNT	DESCRIPTION	2016-17 PROPOSED BUDGET	APPROPRIATIONS
<u>Fund: 02 RECREATION</u>			
<u>COMMODITIES/SUPPLIES</u>			
55320	BUILDING MAINTENANCE SUPPLIES	57,900	63,690.00
55321	LANDSCAPE SUPPLIES	13,500	14,850.00
55322	CLEANING /JANITORIAL SUPPLIES	15,000	16,500.00
55325	EQUIPMENT AND TOOLS	5,320	5,852.00
55327	VEHICLE/EQUIPMENT REPAIR PART	5,300	5,830.00
55329	OFFICE/ EQUIPMENT VALUE <\$1000	7,000	7,700.00
55330	GAS,FUEL,GREASE AND OIL	8,700	9,570.00
55331	CHEMICALS	39,000	42,900.00
55332	PAINTS	10,600	11,660.00
55333	PLANT MATERIALS	4,000	4,400.00
55348	FLOWERS AND GIFTS	130	143.00
55349	PLAQUES, AWARDS AND PRIZES	16,020	17,622.00
55350	RECREATION/PROGRAM SUPPLIES	78,140	85,954.00
55354	FOOD SUPPLIES	27,610	30,371.00
55360	MERCHANDISE FOR RESALE	43,630	47,993.00
COMMODITIES/SUPPLIES		383,170	421,487.00
<u>UTILITIES</u>			
56230	SANITARY FEES AND CHARGES	12,090	13,299.00
56231	GAS AND ELECTRICITY	240,000	264,000.00
56232	WATER	87,840	96,624.00
56233	TELECOMM EXPENSE	33,680	37,048.00
UTILITIES		373,610	410,971.00
<u>ROUTINE/PERIODIC MAINTENANCE</u>			
58002	ROUTINE MAINTENANCE	10,000	11,000.00
ROUTINE/PERIODIC MAINTENANCE		10,000	11,000.00
<u>CAPITAL OUTLAY</u>			
61504	VEHICLES / EQUIPMENT	10,000	11,000.00
CAPITAL OUTLAY		10,000	11,000.00

TENTATIVE DRAFT

ORDINANCE NO. 609
 BUDGET & APPROPRIATIONS DETAIL BY FUND
 MAY 1, 2016 THROUGH APRIL 30, 2017

ACCOUNT	DESCRIPTION	2016-17 PROPOSED BUDGET	APPROPRIATIONS
<u>Fund: 02 RECREATION</u>			
			3,446,267.00
<u>Fund: 03 MUSEUM</u>			
<u>SALARIES AND WAGES</u>			
70101	DEPARTMENT HEAD	102,340	112,574.00
70301	OFFICE STAFF/SUPPORT	52,640	57,904.00
70501	MANAGERS/SUPERVISORS	96,470	106,117.00
70901	CUSTODIAL	35,440	38,984.00
70902	CUSTODIAL OT	70	77.00
71001	PROGRAM/FACILITY DIR.	166,290	182,919.00
80303	PT OFFICE STAFF/SUPPORT	61,600	67,760.00
80903	PT BUILDING SERVICE WORKER	9,500	10,450.00
81003	PT PROGRAM DIRECTOR/SUPERVIS	39,680	43,648.00
81303	PT ASSISTANT DIRECT SUPRVISOR	19,650	21,615.00
81403	PT INSTRUCTOR	48,350	53,185.00
81503	PT GENERAL STAFF	49,410	54,351.00
81703	PT DAY CAMP STAFF/LIFE GUARD	53,000	58,300.00
82503	PT VT HOUSE STAFF	21,930	24,123.00
82603	PT VT RENTAL STAFF	40,000	44,000.00
82604	PT VT RENTAL STAFF OT	13,350	14,685.00
SALARIES AND WAGES		809,720	890,692.00
<u>FRINGE BENEFITS</u>			
53132	DENTAL INSURANCE	2,440	2,684.00
53133	MEDICAL HEALTH INSURANCE	85,150	93,665.00
53134	LIFE INSURANCE	1,160	1,276.00
83003	ALLOWANCES/REIMBURSEMENTS	11,360	12,496.00
FRINGE BENEFITS		100,110	110,121.00
<u>CONTRACTUAL</u>			
54201	POSTAGE AND MAILING	14,620	16,082.00
54202	PRINTING AND DUPLICATING	38,900	42,790.00

TENTATIVE DRAFT

ORDINANCE NO. 609
BUDGET & APPROPRIATIONS DETAIL BY FUND
MAY 1, 2016 THROUGH APRIL 30, 2017

ACCOUNT	DESCRIPTION	2016-17 PROPOSED BUDGET	APPROPRIATIONS
<u>Fund: 03 MUSEUM</u>			
<u>CONTRACTUAL</u>			
54204	STAFF MEETING	900	990.00
54205	LEGAL PUBLICATIONS/NOTICES	250	275.00
54206	ADVERTISING/PUBLICITY	22,560	24,816.00
54207	STAFF TRAINING	1,950	2,145.00
54208	MEMBERSHIPS, DUES AND FEES	1,520	1,672.00
54209	CONFERENCE AND TRAVEL	7,200	7,920.00
54215	PROFESSIONAL FEES	700	770.00
54220	INSURANCE EXPENSE	3,250	3,575.00
54234	LANDFILL FEES	11,750	12,925.00
54236	AUTO ALLOWANCE	900	990.00
54240	OFFICE EQUIPMENT REPAIRS	100	110.00
54241	VEHICLE REPAIR	500	550.00
54242	EQUIPMENT REPAIR	6,390	7,029.00
54245	BUILDING REPAIR	27,900	30,690.00
54250	EQUIPMENT RENTAL	107,980	118,778.00
54251	RENTAL FACILITIES	36,260	39,886.00
54253	PEST CONTROL	1,370	1,507.00
54254	SERVICE CONTRACTS	3,040	3,344.00
54255	LICENSE AND FEES	9,150	10,065.00
54260	SERVICE CONTRACTS-FACILITIES	13,100	14,410.00
54264	CELL PHONE EXPENSE	540	594.00
54265	SUBSCRIPTIONS	160	176.00
54280	OTHER CONTRACTUAL SERVICES	61,590	67,749.00
54281	CONTRACTUAL PERSONNEL	54,640	60,104.00
54282	INTERN STIPEND	3,600	3,960.00
54285	CONTRACTUAL ENTERTAINMENT	78,670	86,537.00
54299	FIELD/SPECIAL TRIPS	7,710	8,481.00
59414	CREDIT CARD FEES	23,230	25,553.00
CONTRACTUAL		540,430	594,473.00
<u>COMMODITIES/SUPPLIES</u>			

TENTATIVE DRAFT

ORDINANCE NO. 609
 BUDGET & APPROPRIATIONS DETAIL BY FUND
 MAY 1, 2016 THROUGH APRIL 30, 2017

ACCOUNT	DESCRIPTION	2016-17 PROPOSED BUDGET	APPROPRIATIONS
<u>Fund: 03 MUSEUM</u>			
<u>COMMODITIES/SUPPLIES</u>			
55301	OFFICE SUPPLIES	2,520	2,772.00
55302	ENVELOPES AND STATIONARY	200	220.00
55303	DUPLICATING SUPPLIES	950	1,045.00
55305	PHOTOGRAPHIC SUPPLIES	310	341.00
55307	BOOKS AND MANUSCRIPTS	250	275.00
55308	FIRST AID/MEDICAL SUPPLIES	1,200	1,320.00
55315	STAFF UNIFORMS	1,700	1,870.00
55316	PARTICIPANT UNIFORMS	3,210	3,531.00
55320	BUILDING MAINTENANCE SUPPLIES	25,800	28,380.00
55321	LANDSCAPE SUPPLIES	300	330.00
55322	CLEANING /JANITORIAL SUPPLIES	7,600	8,360.00
55327	VEHICLE/EQUIPMENT REPAIR PART	1,000	1,100.00
55330	GAS,FUEL,GREASE AND OIL	240	264.00
55348	FLOWERS AND CARDS	70	77.00
55349	PLAQUES, AWARDS AND PRIZES	5,570	6,127.00
55350	RECREATION/PROGRAM SUPPLIES	55,280	60,808.00
55351	ANIMAL SUPPLIES	2,900	3,190.00
55354	FOOD SUPPLIES	11,310	12,441.00
55355	ANIMAL FEED	10,000	11,000.00
55360	MERCHANDISE FOR RESALE	18,500	20,350.00
<u>COMMODITIES/SUPPLIES</u>		<u>148,910</u>	<u>163,801.00</u>
<u>UTILITIES</u>			
56230	SANITARY FEES	2,930	3,223.00
56231	GAS AND ELECTRICITY	85,800	94,380.00
56232	WATER	12,950	14,245.00
56233	TELECOMM EXPENSE	13,810	15,191.00
<u>UTILITIES</u>		<u>115,490</u>	<u>127,039.00</u>
			<u>1,886,126.00</u>

TENTATIVE DRAFT

ORDINANCE NO. 609
 BUDGET & APPROPRIATIONS DETAIL BY FUND
 MAY 1, 2016 THROUGH APRIL 30, 2017

ACCOUNT	DESCRIPTION	2016-17 PROPOSED BUDGET	APPROPRIATIONS
<u>Fund: 04 LIABILITY INSURANCE</u>			
<u>SALARIES AND WAGES</u>			
70501	MANAGERS/SUPERVISORS	43,840	48,224.00
	SALARIES AND WAGES	43,840	48,224.00
<u>FRINGE BENEFITS</u>			
53132	DENTAL INSURANCE	350	385.00
53133	MEDICAL HEALTH INSURANCE	7,470	8,217.00
53134	LIFE INSURANCE	150	165.00
83003	ALLOWANCES/REIMBURSEMENTS	840	924.00
	FRINGE BENEFITS	8,810	9,691.00
<u>CONTRACTUAL</u>			
54207	STAFF TRAINING	3,040	3,344.00
54209	CONFERENCE AND TRAVEL	2,500	2,750.00
54255	LICENSE AND FEES	6,070	6,677.00
54281	CONTRACTUAL PERSONNEL	4,540	4,994.00
	CONTRACTUAL	16,150	17,765.00
<u>COMMODITIES/SUPPLIES</u>			
55307	BOOKS AND MANUSCRIPTS	1,900	2,090.00
	COMMODITIES/SUPPLIES	1,900	2,090.00
<u>INSURANCE</u>			
57131	WORKERS COMPENSATION	69,720	76,692.00
57137	UNEMPLOYMENT PREMIUM	10,000	11,000.00
57220	LIABILITY INSURANCE	33,060	36,366.00
57222	EMPLOYMENT PRACTICES	15,700	17,270.00
57224	PROPERTY INSURANCE	69,000	75,900.00
	INSURANCE	197,480	217,228.00
<u>CAPITAL OUTLAY</u>			
61515	REPAIR PROJECTS AND EQUIPMEN	35,000	38,500.00

TENTATIVE DRAFT

ORDINANCE NO. 609
 BUDGET & APPROPRIATIONS DETAIL BY FUND
 MAY 1, 2016 THROUGH APRIL 30, 2017

ACCOUNT	DESCRIPTION	2016-17 PROPOSED BUDGET	APPROPRIATIONS
<u>Fund: 04 LIABILITY INSURANCE</u>			
<u>CAPITAL OUTLAY</u>			
	CAPITAL OUTLAY	35,000	38,500.00
			<u>333,498.00</u>
<u>Fund: 06 IMRF FUND</u>			
<u>FRINGE BENEFITS</u>			
53135	IMRF PAYMENTS	358,770	394,647.00
	FRINGE BENEFITS	358,770	394,647.00
			<u>394,647.00</u>
<u>Fund: 08 AUDIT FUND</u>			
<u>CONTRACTUAL</u>			
54217	AUDIT EXPENSES	20,000	22,000.00
	CONTRACTUAL	20,000	22,000.00
			<u>22,000.00</u>
<u>Fund: 09 PAVING AND LIGHTING FUND</u>			
<u>ROUTINE/PERIODIC MAINTENANCE</u>			
58002	ROUTINE MAINTENANCE	78,000	85,800.00
	ROUTINE/PERIODIC MAINTENANCE	78,000	85,800.00
			<u>85,800.00</u>
<u>Fund: 11 ACTIVITY AND AFFILIATES FUND</u>			
<u>COMMODITIES/SUPPLIES</u>			
55309	SAFETY SUPPLIES	3,000	3,300.00
55348	FLOWERS AND CARDS	80	88.00
55349	PLAQUES, AWARDS AND PRIZES	2,500	2,750.00
55350	RECREATION/PROGRAM SUPPLIES	170	187.00

TENTATIVE DRAFT

ORDINANCE NO. 609
 BUDGET & APPROPRIATIONS DETAIL BY FUND
 MAY 1, 2016 THROUGH APRIL 30, 2017

ACCOUNT	DESCRIPTION	2016-17 PROPOSED BUDGET	APPROPRIATIONS
<u>Fund: 11 ACTIVITY AND AFFILIATES FUND</u>			
<u>COMMODITIES/SUPPLIES</u>			
55354	FOOD SUPPLIES	3,400	3,740.00
	COMMODITIES/SUPPLIES	9,150	10,065.00
			10,065.00
<u>Fund: 12 SPECIAL DONATIONS FUND</u>			
<u>CONTRACTUAL</u>			
54292	SCHOLARSHIPS	52,100	57,310.00
	CONTRACTUAL	52,100	57,310.00
			57,310.00
<u>Fund: 14 SOCIAL SECURITY FUND</u>			
<u>FRINGE BENEFITS</u>			
53136	FICA PAYMENTS	374,610	412,071.00
	FRINGE BENEFITS	374,610	412,071.00
			412,071.00
<u>Fund: 15 SPECIAL RECREATION FUND</u>			
<u>SALARIES AND WAGES</u>			
70301	OFFICE STAFF/SUPPORT	31,200	34,320.00
70501	MANAGERS/SUPERVISORS	47,160	51,876.00
71001	PROGRAM/FACILITY DIRECTOR	111,620	122,782.00
80303	PT OFFICE STAFF/SUPPORT	7,500	8,250.00
80903	PT BUILDING SERVICE WORKER	3,750	4,125.00
81003	PT PROGRAM DIRECTOR/SUPERVIS	25,280	27,808.00
81403	INSTRUCTORS/OVERNIGHT STAFF	5,790	6,369.00
81503	PT - INCLUSION AIDS ADA	56,000	61,600.00
81703	PT DAY CAMP STAFF/LIFE GUARD	159,560	175,516.00

TENTATIVE DRAFT

ORDINANCE NO. 609
BUDGET & APPROPRIATIONS DETAIL BY FUND
MAY 1, 2016 THROUGH APRIL 30, 2017

ACCOUNT	DESCRIPTION	2016-17 PROPOSED BUDGET	APPROPRIATIONS
<u>Fund: 15 SPECIAL RECREATION FUND</u>			
<u>SALARIES AND WAGES</u>			
	SALARIES AND WAGES	447,860	492,646.00
<u>FRINGE BENEFITS</u>			
53132	DENTAL INSURANCE	1,050	1,155.00
53133	MEDICAL HEALTH INSURANCE	33,410	36,751.00
53134	LIFE INSURANCE	630	693.00
53135	IMRF PAYMENTS	16,750	18,425.00
53136	FICA PAYMENTS	33,000	36,300.00
53137	EMPLOYEE ASSISTANCE PROGRAM	160	176.00
83003	ALLOWANCES/REIMBURSEMENTS	4,000	4,400.00
	FRINGE BENEFITS	89,000	97,900.00
<u>CONTRACTUAL</u>			
54201	POSTAGE AND MAILING	1,700	1,870.00
54202	PRINTING AND DUPLICATING	5,940	6,534.00
54204	STAFF MEETING	800	880.00
54206	ADVERTISING/PUBLICITY	8,500	9,350.00
54207	STAFF TRAINING	2,390	2,629.00
54208	MEMBERSHIPS, DUES AND FEES	5,980	6,578.00
54209	CONFERENCE AND TRAVEL	4,950	5,445.00
54215	PROFESSIONAL FEES	1,250	1,375.00
54236	AUTO ALLOWANCE	1,440	1,584.00
54241	VEHICLE REPAIR	2,000	2,200.00
54245	BUILDING REPAIR	200	220.00
54250	EQUIPMENT RENTAL	250	275.00
54251	RENTAL FACILITIES	30,630	33,693.00
54253	PEST CONTROL	360	396.00
54254	SERVICE CONTRACTS	1,680	1,848.00
54255	LICENSE AND FEES	100	110.00
54264	CELL PHONE EXPENSE	320	352.00
54265	SUBSCRIPTIONS	700	770.00

TENTATIVE DRAFT

ORDINANCE NO. 609
BUDGET & APPROPRIATIONS DETAIL BY FUND
MAY 1, 2016 THROUGH APRIL 30, 2017

ACCOUNT	DESCRIPTION	2016-17 PROPOSED BUDGET	APPROPRIATIONS
<u>Fund: 15 SPECIAL RECREATION FUND</u>			
<u>CONTRACTUAL</u>			
54280	OTHER CONTRACTUAL SERVICES	3,240	3,564.00
54281	CONTRACTUAL PERSONNEL	5,690	6,259.00
54282	INTERN STIPENDS	6,600	7,260.00
54285	CONTRACTUAL ENTERTAINMENT	300	330.00
54299	FIELD/SPECIAL TRIPS	23,990	26,389.00
59414	CREDIT CARD FEES	1,500	1,650.00
CONTRACTUAL		110,510	121,561.00
<u>COMMODITIES/SUPPLIES</u>			
55301	OFFICE SUPPLIES	950	1,045.00
55302	ENVELOPES AND STATIONARY	400	440.00
55303	DUPLICATING SUPPLIES	400	440.00
55315	STAFF UNIFORMS	4,330	4,763.00
55316	PARTICIPANT UNIFORMS	1,790	1,969.00
55320	BUILDING MAINTENANCE SUPPLIES	550	605.00
55322	CLEANING/JANITORIAL SUPPLIES	670	737.00
55327	VEHICLE/EQUIPMENT REPAIR PART	1,500	1,650.00
55329	OFFICE/ EQUIPMENT VALUE <\$1000	3,000	3,300.00
55330	GAS,FUEL,GREASE AND OIL	6,000	6,600.00
55348	FLOWERS AND CARDS	50	55.00
55349	PLAQUES, AWARDS AND PRIZES	3,410	3,751.00
55350	RECREATION/PROGRAM SUPPLIES	6,380	7,018.00
55354	FOOD SUPPLIES	17,270	18,997.00
COMMODITIES/SUPPLIES		46,700	51,370.00
<u>UTILITIES</u>			
56231	GAS AND ELECTRICTIY	3,700	4,070.00
56232	WATER	750	825.00
56233	TELECOMM EXPENSE	1,870	2,057.00
UTILITIES		6,320	6,952.00

TENTATIVE DRAFT

ORDINANCE NO. 609
 BUDGET & APPROPRIATIONS DETAIL BY FUND
 MAY 1, 2016 THROUGH APRIL 30, 2017

ACCOUNT	DESCRIPTION	2016-17 PROPOSED BUDGET	APPROPRIATIONS
<u>Fund: 15 SPECIAL RECREATION FUND</u>			
<u>INSURANCE</u>			
57131	WORKERS COMPENSATION	2,200	2,420.00
57220	LIABILITY INSURANCE	2,400	2,640.00
57222	EMPLOYMENT PRACTICES	800	880.00
57224	PROPERTY INSURANCE	4,600	5,060.00
INSURANCE		10,000	11,000.00
<u>CAPITAL OUTLAY</u>			
61508	CPD - ADA	671,650	738,815.00
61509	UPD CAPITAL ADA	92,920	102,212.00
CAPITAL OUTLAY		764,570	841,027.00
			1,622,456.00
<u>Fund: 16 CAPITAL IMPROVEMENTS FUND</u>			
<u>CAPITAL OUTLAY</u>			
61502	TECHNOLOGY EQUIP REPLACEMEN	20,000	22,000.00
61504	VEHICLES / EQUIPMENT	326,000	358,600.00
61508	PARK CONSTRUCTION/IMROVEMEN	1,898,560	2,088,416.00
CAPITAL OUTLAY		2,244,560	2,469,016.00
			2,469,016.00
<u>Fund: 19 POLICE PROTECTION</u>			
<u>CONTRACTUAL</u>			
54281	CONTRACTUAL PERSONNEL	20,430	22,473.00
CONTRACTUAL		20,430	22,473.00
			22,473.00
<u>Fund: 21 BOND AMORTIZATION FUND</u>			
<u>TRANSFERS TO OTHER FUNDS</u>			

TENTATIVE DRAFT

ORDINANCE NO. 609
 BUDGET & APPROPRIATIONS DETAIL BY FUND
 MAY 1, 2016 THROUGH APRIL 30, 2017

ACCOUNT	DESCRIPTION	2016-17 PROPOSED BUDGET	APPROPRIATIONS
<u>Fund: 21 BOND AMORTIZATION FUND</u>			
<u>TRANSFERS TO OTHER FUNDS</u>			
59409	TRANSFERS TO OTHER FUNDS	1,100,500	1,210,550.00
	TRANSFERS TO OTHER FUNDS	1,100,500	1,210,550.00
			1,210,550.00
<u>Fund: 22 BOND PROCEEDS FUND</u>			
<u>CONTRACTUAL</u>			
54205	LEGAL PUBLICATIONS/NOTICES	60	66.00
54215	PROFESSIONAL FEES	3,600	3,960.00
	CONTRACTUAL	3,660	4,026.00
<u>CAPITAL OUTLAY</u>			
61504	VEHICLES / EQUIPMENT	45,000	49,500.00
61508	PARK CONSTRUCTION/IMPROVEME	515,000	566,500.00
	CAPITAL OUTLAY	560,000	616,000.00
<u>DEBT SERVICE PRINCIPAL</u>			
59405	BOND REDEMPTION	410,000	451,000.00
	DEBT SERVICE PRINCIPAL	410,000	451,000.00
<u>DEBT SERVICE INTEREST/FEES</u>			
59407	INTEREST EXPENSE	126,030	138,633.00
	DEBT SERVICE INTEREST/FEES	126,030	138,633.00
			1,209,659.00
APPROPRIATIONS - ALL FUNDS		16,949,810	
APPROPRIATIONS - ALL FUNDS		(16,949,810)	18,644,791.00

TENTATIVE DRAFT

ORDINANCE NO. 609
BUDGET & APPROPRIATIONS TOTALS BY FUND
MAY 1, 2016 THROUGH APRIL 30, 2017

FUND	DESCRIPTION	2016-17 PROPOSED BUDGET	APPROPRIATIONS
01	GENERAL	4,966,230	5,462,853.00
02	RECREATION	3,132,970	3,446,267.00
03	MUSEUM	1,714,660	1,886,126.00
04	LIABILITY INSURANCE	303,180	333,498.00
06	IMRF FUND	358,770	394,647.00
08	AUDIT FUND	20,000	22,000.00
09	PAVING AND LIGHTING FUND	78,000	85,800.00
11	ACTIVITY AND AFFILIATES FUND	9,150	10,065.00
12	SPECIAL DONATIONS FUND	52,100	57,310.00
14	SOCIAL SECURITY FUND	374,610	412,071.00
15	SPECIAL RECREATION FUND	1,474,960	1,622,456.00
16	CAPITAL IMPROVEMENTS FUND	2,244,560	2,469,016.00
19	POLICE PROTECTION	20,430	22,473.00
21	BOND AMORTIZATION FUND	1,100,500	1,210,550.00
22	BOND PROCEEDS FUND	1,099,690	1,209,659.00
APPROPRIATIONS - ALL FUNDS		16,949,810	
/APPROPRIATIONS - ALL FUNDS		(16,949,810)	18,644,791.00

**CERTIFICATION OF ESTIMATE
OF REVENUE
FISCAL YEAR 2016-2017**

I, Gary G. Wackerlin, do hereby certify that I am the duly qualified Treasurer of the Champaign Park District and the Chief Fiscal Officer of said Park District. As such officer I do further certify that the revenues, by source, anticipated to be received by the Park District in the fiscal year beginning May 1, 2016 and ending on April 30, 2017 are estimated to be as follows:

ESTIMATE OF REVENUE

<u>SOURCE</u>	<u>AMOUNT</u>
Real Estate Taxes (Includes Urbana Park District portion for CUSR)	\$11,762,740
Personal Property Replacement Tax	293,400
Interest Earned	47,430
Sponsorships/Scholarships	131,670
Concessions	203,770
Program Fees	2,798,890
Rental Fees	200,250
Bond Receipts (Reflected as Transfer)	1,100,500
Grant Proceeds	326,000
Special Receipts/Other	156,830
Transfers To Other Funds	<u>100,000</u>
Total	<u>\$17,121,480</u>

Proposed Budget &
Appropriations Ordinance

For Discussion & Public
Inspection Purposes Only

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Champaign Park District this 22nd day of June, 2016.

SEAL

Gary G. Wackerlin, Treasurer, Chief Financial Officer



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: May 6, 2016

SUBJECT: ADA General Accessibility Projects

Background

The ADA General Accessibility Projects are included in the current Capital Improvement Plan (Project #17002). Each year, staff identifies accessible route installation priorities throughout the park system, based on the 2012 ADA Transition Plan adopted by the Board. This year, ADA work includes connections at the Rotary Shelter and Dexter Field in Centennial Park, as well as spectator seating connections at Morrissey Park and Sunset Ridge Park.

Prior Board Action

The Board approved the FY16-17 Capital budget at their March 9, 2016 regular meeting.

Bid Results

Six bids were received and read aloud on May 6, 2016; the results of which are below:

Bidding Contractor	Bid Amount (\$)
Shaw Brothers Concrete, Champaign IL	70,140
Feutz Contractors, Paris IL	80,614
A and R Services Inc, Urbana IL	91,581
Petry Kuhne Company, Champaign IL	93,441
Schomurg and Schomurg Construction, Danville IL	116,234

Budget Impact

\$71,650 is budgeted in the 2016/2017 Capital Improvement Plan for Project #17002.

Recommended Action

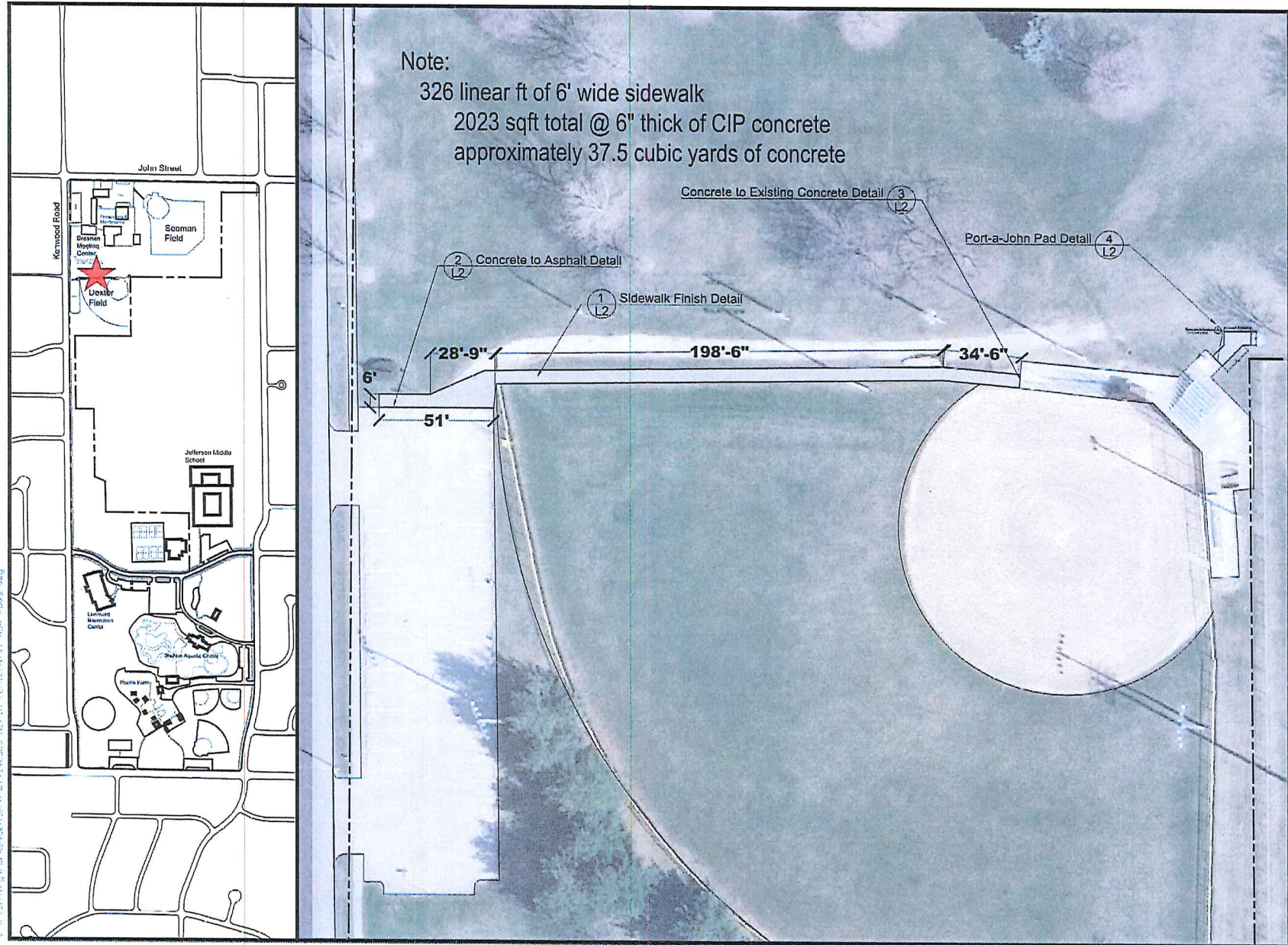
Staff recommends the Board accept the lowest responsible bid for ADA General Accessibility Projects and authorize the Executive Director to enter into a contract with Shaw Brothers Concrete in the amount of \$70,140.00.

Prepared by:

Reviewed by:

Kevin Crump, CPRP
Director of Operations & Planning

Joe DeLuce, CPRP
Executive Director



Note:
 326 linear ft of 6' wide sidewalk
 2023 sqft total @ 6" thick of CIP concrete
 approximately 37.5 cubic yards of concrete



Bresnan Meeting Center
 706 Kenwood Road
 Champaign IL 61821
 217 398 2550
champaignparkdistrict.com

dexter field access walk
 centennial park
 john street
 champaign il 61821

date	drawing issue
04/15/2016	For Bid

Construction Drawings

L1

sheet 1 of 2

C:\Users\jg\Documents\Projects\2016\041516\041516\041516.dwg

S:\Planning\Parish\Centennial\1140609 North Centennial ADA Mods.dwg



Bresnan Meeting Center
 706 Kenwood Road
 Champaign IL 61821
 217 398 2550
 champainparkdistrict.com

Rotary Shelter Grill Pad
 Centennial Park
 Champaign IL 61821

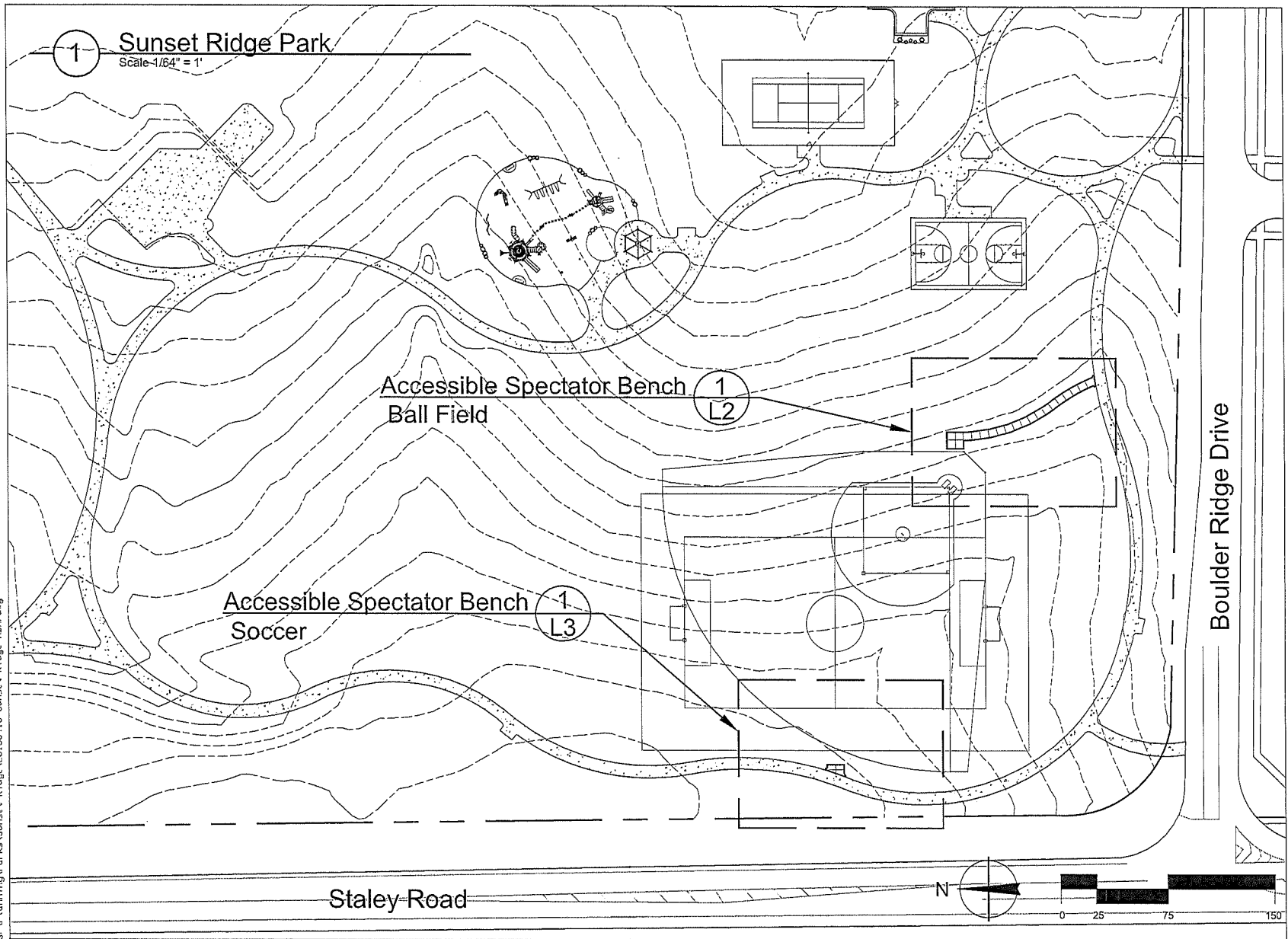
date	drawing issue
04/22/2016	For Bid

Construction Drawings

L1

sheet 1 of 2

S:\Planning\Parke\Sunset Ridge\20150415 Sunset Ridge ADA.dwg



Bresnan Meeting Center
 706 Kenwood Road
 Champaign IL 61821
 217 398 2550
 champaignparkdistrict.com

Sunset Ridge Bench Pads
 Sunset Ridge Park
 Staley Rd. & Boulder Ridge Dr.
 Champaign IL 61821

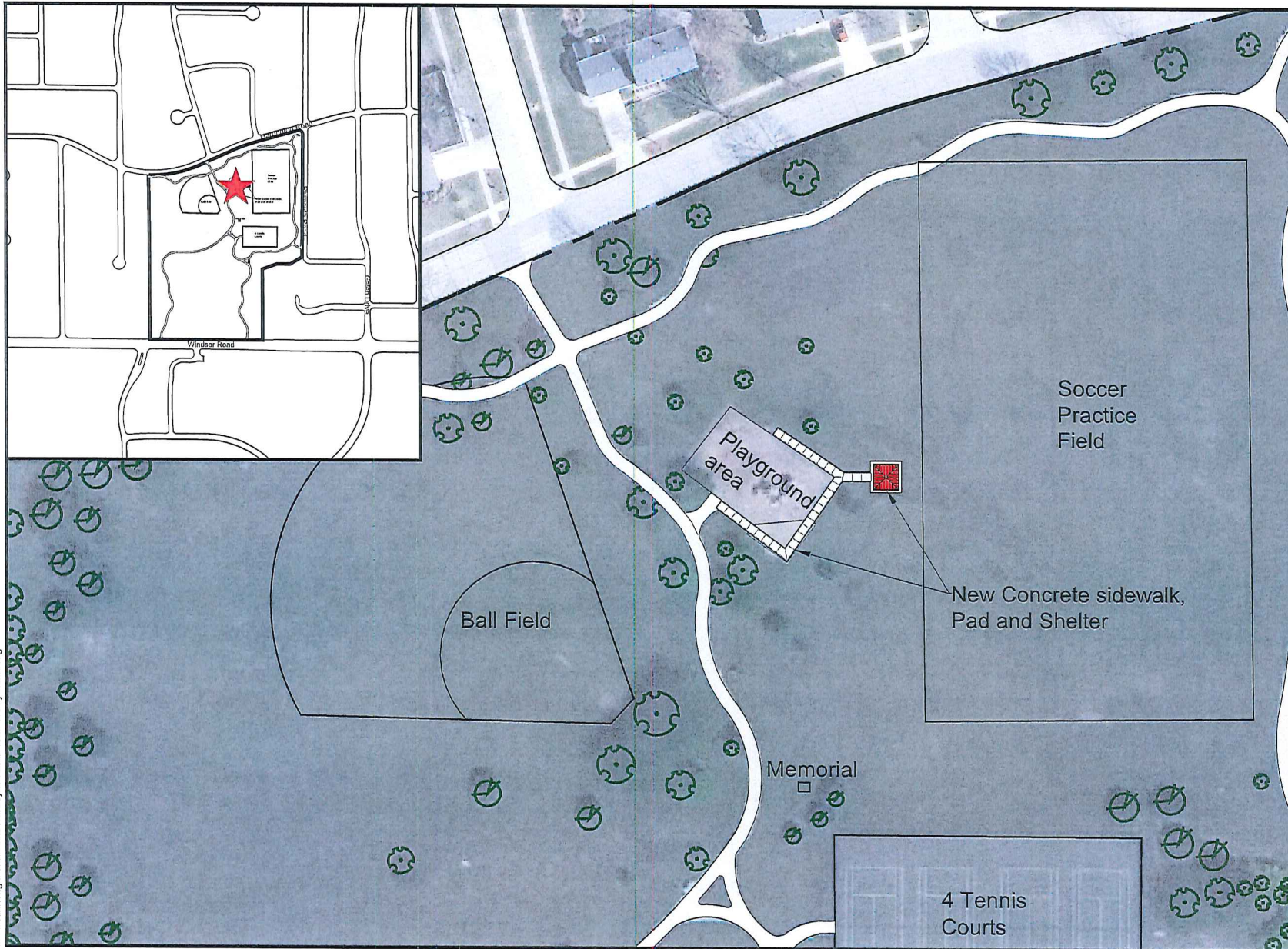
date	drawing issue
4/15/2016	For Bid

For Bid

L1

sheet 1 of 4

S:\Planning\parks\Morrissey\140609 Morrissey ADA.dwg



Bresnan Meeting Center
 706 Kenwood Road
 Champaign IL 61821
 217 398 2550
 champaignparkdistrict.com

morrissey park ada additions
 morrissey park
 windsor road
 champaign il 61821

date	drawing issue
14/15/2016	For Bid

Scope

L1
 sheet 1 of 4



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director
DATE: May 2, 2016
SUBJECT: Replacement Backhoe Purchase

Introduction

Staff is requesting Board approval to purchase a replacement backhoe loader. The current unit owned by the Park District is a 1986 Case 580 E and will be declared surplus and traded at the time of sale. The current backhoe has been under used for the last several years due to multiple safety concerns and has been strictly used at our material handling site for loading purposes.

Prior Board Action

The Park Commissioners approved the FY16-17 Capital budget at the March 9, 2016 Regular Board meeting.

Bid Results

An invitation to bid was published in *The News-Gazette*. The bids were opened and read aloud on April 29, 2016. Three (3) bids were received and the results are as follows:

Vendor	Type	Bid Price	Trade-in Amount	Purchase Price
Casey Equipment Co., Inc., Arlington Heights, IL	Did not meet specifications			
Birkey's Farm Store Inc., Urbana, IL	2016 Case 580 Super N	\$88,340	\$9,500	\$78,840.00
Martin Equipment of IL, Inc., Tolono, IL	2016 John Deere 310SL	\$90,416.67	\$8,000	\$82,416.67

Budget Impact

The amount budgeted in the FY 16-17 Capital Budget Improvement Plan for the replacement backhoe purchase is \$90,000.

Recommended Action

Staff recommends accepting the lowest responsible bid that meets all specifications and authorizing the purchase of one (1) new 2016 Case 580 Super N from Birkey's Farm Store in the amount of \$78,840. The lowest bid from Casey Equipment Co. did not meet specifications. Birkey's Farm Store is a local company that the District has worked with for many years and having them located in Urbana, reduces the down time when parts and service are needed.

Prepared by:

Reviewed by:

Bret Johnson
Grounds & Maintenance Supervisor

Kevin Crump
Director of Operations & Planning



**CHAMPAIGN
PARK DISTRICT**

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: March 30, 2016

SUBJECT: Approval of Ordinance No. 607: An Ordinance Providing for Disposal of Personal Property Owned by the Champaign Park District of Champaign County

Background

Staff is requesting Board approval to declare one 1986 Case 580E Backhoe Loader as surplus to be traded in toward a replacement backhoe. The backhoe is over 15 years old. Illinois law permits park districts to dispose of unusable property, but the Board must pass an ordinance authorizing disposal of said property.

Prior Board Action

None.

Budget Impact

Park District will receive \$9,500.00 from trade in of the backhoe.

Recommended Action

Staff recommends the Board approve Ordinance No. 607: an ordinance providing for the disposal of personal property owned by the Champaign Park District of Champaign County, which authorizes and approves disposal of or conveyed through trade in of one 1986 Case 580E Backhoe Loader.

Prepared by:

Reviewed by:

Cindy Harvey
Assistant to the Executive Director

Joe DeLuce, CPRP
Executive Director

ORDINANCE NO. 607

**AN ORDINANCE PROVIDING FOR THE DISPOSAL OF
PERSONAL PROPERTY OWNED BY THE CHAMPAIGN
PARK DISTRICT OF CHAMPAIGN COUNTY.**

WHEREAS, the Champaign Park District according to 70 ILCS 1205/8-22 is granted the ability to dispose of personal property, and

WHEREAS, the Champaign Park District has determined that a certain item it owns is no longer necessary, useful to or for the best interests of the Champaign Park District to retain.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Champaign Park District of Champaign County, Illinois as follows:

Section 1. The Park Board of Commissioners hereby authorizes that a certain item shall be sold to the highest bidder, with or without advertising the sale, or disposed of on terms as may be approved by the Executive Director.

Section 2. The item of personal property to be disposed of is as follows:

- One 1986 Case 580E Backhoe Loader

PASSED AND APPROVED by three/fifths of the Board of Commissioners of the Champaign Park District this 11th day of May 2016.

APPROVED:

Timothy P. McMahon, Board President

ATTEST

Cindy Harvey, Board Secretary



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: May 5, 2016

SUBJECT: Urbana Champaign Sanitary District Easement at Scott Park

Background

Earlier this year Urbana Champaign Sanitary District (UCSD) approached the Park District with a request for an 18-month temporary construction easement at Scott Park to complete a sanitary main connection and lift station along Second Street.

Prior Board Action

Rick Manner, Executive Director of UCSD, presented this item to the Board at the April 27, 2016 Special Board Meeting. However, no prior board action has been taken.

Budget Impact

Park District will receive reimbursement for attorney's fee and the easement fee in accordance with CPD ordinance 459.

Recommended Action

Staff recommends granting the easement request and entering into the easement agreement with the Urbana Champaign Sanitary District, and collecting fees as described herein.

Prepared by:

Reviewed by:

Andrew Weiss
Park Planner and Landscape Architect

Kevin Crump
Director of Operations and Planning

EASEMENT AGREEMENT

(Sanitary Sewer)

KNOW ALL MEN BY THESE PRESENTS, this _____ day of _____, 2016, that CHAMPAIGN PARK DISTRICT, an Illinois municipal corporation, its successors and assigns whether one or more and whether an individual, individuals, a corporation, or other legal entity (hereinafter "Grantors"), for and in consideration of the sum of One and No/100ths Dollars (\$1.00) and other valuable consideration in hand paid, the receipt of which is hereby acknowledged, do hereby agree as follows with and grant unto the URBANA & CHAMPAIGN SANITARY DISTRICT, an Illinois municipal corporation, its successors, assigns, licensees, contractors and sub-contractors (hereinafter "Grantee"), a temporary construction easement to enter, re-enter, occupy and use the hereinafter described property to construct, maintain, repair, replace, remove, enlarge, operate and/or inspect one or more sanitary sewer or water pipelines and all underground and surface facilities related thereto, including, but not limited to, the following: electric or other control systems, underground cables, wires, connections, mains and conduits, valves, vaults, manholes, pumps and pump stations, lift stations, wells, well housings, ventilators, transformers, lights and the like (collectively the "Sanitary District Facilities") in, through, over and across the following described land, to wit:

Property Description of Temporary Construction Easement ("Temporary Construction Easement Property"):

See Attached Exhibits A and Exhibit B

together with all rights to the exercise and enjoyment of said easement rights, including without limitation the right of ingress and egress over, across, to and upon the above described easement area and premises of Grantor(s) adjoining the same, for all purposes herein stated; together with the right to trim, control, cut and remove or cause to be removed during the period set forth, by any reasonable means, any and all brush, bushes, saplings, trees, roots, undergrowth, rock, overhanging branches and other obstructions upon and under the surface of said easement area and of the premises of Grantor(s) adjoining the same deemed by Grantee to interfere with exercise and enjoyment of Grantee's rights hereunder, or endanger the safety of the Sanitary District Facilities; for the purpose hereinabove set forth herein and no other.

The purpose of the Temporary Construction Easement is for ingress and egress over the described property to transport materials supplies, equipment, machinery in order to complete the Sanitary District Facilities. The Temporary Construction Easement is also for the purpose of allowing Grantee to construct a sidewalk on the Temporary Construction Easement Property as shown in the attached Exhibit B. The rights granted pursuant to the Temporary Construction Easement shall automatically terminate upon the earlier of: (a) the Grantee's completion of the Sanitary District Facilities and the sidewalk, or (b) eighteen (18) months from the date of this Easement Agreement. All work performed by the Grantee, its employees, agents, contractors, or subcontractors hereunder shall be done in a good, workmanlike, and diligent manner. All such work shall be completed within the time set forth above after commencement thereof; provided that, a further reasonable time for completion may be permitted, and not unreasonably withheld, by Grantor in the event a force majeure prevents completion within the period stated above. Such force majeure for the purposes hereof shall mean a delay or failure by Grantee in performing its obligations hereunder due to due to causes beyond its control, including without limitation, acts of God, public enemy, major equipment failures, inability to obtain materials or services, wars, explosions, accidents, riots, strikes, civil commotion, fires, pestilence, natural catastrophes or disasters, economic fluctuations, and non-availability of electric power. In the event of such failure or delay, the date of completion shall be extended for a period not to exceed the duration of such delay or failure; provided that, the Grantee is utilizing commercially reasonable efforts to mitigate or eliminate the cause of such delay or its effects. Grantee shall promptly notify Grantor in writing of any delay or failure in and the effect on its performance. All such work shall be performed in compliance with all applicable governmental statutes, ordinances and regulations, and specifically in accordance with Grantor's ordinances, policies and regulations, and shall be at the Grantee's sole cost and expense. Upon completion of any work related to the aforesaid purposes, the Grantee shall cause all vehicles, equipment, tools and implements used in connection with such work, and all materials not incorporated therein, to be removed from the Temporary Construction Easement Area and the surface thereof restored to its condition immediately prior to the commencement of such work except for the installation of the sidewalk.

Grantee shall be responsible for all damages occurring on the herein described property as a result of the construction, operation, maintenance or repair of Grantee's facilities and shall reimburse the Grantor(s) thereof for such loss or damages.

Grantee may quietly enjoy the premises for the period and purposes herein stated, and Grantor(s) shall not create or permit any building or other obstruction or condition of any kind or character upon the premises that will interfere with the Grantee's exercise and enjoyment of the easement rights hereinabove conveyed for the period set forth herein.

Except as specifically provided otherwise herein, Grantor(s), for themselves and any successors and assigns, hereby expressly reserve the right to use and enjoy the remainder of the easement area for any purpose, provided such use and enjoyment shall not interfere with the use thereof by Grantee as permitted in this Agreement.

The sidewalk constructed as set forth herein shall become and remain property of Grantor upon completion. This easement shall terminate upon Grantee's uncured breach of any condition or uncured default in the performance of any of its covenants or agreements herein set forth. In the event of Grantee's breach of any condition or default hereunder, Grantor shall provide Grantee written notice of such breach or default. If Grantee fails to cure such breach or default within sixty (60) days after written notice of such breach or default, then Grantor(s) shall have the right, upon written notice of termination to Grantee, to terminate this Easement Agreement, except that when the nature of Grantee's obligation is such that more than sixty (60) days are reasonably required for its performance, then Grantee shall not be deemed in default if it commences performance within the sixty (60) day period and thereafter diligently pursues the cure to completion as determined within the sole good faith discretion of Grantor, but in any event not more than one hundred twenty (120) days from the commencement of performance. Upon termination of this Easement Agreement, all rights herein granted shall revert to Grantor(s), their respective successors or assigns, and, if requested, Grantee shall forthwith execute and deliver to such Grantor or successors or assigns, any instrument of termination or release and take such other and further action as may be reasonably required to evidence and memorialize

such termination and reversion of all rights afforded pursuant to this Easement Agreement. Notwithstanding such termination of this Easement Agreement, Grantee shall remain liable to Grantor(s), and such successors and assigns, for all of Grantee's covenants and obligations which expressly survive such termination of this easement as provided herein.

Upon completion of the installation of the Sanitary District Facilities, Grantee shall, at Grantee's sole cost and expense, restore and replace the surface of the easement area to a condition as near as possible to that condition which existed prior to the commencement of such construction, including surface grading and seeding. Grantee shall inspect regularly the backfill area and repair within a reasonable time any sinkholes, soil erosion, sloughing, impairment to natural drainage or similar occurrence of whatsoever kind or character. In the event that Grantee shall ever acknowledge in writing that it has ceased utilizing or has abandoned the Sanitary District Facilities, then in such event Grantee shall, at its sole cost and expense, remove the Sanitary District Facilities and other improvements and appurtenances associated therewith made at the easement site and return the easement area to substantially the same condition as it was prior to the grant of the easement herein. In the event Grantee fails to undertake such removal and remediation within one hundred eighty (180) days after such cessation or abandonment, Grantor(s) may, in its/their sole discretion, undertake such removal and remediation obligations of the Grantee and charge and collect the cost thereof from Grantee. Such written acknowledgement of cessation of use or abandonment shall constitute termination as otherwise set forth herein; provided that, in such event, Grantee will remain obligated for removal and remediation. Such acknowledgment shall not be unreasonably withheld.

Grantee covenants and agrees that it shall be solely responsible for, and shall reimburse and pay Grantor(s), and any successors and assigns, for all losses and damages incurred on the easement area, areas of ingress and egress or any other property of Grantor(s) caused by Grantee's exercise of its rights herein granted, including without limitation, any damage to land or property by reason of the initial installation, improvement, repair, removal, operation and maintenance of the improvement, and the terms and conditions hereinabove set forth shall be binding upon the successors and assigns of the Grantee; provided, however, that Grantee shall be permitted to keep the easement area clear of trees, undergrowth, brush and prohibited obstructions.

The Grantee shall indemnify and hold the Grantor(s) and any successors and assigns harmless from any and all claims for damages to person or property made by any third party arising out of any act or omission on the part of Grantee's employees, contractors, subcontractors, agents or representatives, and in connection therewith, shall provide Grantor(s) with satisfactory evidence of commercial general liability insurance with limits of not less than \$2,000,000.00 naming the Grantor(s) and its commissioners, officers, employees, representatives, agents and volunteers as endorsed additional insureds thereon. Grantee and its successors or assigns shall maintain such insurance for the duration of the term hereof and any subsequent renewals, if applicable.

Grantee covenants and agrees that Grantee shall not permit any liens or encumbrances to be attached to or filed against the easement area or any other portion of the land, or any improvements thereon which result from or arise out of any act or work performed by Grantee or any of Grantee's employees, contractors, subcontractors, agents or representatives in the construction, installation, operation, maintenance, repair, relocation, replacement or removal of the line(s) and other improvements and appurtenances associated therewith, or in the performance of any other right or obligation of Grantee arising hereunder. In the event any such lien is attached to or filed against the easement area or any other portion of Grantor'(s) land or any improvement thereon, then, in addition to any other right or remedy of Grantor(s) at law or equity, Grantor(s) may, but shall not be obligated to, discharge the same. Any amount paid by Grantor(s) for any of the aforesaid purposes shall be paid by Grantee to Grantor(s) immediately on demand. Any lien or encumbrance attached to or filed against the easement area, or any other portion of the real estate, or any improvement thereon as a result of Grantee's operations hereunder shall be immediately paid, released or bonded over by Grantee in a manner acceptable to Grantor(s). Grantee shall be responsible for reasonable attorney's fees incurred by the Grantor(s) in obtaining the removal of any lien which results from the activities and operations of Grantee.

All notices and demands to be given or served shall be made in writing and shall be given or served by hand delivery or by depositing such notice in the United States mail, certified or registered, return receipt requested, postage prepaid, addressed to the party to be notified, at the following addresses:

If to Grantor(s) at: Champaign Park District
Attn: Executive Director
706 Kenwood Road
Champaign, IL 61821

With a Copy to: Guy C. Hall, Esq.
Robbins, Schwartz, Nicholas,
Lifton & Taylor, Ltd.
301 N. Neil Street, Suite 400
Champaign, IL 61820

If to Grantee: Urbana & Champaign Sanitary District
Attn: Executive Director
1100 E. University
Urbana, IL 61803-0669

With a Copy to: Mike McCormick
Erwin, Martinkus & Cole, Ltd.
1100 E. University Avenue
Champaign, IL 61820

or to an address to be designated in writing within fourteen (14) days of the execution of this Agreement by all parties or to such other address as either party may designate to the other in writing from time to time. The day upon which such notice is delivered or mailed by certified or registered mail shall be treated as the date of service. An additional copy of such notice shall be sent by regular U.S. mail.

If any term or provision of this Agreement, or the application thereof, to any person or circumstance shall, to any extent, be deemed by any court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced as permitted by law.

Failure to insist upon strict compliance with any of the terms, covenants, or conditions of this Agreement shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of the right or power at all or any other times.

Each person executing this Agreement on behalf of any entity represents that he or she is authorized to execute this Agreement on behalf of such entity.

This Agreement and the rights and obligations of the parties hereto shall be interpreted, construed and enforced in accordance with the laws of the State of Illinois, without giving effect to the principles of conflict of laws, and the venue for any claim or cause of action brought to enforce or determine the rights and obligations of either party arising hereunder shall be the state court of competent jurisdiction located in Champaign County, Illinois.

The terms and provisions of this Agreement shall be binding upon and inure to the benefit of Grantor(s) and Grantee and their respective successors and assigns. This Agreement together with Exhibits A and B attached hereto and incorporated by reference herein embodies the entire agreement among the parties hereto with respect to the subject matter contained herein, and supersedes any and all agreements, representations, warranties, or statements which may have been made among the parties prior to the date hereof, whether

express, implied, written, or verbal, concerning the subject matter hereof, and this Agreement shall not be modified or amended except by written instrument executed by each party hereto.

IN WITNESS WHEREOF, the Grantors and Grantee have caused this instrument to be executed effective as of the _____ day of _____, 2016.

GRANTOR:

Champaign Park District, an Illinois
Municipal corporation

By: _____

Its _____

ATTEST:

By: _____
_____, Secretary

GRANTEE:

Urbana & Champaign Sanitary District, an
Illinois Municipal corporation

By: _____
Diana Lenik
Its Board President

ATTEST:

By: _____
Jennifer Putman
It's Clerk

STATE OF ILLINOIS)
) SS.
COUNTY OF CHAMPAIGN)

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, DO HEREBY CERTIFY that _____ and _____, personally known to me to be the President and Secretary of Champaign Park District, an Illinois municipal corporation, and the same persons whose names are subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that they signed, sealed and delivered the said instrument as their respective free and voluntary act, for and on behalf of the aforementioned entity and for the uses and purposes therein set forth.

GIVEN under my hand and Notarial Seal, this _____ day of _____, 2016.

Notary Public

STATE OF ILLINOIS)
) SS.
COUNTY OF CHAMPAIGN)

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, DO HEREBY CERTIFY that _____ and _____, personally known to me to be the Board President and Clerk of Urbana & Champaign Sanitary District, an Illinois municipal corporation, and the same persons whose names are subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that they signed, sealed and delivered the said instrument as their respective free and voluntary act, for and on behalf of the aforementioned entity and for the uses and purposes therein set forth.

GIVEN under my hand and Notarial Seal, this _____ day of _____, 2016.

Notary Public

EXHIBIT A
TEMPORARY EASEMENT PROPERTY

The West 25 feet of South 125 feet of Lot 7 and the West 25 feet of the Vacated Alley, all in Block 2 of J.R.Scott's Subdivision of Blocks 2, 3, 4, 5 and part of Block 1 of Clark, Gardner and Sherfy's Addition to Champaign, per plat of said subdivision recorded in Plat Book A, at page 178 in the Office of the Champaign County Recorder.



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: May 6, 2016

SUBJECT: Technology Consultant Agreement

Background

The Champaign Park District (Park District) has held a month-to-month agreement with Micro Systems International, Inc. (Micro Systems) since July of 2012. At the time, the Park District had a full time technology manager. In 2014, after the technology manager accepted another position, the Park District eliminated the position and hired a part-time staff (evening and weekend work) and increased the use of Micro Systems staff.

Since that time, Micro Systems and especially their co-owner Furat Ibrahim have been instrumental in completely overhauling the Park District's network, computers, servers, backup procedures, printers and wireless both internal and guest. The service includes assistance around the clock, day or night assistance which is necessary as the Park District has facilities and programs running early in the morning and late at night as well as backups that occur during the night.

Recently, Micro Systems has taken on an even greater role as the Park District's part-time Technology Specialist has been unable to work regular hours due to unforeseen circumstances.

Upon advice from legal counsel, IT technology services are an exception to the bidding requirements and may be awarded without bidding. Micro Systems and Mr. Ibrahim are familiar with the Park District network and have gained a high level of trust from staff. In addition, his knowledge is far superior to most individuals in this field and his personality has won the confidence from the staff with his exceptional customer service. Additionally, Micro Systems has contracts with Mahomet Schools, Champaign County Forest Preserve District and several attorney's and accounting firms in the area. Micro Systems is also an authorized dealer for HP and provide HP for many business and schools including Northern Illinois University.

If the Park District were to consider hiring a full-time technology manager the cost would be approximately \$82,752.00 based on a market salary, benefits and taxes.

Prior Board Action

There is no prior action on this issue.

Budget Impact

The Park District has been paying \$1,500.00 per month for a month-to month agreement with Micro Systems. The agreement proposed for the next year beginning May 1, 2016 is for \$2,500.00 per month. The impact to the budget will be an additional \$12,000 over the next 12 months. Total agreement cost for the next year will be \$30,000.00

Recommended Action

Staff recommends that the Board approve the one year agreement between the Park District and Micro Systems at the rate of \$2,500.00 per month.

Prepared by:

Reviewed by:

Tammy V. Hoggatt, SPHR, SHRM-SCP
Director of Human Resources

Joe DeLuce, CPRP
Executive Director

AGREEMENT FOR INDEPENDENT CONTRACTOR SERVICES

This Agreement is made and entered into effective _____ by and between the CHAMPAIGN PARK DISTRICT, an Illinois municipal corporation, with the principal address of 706 Kenwood Road, Champaign, Illinois 61821 (hereinafter referred to as "PARK DISTRICT") and MICRO SYSTEMS INTEGRATION, INC., doing business as, MICRO SYSTEMS INTERNATIONAL, INC., a for profit corporation, whose principal address is 505 S. Neil Street #3, Champaign, Illinois 61821 (hereinafter referred to as "MICRO SYSTEMS").

RECITALS

WHEREAS, PARK DISTRICT is a municipal corporation;

WHEREAS, MICRO SYSTEMS is a company that provides computer networking, data processing, software, service, repair, maintenance, technology consulting and other services and equipment related thereto; and

WHEREAS, PARK DISTRICT and MICRO SYSTEMS desire to enter into an Agreement whereby MICRO SYSTEMS will provide services to PARK DISTRICT as an independent contractor for computer data processing, software, and network consulting, and services at all Park District facilities and other venues as may from time to time be designated by PARK DISTRICT.

NOW, THEREFORE, for and in consideration of the mutual promises, covenants and agreements herein set forth, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, PARK DISTRICT and MICRO SYSTEMS agree as follows:

1. PROFESSIONAL SERVICES: MICRO SYSTEMS shall provide professional information technology services and support including without limitation, consulting, data processing, software and hardware configuration and support for desktop and laptop computers, services, email, network appliances, internet connectivity, and other related services as may be directed from time to time by the Park District; provided that, with the exception of requiring services and purchase of equipment to be performed on or by certain dates and times, neither the PARK DISTRICT nor any of its employees shall have control over the manner or method by which MICRO SYSTEMS performs the services pursuant to this Agreement. The services to be provided by MICRO SYSTEMS shall include, without limitation, the following:

- a. Facilitating and coordinating the system network software and equipment throughout the PARK DISTRICT;
- b. Assisting the PARK DISTRICT with determining the cost of equipment and services related to the technology utilized or considered for use by staff;
- c. Delivering the services in a manner and method determined at the sole discretion of MICRO SYSTEMS, whether via telephone, remotely by computer or by onsite attendance;
- d. Consulting with the PARK DISTRICT about network planning, assessment, analysis, forensics, troubleshooting, and optimization;
- e. Performing network maintenance, monitoring, repair, and administration on all servers and computers;
- f. Managing onsite and offsite computer and data backup procedures according to PARK DISTRICT policy;

- g. Dealing at all times with clients, employees, volunteers, and patrons of the PARK DISTRICT in a professional and courteous manner;
- h. Being reasonably available to the PARK DISTRICT on twenty-four (24) hour or, in the event of an emergency, earlier notice as needed, including after hours and weekends;
- i. Exercising appropriate good judgment in dealing with PARK DISTRICT safety matters, including without limitation, the requirements referred to in Section 7; and
- j. Advising and assisting the Park District's Director of Human Resources with procuring price information and quotations for purchases acceptable to the PARK DISTRICT for additional equipment it may need.

2. TIMING OF PERFORMANCE OF SERVICES. MICRO SYSTEMS shall perform the professional services identified herein upon request in order to assure completion and operation of all events at the PARK DISTRICT in a professional manner. Such services may include working days and hours beyond a normal, recognized workweek. MICRO SYSTEMS shall be available to work according to the terms hereof on weekends, evenings, and holidays, as reasonably needed.

3. CONTROL OF WORK. MICRO SYSTEMS shall at all times have sole control over the manner, means, and methods of completing the work and services required and performed pursuant to this Agreement according to its independent judgment; provided that, the conduct of such work and services shall not be contrary to this Agreement, policies and procedures of PARK DISTRICT. Furthermore, MICRO SYSTEMS shall be solely responsible for the direction of its employees or agents. MICRO SYSTEMS acknowledges that it will devote sufficient time and effort as is necessary to perform the terms of this Agreement in a good, workmanlike, and professional manner in order to complete the tasks assigned in a timely manner.

4. COMPENSATION. As consideration for the services rendered by MICRO SYSTEMS pursuant to this Agreement, PARK DISTRICT shall pay MICRO SYSTEMS the sum of Two Thousand Five Hundred Dollars (\$2,500.00) per month commencing May 1, 2016. The PARK DISTRICT shall not undertake any withholdings for taxes, social security benefits or any other obligations of any kind or character whatsoever, as the relationship between the Parties is one of independent contractors. MICRO SYSTEMS shall be responsible for all withholdings and reporting of wages and income to the federal and state authorities. MICRO SYSTEMS acknowledges and understands that neither it, nor any of its employees, is entitled to any compensation, benefits, or protections afforded to employees of PARK DISTRICT. MICRO SYSTEMS acknowledges that it will be responsible for paying any unemployment insurance and workers compensation insurance on behalf of any of its employees. MICRO SYSTEMS shall be solely responsible for any employees' or agents' actions in performing the work or services to be provided pursuant to the terms of this Agreement. MICRO SYSTEMS will provide PARK DISTRICT with Social Security Numbers, Federal Employer Identification Numbers, and other identifying information as needed to comply with law. PARK DISTRICT shall issue a form 1099 or other applicable documentation to MICRO SYSTEMS reflecting compensation paid pursuant to the terms of this Agreement.

5. TERM AND TERMINATION. The term of this Agreement shall be from May 1, 2016 to April 30, 2017, subject to the following termination provision. The PARK DISTRICT or MICRO SYSTEMS may terminate this Agreement at any time upon thirty (30) days written notice without cause. If this Agreement is terminated by either party, MICRO SYSTEMS'S compensation will end and be prorated as of the termination date.

6. DEFAULT. In the event that either Party fails to comply with the terms of this Agreement, and cure such default within seven (7) days after written notice from the other Party, then the non-defaulting Party shall have the right to terminate this Agreement by further written notice. Any such termination

shall not terminate or affect the obligations or rights to enforce the same as they may have accrued prior to such termination. The non-defaulting Party shall have the right to obtain all available remedies occurring as a result of such default, whether in law, equity or both and shall be entitled to reimbursement for its reasonable attorneys' fees and other costs incurred as a result of the default.

7. COMPLIANCE WITH APPLICABLE LAWS, RULES AND REGULATIONS. PARK DISTRICT and MICRO SYSTEMS shall comply with all applicable federal, state, local and Park District statutes, rules, regulations, ordinances, licenses and policies regarding the performance and carrying out the terms of this Agreement.

8. INSURANCE. MICRO SYSTEMS shall keep in full force and effect at all times during the term of this Agreement the following insurance coverages: comprehensive general liability insurance, including contractual liability coverage, with minimum limits of not less than Five Hundred Thousand Dollars (\$ 500,000.00) per occurrence, and One Million Dollars (\$1,000,000.00) annual aggregate; property damage insurance; full worker's compensation insurance equal to the statutory amount required; and employers' liability insurance with limits of not less than Five Hundred Thousand Dollars (\$500,000.00). All insurance carriers providing the coverage set forth herein shall have a rating of A as assigned by A.M. Best & Co. and satisfactory to PARK DISTRICT in its sole discretion. All certificates of insurance in connection herewith shall be furnished to the PARK DISTRICT no later than seven (7) days prior to the commencement date of this Agreement. All insurance coverage provided by MICRO SYSTEMS shall be primary coverage as to PARK DISTRICT. Any insurance or self-insurance maintained by PARK DISTRICT shall be in excess of MICRO SYSTEMS'S insurance and shall not contribute with it. The PARK DISTRICT, its commissioners, officers, employees, agents, and volunteers are to be covered and named as additional insured's under the general liability coverage, which shall contain no special limitation on the scope of protection afforded to' the additional insured's, and which shall contain express extensions or riders confirming such coverage. The policy and/or coverage shall also contain a contractual liability clause. Such insurance policies shall not be canceled or amended without thirty (30) days prior written notice having been given to the PARK DISTRICT. Such cancellation shall be grounds for the PARK DISTRICT to immediately cancel this Agreement.

9. INDEMNIFICATION. MICRO SYSTEMS shall indemnify, save, defend, and hold harmless PARK DISTRICT, including its commissioners, officers, employees, agents, and volunteers (hereinafter collectively referred to as "PARK DISTRICT") from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses (including reasonable attorney and paralegal fees) for which PARK DISTRICT may become obligated by reason of any accident, bodily injury or death of persons, civil or constitutional rights violation, or loss or damage to tangible property, arising (1) as a result of MICRO SYSTEMS' failure to adhere to the terms, conditions, and representations set forth in this Agreement, or (2) MICRO SYSTEMS negligence in performing the services described in this Agreement. Notwithstanding the foregoing, MICRO SYSTEMS shall not be responsible for any liability or alleged liability that is the result of any conduct of PARK DISTRICT employees that may perform the same or similar services for the PARK DISTRICT.

10. REPRESENTATIONS AND WARRANTIES. MICRO SYSTEMS represents and warrants that it has the skills and knowledge necessary to perform the terms of this Agreement in a safe, proper, efficient, thorough, and satisfactory manner and understands that PARK DISTRICT is relying on such representation in contracting with it.

11. ASSIGNMENT. This Agreement shall not be assigned or delegated by either Party to any subsidiary, successor, partner, employee, agent or affiliate without the prior written consent of the other Party, which shall not be unreasonably withheld. If PARK DISTRICT permits the assignment of the services provided for hereunder at any one or more times, such assignment shall not be deemed permission to assign the performance of this Agreement at any other time or times.

12. APPLICABLE LAW AND VENUE. The Parties agree that the laws of the State of Illinois shall govern the terms of this Agreement. In the event of any claim or lawsuit regarding this Agreement, Champaign County, Illinois, shall be the appropriate venue for such claim or suit.

13. SEVERABILITY. In the event one or more of the provisions contained in this Agreement shall be determined by the Court of law having appropriate competent jurisdiction to be invalid, illegal, or unenforceable in any respect, such provision shall be deemed severed from this Agreement and the validity, legality or enforceability of the remaining provisions of this Agreement or any other application thereof shall not be affected or impaired thereby, and shall remain in effect.

14. WAIVER. Failure to insist upon strict compliance with any of the terms, covenants, or conditions of this Agreement shall not be deemed a waiver of that term, covenant, or condition, nor shall a failure to insist upon strict compliance with any right or power at any time or times be deemed a waiver or relinquishment of any such term, covenant, condition, right or power at any other time or times.

15. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original.

16. NOTICE. All notices required pursuant to this Agreement shall be in writing, and shall be deemed to have been given on the date and at the time they are sent by certified mail, return receipt requested, to the respective Party at the addresses set forth below, or at such other place address as the parties shall provide to each other in writing. In addition, any such notice shall be sent by the first class regular U.S. Mail to:

CHAMPAIGN PARK DISTRICT
Attention: Joe DeLuca, Executive Director
706 Kenwood Road
Champaign, IL 61821

MICRO SYSTEMS INTEGRATION, INC.
d/b/a MICRO SYSTEMS NTERNATIONAL, INC,
Attention: Furat Ibrahim, President
505 S. Neil Street #3
Champaign, IL 61820

17. TIME OF THE ESSENCE. Time is of the essence of this Agreement. It shall be binding upon the personal representatives, successors and permitted assigns of the Parties hereto.

18. ENTIRE AGREEMENT AND AMENDMENT. This Agreement and any terms or specifications attached hereto or otherwise referred to herein constitute the entire agreement between the Parties pertaining to the subject matter hereof and supersede(s) all prior or contemporaneous agreements and understandings either oral or written of the Parties in connection herewith. No modification of this Agreement shall be effective unless made in writing, signed by both Parties and dated after the date hereof.

IN WITNESS WHEREOF, the Parties have executed this Agreement to be effective as of the day and year first above written.

CHAMPAIGN PARK DISTRICT

MICRO SYSTEMS INTEGRATION, INC.
doing business as MICRO SYSTEMS
INTERNATIONAL, INC.

By: _____
Timothy P. McMahan, President

By: _____
Furat Ibrahim, President

Attest:

Attest:

By: _____
Cindy Harvey, Secretary

By: _____
Khaled Nafea, Secretary