



CHAMPAIGN PARK DISTRICT

AGENDA

PUBLIC HEARING FOLLOWED BY REGULAR BOARD MEETING

BRESNAN MEETING CENTER
706 Kenwood Road, Champaign, Illinois
Wednesday, July 8, 2015
7:00 p.m.

PUBLIC HEARING

- A. **ORDINANCE NO. 598, THE BUDGET AND APPROPRIATION ORDINANCE**
The Public Hearing is to discuss and receive public comments on the Budget and Appropriation Ordinance for FY15-16. A Notice of Public Hearing was published in *The News-Gazette* on June 28, 2015.
- B. **PUBLIC COMMENTS**
- C. **CLOSE THE PUBLIC HEARING**

REGULAR BOARD MEETING

- A. **CALL TO ORDER**
- B. **CPD HIGHLIGHTS**
- C. **COMMENTS FROM THE PUBLIC**
- D. **COMMUNICATIONS**
- E. **TREASURER'S REPORT**
 - 1. Consideration of Acceptance of the Treasurer's Report for the Month of June 2015
- F. **EXECUTIVE DIRECTOR'S REPORT**
 - 1. Introduction of Employees
 - 2. Volunteer of the Month
 - 3. General Announcements
- G. **COMMITTEE AND LIAISON REPORTS**
 - 1. Champaign Parks Foundation
- H. **REPORT OF OFFICERS**
 - 1. Attorney's Report
 - 2. President's Report

Regular Board Meeting

July 8, 2015

Page 2

I. CONSENT AGENDA

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

1. Approval of Minutes of the Special Board Meeting, May 27, 2015
2. Approval of Minutes of Executive Session, May 27, 2015
3. Approval of Minutes of the Regular Board Meetings, June 10, 2015
4. Approval of Minutes of the Special Board Meeting, June 17, 2015

J. NEW BUSINESS

1. Approval of the List of Bills for June 2015
Staff requests approval of the list of disbursements for the period beginning June 10, 2015 and ending July 7, 2015.
2. Approval of Ordinance No. 598: Budget and Appropriation Ordinance
Staff recommends adoption of Ordinance No. 598, the Budget and Appropriation Ordinance for FY 15-16 in the amount of \$17,838,641.00. **(ROLL CALL VOTE REQUIRED)**
3. Approval of Memorandum of Understanding for a Headwaters Invasive Plant Partnership
Staff recommends the Board authorize the Executive Director to enter into the Memorandum of Understanding for a Headwaters Invasive Plant Partnership, and designate Mike Davis, Natural Areas Coordinator, as the principal contact. The term of the agreement is effective through December 31, 2020, at which time it will expire unless extended.
4. Approval of a Resolution to Include Taxable Allowances as IMRF Earnings
Staff recommends approval of a resolution to include taxable expense allowances as earnings reportable to the Illinois Municipal Retirement Fund.
5. Approval of a Resolution Authorizing the Destruction of Audio Recordings of Executive Sessions
Staff recommends the Board approve a resolution authorizing the destruction of audio recordings of executive sessions listed in the resolution.

K. OLD BUSINESS

L. DISCUSSION ITEMS

1. IMRF Audit Report

M. COMMENTS FROM COMMISSIONERS

N. EXECUTIVE SESSION

The Board will convene into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS, 120/2(c)(21) for the discussion of minutes of meetings lawfully closed under this Act, whether for purpose of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

O. RECONVENE INTO OPEN SESSION

P. EXECUTIVE SESSION ITEMS – Action

1. Approval to Make Available for Public Viewing Certain Executive Session Minutes

Q. ADJOURN

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.

Regular Board Meeting

July 8, 2015

Page 3

NEXT MEETINGS OR EVENTS

- July 13, Foundation Board Meeting, 4 p.m., Bresnan Meeting Center
- July 16, Neighborhood Block Party, 6 p.m., Dobbins Downs
- July 16, CPD Youth Theatre Disney's Mulan, Jr., 7 p.m., Centennial High School
- July 17, CPD Youth Theatre Disney's Mulan, Jr., 10 a.m. & 7 p.m., Centennial High School
- July 18, CPD Youth Theatre Disney's Mulan, Jr., 2 p.m. & 7 p.m., Centennial High School
- July 19, Cardboard Cup Race, 2 p.m., Sholem Aquatic Center
- July 19, Concert: Sun Stero, 6 p.m., Noel Park
- July 22, Study Session, 5:30 p.m., Bresnan Meeting Center
- July 25, Sholem Aquatic Center Closed to Public Swim due to Hosing Conference Swim Meet
- July 26, Concert: Elsinore, 6 p.m., Scott Park
- July 30, Neighborhood Block Party, 6 p.m., Countrybrook Apartment
- August 1, Mini-Tri, 7:30 a.m., Centennial Park
- August 2, Micro-Tri & Nano Tri, 8 a.m., Centennial Park
- August 4, Concert: Mike Ingram and Brandon T. Washington (National Night Out), 5 p.m., Douglass Park
- August 7, Champaign-Urbana Days, 6 p.m., Douglass Park
- August 8, Champaign-Urbana Days, Douglass Park
- August 8, Nashville, 1 p.m. & 7 p.m., Virginia Theatre
- August 10, Foundation Board Meeting, 4 p.m., Bresnan Meeting Center
- August 12, Regular Board Meeting, 7 p.m., Bresnan Meeting Center

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

May 27, 2015

The Champaign Park District Board of Commissioners held a Special Board Meeting on Wednesday, May 27, 2015 at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois., pursuant to notice duly given. President McMahon presided over the meeting.

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

Staff Present: Joseph DeLuce, Executive Director, Cindy Harvey, Assistant to the Executive Director/Board Secretary, Andrea Wallace, Director of Finance, Kevin Crump, Director of Operations and Planning, Megan Kuhlenschmidt, Director of Recreation, Jameel Jones, Director of Cultural Arts, Tammy Hoggatt, Director of Human Resources, Information Technology and Risk, and Andrew Weiss, Park Planner/Landscape Architect.

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

Call to Order

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

CPD Highlights

Ms. Kuhlenschmidt reported that the Sholem Aquatic Center opening this weekend was attended better than expected given the weather forecast. She reported that the Aquatic Center and Prairie Farm were well attended. Excellent photos were posted on social media. President McMahon reported that he visited the Aquatic Center, and that it was up and ready for use. He also viewed the photos on social media.

Vice President Hays reported that he attended the Douglass Park re-opening ceremony and that it went well. He stated that the children had a great time and enjoyed the splash pad. Mr. DeLuce reported that people enjoyed the fitness stations as well.

Comments from the Public

There were no comments from the public.

Presentation

Champaign County Community Coalition (Coalition) Phase II

Joan Walls, City of Champaign Deputy City Manager, reported that the Coalition has been in existence for five years. The Coalition is a collaborative effort made up of governmental partners, organizations and community members working together to address and solve community problems of mutual concern. She identified the members of the Executive Committee. Ms. Walls presented regarding the following: Coalition 2012-2014 Successes; why the Coalition is needed; community youth challenges, community youth challenges, and the proposed model. Champaign County Mental Health Board has agreed to serve as the lead organization for the coordination of the Coalition. Tracy Parsons, Director, ACCESS Initiative, addressed the following aspects: Champaign County Mental Health Board is a long term partner; Vision, Mission and System of Care Statements; How the Coalition networks; and maximizing collaboration with the Coalition. Ms. Walls reported on the next steps, which include seeking financial and or in-kind contributions, as well as partners to enter into an intergovernmental agreement. She thanked the Board for allowing them to present and Mr. DeLuce and his staff for their time and commitment to the Coalition.

Mr. DeLuce reported that the relationships have been fantastic. He stated that partnerships enabled collaborative efforts to happen. He envisions the Coalition being very successful and doing wonderful things for the community.

Discussion ensued about getting other organizations, such as Boys and Girls Scouts involved. Also, discussed were financial contributions, youth employment, and programming opportunities.

The Board thanked Ms. Walls and Mr. Parsons for the presentation.

Action Items

Approval Naming Harris Park Flowerbed "Vincent Bellafore Garden"

Mr. Weiss reported that Vincent Bellafore was a Professor and former head of the U of I Department of Landscape Architecture who passed away last year. Professor Bellafore lived directly across from Harris Park. He was instrumental in the Harris Park neighborhood's efforts to keep the city of Champaign from widening Elm Boulevard in the late 1980's. His efforts helped keep the park its current size. A letter of endorsement to rename the flowerbed was received from the faculty of the Department of Landscape Architect at the University of Illinois suggesting the "Vincent Bellafore Garden". David Hays, the UI's incoming associate head of Landscape Architect, spoke in favor of the tribute and preserving the professor's legacy.

Commissioner Solon made a motion to approve naming the flowerbed at Harris Park the Vincent Bellafore Garden. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Approval Setting a Public Hearing on the Budget and Appropriation Ordinance

Ms. Wallace reported that staff recommended that the Board set a public hearing on the budget and appropriation ordinance. Commissioner Solon asked if changes could be made before July 8, 2015. Ms. Wallace responded, yes.

Commissioner Kuhl made a motion to approve setting a public hearing on the proposed Budget and Appropriation Ordinance for Wednesday, July 8, 2015 at 7 p.m. at the Bresnan Meeting Center to receive public comments. The motion was seconded by Vice President Hays. The motion passed 5-0. Ordinance No. 598, the proposed Budget and Appropriation Ordinance is available at the Bresnan Meeting Center for public view.

Approval of Budget Line Transfers

Ms. Wallace presented the staff report and responded to questions from the Board. She reported that the transfers do not affect the overall budget as other line items would be decreased within the same funds.

Commissioner Kuhl made a motion to approve line item transfers of FY14-15 budget be made within funds where amounts will exceed their original budget. This is being done to comply with the Park Code and for audit purposes. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Discussion Items

Commissioner Priorities for FY15-16

Mr. DeLuce reported that staff was seeking Board direction on what the top priority projects for staff to focus on in FY15-16. He stated that staff would like to have five or six projects ready in the extent funds or grants become available. Mr. DeLuce reported that he will review the Board priorities for 2016-2020. Staff is recommending that the Park Board set overall Board priorities for FY15-16 and develop a consensus on certain standards and issues. Mr. DeLuce reported that the Board priorities for FY13-13 included land acquisition, open space expansion, park and facility development, the Virginia Theatre, and best practices.

Tammy Hoggatt, Director of HR, IT and Risk, arrived to the meeting at 6:24 p.m.

Mr. DeLuce addressed items about which staff would like Board to discuss and provide direction including Spalding Park or any of the parks to be considered as a location for Central High School; what should be the District's role moving forward with land or amenities for the new high school; where in the District do we need to add space, should the District accept the old landfill as park land; should the District accept land donations less than six acres; should the District have a standard of a park within a half mile of every resident; should the District add playground equipment or amenities; should there be a standard or level to develop parks and facilities; and is there a willingness to increase staff or contractual costs to maintain new parks and amenities.

Mr. DeLuce presented and responded to questions on a list of possible priorities for FY15-16. Possible priorities could include: trails; improvements to Spalding Park; finalizing a master plan and improvements to Heritage Park; adding new playground and water area and new restroom to Hessel Park; creating a master plan and development of Trails at Abbey Fields Park; adding additional trails and amenities in Centennial Park; land acquisition; an innovation museum; new Operations and Planning Facility; or options for the current administration facility. Additional projects that could be considered include: a nature center at Porter Park; agricultural center/sustainable farm; program or deep well pool at Sholem; fitness equipment along trails; indoor pool in conjunction with the school district or a local hospital; Beardsley Park improvements or purchase the home adjacent to Dodds Park.

Discussed ensued. Commissioner Solon questioned making improvements to Heritage Park until an assessment of the City's position can be made. Commissioner Kuhl questioned whether the lake at Heritage Park was serving its purpose. She suggest that staff meet with the City and let them know that improvements at Heritage Park are a high priority for the Park District. Commissioner Kuhl suggested that staff share a drawing of the proposed locations for a new playground, water playground, and restrooms at Hessel Park with the Board. Commissioner Kuhl questioned if the Park District considered purchasing additional acreage at the Trails of Abbey Fields whether it would become part of a potential IDNR restriction.

President McMahon suggested that each Commissioner provide their top two to five priorities, discuss those priorities and come to a consensus about a time frame for completion.

Commissioner Kuhl stated that the Board came up with the following four target priorities: Heritage Park, Spalding Park, Trails at Abbey Field and trails. She stated that she could not put a timeframe on the proposed priorities as they all have nuances that have to be worked out. Commissioner Kuhl stated that she would that staff would focus their attention on these four priorities and day to day projects.

Discussion ensued about standards. Commissioners Kuhl and Solon expressed their opinion about existing and type of standards. Commissioner Griggs suggested that the Board make the review of the operations facility a priority. Discussion ensued about the Board needing to decide if the facility would remain at its current location.

Commissioner Hays raised the question of the population changes. He would like to see what land is owned by the Park District as a well as the City. Commissioner Hays also stated that he would like to know what the next trend is and what the community's expectations are. Mr. DeLuce will provide Commissioner Hays with a copy of the Community Needs Assessment.

Discussion ensued about the map showing parks within a half mile of a neighborhood. Commissioner Solon suggested that commercial and industrial property be depicted on the maps. President McMahon commented that he felt that all neighborhoods were well covered based on the map.

Commissioner Kuhl stated that she would like to canvass the Board regarding the Park District's stance with the School District. She asked if there was a consensus to collaborate with the School Board about opportunities in the community. Discussion ensued. Commissioner Griggs suggested that Mr. DeLuce raise the topic during his discussion with City and Unit 4 staff.

President McMahon stated that there appears to be a consensus to speak and listen to the School Board as long as no promises are made and that any final discussion is held with the Board. Discussion ensued about whether a Board member should be a part of the discussions. Commissioner Kuhl volunteered to be the Board's representative. President McMahon prefers that the Board be represented by the President or the Vice President.

President McMahon suggested establishing two to five the next one to two years. He suggested land development and trails, as well as other priorities that not necessarily have to be capital projects. President McMahon suggested that discussion be tabled to future study session.

Comments from Commissioners

Commissioner Hays announced the Champaign Parks Foundation is sponsoring a car raffle to raise funds for youth scholarships. He reported that ticket sales began on May 25, 2015, 90 days before the drawing. Tickets were distributed to the Park Commissioners and Officers. He encouraged the Park Commissioners to participate in selling tickets.

Commissioner Solon commended staff on the pre-opening event at Sholem Aquatic Center and all the work on the re-dedication of Douglass Park. The improvements at Douglass Park are an example of what the Park District can do to improve some areas.

President McMahon reported that Board packets are available on line for downloading and printing. He is taking the opportunity to reduce staff time and paper by downloading the packet. Discussion ensued about the copies relevant articles from The News-Gazette. It was requested that the Board be sent the articles as a pdf file.

Executive Session

Commissioner Solon moved as set forth below to convene into Executive Session. The motion was seconded by Commissioner Griggs. The motion passed 5-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Griggs – yes; Vice President Hays – yes; President McMahon – yes; and Commissioner Kuhl – yes. The Board convened into Executive Session under the Illinois Open Meeting Act, specifically 5 ILCS, 120/2(c)(1) for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body, 120/2(c)(5) for the purchase or lease of real property for the use of the public body 120/2(c)(6) for the setting of a price for sale or lease of property owned by the public body, 120/2(c)(11) litigation affecting the public body, and 120/2(c)(16) self-evaluation, practices and procedures or professional ethics, when meeting with a representation of a statewide association of which the public body is a member.

Return to Special 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 Solon made a motion to adjourn the meeting. The motion was seconded by Commissioner Griggs. The motion passed 5-0, and the meeting was adjourned at 8:30 p.m.

Timothy P. McMahon, President

Cindy Harvey, Secretary

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

June 10, 2015

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, June 10, 2015 which commenced at 7:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to notice duly given. President Timothy P. McMahon presided over the meeting.

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

Staff Present: Joseph DeLuce, Executive Director, Cindy Harvey, Assistant to the Executive Director/Board Secretary, Andrea Wallace, Director of Finance, Kevin Crump, Director of Operations and Planning, Jameel Jones, Director of Cultural Arts, and Tammy Hoggatt, Director of Human Resources, Information Technology and Risk.

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

Call to Order

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

CPD Highlights

Although Ms. Kuhlenschmidt was absent from the Board meeting, Commissioner Kuhl asked staff to convey a thank you to her for her outstanding efforts on behalf of the Champaign Park District and all the time and commitment she provided. She congratulated Mr. Jones on being appointed as the Director of Recreation and indicated that the Board is looking forward to seeing great things continue.

Comments from the Public

None

Communications

President McMahon circulated the communications.

Presentation

Kickapoo Rail Trail Project

Dan Olson, Executive Director of Champaign County Forest Preserve District (CCFPD) presented an update on the Kickapoo Rail Trail project and responded to questions from the Board. The Kickapoo Rail Trail will be a 24.5 mile multi-use recreational trail that runs from Urbana, Illinois to Danville, Illinois and will be built by the Champaign County Forest Preserve District and the Vermilion County Conservation District. The acquisition was made possible by a significant number of community groups, government agencies, granting entities, and interested citizens. A goal has been set to raise 2.4 million dollars over the next few years to begin trail construction. The next step in the process is the engineering. Mr. Olson invited the Park Commissioners to engage in the master plan regarding amenities such as parking, trailheads, restrooms, interpretation signs, and sculptures. Mr. DeLuce has already expressed an interest in participating in the master planning. The master planning will begin near the end of the year and continue for the entire trail through the request for proposal process.

Commissioner Kuhl believes the project is excellent. She has experienced the trails in Edwardsville, Illinois and believe they are a great community asset.

The Board thanked Mr. Olson for his presentation.

Treasurer's Report

Treasurer Wackerlin presented the Treasurer's Report for the month of May 2015. He reported that the 1st tax distribution is included in the report. Treasurer Wackerlin stated that the Park District's finances have been reviewed and found to be in appropriate order.

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

Executive Director's Report

Introduction of Employees

Mr. Jones introduced Yuri Sohn, Tennis Professional, Michelle Olden, Cultural Arts Coordinator, and Melanie Kahler, Springer Cultural Center Manager.

Volunteer of the Month

Mr. Jones reported that Maya Bauer was chosen as May Volunteer of the Month. She is the Common Ground's Education Coordinator and was recognized for her efforts in educating the children about healthy foods in after school and summer camps at Douglass Center. Ms. Bauer was unable to attending the meeting.

General Announcements

Mr. DeLuce reported that a staff cookout will be held in Hessel Park June 11th at 11:30 a.m. The Board is invited to attend. He distributed a copy of the current Board Policy Manual and provided the Board with a promotional Sholem Aquatic Center cooler. He reported that staff is in the process of ordering staff garments. The Park District purchases one polo shirt for each commissioner and officer, and additional garments are available at their expense. He asked the Board to let staff know what garments they would like to order.

President McMahon asked if the Music Festival had been moved from Hessel Park. Mr. DeLuce responded that the Music Festival has been moved to downtown Champaign after hearing concerns expressed by the Hessel Park neighbors and meeting with City staff. The festival will be held on July 11, 2015 from 6 to 12 p.m. It is expected to attract 4,000 to 5,000 people.

Committee and Liaison Reports

Champaign Parks Foundation

Commissioner Solon attended the meeting in Commissioner Hays absence. She reported that Board discussed selling tickets for the car raffle fundraiser. She also reported that Ms. Laura Auteberry presented a report on the use of scholarship funds. Scholarship funds are mostly used for day camps during the summer. She stated that Mr. DeLuce met with Board Member Scott Miller to discuss additional fundraising opportunities for the Foundation. Discussion ensued.

Vice President Hays stated that the car raffle netted approximately \$7,000 to \$8,000 last year. Commissioner Solon reported that tickets sales are going well this year and that sales on line are much easier this year. Board members will be selling tickets during the Music Festival, Taste of Champaign, and other events during the summer.

Report of Officers

Attorney's Report

None.

President's Report

President McMahon reported that Mr. DeLuce and he attended the Trails Steering Committee meeting. The committee is collecting all data regarding trails and amenities near trails. He reported that the committee will compile a report on existing conditions and make a presentation to the Board in August or September.

President McMahon addressed the length of time this process was taking. However, the committee is gathering information and compiling an extensive database. Mr. DeLuce stated that the contract for the project expires December 31, 2015.

Consent Agenda

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

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

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

New Business

Approval of the List of Bills for May 2015

Commissioner Griggs made a motion to approve the list of disbursements for the period beginning May 13, 2015 and ending June 9, 2015. The motion was seconded by Vice President Hays. The motion passed 5-0.

Vice President Hays questioned whether it was possible to reference contracts for bids and request and proposals in the list of bills. Ms. Wallace responded that staff will address this matter. In addition, staff will try to identify and separate same vendor purchase.

Approval of Board Participation with External Entities Policy

Mr. DeLuce reported that President McMahon asked staff to put together a policy for meetings with outside agencies and who will represent the Park District. He stated that Ms. Harvey drafted the policy which was reviewed and edited by Attorney Hall.

Commissioner Kuhl addressed the need for the policy. President McMahon responded that this topic was discussed at the last Board meeting and that the policy will clarify Park Board representation at external meetings.

Approval Ordinance No. 596: Prevailing Wage

Mr. DeLuce reported that this was an annual requirement regarding wages concerning contracted for public projects.

Commissioner Griggs made a motion to approve Ordinance No. 596 declaring the prevailing wage rates for the ensuing year to be the same as those fixed for Champaign County by the Illinois Department of Labor. The motion was seconded by Vice President Hays. The motion passed 5-0.

Attorney Hall informed the Board that there is a movement in some communities to lobby legislators to eliminate Prevailing Wage Act.

Approval of Ordinance No. 597: An Ordinance Prescribing Rules for the Conduct of the Business of the Champaign Park District

Mr. DeLuce reported that staff is recommending the Board approve Ordinance No. 597, prescribing rules for the conduct of the business of the Park District. He stated that the ordinance has been updated to allow a designee to sign on his behalf during his absence.

Attorney Hall noted that he made technical changes. However, the main thrust is to address delegation of authority during the Executive Director's absence and to change the threshold for bid requirements to the state's established amount for park districts rather than a fixed dollar.

Vice President Hays stated that he reviewed the City of Champaign's budget and the City Manager has substantially less of a limit than the state. He stated that he felt more comfortable with the current ordinance.

Attorney Hall reported that the ordinance allows the Executive Director to spend up to \$10,000 without bidding, which the current state threshold is \$20,000. Legislators are currently recommending that the limit be increased to \$25,000. The proposed revision to the ordinance would allow the Executive Director's spending authority to be consistent with the state threshold. He stated that it has been the Board's custom and the practice to allow the Executive Director's spending authority to be consistent with the state's bidding threshold. However, the Board does not have to do so.

Commissioner Solon stated that she thinks that the spending limit should be same as the City's \$17,500. Commissioner Griggs stated suggested following the threshold established in the Park Code. He stated that if it becomes an issue the Board can address it at that time. Commissioner Kuhl stated that she has no problem with revising the ordinance to follow the state's threshold. Discussion ensued.

Vice President Hays made a motion to approve Ordinance No. 597: an ordinance prescribing rules of the conduct of business of the Champaign Park District. The motion was seconded by Commissioner Griggs. The motion passed 4-1 with Commissioner Solon opposed.

Approval of an Agreement between the City of Champaign and the Champaign Park District for the Community Matters Program

Mr. DeLuce reported that the agreement with the City for the Community Matters Program has been existed since 2007.

Mr. Jones reported that the program is well received and that it allows the Park District to serve approximately 35 additional children in camps. The City fiscal year begins July 1.

Commissioner Solon made a motion to approve the agreement between the City of Champaign and the Champaign Park District for the Community Matters Program. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Approval of the Human Kinetics Trailway Bid

Mr. DeLuce reported that bids were let for a stone, concrete and asphalt trailway. He stated that Mr. Crump was available to answer any questions.

Commissioner Griggs made a motion to approve Option A –reject the base bids and accept the alternate bid #1 for installation of a concrete trail-way and authorize the Executive Director to enter into a contract with the low, responsible bidder, Duce Construction Company, in the amount of \$114,640.00. The motion died for last of a second.

Discussion ensued about investing this amount of money in a leased park. It was the consensus of the Board not to pursue the project at this time.

Commissioner Solon made a motion to reject all bids for the Human Kinetics trailway. The motion was seconded by Vice President Hays. The motion passed 5-0.

A brief discussion ensued regarding a trail for Garden Hills Park.

Approval of a Resolution to Commit Excess Reserves for Future Capital Projects

Ms. Wallace reported that this item was discussed at the April 22nd Study Session. The proposed resolution is a formal way to commit a portion of fund balance to use for Spalding Park and trails and pathways.

Vice President Hays stated that he does not have a problem with setting aside funds. However, he would prefer to not designate a dollar amount for a specific park. He suggested designating funds generally for park development and prioritizing the park at another time.

Commissioner Kuhl made a motion to approve a resolution to commit \$800,000 and transfer General Fund reserves of \$100,000 into Capital Improvement Fund for trails and pathways, and transfer \$700,000 to create a new Capital Fund for park development. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Old Business

None.

Discussion Items

None.

Comments from Commissioners

Commissioner Griggs compiled a report about the 37th Annual Illinois Association of Park District's Legislative Conference held on April 29, 2015 in Springfield. He distributed copies of the report to the Board. He reported that the reception and conference were well attended. Commissioner Griggs stated that he has additional information that he will share if anyone was interested.

Executive Session

No Executive Session was held.

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 Griggs. The motion passed 5-0 and the meeting was adjourned at 8:19 p.m.

Timothy P. McMahon, President

Cindy Harvey, Secretary



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: June 30, 2015

SUBJECT: Approval of Ordinance No. 598: Budget and Appropriation Ordinance for FY15-16

Background

Annually the Champaign Park District Board of Commissioners must set a date for the public hearing on the Budget and Appropriation Ordinance. The proposed budget was presented to the Board on May 6, 2015, and the proposed budget and appropriation ordinance was presented on May 27, 2015 in the amount of \$18,007,678. Since that time total expenditures have been modified from \$18,007,678 to \$17,838,641. The decrease is accounted for in contractual services, part-time personnel, utilities, and commodities.

Prior Board Action

On May 27, 2015, the Board set a date for the public hearing on the budget and appropriation ordinance for July 8, 2015 at 7 p.m. On June 10, 2015, the Board approved a resolution to commit \$800,000 of general fund balance for trails, pathways and park development; which has been included in the FY15-16 budget and appropriation ordinance.

Budget Impact

The proposed budget and appropriations Ordinance No. 598 for fiscal year beginning May 1, 2015 and ending April 30, 2016 for the Champaign Park District sets total expenditures/transfers in the amount of \$17,838,641.

Recommended Action

Staff recommends the Board approve Ordinance No. 598: Budget and Appropriation Ordinance for fiscal year beginning May 1, 2015 and ending April 30, 2016 and file with the Champaign County Clerk's office.

Prepared by:

Reviewed by:

Andrea N. Wallace
Director of Finance

Joe DeLuce, CPRP
Executive Director

ORDINANCE #598

**BUDGET AND APPROPRIATION ORDINANCE
For Fiscal Year 2015-2016**

**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 2015, AND ENDING ON
THE THIRTIETH DAY (30TH) OF APRIL, 2016**

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 8th day of July, 2015 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, 2015 and ending April 30, 2016 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 2015 and ending the thirtieth (30th) day of April, 2016.

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, 2015 and ending April 30, 2016 for the respective purposes set forth.

All unexpended balances of the appropriations for the fiscal year ended April 30, 2015 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 \$12,202,626.
- (b) An estimate of the cash expected to be received during the fiscal from all sources is \$18,649,301.
- (c) An estimate of the expenditures and transfers contemplated for the fiscal year is \$17,838,641.
- (d) An estimate of the cash expected to be on hand at the end of the fiscal year is \$13,013,286.

(e) An estimate of the amount of taxes to be received during the fiscal year is \$11,082,470.

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 8th day of July, 2015.

AYES:

NAYS:

ABSENT:

ABSTAIN:

[SEAL]

CHAMPAIGN PARK DIST

By _____
Timothy P. McMahon, Board President

ATTEST:

Cindy Harvey, Board Secretary
STATE OF ILLINOIS)

)S.S.

COUNTY OF CHAMPAIGN)

I, Cindy Harvey, do hereby certify that I am the duly qualified and acting Secretary of the Champaign Park District in the county and state aforesaid, and as such Secretary, I am the keeper of the records and files of the Board of Commissioners of the Park District. I do further certify that the attached and foregoing is a true and complete copy of the "Combined Annual Budget and Appropriation Ordinance of the Champaign Park District, Champaign County, Illinois for the Fiscal Year beginning May 1, 2015 and ending April 30, 2016 as adopted by the Board of Park Commissioners at its properly convened meeting to be held on the 8th of July 2015, as appears from the official records of the Champaign Park District in my care and custody.

Cindy Harvey, Board Secretary

I. General Fund - 01	ORIGINAL	
	Budget	Appropriation
EXECUTIVE DIRECTOR	\$ 125,900	
DEPARTMENT HEAD	\$ 307,550	
MANAGERS/SUPERVISORS	\$ 402,411	
PROGRAM/FACILITY DIR	\$ 45,524	
OPERATIONS STAFF	\$ 719,211	
BUILDING SERVICE WORKER	\$ 28,933	
OFFICE STAFF/SUPPORT	\$ 254,080	
PT BUILDING SERVICE WORKER	\$ 1,848	
PT OFFICE STAFF/SUPPORT	\$ 104,392	
PT SEASONAL STAFF	\$ 382,911	
MEDICAL HEALTH INSURANCE	\$ 321,112	
DENTAL INSURANCE	\$ 13,709	
LIFE INSURANCE	\$ 6,600	
HEALTH AND WELLNESS	\$ 8,650	
ALLOWANCES/REIMBURSEMENTS	\$ 60,225	
PERSONNEL COSTS	\$ 17,600	
EMPLOYEE ASSISTANCE PROGRAM	\$ 1,520	\$ 3,222,500 Personnel/Benefits
POSTAGE AND MAILING	\$ 5,450	
PRINTING AND DUPLICATING	\$ 16,875	
STAFF MEETINGS	\$ 3,670	
LEGAL PUBLICATIONS/NOTICES	\$ 9,800	
ADVERTISING/PUBLICITY	\$ 22,350	
STAFF TRAINING	\$ 18,650	
MEMBERSHIPS,DUES,FEES	\$ 17,649	
CONFERENCE AND TRAVEL	\$ 26,410	
BOARD EXPENSE	\$ 14,900	
ATTORNEY FEES	\$ 78,000	
ARCHITECT, ENGINEERING FEES	\$ 125,000	
PROFESSIONAL FEES	\$ 140,100	
LANDFILL FEES	\$ 30,150	
AUTO ALLOWANCE	\$ 500	
OFFICE EQUIPMENT REPAIRS	\$ 1,000	
VEHICLE REPAIR	\$ 13,400	
EQUIPMENT REPAIR	\$ 8,650	
BUILDING REPAIR	\$ 15,750	
EQUIPMENT RENTAL	\$ 16,980	
PEST CONTROL	\$ 1,160	
SERVICE CONTRACTS	\$ 43,332	
LICENSE AND FEES	\$ 20,315	
SERVICE CONTRACTS-FACILITIES	\$ 9,925	
SERVICE CONTRACTS-GROUNDS	\$ 55,850	
CONTRACTUAL MOWING	\$ 111,000	
CELL PHONE EXPENSE	\$ 6,500	
SUBSCRIPTIONS	\$ 820	
OTHER CONTRACTUAL SERVICES	\$ 97,430	

CONTRACTUAL PERSONNEL	\$	200		
INTERN STIPENDS	\$	5,700		
CONTRACTUAL ENTERTAINMENT	\$	500		
PARK AND RECREATION EXCELLENCE	\$	6,000	\$	1,062,620 Contractual Services
OFFICE SUPPLIES	\$	19,487		
ENVELOPES AND STATIONARY	\$	1,500		
DUPLICATING SUPPLIES	\$	2,500		
CHECKS AND BANK SUPPLIES	\$	2,060		
PHOTOGRAPHIC SUPPLIES	\$	410		
BOOKS AND MANUSCRIPTS	\$	2,975		
FIRST AID/MEDICAL SUPPLIES	\$	8,000		
SAFETY SUPPLIES	\$	3,820		
STAFF UNIFORMS	\$	23,035		
PARTICIPANT UNIFORMS	\$	3,000		
BUILDING MAINTENANCE SUPPLIES	\$	39,600		
LANDSCAPE SUPPLIES	\$	37,800		
PLAYGROUND MAINT. SUPPLIES	\$	5,600		
CLEANING/JANITORIAL SUPPLIES	\$	8,000		
PRESCRIBED BURN SUPPLIES	\$	2,000		
EQUIPMENT AND TOOLS	\$	25,700		
SHOP EQUIPMENT AND SUPPLIES	\$	7,000		
VEHICLE/EQUIPMENT REPAIR PARTS	\$	41,900		
AMENITY MAINTENANCE SUPPLIES	\$	9,000		
OFFICE EQUIPMENT VALUE <\$10000	\$	25,000		
GAS,FUEL,GREASE AND OIL	\$	87,500		
CHEMICALS	\$	46,000		
PAINTS	\$	2,300		
PLANT MATERIALS	\$	122,293		
FLOWERS AND CARDS	\$	500		
PLAQUES, AWARDS AND PRIZES	\$	6,030		
RECREATION/PROGRAM SUPPLIES	\$	4,200		
FOOD SUPPLIES	\$	3,400	\$	621,700 Commodities
SANITARY FEES AND CHARGES	\$	17,600		
GAS AND ELECTRICITY	\$	44,600		
WATER	\$	62,600		
TELECOMM EXPENSE	\$	22,856	\$	169,800 Utilities
PERIODIC MAINTENANCE	\$	147,000		
ROUTINE MAINTENANCE	\$	113,000	\$	299,000 Maintenance & Repairs
TRANSFER	\$	1,228,600	\$	1,412,890 Transfers
PROPERTY/SALES TAX	\$	2,200		
CREDIT CARD CHARGES	\$	1,500	\$	4,260 Other
Grand Total	\$	5,906,758	\$	6,792,770 General Fund - 01

II. Recreation Fund - 02	ORIGINAL	
	Budget	Appropriation
DEPARTMENT HEAD	\$ 70,165	
MANAGERS/SUPERVISORS	\$ 214,431	
PROGRAM/FACILITY DIR	\$ 239,835	
OPERATIONS STAFF	\$ 33,284	
CUSTODIAL	\$ 38,980	
OFFICE STAFF/SUPPORT	\$ 119,908	
PT ASST DIRECTOR/SUPVISORS	\$ 92,835	
PT BUILDING/PARK OPENERS	\$ 5,175	
PT CUSTODIAL	\$ 35,446	
PT DAY CAMP STAFF/LIFE GUARD	\$ 405,578	
PT GENERAL STAFF	\$ 103,025	
PT INSTRUCTOR	\$ 163,734	
PT OFFICE STAFF/SUPPORT	\$ 142,746	
PT PROGRAM DIRECTOR/SUPERVISOR	\$ 67,812	
PT SCOREKEEPERS	\$ 976	
PT SEASONAL STAFF	\$ 56,213	
PT SITE SUPERVISORS	\$ 31,634	
PT SPORTS OFFICIAL	\$ 85,349	
MEDICAL HEALTH INSURANCE	\$ 151,186	
DENTAL INSURANCE	\$ 5,520	
LIFE INSURANCE	\$ 2,400	
ALLOWANCES/REIMBURSEMENTS	\$ 16,559	
EMPLOYEE ASSISTANCE PROGRAM	\$ 620	\$ 2,395,920 Personnel/Benefits
POSTAGE AND MAILING	\$ 21,563	
PRINTING AND DUPLICATING	\$ 32,134	
STAFF MEETINGS	\$ 1,228	
LEGAL PUBLICATIONS/NOTICES	\$ 300	
ADVERTISING/PUBLICITY	\$ 8,247	
STAFF TRAINING	\$ 12,995	
MEMBERSHIPS,DUES,FEES	\$ 4,480	
CONFERENCE AND TRAVEL	\$ 11,500	
PROFESSIONAL FEES	\$ 14,500	
LANDFILL FEES	\$ 6,050	
AUTO ALLOWANCE	\$ 1,365	
OFFICE EQUIPMENT REPAIRS	\$ 350	
VEHICLE REPAIR	\$ 1,000	
EQUIPMENT REPAIR	\$ 10,125	
BUILDING REPAIR	\$ 28,190	
EQUIPMENT RENTAL	\$ 11,327	
RENTAL FACILITIES	\$ 5,125	
PEST CONTROL	\$ 4,050	

SERVICE CONTRACTS	\$	13,416		
LICENSE AND FEES	\$	1,465		
SERVICE CONTRACTS-FACILITIES	\$	65,108		
SERVICE CONTRACTS-GROUNDS	\$	8,000		
CELL PHONE EXPENSE	\$	1,261		
SUBSCRIPTIONS	\$	810		
OTHER CONTRACTUAL SERVICES	\$	6,448		
CONTRACTUAL PERSONNEL	\$	9,500		
INTERN STIPENDS	\$	13,200		
CONTRACTUAL ENTERTAINMENT	\$	750		
FIELD/SPECIAL TRIPS	\$	71,106	\$	420,430 Contractual Services
OFFICE SUPPLIES	\$	6,095		
ENVELOPES AND STATIONARY	\$	200		
DUPLICATING SUPPLIES	\$	2,215		
BOOKS AND MANUSCRIPTS	\$	2,216		
FIRST AID/MEDICAL SUPPLIES	\$	2,000		
STAFF UNIFORMS	\$	7,567		
PARTICIPANT UNIFORMS	\$	23,076		
BUILDING MAINTENANCE SUPPLIES	\$	54,450		
LANDSCAPE SUPPLIES	\$	20,000		
CLEANING/JANITORIAL SUPPLIES	\$	14,890		
EQUIPMENT AND TOOLS	\$	7,800		
VEHICLE/EQUIPMENT REPAIR PARTS	\$	5,310		
GAS,FUEL,GREASE AND OIL	\$	11,820		
CHEMICALS	\$	27,500		
PAINTS	\$	200		
PLANT MATERIALS	\$	8,000		
FLOWERS AND CARDS	\$	135		
PLAQUES, AWARDS AND PRIZES	\$	14,810		
RECREATION/PROGRAM SUPPLIES	\$	84,579		
FOOD SUPPLIES	\$	22,259		
MERCHANDISE FOR RESALE	\$	50,240	\$	420,170 Commodities
SANITARY FEES AND CHARGES	\$	19,473		
GAS AND ELECTRICITY	\$	231,768		
WATER	\$	90,165		
TELECOMM EXPENSE	\$	33,852	\$	431,550 Utilities
PERIODIC MAINTENANCE	\$	128,159		
ROUTINE MAINTENANCE	\$	10,000	\$	158,880 Maintenance & Repairs
TRANSFER	\$	517,000	\$	594,550 Transfers
PROPERTY/SALES TAX	\$	9,889		
CREDIT CARD CHARGES	\$	26,275	\$	41,590 Other
Grand Total	\$	3,880,947	\$	4,463,090 Recreation Fund - 02

III. Museum Fund - 03	ORIGINAL	
	Budget	Appropriation
DEPARTMENT HEAD	\$ 70,130	
MANAGERS/SUPERVISORS	\$ 125,870	
PROGRAM/FACILITY DIR	\$ 107,630	
CUSTODIAL	\$ 62,919	
OFFICE STAFF/SUPPORT	\$ 49,454	
PT ASST DIRECTOR/SUPVISORS	\$ 14,500	
PT BUILDING SERVICE WORKER	\$ 8,150	
PT DAY CAMP STAFF/LIFE GUARD	\$ 51,708	
PT GENERAL STAFF	\$ 62,131	
PT INSTRUCTOR	\$ 84,927	
PT OFFICE STAFF/SUPPORT	\$ 62,809	
PT PROGRAM DIRECTOR/SUPERVISOR	\$ 22,720	
PT VT HOUSE STAFF	\$ 13,947	
PT VT RENTAL STAFF	\$ 24,000	
PT VT RENTAL STAFF OT	\$ 6,500	
MEDICAL HEALTH INSURANCE	\$ 90,350	
DENTAL INSURANCE	\$ 3,600	
LIFE INSURANCE	\$ 1,287	
ALLOWANCES/REIMBURSEMENTS	\$ 8,700	
EMPLOYEE ASSISTANCE PROGRAM	\$ 350	\$ 1,002,430 Personnel/Benefits
POSTAGE AND MAILING	\$ 18,900	
PRINTING AND DUPLICATING	\$ 38,309	
STAFF MEETINGS	\$ 800	
LEGAL PUBLICATIONS/NOTICES	\$ 250	
ADVERTISING/PUBLICITY	\$ 31,015	
STAFF TRAINING	\$ 3,765	
MEMBERSHIPS,DUES,FEES	\$ 2,297	
CONFERENCE AND TRAVEL	\$ 5,500	
PROFESSIONAL FEES	\$ 700	
INSURANCE EXPENSE	\$ 2,250	
LANDFILL FEES	\$ 10,325	
AUTO ALLOWANCE	\$ 900	
OFFICE EQUIPMENT REPAIRS	\$ 150	
VEHICLE REPAIR	\$ 500	
EQUIPMENT REPAIR	\$ 3,275	
BUILDING REPAIR	\$ 5,400	
EQUIPMENT RENTAL	\$ 87,137	
RENTAL FACILITIES	\$ 36,376	
PEST CONTROL	\$ 1,455	
SERVICE CONTRACTS	\$ 1,900	
LICENSE AND FEES	\$ 13,274	
SERVICE CONTRACTS-FACILITIES	\$ 14,748	
CELL PHONE EXPENSE	\$ 541	
SUBSCRIPTIONS	\$ 1,325	
OTHER CONTRACTUAL SERVICES	\$ 36,725	

CONTRACTUAL PERSONNEL	\$	32,725	
INTERN STIPENDS	\$	3,600	
CONTRACTUAL ENTERTAINMENT	\$	248,310	
FIELD/SPECIAL TRIPS	\$	1,383	\$ 694,410 Contractual Services
OFFICE SUPPLIES	\$	2,160	
ENVELOPES AND STATIONARY	\$	425	
DUPLICATING SUPPLIES	\$	850	
PHOTOGRAPHIC SUPPLIES	\$	100	
BOOKS AND MANUSCRIPTS	\$	250	
FIRST AID/MEDICAL SUPPLIES	\$	1,200	
STAFF UNIFORMS	\$	990	
PARTICIPANT UNIFORMS	\$	3,150	
BUILDING MAINTENANCE SUPPLIES	\$	20,000	
CLEANING/JANITORIAL SUPPLIES	\$	10,250	
VEHICLE/EQUIPMENT REPAIR PARTS	\$	1,000	
GAS,FUEL,GREASE AND OIL	\$	1,695	
FLOWERS AND CARDS	\$	70	
PLAQUES, AWARDS AND PRIZES	\$	2,700	
RECREATION/PROGRAM SUPPLIES	\$	56,302	
ANIMAL SUPPLIES	\$	2,200	
FOOD SUPPLIES	\$	11,710	
ANIMAL FEED	\$	10,000	
MERCHANDISE FOR RESALE	\$	15,196	\$ 161,290 Commodities
SANITARY FEES AND CHARGES	\$	2,425	
GAS AND ELECTRICITY	\$	83,220	
WATER	\$	11,000	
TELECOMM EXPENSE	\$	11,912	\$ 124,840 Utilities
PERIODIC MAINTENANCE	\$	10,000	\$ 11,500 Maintenance & Repairs
TRANSFER	\$	46,600	\$ 53,590 Transfers
PROPERTY/SALES TAX	\$	6,120	
CREDIT CARD CHARGES	\$	25,599	\$ 36,480 Other
Grand Total	\$	1,812,641	\$ 2,084,540 Museum Fund - 03

IV. Special Recreation Fund - 15

ORIGINAL

MANAGERS/SUPERVISORS	\$	46,009	
PROGRAM/FACILITY DIR	\$	104,083	
OFFICE STAFF/SUPPORT	\$	29,994	
DAY CAMP STAFF	\$	-	
PT BUILDING SERVICE WORKER	\$	3,750	
PT DAY CAMP STAFF/LIFE GUARD	\$	5,929	
PT - INCLUSION AIDS	\$	41,000	
PT INSTRUCTORS/OVERNIGHT STAFF	\$	126,437	
PT OFFICE STAFF/SUPPORT	\$	7,200	
PT PROGRAM DIRECTOR/SUPERVISOR	\$	25,187	
MEDICAL HEALTH INSURANCE	\$	33,140	
DENTAL INSURANCE	\$	1,280	
LIFE INSURANCE	\$	560	
FICA PAYMENTS	\$	32,400	
IMRF PAYMENTS	\$	17,500	
WORKER'S COMPENSATION PREMIUM	\$	2,127	
ALLOWANCES/REIMBURSEMENTS	\$	2,250	
EMPLOYEE ASSISTANCE PROGRAM	\$	310	
EMPLOYMENT PRACTICES	\$	699	\$ 551,833 Personnel/Benefits
POSTAGE AND MAILING	\$	1,400	
PRINTING AND DUPLICATING	\$	5,800	
STAFF MEETINGS	\$	650	
LEGAL PUBLICATIONS/NOTICES	\$	150	
ADVERTISING/PUBLICITY	\$	680	
STAFF TRAINING	\$	1,292	
MEMBERSHIPS,DUES,FEES	\$	2,150	
CONFERENCE AND TRAVEL	\$	2,050	
PROFESSIONAL FEES	\$	250	
AUTO ALLOWANCE	\$	1,440	
VEHICLE REPAIR	\$	500	
BUILDING REPAIR	\$	200	
EQUIPMENT RENTAL	\$	540	
RENTAL FACILITIES	\$	28,120	
PEST CONTROL	\$	360	
SERVICE CONTRACTS	\$	1,680	
CELL PHONE EXPENSE	\$	225	
SUBSCRIPTIONS	\$	30	
OTHER CONTRACTUAL SERVICES	\$	2,000	
CONTRACTUAL PERSONNEL	\$	5,188	
CONTRACTUAL ENTERTAINMENT	\$	300	
INTERN STIPENDS	\$	3,200	
FIELD/SPECIAL TRIPS	\$	17,201	\$ 86,717 Contractual Services

OFFICE SUPPLIES	\$	1,100		
ENVELOPES AND STATIONARY	\$	300		
DUPLICATING SUPPLIES	\$	400		
PHOTOGRAPHIC SUPPLIES	\$	50		
STAFF UNIFORMS	\$	2,072		
PARTICIPANT UNIFORMS	\$	757		
BUILDING MAINTENANCE SUPPLIES	\$	500		
CLEANING/JANITORIAL SUPPLIES	\$	675		
VEHICLE/EQUIPMENT REPAIR PARTS	\$	1,000		
OFFICE EQUIPMENT VALUE <\$10000	\$	3,000		
GAS,FUEL,GREASE AND OIL	\$	5,000		
FLOWERS AND CARDS	\$	50		
PLAQUES, AWARDS AND PRIZES	\$	1,570		
RECREATION/PROGRAM SUPPLIES	\$	4,726		
FOOD SUPPLIES	\$	13,051	\$	39,390 Commodities
GAS AND ELECTRICITY	\$	3,696		
WATER	\$	754		
TELECOMM EXPENSE	\$	1,852	\$	7,250 Utilities
LIABILITY INSURANCE	\$	2,169		
PROPERTY INSURANCE	\$	4,146	\$	7,260 Insurance
CREDIT CARD CHARGES	\$	1,200	\$	1,380 Other
CPD CAPITAL ADA	\$	350,000		
UPD CAPITAL ADA	\$	96,370		
VEHICLES/EQUIPMENT	\$	65,000	\$	588,076 Capital
Grand Total	\$	1,114,699	\$	1,281,906 Special Recreation Fund - 15

V. Liability Insurance Fund - 04	ORIGINAL		
	Budget	Appropriation	
MANAGERS/SUPERVISORS	\$ 41,205		
MEDICAL HEALTH INSURANCE	\$ 8,523		
UNEMPLOYMENT PREMIUM	\$ 15,000		
WORKER'S COMPENSATION PREMIUM	\$ 71,240		
ALLOWANCES/REIMBURSEMENTS	\$ 840		
EMPLOYMENT PRACTICES	\$ 12,726	\$ 171,960	Personnel/Benefits
STAFF TRAINING	\$ 3,775		
CONFERENCE AND TRAVEL	\$ 2,500		
LICENSE AND FEES	\$ 4,350		
CONTRACTUAL PERSONNEL	\$ 8,900	\$ 22,450	Contractual
RECREATION/PROGRAM SUPPLIES	\$ 500		
SAFETY SUPPLIES	\$ 11,035	\$ 13,270	Commodities
LIABILITY INSURANCE	\$ 27,165		
PROPERTY INSURANCE	\$ 62,552	\$ 103,170	Insurance
REPAIR PROJECTS, EQUIPMENT	\$ 68,000	\$ 78,200	Capital
Grand Total	\$ 338,311	\$ 389,050	Insurance Fund -04

VI. Illinois Municipal Retirement Fund - 06	ORIGINAL		
	Budget	Appropriation	
IMRF PAYMENTS	\$ 335,000	\$ 385,250	
Grand Total	\$ 335,000	\$ 385,250	IL Municipal Retirement Fund - 06

VII. Audit Fund - 08	ORIGINAL		
	Budget	Appropriation	
AUDIT EXPENSES	\$ 20,450	\$ 23,520	
Grand Total	\$ 20,450	\$ 23,520	Audit Fund - 08

VIII. Activity and Affiliate Fund - 11	ORIGINAL		
	Budget	Appropriation	
EQUIPMENT RENTAL	\$ 200	\$ 230	
OTHER CONTRACTUAL SERVICES	\$ 800	\$ 920	
SAFETY SUPPLIES	\$ 3,500	\$ 4,030	
FLOWERS AND CARDS	\$ 680	\$ 780	
PLAQUES, AWARDS AND PRIZES	\$ 800	\$ 920	
RECREATION/PROGRAM SUPPLIES	\$ 2,211	\$ 2,540	
FOOD SUPPLIES	\$ 900	\$ 1,040	
Grand Total	\$ 9,091	\$ 10,460	Activity and Affiliate Fund - 11

VIV. Special Donations Fund - 12	ORIGINAL		
	Budget	Appropriation	
SCHOLARSHIPS	\$ 67,175	\$ 77,250	
Grand Total	\$ 67,175	\$ 77,250	Special Donations Fund - 12

	ORIGINAL		
	Budget	Appropriation	
X. Social Security Fund - 14			
FICA PAYMENTS	\$ 379,100	\$ 435,970	
Grand Total	\$ 379,100	\$ 435,970	Social Security Fund - 14

CAPITAL & DEBT FUNDS

	ORIGINAL		
	Budget	Appropriation	
XI. Paving and Lighting Fund - 09			
ROUTINE MAINTENANCE	\$ 88,000	\$ 101,200	
Grand Total	\$ 88,000	\$ 101,200	Paving and Lighting Fund - 09

	ORIGINAL		
	Budget	Appropriation	
XII. Capital Improvement Fund - 16			
TECHNOLOGY EQUIP REPLACEMENT	\$ 25,000	\$ 27,500	
VEHICLES & EQUIPMENT	\$ 110,000	\$ 121,000	
PARK CONSTRUCTION/IMPROVEMENTS	\$ 912,600	\$ 1,003,860	
Grand Total	\$ 1,047,600	\$ 1,152,360	Capital Improvement Fund - 16

	ORIGINAL		
	Budget	Appropriation	
XIII. Police Protection Fund - 19			
CONTRACTUAL PERSONNEL	\$ 19,890	\$ 22,870	
Grand Total	\$ 19,890	\$ 22,870	Police Protection Fund - 19

	ORIGINAL		
	Budget	Appropriation	
XIV. Bond Amortization Fund - 21			
TRANSFER	\$ 1,109,812	\$ 1,165,300	
Grand Total	\$ 1,109,812	\$ 1,165,300	Bond Amortization Fund - 21

	ORIGINAL		
	Budget	Appropriation	
XV. Bond Proceeds Fund - 22			
BOND REDEMPTION	\$ 400,000	\$ 460,000	
PARK CONSTRUCTION/IMPROVEMENTS	\$ 1,060,000	\$ 1,219,000	
LEGAL PUBLICATIONS/NOTICES	\$ 60	\$ 70	
PROFESSIONAL FEES	\$ 5,000	\$ 5,750	
VEHICLES/EQUIPMENT	\$ 112,690	\$ 129,590	
INTEREST	\$ 131,417	\$ 151,130	
Grand Total	\$ 1,709,167	\$ 1,965,540	Bond Proceeds Fund - 22

	ORIGINAL		
	Budget	Appropriation	
XVI. Land Acquisition Fund - 24			
LAND ACQUISITION/DEVELOPMENT	\$ -	\$ 500,000	Land Acquisition Fund - 24
Total Capital & Debt Funds Combined	\$ 3,974,469	\$ 4,907,270	

SUMMARY OF FUNDS	ORIGINAL	
	Budget	Appropriation
OPERATING FUNDS		
I. General Fund - 01	\$ 5,906,758	\$ 6,792,770
II. Recreation Fund - 02	\$ 3,880,947	\$ 4,463,090
III. Museum Fund - 03	\$ 1,812,641	\$ 2,084,540
IV. Special Recreation Fund - 15	\$ 1,114,699	\$ 1,281,906
OTHER SPECIAL REVENUE FUNDS		
V. Liability Insurance Fund - 04	\$ 338,311	\$ 389,050
VI. Illinois Municipal Retirement Fund - 06	\$ 335,000	\$ 385,250
VII. Audit Fund - 08	\$ 20,450	\$ 23,520
VIII. Activity and Affiliate Fund - 11	\$ 9,091	\$ 10,450
VIIV. Special Donations Fund - 12	\$ 67,175	\$ 77,250
X. Social Security Fund - 14	\$ 379,100	\$ 435,970
CAPITAL & DEBT FUNDS		
XI. Paving and Lighting Fund - 09	\$ 88,000	\$ 101,200
XII. Capital Improvement Fund - 16	\$ 1,047,600	\$ 1,152,360
XIII. Police Protection Fund - 19	\$ 19,890	\$ 22,870
XIV. Bond Amortization Fund - 21	\$ 1,109,812	\$ 1,165,300
XV. Bond Proceeds Fund - 22	\$ 1,709,167	\$ 1,965,540
XVI. Land Acquisition Fund - 24	\$ -	\$ 500,000
	\$ 17,838,641	\$ 20,851,066



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: July 1, 2015

SUBJECT: Memorandum of Understanding, Non-Native Invasive Plants

Background

Agencies within the East Central Illinois counties have established a Memorandum of Understanding (MOU) to establish a mutually agreeable framework for cooperatively address the short and long term effects of non-native invasive plants across the area. By "signing on", an agency agrees that it is mutually beneficial to work cooperatively in inventorying, monitoring, controlling and preventing the spread of these plants, and will work cooperatively to educate, train and share technology with agency personnel and the public, and to work together to seek funding to address non-native invasive plant problems within the 11 east central Illinois counties, referred to as the Headwater Invasive Plant Partnership (HIPP). The MOU document is attached.

Prior Board Action

None.

Budget Impact

This is a non-binding agreement (E.6.), and each agency "Will handle their own activities and utilize their own resources,..." (D.6.), meaning the district will continue to fund and maintain its own budget for invasive control on its property as per usual.

Recommended Action

Staff recommends the Board of Commissioners direct the Executive Director to enter into this Memorandum of Understanding, and list Mike Davis, Natural Areas Coordinator, as the districts principal contact for the HIPP. The term of the agreement is effective through December 31, 2020, at which time it will expire unless extended.

Prepared by:

Reviewed by:

Kevin Crump
Director of Operations & Planning

Joe DeLuce, CPRP
Executive Director

**MEMORANDUM OF UNDERSTANDING
BETWEEN**

**CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT (CCFPD)
URBANA PARK DISTRICT (UPD)
CHAMPAIGN PARK DISTRICT (CPD)
CHAMPAIGN COUNTY SOIL AND WATER CONSERVATION DISTRICT (CCSWCD)
FORD COUNTY SOIL AND WATER CONSERVATION DISTRICT (FCSWCD)
LINCOLN HERITAGE RESOURCE CONSERVATION AND DEVELOPMENT (LHRCDD)
GRAND PRAIRIE FRIENDS (GPF)
HEARTLAND PATHWAYS (HP)
UPPER SANGAMON RIVER CONSERVANCY (USRC)
ILLINOIS DEPARTMENT OF TRANSPORTATION (IDOT)
ILLINOIS DEPARTMENT OF AGRICULTURE (IDOA)
ILLINOIS DEPARTMENT OF NATURAL RESOURCES (IDNR)
ILLINOIS NATURE PRESERVES COMMISSION (INPC)
UNITED STATES DEPARTMENT OF AGRICULTURE, NRCS (USDA)
BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS (UoI)**
on behalf of:
**UNIVERSITY OF ILLINOIS EXTENSION CHAMPAIGN, FORD, IROQUOIS, AND
VERMILION COUNTIES
AND
ALLERTON PARK AND RETREAT CENTER
AND
EAST CENTRAL ILLINOIS MASTER NATURALIST
AND
ILLINOIS NATURAL HISTORY SURVEY**

(hereinafter referred to as Interested Parties.)

A. PURPOSE:

The purpose of this Memorandum of Understanding (MOU) is to establish a mutually agreeable framework for cooperatively addressing the short and long term effects of non-native invasive plants across jurisdictional boundaries within the 11 east central counties (Champaign, Coles, Cumberland, DeWitt, Douglas, Edgar, Ford, Iroquois, Livingston, Piatt, and Vermilion) in Illinois encompassing the headwaters of central Illinois rivers.

Definitions of terms in this agreement are as follows:

- a. "Introduction" means the intentional or unintentional escape, release, dissemination, or placement of a species into an ecosystem as a result of human activity.
- b. "Ecosystem" means the complex of a community of organisms and its environment.
- c. "Native species" means a species indigenous to Illinois, and includes an individual specimen.
- d. "Non-native species" means any species, including its seeds, spores, or other biological material capable of propagating that species, that is not indigenous to Illinois, and includes an individual specimen.
- e. "Invasive species" means non-native species including hybrids, cultivars, subspecific taxa, and genetically modified variants whose introduction causes or is likely to cause economic or environmental harm or harm to human health, and includes individual specimens, eggs, larvae, seeds, propagules and any other viable life-stages of such species.

B. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:

All parties to the MOU agree that it is to their mutual interest and benefit to work cooperatively in inventorying, monitoring, controlling, and preventing the spread of non-native invasive terrestrial and aquatic plant species across jurisdictional boundaries in the 11 east central counties (Champaign, Coles, Cumberland, DeWitt, Douglas, Edgar, Ford, Iroquois, Livingston, Piatt, and Vermilion) in Illinois hereinafter referred to as the Headwater Invasive Plant Partnership (HIPP). All parties also agree it is to their mutual benefit to work cooperatively to educate, train, and share technology with agency personnel and the general public about non-native invasive plants and to work cooperatively to seek funding to address non-native invasive plant problems in the HIPP.

Invasive, non-native species are recognized as a widespread and increasing problem in Illinois, with serious and detrimental effects occurring on public and private lands and waters. Invasive, non-native plant species are displacing native plant communities throughout central Illinois counties.

Various organizations or individuals may, at any time, choose to participate informally with the HIPP. These cooperators or "Informal Participants" will be required to sign a signatory page stating that they will voluntarily participate under the applicable guidelines (or applicable articles) in this MOU. See Appendix A for a list of cooperators. HIPP is made up of both the Interested Parties and Informal Participants.

C. ALL PARTIES WILL:

1. Work to establish an Integrated HIPP Strategic Plan which will describe the goals and objectives for the HIPP and will be the guiding document for the cooperative management of non-native invasive plants in the HIPP.
2. Coordinate non-native invasive plant management activities based on the HIPP Strategic Plan. Agreed upon non-native invasive plant management activities will be identified as potential projects each year in an Annual Operating Plan. These management activities will be implemented through the HIPP Strategic Plan.
3. Share information among the Interested Parties and provide assistance and expertise regarding invasive species management (e.g. control methods, introduction prevention measures, restoration tools, standardized data collection, etc.) activities on their lands and waters.
4. Provide opportunities to outside interest groups, private landowners, and the public for involvement in carrying out weed management planning on lands and waters within the HIPP.

D. TERMS OF AGREEMENT

The undersigned parties mutually agree to the following:

1. Utilize Lincoln Heritage Resource Conservation and Development (LHRCDC) as the fiscal administrator for any grants or financial support received by the HIPP.
2. Establish and support a board consisting of parties to this MOU to coordinate non-native invasive plant management activities within the HIPP. The board will consist of up to one representative from each party to the MOU and a chairperson. The chairperson will be a representative of one of the parties to the MOU, will serve as the external point of contact to the board, and will serve as a non-voting member except in the case of a tie vote.

3. Review this MOU and make revisions and updates as necessary to meet the purpose of this agreement. Modifications within the scope of the instrument shall be made by mutual consent of the parties through their board representative, by the issuance of a multilaterally executed written modification, signed and dated by all parties, prior to any changes being performed.

4. Assign no restrictions on any of the Interested Parties from participating in similar activities with other public or private agencies, organizations, or individuals.

5. Conduct business as authorized by appropriate law and authorities.

6. Will handle their own activities and utilize their own resources, including the expenditure of their own funds, in pursuing these objectives. Each party will carry out its separate activities in a coordinated and mutually beneficial manner. Specific work projects or activities that involve the transfer of funds, services, or property among the various Interested Parties will require execution of separate agreements and be contingent upon the availability of appropriated funds. Such activities must be independently authorized by appropriate statutory authority. This MOU does not provide such authority. Negotiation, execution, and administration of each such agreement must comply with all applicable statutes and regulations.

7. This MOU is not intended to, and does not create, any right, benefit, or trust responsibility, substantive or procedural, enforceable at law or equity, by a party against the United States, its agencies, its officers, or any person.

8. Pursuant to Section 22, Title 41, United States Code, no member of, or Delegate to, Congress shall be admitted to any share or part of this instrument, or any benefits that may arise there from.

9. This MOU reflects an entirely voluntary commitment between the parties. This MOU in no way obligates or restricts the activity of any party. No party shall have any right, power, or authority to create any obligation, express or implied, on behalf of any other party or parties.

10. This MOU takes effect upon the signature of the Interested Parties mentioned above and shall remain in effect through 12/31/2020 at which time it will expire unless extended. This MOU may be extended or amended upon written request of any of the interested parties mentioned above and the subsequent written concurrence of the other(s). Any interested party may withdraw from this MOU with a 30-day written notice to the other(s).

11. Additional parties may, and are encouraged to, be added to the MOU at any time. All signatories will be notified of any additional party and will be given 30 days after the notification to determine if there is a conflict of interest. If a conflict of interest is identified the signatory may choose to withdraw from the MOU. If the signatory does not choose to withdraw, then the additional party with the conflict of interest may not be added to the MOU.

E. STANDARD CLAUSES:

1. Freedom of Information Act (FOIA): Any information furnished to Federal agencies or to State or local governmental agencies under this instrument is subject to the Freedom of Information Act (5 U.S.C. 552 or 20 ILCS 140 et seq).

2. Nondiscrimination: The recipient/cooperator shall comply with all Federal statutes relating to nondiscrimination and all applicable requirements of all other Federal laws, Executive orders, regulations, and policies. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d, 2000e-16), which prohibits discrimination on the basis of race, color, disability, or national origin; (b) Title IX of the Education amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; and Section 504 of the Rehabilitation Act of 1973 as amended (29 USC 794) which prohibits discrimination on the basis of disabilities.

3. Promotions: None of the Interested Parties will publicize or otherwise circulate promotional material that states or implies an endorsement of a product, service, or position which the other Parties represent.

4. Publications of Results and Studies: None of the Interested Parties will unilaterally publish a joint publication without consulting the other parties. This restriction does not apply to popular publication of previously published technical matter. Publication pursuant to this MOU may be produced independently or in collaboration with others. However, in all cases, proper credit will be given to the efforts of those Parties contributing to the publication. In the event no agreement is reached concerning the manner of publication or interpretation of results, either Party may publish data after due notice and submission of the proposed manuscripts to the other Parties. In such instances, the Parties publishing the data will give due credit to the cooperation but assume full responsibility for any statements on which there is a difference of opinion.

5. Indemnification: Each party shall be responsible for its own acts and the results thereof, and shall not be responsible for the acts of the other party and the results thereof. Each party, therefore, agrees that, with respect to the other parties, it will assume all risk and liability to itself, its agents or employees, for any injury to persons or property resulting in any manner from the conduct of its own operations, and the operation of its agents or employees under this contract, for any loss, cost, damage, or expense resulting at any time from any and all causes due to any act or acts, negligence, or by the failure to exercise proper precautions, of or by itself or its own agents or its own employees, while occupying or visiting the premises under and pursuant to this contract. Nothing in this agreement shall be interpreted to authorize or obligate any party or any employee of such party to operate outside the scope of employment of such employee, and no party shall be required to indemnify another party.

6. This Memorandum of Understanding is not a legally binding agreement and creates no legally binding obligations for any party. However, it does express the intent of the parties regarding the work they will undertake for this collaboration and their representative roles in the collaboration.

PRINCIPAL CONTACTS: The principal contacts for this instrument are:

Name Mike Daab
Organization CCFPD
Address P.O. Box 1040
Mahomet, IL 61853
Phone Number (217) 586-6852
Email mdaab@ccfpd.org

Name John Griesbaum
Organization IDNR
Address 3939 Nearing Lane
Decatur, IL 62521
Phone Number 217-421-0900
Email John.Griesbaum@illinois.gov

Name Matt Balk
Organization UPD
Address 1011 E Kerr Ave
Urbana, IL 61802
Phone Number 217-344-9583
Email mjbalk@urbanaparks.org

Name Stephanie Dobbs
Organization IDOT
Address 160 Leverett Rd
Champaign, IL 61822
Phone Number (xxx) xxx-xxxx
Email stephanie.dobbs@illinois.gov

Name Mike Davis
Organization CPD
Address 706 Kenwood Rd
Champaign, IL 61821
Phone Number 217-819-3817
Email Mike.Davis@cparkdistrict.com

Name Ray Hermann
Organization LHRCD
Address 154 Lake Rd
Seymour, IL 61875
Phone Number 217-377-7568
Email brherman154@gmail.com

Name Nathan Beccue
Organization AP&RC
Address 515 Old Timber Rd
Monticello, IL 61856
Phone Number 217-333-3287
Email nbeccue@uillinois.edu

Name Sandy Mason
Organization UI Ext
Address 801 N Country Fair Dr
Champaign, IL 61821
Phone Number 217-333-7672
Email slmason@illinois.edu

Name David Easter
Organization ECIMN
Address 801 N Country Fair Dr.
Champaign, IL 61821
Phone Number 217-333-7672
Email d.a.easter@att.net

Name James Ellis
Organization GPF
Address P.O. Box 36
Urbana, IL 61801
Phone Number 217-244-5695
Email james.ellis72@gmail.com

Name Jonathon Manuel
Organization CCSWCD
Address 2110 W. Park Court, Suite C
Champaign, IL 61821
Phone Number 217-352-3536
Email jonathon.manuel@il.nacdn.net

Name Kelly Estes
Organization INHS
Address 1816 South Oak Street
Champaign, IL 61820
Phone Number 217-333-1005
Email kcook8@illinois.edu

Name Mary Kay Solecki
Organization INPC
Address 1 North Street
Sidney, IL 61877
Phone Number 217-688-2622
Email Marykay.Solecki@illinois.gov

Name Ashley Warren
Organization FCSWCD
Address 1380 W Ottawa
Paxton, IL 60957
Phone Number 217-379-2372 x3
Email Ashley.warren@il.nacdnet.net

Name Bruce Colravey
Organization USRC
Address xxxxx
xxxxxxxxx
Phone Number xxxxxxxx
Email bmcolravy@msn.com

Name Gene Barickman
Organization USDA, NRCS Illinois State Office
Address 2118 W. Park Court
Champaign, IL 61821
Phone Number 217-353-6636
Email gene.barickman@il.usda.gov

Name David Monk
Organization HP
Address xxxxx
xxxxxx
Phone Number xxxxxxxx
Email monkdavid0@gmail.com

AUTHORIZED REPRESENTATIVES: By signature below, the parties to this MOU certify that the individuals listed in this document as principal contacts of the parties hereto are authorized to act in their respective areas for matters related to this agreement.

The PARTIES HERETO have executed this instrument.

Director Date
Champaign County Forest Preserve
District

Director Date
Lincoln Heritage Resource Conservation and
Development

Director Date
Urbana Park District

Comptroller Date
University of Illinois Board of Trustees

Director Date
Champaign Park District

President Date
Grand Prairie Friends

Chairman of the Board Date
Champaign County Soil and Water
Conservation District

Director Date
Illinois Department of Transportation

Director Date
Illinois Department of Natural Resources

Director Date
Illinois Nature Preserves Commission

Director Date
Illinois Department of Agriculture

State Conservationist Date
United States Department of Agriculture, NRCS

AUTHORIZED REPRESENTATIVES: By signature below, the parties to this MOU certify that the individuals listed in this document as principal contacts of the parties hereto are authorized to act in their respective areas for matters related to this agreement.

The PARTIES HERETO have executed this instrument.

Chairman of the Board Date
Ford County Soil and Water
Conservation District

Chairman of the Board Date
Iroquois County Soil and Water
Conservation District

Chairman of the Board Date
Vermilion County Soil and Water
Conservation District

Chairman of the Board Date
Piatt County Soil and Water
Conservation District

Chairman of the Board Date
Edgar County Soil and Water
Conservation District

Chairman of the Board Date
Livingston County Soil and Water
Conservation District

Chairman of the Board Date
Coles County Soil and Water
Conservation District

Chairman of the Board Date
Cumberland County Soil and Water
Conservation District

Chairman of the Board Date
DeWitt County Soil and Water
Conservation District

Chairman of the Board Date
Douglas County Soil and Water
Conservation District

President Date
Heartland Pathways

President Date
Upper Sangamon River Conservancy



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: June 30, 2015

SUBJECT: Resolution to Include Taxable Allowances as IMRF Wages

Background

The Illinois Municipal Retirement Fund conducted an employer audit on the Champaign Park District in April, 2015. The employer audits are a best practice for public pension funds and they help ensure employers are compliant regarding employees' pension rights. One of the findings on the report related to the inclusion of taxable expense allowances reported as wages without a resolution on file. These expense allowances wages have been reported to the IMRF since May 11, 2005.

The taxable expenses include; car allowance, cell phone allowance, tuition reimbursement and moving expense allowance. The resolution is required by the IMRF to consider those allowances as wages going back to 2005 and moving forward as well.

Recommended Action

Staff recommend the board adopt the resolution to include the taxable expense allowances as earnings reportable to IMRF.

Prepared by:

Reviewed by:

Tammy Hoggatt, SPHR
Director of HR, IT and Risk

Joe DeLuce, CPRP
Executive Director



Suggested Resolution to Include Taxable Allowances as IMRF Earnings

IMRF Form 6.74 (12/11)

PLEASE ENTER Employer IMRF I.D. Number
3509

RESOLUTION

Number _____

WHEREAS, standard member earnings reportable to the Illinois Municipal Retirement Fund do not include expense allowances; and

WHEREAS, the governing body of an IMRF participating unit of government may elect to include in IMRF earnings taxable expense allowances; and

WHEREAS, the BOARD OF COMMISSIONERS of the
BOARD, COUNCIL, etc.

CHAMPAIGN PARK DISTRICT is authorized to include
EMPLOYER NAME

taxable expense allowances as earnings reportable to IMRF and it is desirable that it do so.

NOW THEREFORE BE IT RESOLVED that the BOARD OF COMMISSIONERS of the
BOARD, COUNCIL, etc.

CHAMPAIGN PARK DISTRICT does hereby elect to
EMPLOYER NAME

include as earnings reportable to IMRF the following taxable expense allowances effective 05/11/2005 :
EFFECTIVE DATE

CAR ALLOWANCE
CELL PHONE ALLOWANCE
TUITION REIMBURSEMENT
MOVING EXPENSE ALLOWANCE

BE IT FURTHER RESOLVED that SECRETARY is authorized and directed
CLERK OF SECRETARY OF THE BOARD

to file a duly certified copy of this resolution with the Illinois Municipal Retirement Fund.

CERTIFICATION

I, CINDY HARVEY, the SECRETARY
NAME CLERK OR SECRETARY
of the CHAMPAIGN PARK DISTRICT of the County of CHAMPAIGN,
EMPLOYER NAME COUNTY
State of Illinois, do hereby certify that I am keeper of its books and records and that the foregoing is a true and correct copy

of a resolution duly adopted by its BOARD OF COMMISSIONERS at a meeting duly convened
GOVERNING BODY

and held on the 8 day of JULY, 20 15.

SEAL

CLERK OR SECRETARY OF THE BOARD

Illinois Municipal Retirement Fund
Suite 500, 2211 York Road, Oak Brook Illinois 60523-2337
Member Services Representatives 1-800-ASK-IMRF (1-800-275-4673)

www.imrf.org



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: July 1, 2015

SUBJECT: A Resolution Authorizing the Destruction of Certain Audio Recordings of Executive Sessions

Background

In accordance with the Illinois Open Meetings Act, the Park Board maintains minutes of all of its meetings, and makes an audio recording of all of its executive session meetings. The Open Meetings Act also allows executive session recordings to be destroyed after 18 months, provided minutes of those recorded meetings have been approved. The audio recordings listed in the resolution have been reviewed by Attorney Hall and are ready to be destroyed since the Park District no longer has to keep them.

Prior Board Action

None.

Budget Impact

None.

Recommended Action

Staff recommends Board approval of the resolution authorizing, approving and ordering the destruction of the verbatim audiotape records of the following closed full meeting(s): January 7 & 30, 2013; February 27, 2013; March 13 & 27, 2013; April 24, 2013; June 26, 2013; July 10 & 24, 2013; August 14 & 28, 2013; September 11 & 25, 2013; October 16 & 23, 2013; November 13, 22, 23, & 24; and December 4 & 9, 2013.

Prepared by:

Reviewed by:

Cindy Harvey
Assistant to the Executive Director

Joe DeLuce, CPRP
Executive Director

**CHAMPAIGN PARK DISTRICT
RESOLUTION**

WHEREAS, the Champaign Park District, is a municipal corporation located in Champaign County, Illinois, and is a park district organized and operating pursuant to the provisions of the Park District Code (70 ILCS 1205/1-1, et seq.); and

WHEREAS, there exists an Illinois law known as the Open Meetings Act (Act) 5 ILCS 120/1.02, et seq.), which provides in part for the recording of minutes and verbatim records of closed meetings in the form of audio or video recording; and

WHEREAS, in compliance with the Act, the Champaign Park District has audio tape recorded closed session meetings; and

WHEREAS, the Act permits public bodies such as the Champaign Park District to destroy the verbatim records of closed meetings without notification to or the approval of a Records Commission or the State Archivist under the Local Records Act no less than eighteen (18) months after completion of recorded meeting, but only after:

1. The Park District Board of Commissioners approves of the destruction of a particular recording; and
2. The Park District Board of Commissioners approves the written minutes of the closed meeting; and

WHEREAS, at least eighteen (18) months have passed since the minutes of the verbatim audiotape record of the closed meeting(s) set forth in Section 1 of this Resolution were completed, and the Champaign Park District has approved the written minutes for each such meeting(s) or portions thereof; and

WHEREAS, the Champaign Park District may order the destruction of the verbatim record even if it continues to withhold the approved written minutes of the closed session until some later period of time.

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

Section 1: Based upon the recitals set forth in the preamble to this Resolution, the Champaign Park District hereby authorizes, approves and orders the destruction of the verbatim audiotape records of the following closed full meeting(s): January 7 & 30, 2013; February 27, 2013; March 13 & 27, 2013; April 24, 2013; June 26, 2013; July 10 & 24, 2013; August 14 & 28, 2013; September 11 & 25, 2013; October 16 & 23, 2013; November 13, 22, 23, & 24, 2013; and December 4 & 9, 2013.

Approved this 8th day of July, 2015.

CHAMPAIGN PARK DISTRICT

By: _____
Timothy P. McMahon, President

Attest:

By: _____
Cindy Harvey, Secretary



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: June 30, 2015

SUBJECT: IMRF Audit Report

Background

The Illinois Municipal Retirement Fund conducted an employer audit on the Champaign Park District in April, 2015. The employer audits are a best practice for public pension funds and they help ensure employers are compliant regarding employees' pension rights.

The audit report is attached to this memorandum and shows four findings with recommendations to improve the practices of the Park District. The findings include an employee who worked in excess of the IMRF 1,000 hour standard; the inclusion of expense allowances reported as wages without a resolution on file; the over report of wages for an employee; and fitness reimbursements as IMRF wages.

Recommended Action

The staff will be taking the recommended action and have signed up the employee over the 1,000 hour standard. A resolution will be presented to the Board at the July 8th meeting for approval to report expense allowances as IMRF wages. Also the accounting staff have corrected the over report of wages on a previous staff member and will also ensure the fitness reimbursements will not be reported as wages in the future.

Prepared by:

Reviewed by:

Tammy Hoggatt, SPHR
Director of HR, IT and Risk

Joe DeLuce, CPRP
Executive Director



2211 York Road, Suite 500 Oak Brook, IL 60523-2337 1-800-ASK-IMRF (275-4673)

www.imrf.org

**Internal Audit Department
Employer Audit Report
Of
#3509 Champaign Park District
June 3, 2015**

FINDINGS AND RECOMMENDATIONS

#	Finding	Recommendation	Due Date
1	<p>As a result of review of the Employer's payroll records and W-2s for previous years, it was noted that Elisabeth Reynolds, who is already enrolled in IMRF, worked in excess of the 1,000 standard hours in the previous years. Therefore, she may be eligible to apply for omitted service for 2014 through the date she was enrolled.</p>	<p>Please review the name listed. If this employee worked in an IMRF eligible position in previous years, she is entitled to service credit even though the employer failed to deduct member contributions from her earnings. This employee should be offered the opportunity to receive service credit for the months she worked in an IMRF eligible position prior to her enrollment in IMRF.</p> <p>Please submit IMRF form 6.05 "Omitted Service Credit Verification." The above mentioned employee would pay the member contributions. Refer to Section 6.40 "Past Service Credits/Member Account Corrections" in the Authorized Agents manual for more information.</p>	6/17/2015
2	<p>During our review of wages reported to IMRF, we noted that "cell phone allowance" and "car allowance" amounts were included in payroll and reported to IMRF. Expense allowances, even if they are taxable income to the member, are generally not considered IMRF earnings. However, an employer may elect, by governing body resolution, to report taxable expense allowances as IMRF earnings.</p> <p>The following individuals were noted:</p> <ul style="list-style-type: none"> • Joseph Deluce • Andrea Wallace • Kevin Crump • Jameel Jones • Tammy Hoggatt 	<p>If the governing body chooses to report expense allowances as IMRF earnings, please submit IMRF Form 6.74 "Suggested Resolution to Include Taxable Expense Allowanced as IMRF Earnings" with an effective date of when your employer started reporting this way.</p> <p>Please contact your Field Representative if further direction is needed to complete the resolution.</p> <p>If the governing body chooses not to pass Resolution 6.74, please file wage adjustments for all affected IMRF members for the past four years.</p> <p>If you have Employer Access, you should make employee wage adjustments online for each employee that needs a wage adjustment to remove the reported expense allowances.</p> <p>If you encounter any problems with this process, please contact our Wage Reporting Unit.</p> <p>Adjustments must be made going back at least 4 years. However, best practice is to adjust out the erroneously reported compensation back to the point it was first included in IMRF earnings.</p>	6/17/2015

#	Finding	Recommendation	Due Date
3	<p>As part of our audit procedures, we reconcile the 2014 gross wages on your payroll register to taxable wages on the W-3 form. We further compare 2014 IMRF member withholdings from your payroll to what was reported to IMRF.</p> <p>Based on this review, a discrepancy related to wages reported to IMRF for David Schneider for the month of July 2014 was noted.</p> <p>David Schneider received wages in the amount of \$6,845.89; however \$8,845.89 was reported to IMRF, resulting in over-reported wages of \$2,000.00.</p>	<p>Please file wage adjustments for the affected IMRF member.</p> <p>If you have Employer Access, you should make employee wage adjustments online for each employee that needs a wage adjustment to correct the reported wages.</p> <p>If you encounter any problems with this process, please contact our Wage Reporting Unit.</p>	6/17/2015
4	<p>We performed a reconciliation of gross 2014 wages (from your payroll reports) to the wages reported to IMRF for several randomly selected employees. As a result of this reconciliation, we noted that "fitness reimbursement" amounts were included in payroll and reported to IMRF as wages.</p> <p>Your response to our inquiry regarding the nature of this benefit indicated that this program refunds the employee for recreation and fitness related pursuits.</p>	<p>Section 3.96 (A) of the IMRF Authorized Agent's Manual defines earnings as most forms of compensation.</p> <p>Please make wage adjustments for all IMRF members who were impacted by this reporting requirement for at least the past 4 years (for amounts exceeding \$100 a year).</p> <p>Going forward, please exclude "fitness reimbursements" from IMRF earnings.</p> <p>If you have Employer Access, you should make employee wage adjustments online for each employee that needs a wage adjustment to remove the value of this benefit.</p> <p>If you encounter any problems with this process, please contact our Wage Reporting Unit.</p>	6/17/2015