



Revised: 08/10/15

AGENDA

**REGULAR BOARD MEETING
BRESNAN MEETING CENTER
706 Kenwood Road, Champaign, Illinois
Wednesday, August 12, 2015
7:00 p.m.**

A. CALL TO ORDER

B. COMMENTS FROM THE PUBLIC

C. COMMUNICATIONS

D. PRESENTATIONS

1. Swan Special Care Center Renovation, BLDD Architects

E. TREASURER'S REPORT

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

F. EXECUTIVE DIRECTOR'S REPORT

1. Volunteer of the Month
2. General Announcements

G. COMMITTEE AND LIAISON REPORTS

1. Champaign Parks Foundation

H. REPORT OF OFFICERS

1. Attorney's Report
 - a. Ordinance No. 600
Annexing Territory Pursuant to Petition (211 S. Staley Road, 215 S. Staley Road and 301 S. Staley Road)
2. President's Report

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, June 17, 2015
2. Approval of Minutes of the Study Session, June 24, 2015
3. Approval of Minutes of the Public Hearing & Regular Board Meetings, July 8, 2015
4. Approval of Minutes of the Executive Session, July 8, 2015
5. Approval of Minutes of the Special Board Meeting, July 22, 2015

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.

6. Approval accepting a bid and authorizing the Executive Director to execute a contract for Sholem sandblasting and re-painting with the lowest responsible bidder, Buckert Painting, Urbana, IL, in the amount of \$79,945.00.
7. Approval accepting a bid and authorizing the Executive Director to execute a contract for sealcoating and line-striping with the lowest responsible bidder, County Asphalt Company Inc., Urbana, IL in the amount of \$16,852.10.
8. Approval accepting a bid and authorizing the Executive Director to execute a contract for replacement of the Douglass Park Little League Ball Field fencing to the lowest responsible bidder, S.K. Service Corporation, in the amount of \$48,460.00.
9. Approval accepting the Base Bid, Alternate 1 and Alternate 003 for Garden Hills Park Trail and Drainage project, and authorizing the Executive Director to execute a contract with the lowest responsible bidder, Duce Construction Company of Champaign, IL, in the amount of \$81,953.35.
10. Approval accepting the low bid and authorizing the purchase of one new Toyota 8FGU25 forklift from the lowest responsible bidder, Toyota Lift/Bahrns Equipment, in the amount of \$24,183.00.
11. Approval accepting the low bid and authorizing the purchase of one new Toro Groundsmaster 3500-D mower from the lowest responsible bidder, MTI Distributing, in the amount of \$28,104.89.
12. Approval accepting the low bid and authorizing the purchase of one new mini track loader from the lowest responsible bidder, Bobcat of Champaign, in the amount of \$20,456.96.

J. NEW BUSINESS

1. Approval of the List of Bills for July 2015
Staff requests approval of the list of disbursements for the period beginning July 8, 2015 and ending August 11, 2015.
2. Approval of a Bid for Hard-Court Re-surfacing and Striping
No bids were received for this project. Staff will update the Board how staff will proceed with rebidding this project.
3. Approval of a Bid for Janitorial Services at the Dodds Tennis Center
Staff recommends accepting the Base Bid and Alternate 1 West Wall Dusting and authorizing the Executive Director to execute a one year contract with the option to renew for one additional year with, ESS Clean, Inc. of Urbana, IL, in the annual base bid amount of \$21,835.00 with Alternate 1 West Wall Dusting of \$150.00 for a total of \$21,985.00. Also accepting and approving Alternate 1 Carpet Cleaning \$175.00, Alternate 1 Fabric Covered Furniture Cleaning \$175.00, and Additional Services Rate of \$20.00/hour on an as needed basis.
4. Approval of Ordinance No. 601: An Ordinance Providing for Disposal of Personal Property Owned by the Champaign Park District of Champaign County
Staff recommends approval of Ordinance No. 601: An Ordinance Providing for Disposal of Personal Property owned by the Champaign Park District, which allow for disposal of one 1997 Komatsu forklift and one 2010 John Deere 997 mower to be used for trade in.
5. Approval of Dodds Tennis Center Abandoned Tank Remediation
Staff is working through various issues with this project and will have a recommendation at the Board meeting on August 12, 2015.
6. Approval of Alcohol Sales at Various Champaign Park District Events
Staff recommend approval of alcohol sales at various Champaign Park District events.

K. OLD BUSINESS

1. Action on a Resolution to Include Taxable Allowances as IMRF Earnings
Staff is seeking action on a resolution to include taxable expense allowances as earnings reportable to the Illinois Municipal Retirement Fund.

L. DISCUSSION ITEMS

1. Anti-Nepotism Policy

COMMENTS FROM COMMISSIONERS

M. EXECUTIVE SESSION

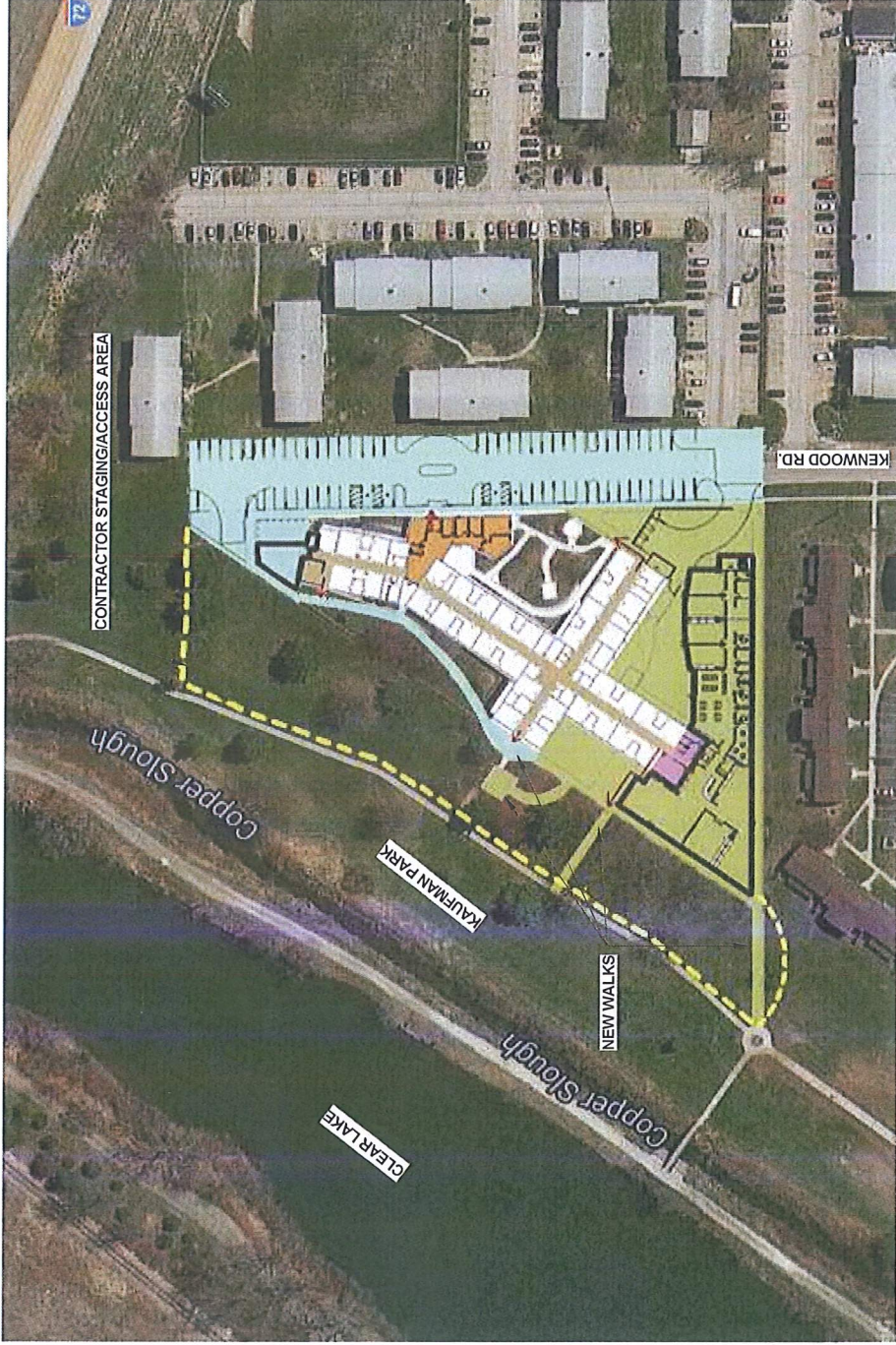
The Board will convene into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS, 120/2(c)(1) for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body and (11) litigation, when an action against, affecting or on behalf of the park district has been filed and is pending before a court or administrative tribunal.

N. RECONVENE INTO OPEN SESSION

O. ADJOURN

NEXT MEETINGS OR EVENTS

- August 16, Concert: Bone Jugs N Harmony, 6 p.m., Turnberry Ridge Park
- August 21, Taste of Champaign-Urbana, 5 p.m., West Side Park
- August 22, Taste of Champaign-Urbana, 11 a.m., West Side Park
- August 22, Pie Run, 6 p.m., West Side Park
- August 23, Concert: Gospel Jazz Fest, 3 p.m., Hessel Park
- August 26, Study Session, 5:30 p.m., Bresnan Meeting Center
- August 27, Neighborhood Summer Block Park, 6 p.m., West Kirby Apartments
- August 30, Concert: Kilborn Alley, 6:30 p.m., Spalding Park
- September 1 & 3, *Being There*, 7 p.m., Virginia Theatre
- September 7, Labor Day, Administrative Offices Closed
- September 7-12, *The End of the Tour*, 7 p.m., Virginia Theatre
- September 9, Regular Board Meeting, 7 p.m., Bresnan Meeting Center
- September 6-7, Labor Day Tennis Tournament
- September 9, Regular Board Meeting, 7 p.m., Bresnan Meeting Center
- September 14, Foundation Board Meeting, 4 p.m., Bresnan Meeting Center



SITE PLAN

GENERAL NOTES

1. GENERAL CONTRACTOR TO MAINTAIN EMERGENCY EGRESS PATHWAYS THROUGHOUT CONSTRUCTION FROM ALL OCCUPIED PORTIONS OF FACILITY. COORDINATE WITH OWNER THROUGHOUT CONSTRUCTION REGARDING ANY WORK THAT MAY AFFECT EXIT PATHWAYS, OR PATHWAYS AWAY FROM BUILDING.

PHASE 1

- COMPLETE NEW PARKING LOT TO A LEVEL TO ACCOMMODATE STAFF PARKING, FIRE TRUCK ACCESS, AND NEW DROP OFF AREA
- PROVIDE, AT MINIMUM, A TEMPORARY 4'-0" WIDE EGRESS DOOR AT THE NEW MAIN ENTRANCE TO ALLOW STAFF AND RESIDENTS TO USE THIS DOOR TO COME AND GO FROM THE FACILITY
- COMPLETE UTILITY WORK IN THIS AREA INCLUDING NEW FIRE HYDRANTS
- START CONSTRUCTION OF NORTH ADDITION

PHASE 2

- COMMENCE WORK IN THIS AREA AFTER PHASE 1 REQUIREMENTS ARE MET

- MINOR WORK MAY OCCUR IN PHASE 2 AREA DURING PHASE 1 AS LONG AS IT DOES NOT AFFECT PARKING OR FACILITY OPERATIONS

PHASE 3

- INTERIOR WORK IN PHASE 3 AREA MUST OCCUR AFTER THE NORTH ADDITION IS SUBSTANTIALLY COMPLETE AND CAN BE USED BY RESIDENTS FOR DINING

PHASE 4

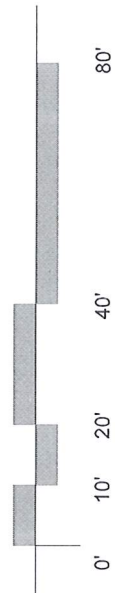
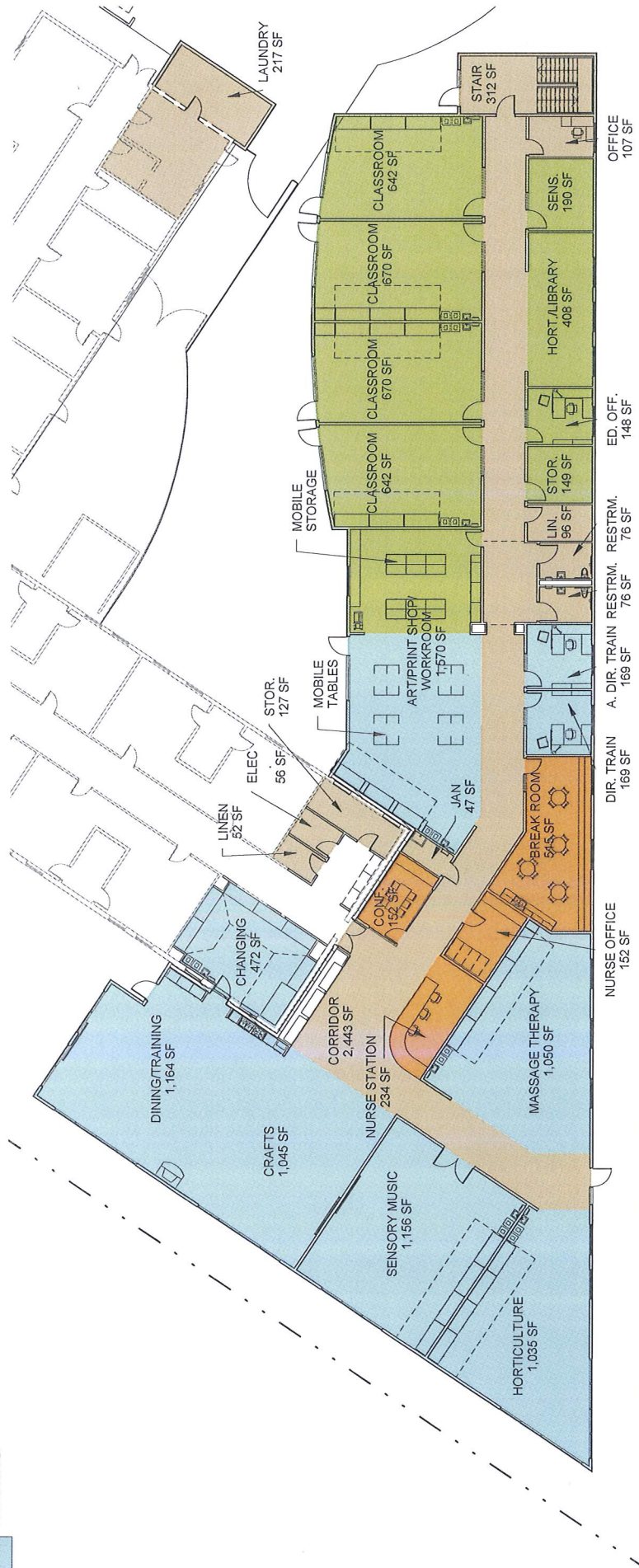
- THE PHASE 4 RENOVATION AREA OF THE SOUTH END OF THE EXISTING BUILDING IS TO REMAIN OCCUPIED BY THE OWNER UNTIL THE PHASE 3 IS SUBSTANTIALLY COMPLETE AND THE ADMINISTRATIVE STAFF CAN BE RELOCATED. PHASE 4 WORK CAN COMMENCE AFTER ADMIN STAFF RELOCATE

EXISTING CORRIDOR RENOVATION

- EXISTING CORRIDOR LIGHTING AND FINISH IMPROVEMENTS ARE TO BE PHASED IN AT LEAST FIVE PHASES. WORK IN THESE AREAS MAY BE COMPLETED ANY TIME AFTER NOTICE TO PROCEED. CONTRACTORS TO COORDINATE THE SCHEDULE FOR WORK IN THESE AREAS WITH OWNER



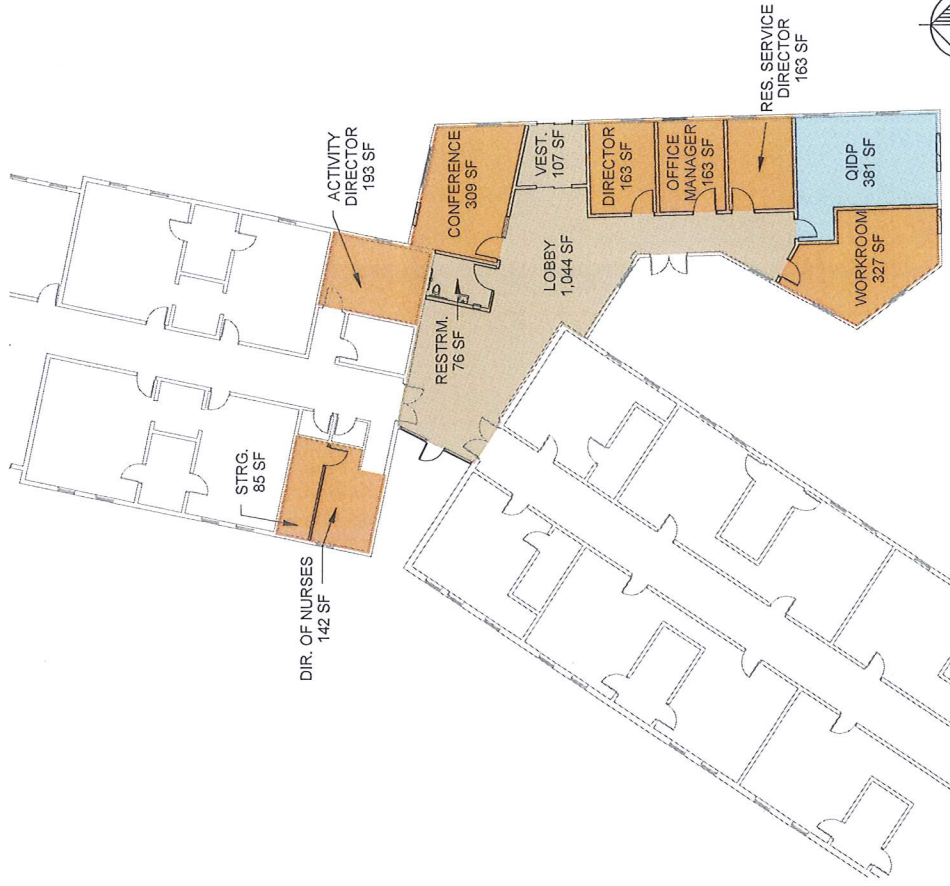
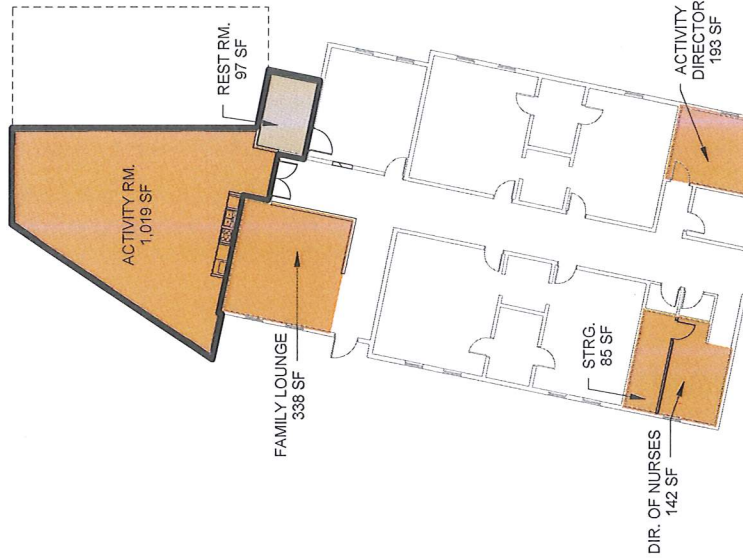
- SCHOOL
- SHARED
- SUPPORT
- TRAINING



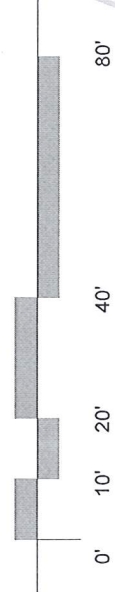
TRAINING CENTER & SCHOOL



- SCHOOL
- SHARED
- SUPPORT
- TRAINING

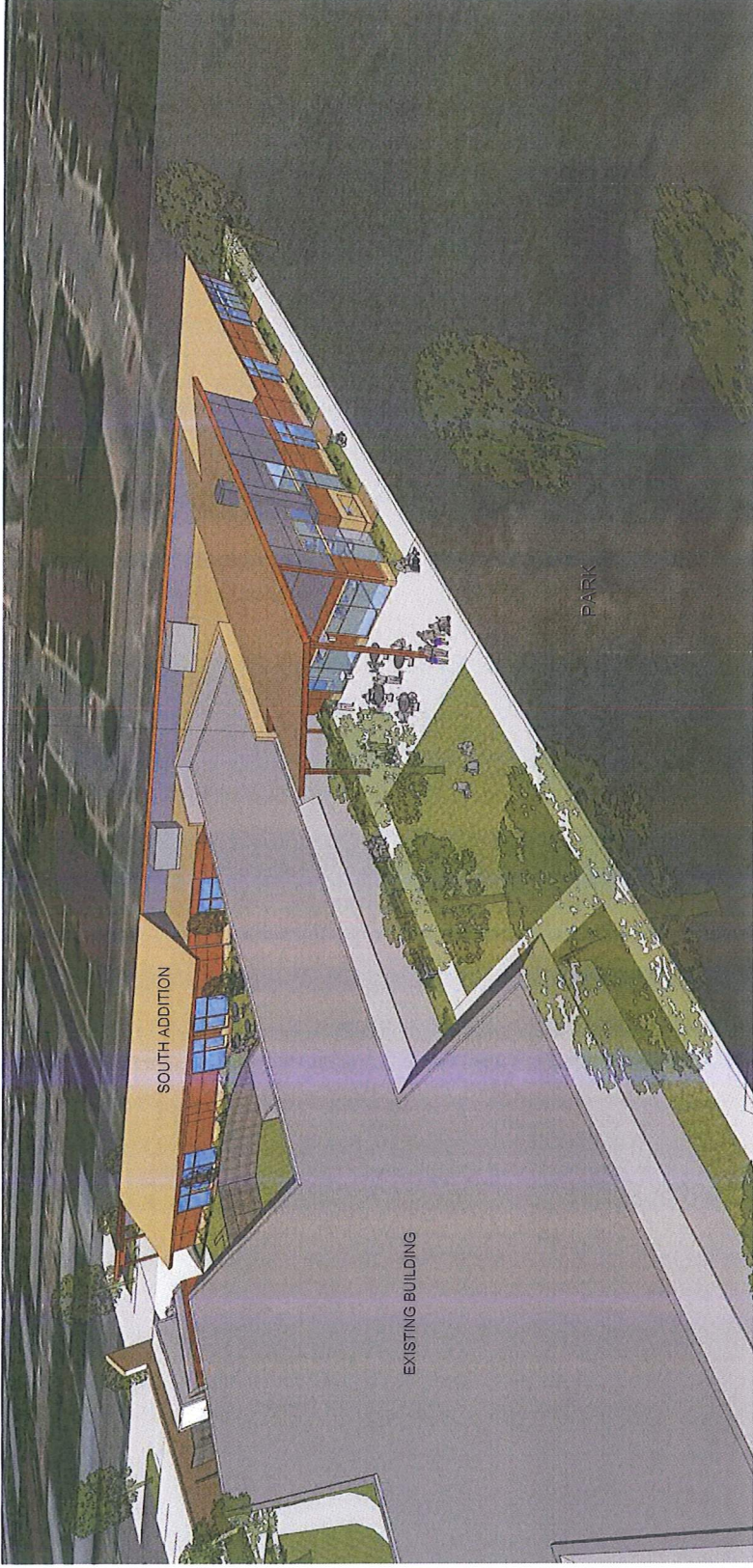


ACTIVITY ROOM & ADMINISTRATION





AERIAL VIEW SOUTHEAST



AERIAL VIEW SOUTHWEST

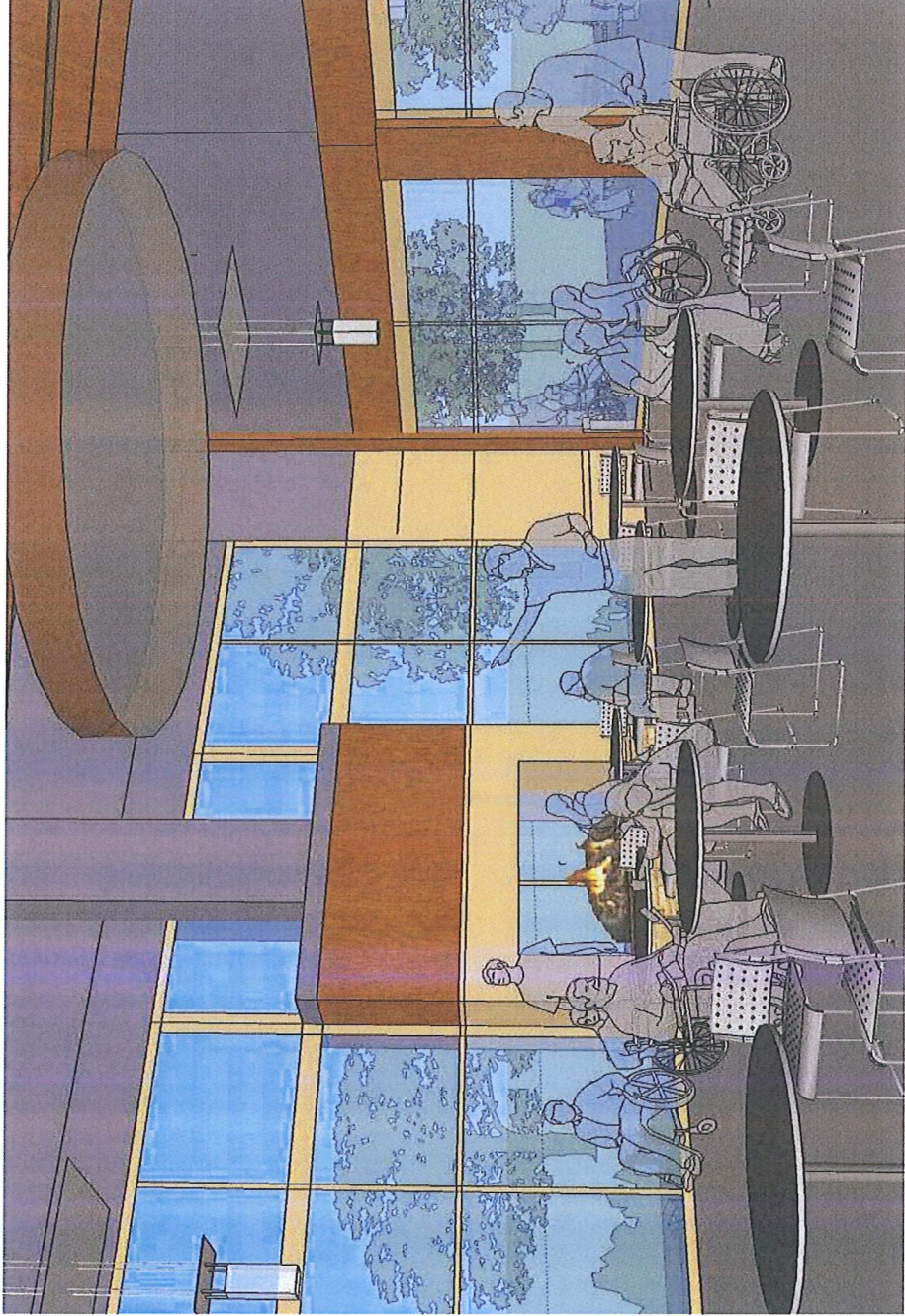




NEW PATIO OUTSIDE OF NEW DINING AREA

DINING EXTERIOR



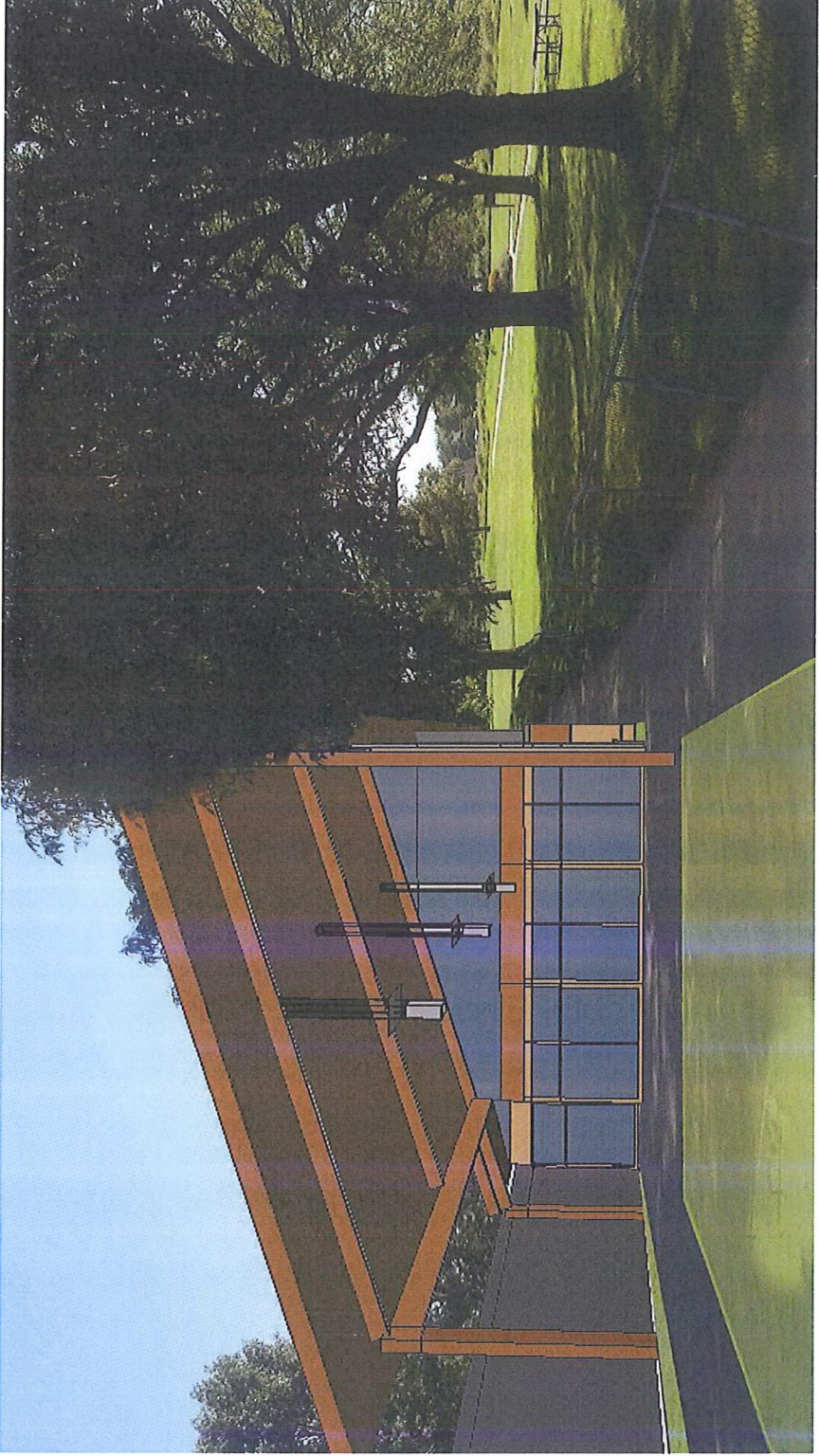


DINING INTERIOR



VIEW OF SOUTH ADDITION FROM PARK

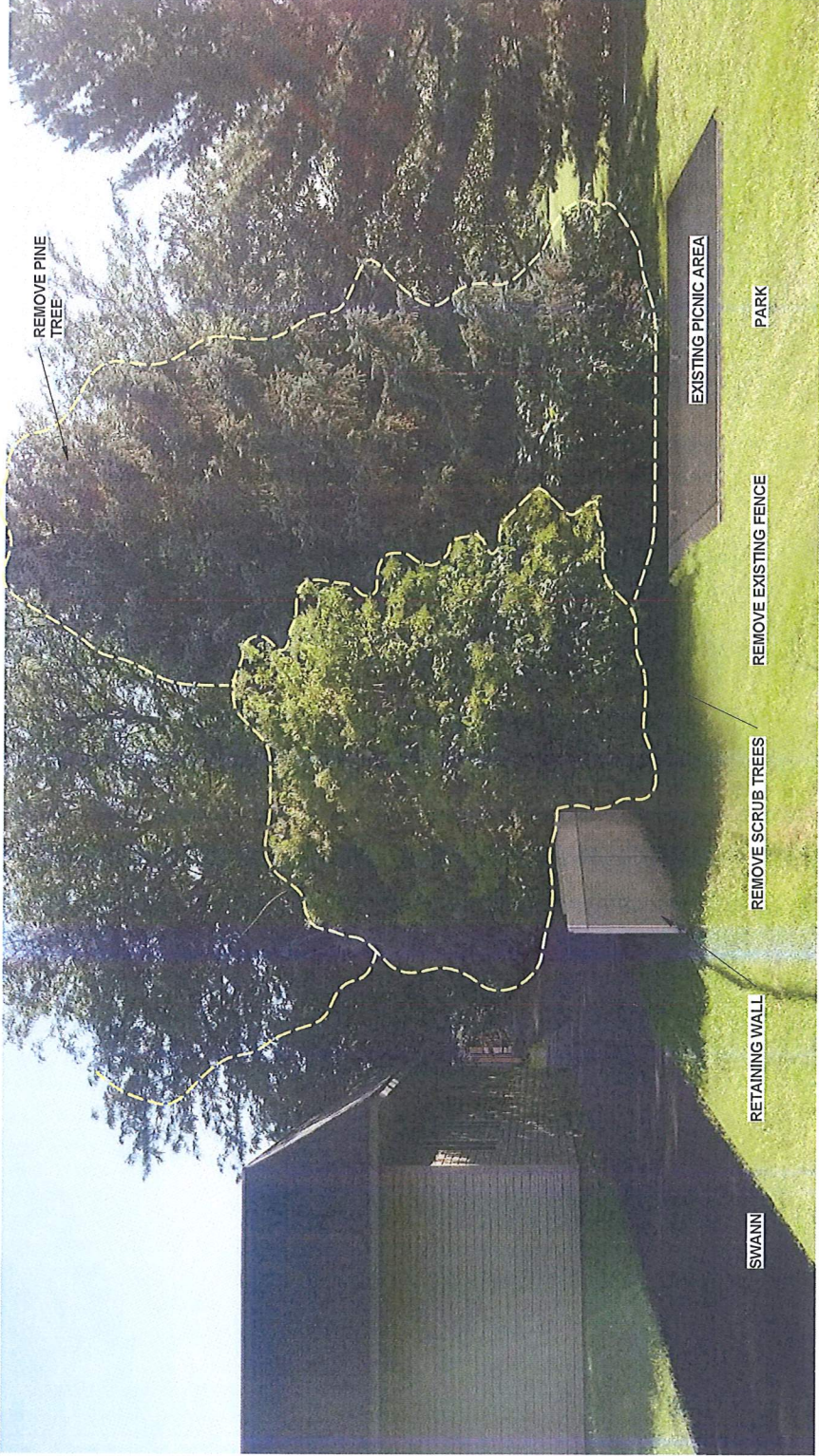
HORTICULTURE EXTERIOR



WEST WING TREE OVERHANG



WEST WING TREE REMOVAL 1



WEST WING TREE REMOVAL 2

ORDINANCE NO. 600
AN ORDINANCE ANNEXING TERRITORY
TO CHAMPAIGN PARK DISTRICT

WHEREAS, Champaign Park District is a General Park District organized and existing under the provisions of the Park District Code approved May 17, 1951, as amended, and

WHEREAS, Section 3-10 of the Park District Code provides:

"Whenever a Park District operating within territory predominantly in a city or village or two or more cities or villages would become coterminous or nearly coterminous with such city or village or two or more cities or villages upon the annexation of the additional territory within such municipalities but not incorporated within such a Park District, such Park District may annex such additional territory by the passage of an ordinance to that effect."

and

WHEREAS, Champaign Park District is presently operating within a territory predominantly within the corporate limits of the City of Champaign, Illinois; and

WHEREAS, the tracts of land hereinafter described are located within the corporate boundaries of the City of Champaign, Illinois, but are not presently incorporated within the present corporate boundaries of Champaign Park District or any other park district; and

WHEREAS, upon the annexation of said tracts of land hereinafter described by Champaign Park District, the boundaries of the City of Champaign, Illinois and of Champaign Park District will become coterminous or nearly coterminous;

NOW, THEREFORE,

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

Section 1. The following described tracts of land be and the same are hereby annexed to Champaign Park District, effective as of the date of passage of this ordinance, and said tracts shall henceforth become and be a part of Champaign Park District the same as though originally included in said district.

Section 2. The territories hereby annexed are described as follows:

TERRITORY PURSUANT TO PETITION

(211 S. Staley Road)
Council Bill. No. 2015-122

A Tract of Land Part of the Southeast Quarter, Section 8, Township 19 North, Range 8 East of the Third Principal Meridian in Champaign County, Illinois more particularly described as follows:

Lot 202 of Borchers Staley Road Second Subdivision located in Champaign County, Illinois, recorded as Document No. 2013R25261 on October 22, 2013 encompassing 4.004 acres, more or less, situated in Champaign County, Illinois

(PIN #03-20-08-400-029 and 03-20-08-400-030)

Commonly Known as: 211 S. Staley Road, Champaign, Illinois

TERRITORY PURSUANT TO PETITION

(215 S. Staley Road)
Council Bill. No. 2015-123

A Tract of Land Part of the Southeast Quarter, Section 8, Township 19 North, Range 8 East of the Third Principal Meridian in Champaign County, Illinois more particularly described as follows:

Lot 201 of Borchers Staley Road Second Subdivision located in Champaign County, Illinois, recorded as Document No. 2013R25261 on October 22, 2013 encompassing 1.0 acre, more or less, situated in Champaign County, Illinois

(PIN #03-20-08-400-028)

Commonly Known as: 215 S. Staley Road, Champaign, Illinois

TERRITORY PURSUANT TO PETITION

(301 S. Staley Road)
Council Bill. No. 2015-124

A Tract of Land Part of the Southeast Quarter, Section 8, Township 19 North, Range 8 East of the Third Principal Meridian in Champaign County, Illinois more particularly described as follows:

Lot 106 of Borchers Staley Road Subdivision located in Champaign County, Illinois, recorded as Document No. 2008R22346 on August 25, 2008, encompassing 4.586 acres, more or less, situated in Champaign County, Illinois

(PIN #03-20-08-400-025)

Commonly Known as: 301 S. Staley Road, Champaign, Illinois

Together with any and all adjacent streets, highways, or parts thereof not now within the corporate limits of Champaign Park District, to the far side of said streets, highways or parts thereof.

Section 3. The Secretary of this Board is hereby authorized and directed to file a certified copy of this ordinance together with an accurate map of the territories hereby annexed, in the offices of the County Clerk and the Recorder of Deeds of Champaign County, Illinois.

Section 4. This ordinance shall be in full force from and after its passage and approval as required by law.

PASSED this 12th day of August 2015.

APPROVED this 12th day of August 2015.




Timothy P. McMahon, President

ATTEST:

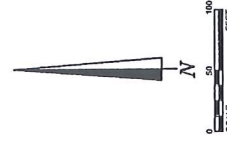
Cindy Harvey, Secretary

**ANNEXATION PLAT OF
211S. Staley Road**

City of Champaign
Champaign County, Illinois
Council Bill No.: 2015-122
Date Passed: July 7, 2015

- LEGEND:
-  ANNEXATION AREA
 -  AREA INSIDE CITY LIMITS
 -  EXISTING CITY LIMITS LINE
 -  ANNEXATION LIMITS

ANNEXED AREA.....4.004
RIGHT-OF-WAY.....0.389
(not included in description)
TOTAL ACREAGE.....4.393



STATE OF ILLINOIS) S.S.
COUNTY OF CHAMPAIGN

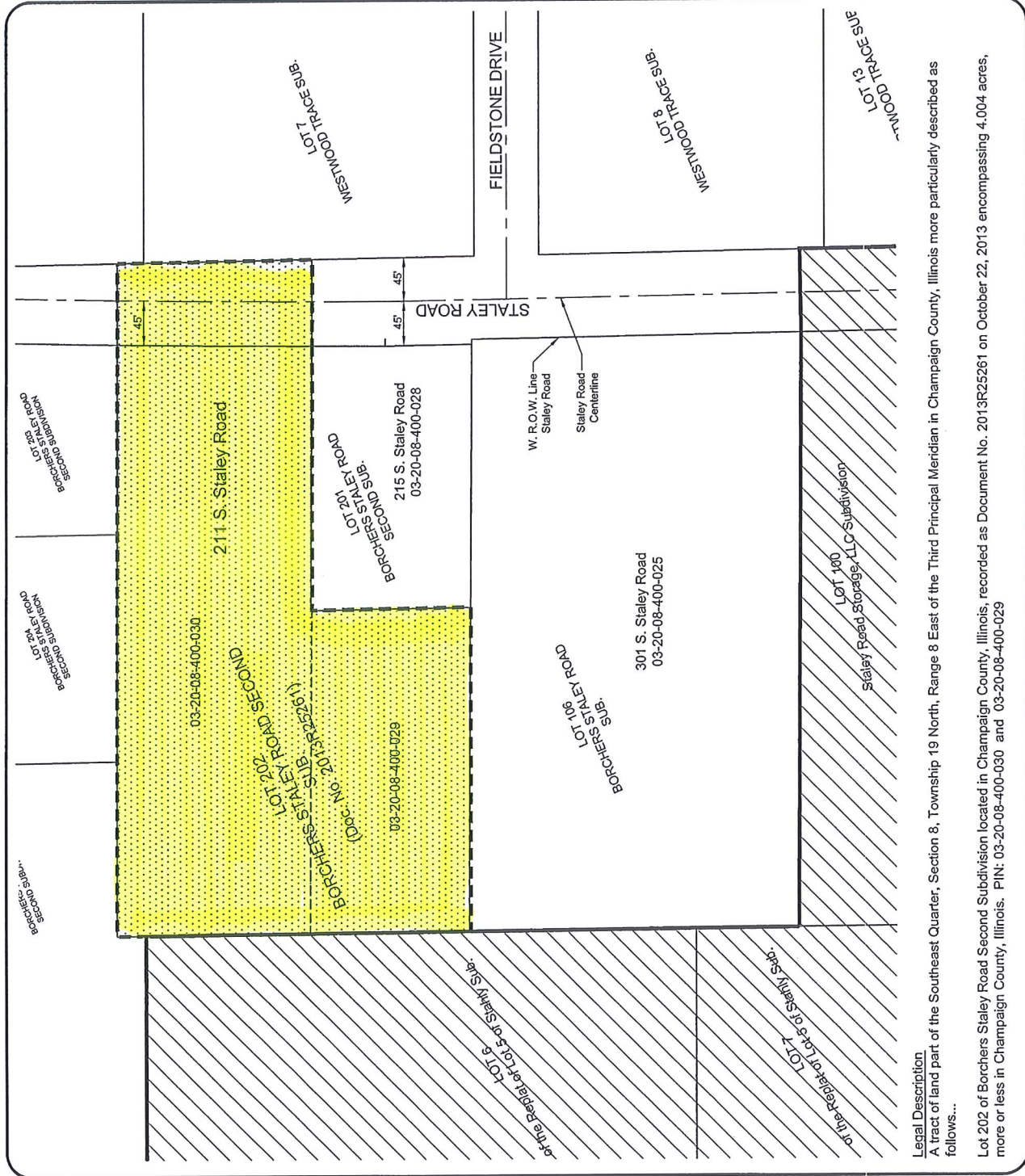
I, DENNIS A. VANDEVENTER, a
duly registered Engineer in the
State of Illinois do hereby certify
that this plat was prepared under
my supervision on 7-4-2015.

DENNIS A. VANDEVENTER
Assistant City Engineer
Registered Professional Engineer
No. 062-054107
Expiration Date: 11-30-2015.



CAD FILE: CB2015-122.DWG

SHEET 1 OF 1





Legal Description
A tract of land part of the Southeast Quarter, Section 8, Township 19 North, Range 8 East of the Third Principal Meridian in Champaign County, Illinois more particularly described as follows...

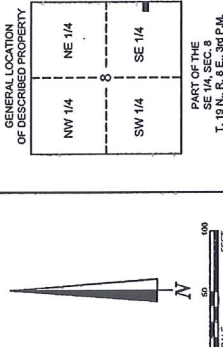
Lot 202 of Borchers Staley Road Second Subdivision located in Champaign County, Illinois, recorded as Document No. 2013R25261 on October 22, 2013 encompassing 4.004 acres, more or less in Champaign County, Illinois. PIN: 03-20-08-400-030 and 03-20-08-400-029

**ANNEXATION PLAT OF
215 S. Staley Road**

City of Champaign
Champaign County, Illinois
Council Bill No.: 2015-123
Date Passed: July 7, 2015

- LEGEND:**
-  ANNEXATION AREA
 -  AREA INSIDE CITY LIMITS
 -  EXISTING CITY LIMITS LINE
 -  ANNEXATION LIMITS

ANNEXED AREA.....1.000
RIGHT-OF-WAY.....0.336
(not included in description)
TOTAL ACREAGE.....1.336



STATE OF ILLINOIS) S.S.
COUNTY OF CHAMPAIGN

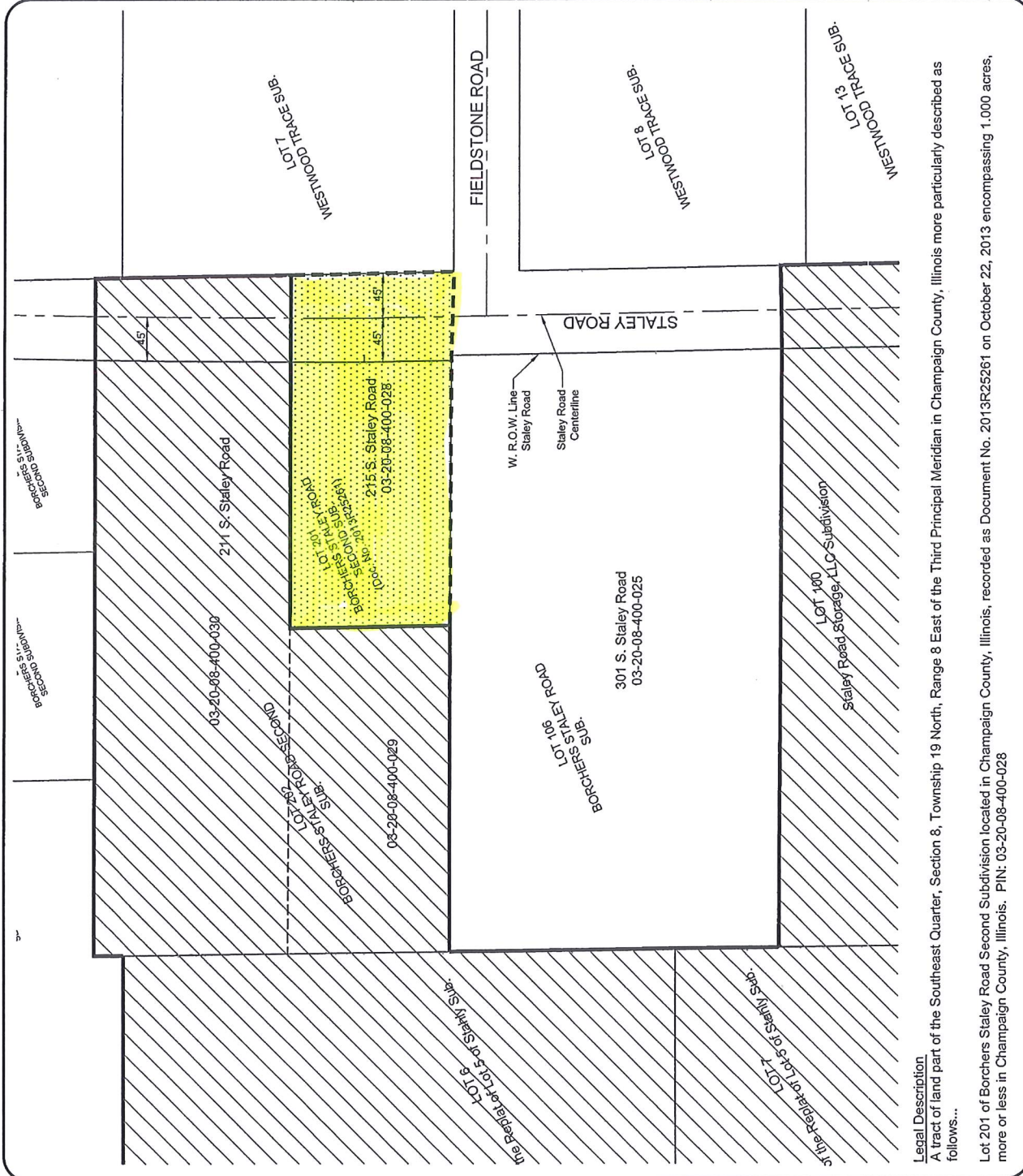
I, DENNIS A. VANDEVENTER, a duly registered Engineer in the State of Illinois do hereby certify that this plat was prepared under my supervision on 7/13/2015.

Dennis A. Vandeventer
DENNIS A. VANDEVENTER
Assistant City Engineer
Registered Professional Engineer
No. 062-054107
Expiration Date: 11-30-2015.



CAD FILE: CB2015-123.DWG

SHEET 1 OF 1







Legal Description
A tract of land part of the Southeast Quarter, Section 8, Township 19 North, Range 8 East of the Third Principal Meridian in Champaign County, Illinois more particularly described as follows...

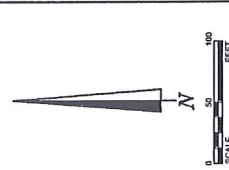
Lot 201 of Borchers Staley Road Second Subdivision located in Champaign County, Illinois, recorded as Document No. 2013R25261 on October 22, 2013 encompassing 1,000 acres, more or less in Champaign County, Illinois. PIN: 03-20-08-400-028

**ANNEXATION PLAT OF
301 S. Staley Road**

City of Champaign
Champaign County, Illinois
Council Bill No.: 2015-124
Date Passed: July 7, 2015

- LEGEND:**
-  ANNEXATION AREA
 -  AREA INSIDE CITY LIMITS
 -  EXISTING CITY LIMITS LINE
 -  ANNEXATION LIMITS

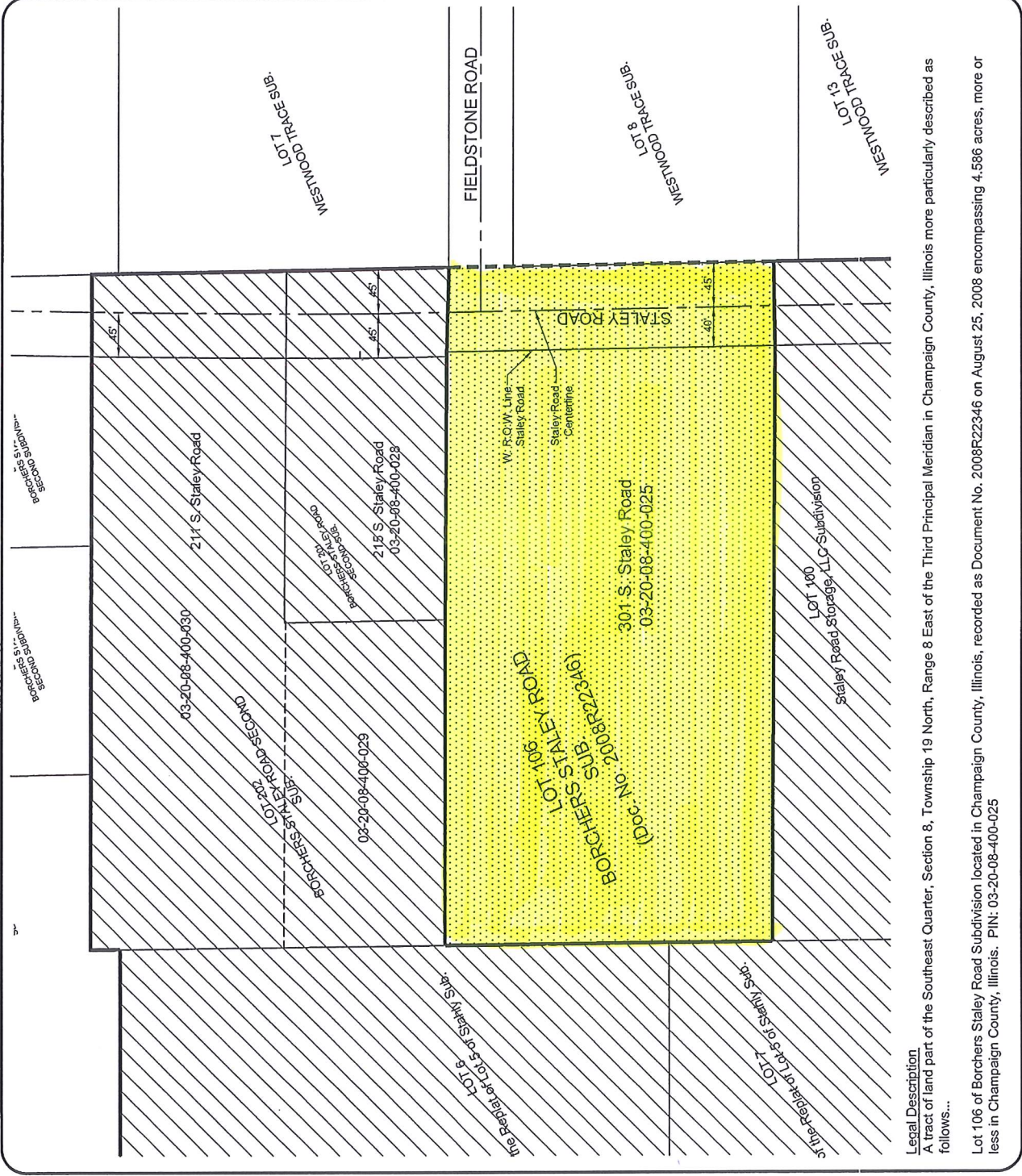
ANNEXED AREA.....4.586
RIGHT-OF-WAY.....0.650
(not included in description)
TOTAL ACREAGE.....5.236



STATE OF ILLINOIS) S.S.
COUNTY OF CHAMPAIGN)
I, DENNIS A. VANDEVENTER, a
duly registered Engineer in the
State of Illinois do hereby certify
that this plat was prepared under
my supervision on 7/15/2015.
DENNIS A. VANDEVENTER
Assistant City Engineer
Registered Professional Engineer
No. 062-054107
Expiration Date: 11-30-2015.



CAD FILE: CB2015-124.DWG SHEET 1 OF 1



Legal Description:
A tract of land part of the Southeast Quarter, Section 8, Township 19 North, Range 8 East of the Third Principal Meridian in Champaign County, Illinois more particularly described as follows...

Lot 106 of Borchers Staley Road Subdivision located in Champaign County, Illinois, recorded as Document No. 2008R22346 on August 25, 2008 encompassing 4.586 acres, more or less in Champaign County, Illinois. PIN: 03-20-08-400-025

CERTIFICATE OF SECRETARY

I, Cindy Harvey, Secretary of Champaign Park District, do hereby certify that the foregoing is a true and correct copy of an Ordinance Annexing Territory to Champaign Park District duly adopted by the Board of Park Commissioners of said Park District at a regular meeting of said Board held the 12th day of August 2015.

Dated this 12th day of August 2015.

Cindy Harvey, Secretary
Board of Park Commissioners
Champaign Park District

OFFICIAL SEAL

PREPARED BY AND RETURN TO:

Cindy Harvey
Champaign Park District
706 Kenwood Road
Champaign, IL 61821

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

June 17, 2015

A Special meeting of the Board of Park Commissioners of the Champaign Park District was held at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, this being the principal office of the Champaign Park District, on Wednesday, June 17, 2015 at 6:00 p.m.

The meeting was called to order and the Board members present at the meeting were as follows: President Timothy P. McMahon, Vice President Craig H. Hays, Commissioner Barbara J. Kuhl, Commissioner Alvin S. Griggs, and Commissioner Jane L. Solon. Staff and counsel present were Executive Director, Joseph DeLuce, and Attorney, Guy C. Hall. Attorney Hall took the minutes of the meeting. Also present was Ms. Beth Michaels of PrimerMichaels

COMMENTS FROM THE PUBLIC

President McMahon called for comments from the public and there were none.

BOARD SELF-EVALUATION

President McMahon tendered the floor to Ms. Michaels. She thanked the Board for the opportunity to assist it in its self-evaluation process and articulated her background and history working with various boards. She also explained to the Board a general overview of the process and course of action to be undertaken during the course of the self-evaluation process. The Board was provided with a written summary of its self-evaluation materials dated June 8, 2015 together with a survey instrument addressing areas of agreement and disagreement among Board members. That instrument was utilized in part for further discussion during the self-evaluation process.

In an effort to assess what the Board would consider to be a satisfactory outcome of the meeting, Ms. Michaels asked each Board member to articulate his or her respective goals for the outcome of the meeting. Among the comments were the following: refresh the roles and focus of the commissioners; become an efficient team that is working together productively; develop a path for setting board goals; clarify the roles of individuals as a Board; and conducting efficient, well prioritized and productive meetings, as well as developing a proper methodology for evaluating the executive director.

Ms. Michaels noted a caveat for the process in that it was developed for a half-day workshop. Thus, there are more materials than may be able to be addressed during the limited time allocated for this meeting. Ms. Michaels then referred the Board to the desired outcomes noted on page 2 of the materials and the eleven (11) questions identified on page 8 of the materials.

The issues of roles and responsibilities were then addressed in a number of contexts. First, there was discussion about the overall Board and executive director interaction. Second, Board and staff interaction was discussed. The third item addressed was the interaction of individual commissioners with the executive director and, fourth, the interactions by commissioners with each other. (At this time (approximately 6:30 p.m.), Lawrence Richards, a local citizen, attended the meeting and expressed his interest in understanding what a board self-evaluation process is.)

The Board proceeded through significant discussion regarding the above context utilizing the metaphors of the "dance floor" (operational) versus "balcony" (policy) matters. A supplemental document summarizing the board self-evaluation materials previously utilized by Ms. Michaels to develop a vision of the Board's concerns was summarized in a two (2) page document. That document identifies Board issues as well as issues concerning interaction of the Board with the

executive director. Furthermore, it addressed the executive director annual evaluation process and performance goals.

Ms. Michaels articulated the view that commissioners are not elected to help the executive director run the Park District, although they may sometimes be invited to so assist away from the Board table. Furthermore, she noted that commissioners only act in that capacity at the table or meetings and are, in some measure, essentially senior volunteers. She noted that it is not the role of volunteers to make promises to citizens or constituencies. Accordingly, she reiterated that the Board is the policy or “balcony” entity assessing what the District needs for the future and why it exists.

Ms. Michaels framed a number of questions for the Board to consider as it addresses its business, as follows:

1. Who gets what for how much?
2. We can do whatever we want but not everything we want, so what do we prioritize?
3. Where are we now relative to where we want to be?
4. When are we proud?
5. What does good look like (therefore, clear goals and measures are needed to assess this)?
She reminded the Board that the job of commissioners is not a “day job”. In general, commissioners have short memories, so it is helpful to review goals periodically.

Ms. Michaels went on to address the elements of the “Cycle for District Responsibility” which include: Board self-evaluation, followed by annual updates and director evaluation, then by annual goal setting, and finally, development of the budget. She again indicated that the methodology is for the Board to do the “balcony” work. She also suggested that the Board refresh its goals every two (2) years or so, and then undertake a more thorough evaluation every five (5) to ten (10) years, including a citizen survey.

Ms. Michaels indicated that most people have a low tolerance for process; that is, they do not enjoy the manner and method of decision-making. She suggested that boards often get entrenched in attending to individual concerns that are within the realm and authority of the executive director. She opined that the commissioners’ jobs are to act as a stewards, strategizing goals and measures for reaching those goals rather than responding to individual complaints and concerns of citizens.

Commissioner Griggs suggested that it was not a healthy process for commissioners to deal directly with staff in a manner that might be perceived to undermine the executive director. However, a caveat was noted if a board has a suitable working relationship with the executive director and the executive director concurs that it is satisfactory to do so. This commentary led to further discussion about selective communication with the executive director, which can lead to undesirable results. Related to that, is where to distinguish between meaningful communication and intrusiveness. Ms. Michaels’ impression in this context is that for the purpose of trust building, the Park District should err on the side of too much information. Nevertheless, it is the role of the Board to monitor outcomes that may indicate problems. Further discussion ensued regarding the role of commissioners and the role of staff, and Vice President Hays addressed his concern with the operational process of contracting for goods and services. Ms. Michaels noted that it is suitable for Board members to bring their professional and life experiences to the table where it is needed, but that the Board should be careful about overstepping the bounds of management. Vice President Hays reiterated his concern about how to determine where the line is between giving proper oversight and being too involved in the operational process.

Ms. Michaels then turned to the role of the president and vice president. She believes the role of the president is servant leadership; that is, a facilitative leader. She noted that a board is a group of equals, and that the role of the president is to facilitate amongst those equals. Thus, a president is to lead the process of assuring that what the board wants in plans and measures is completed, as well as assist and help with the board agenda and organization.

Discussion then ensued about historical issues, including the Park District's involvement in matters related to a new location for a high school in Champaign as it related to parks. With regard to the role of a vice president, Ms. Michaels noted that the position is simply a substitute for the president in his or her absence.

The subject then turned to the formulation of board agendas. Ms. Michaels directed the board to the "Board President Cheat Sheet" on page 4, of the materials. First, she suggested development of an annual planning calendar, including goals for education about various subjects. She also indicated that a strategic plan is not designed to be a "straight jacket", and can be altered as circumstances dictate.

It was noted that agendas should allow for questions to the executive director with answers shared with the entire board. Agendas should first be developed with the assistance of the president, but in the end, the agenda will be determined by the majority of the board. The Board addressed and discussed the routing and natures of the issues that are presented to it for consideration and action. Ms. Michaels then addressed the foundational principals of the governance, including vision, capacity, long term focus, and data search.

Commissioner Kuhl commented positively about how the McKinley Aquatic Center (MAC) matter was handled in late December, 2014 and January, 2015 with the involvement of the public, staff and the Board.

NET SUMMARY

Ms. Michaels addressed some of the issues that she saw as concerns. First, she noted a concern about voting upon matters. Second, she addressed pattern voting, and that it may signify difficulties within a board. She further noted that board members have been elected to work together, although they are obviously to bring their individual perspectives to the task. She opined that it is inappropriate to discuss board matters and relations outside the boardroom. With regard to unanimity, she indicated that unanimous votes are indicative of a strong board, and are not necessarily an indication of "rubber stamping". If a board does not speak with one voice it is possible for the executive director to be compromised and unable to act to the board's satisfaction. She reiterated that it is proper for the board to come to a *consensus*, although there may not be *agreement* in all respects about a course of action. She noted that it is important for board members to be communicative and share their opposing views.

Ms. Michaels went on to address page 2. of the self-evaluation document, explaining in particular certain categories as follows:

Organizational Mission and Purpose, Section 1.1;

Stakeholders Connection Efforts, Section 2.1; and

Director Contract Renewal Process, Section 3.3.

There was further discussion regarding this subject. It was noted that the Board should be clear in the goals and standards for the executive director. For if that is not done, the executive director cannot meet the goals. In addressing the criteria for the latter item, it was suggested that the executive

director propose goals and target dates for meeting them. The Board could then evaluate the proposed goals, and finally the executive director would be charged with preparing the data necessary to complete the process. Ms. Michaels suggested that this all be part of the annual progress report.

Ms. Michaels also suggested that Mr. DeLuce prepare a self-evaluation which would be presented to the Board. The Board would then do a supplemental evaluation and provide it to the president who would communicate that to the executive director. Here, there are three (3) overarching aspects related to:

1. Job function;
2. Strategic goals; and
3. Process goals (e.g. Communication).

Thereafter Ms. Michaels addressed the subject of the board concentrating on ends, referring to Section 4.4. of the "Desired Outcome" table. This subject again dealt with separating involvement in the "balcony" versus "dance floor."

TAKE AWAYS

Commissioner Griggs indicated that the self-evaluation was helpful in clarifying the roles of the Board and staff. Vice President Hays indicated he had a better sense of the operational versus policy components of the Park District, and Commissioner Solon agreed with that assessment. Executive Director DeLuce noted that there were four (4) to five (5) matters that all of the attendees agreed upon. Commissioner Kuhl noted that there are select items for the Board to address on a going forward basis. Ms. Michaels suggested that the Board examine its policies.

Vice President Hays then made a motion to adjourn the special meeting. The motion was seconded by Commissioner Solon and unanimously approved. The meeting concluded at 8:20 p.m.

Approved:

Timothy P. McMahon, President

Guy C. Hall, Legal Counsel

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

June 24, 2015

The Champaign Park District Board of Commissioners held a Study Session Meeting on Wednesday, June 24, 2015 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 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 Recreation, Tammy Hoggatt, Director of Human Resources, Information Technology and Risk, Steven Bentz, Director of the Virginia Theatre, Chelsea Norton, Director of Marketing and Communications, 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

Mr. DeLuce reported that a young lady in the Park District's youth theatre program was recently in New York and was called up to perform in a concert. He stated that it was on YouTube and that staff would share it with the Board. Mr. DeLuce also reported that the Park District's youth theatre director was also involved in the New York theatre program as well.

President McMahon reported that a friend, Stan Paul, (a resident) posted several pictures of the Leonhard Recreation Center and the pool on Facebook saying, "this is where I live, Isn't it an awesome place." Mr. DeLuce reported that Pat Fitzgerald posted pictures of his family and him with the sign naming the ballfield at Eisner Park in memory of this father, Jim Fitzgerald, on Facebook. President McMahon stated that he attended Juneteenth which was well organized by Darius White, Senior and Adult Coordinator, and well attended. He reported that Representative Carol Ammons also attended the event.

President McMahon thanked the Commissioners for taking part in the Board workshop last week. He stated that there was good discussion. It demonstrates that the Board and Park District are always looking for ways to improve.

Comments from the Public

Theresa Truelove, 508 S. McKinley, Champaign, addressed the Board about the needed for a year round deep water or warm water pool. She stated that there is a need for seniors as well as children to learn to swim year-round.

President McMahon thanked Ms. Truelove for her comments.

Old Business

FY15-16 Proposed Budget

Mr. DeLuce reported that the budget will be presented for approval at the July 8, 2015 Board meeting. Ms. Wallace prepared a summary of the proposed budget. Staff is available to answer any questions or address any concerns from the Board.

Ms. Wallace reported that no significant changes were made to the proposed budget. She stated that there were a few organizational changes and carryovers of capital expenses. President McMahon stated that he prefers the summary format.

Ms. Wallace responded to questions and concerns posed by Commissioner Kuhl about the recovery of the IMET funds. Mr. Wackerlin stated that it is not anticipated that there will be a loss of funds.

Ms. Wallace responded to questions posted by Vice President Hays about the \$750,000 grant proceeds set aside for the Virginia Theatre sound system, full-time staff and part-time seasonal staff salaries, contractual services and employee benefits pension plan payments.

Ms. Wallace responded to a question posed by Commissioner Griggs about the per capita calculation. Mr. Wallace stated that the calculation was incorrect but will be corrected in the budget. The calculation is strictly based on population for the city of Champaign.

Ms. Wallace responded to questions posed by Commissioner Solon about the proposed change to softball tournament revenue, not applying for the grant from the Illinois Arts Council, full-time personnel merit increase, increase in contractual services, and travel expenses.

Mr. DeLuce stated that staff will revisit concerns raised by Board members to determine if changes regarding specific areas need to be made.

President McMahon summarized areas of concern, including increased full-time personnel, increase in contractual services, and elevated cost for maintenance and repairs. He also questioned whether as a Board it should discuss maintaining a certain level of surplus.

Discussion Items

FY15-16 Proposed Planning Projects

Mr. DeLuce presented a list of proposed projects for FY15-16 compiled by staff. He stated that staff seeks Board direction on the projects. The Board reviewed the list of projects individually. Discussion ensued. It was the consensus of the Board that staff move forward with the following projects: provide additional information and explore other options for expansion of the operations and planning shop; Spalding Park master plan with clarification on proposed amenities; Hessel Park playground, sprayground, restrooms and path to be designed and constructed over two years; replacement of the Trevett-Finch retaining wall; Douglass Park little league fencing; and Garden Hills path. The Board favored addressing the Trails of Abbey Fields area at a later date. It was the consensus of the Board that staff move forward with Henry Michael Park for initial design and construction work. It was the consensus of the Board to combine Heritage Park master plan and Kaufman Par/Heritage Park design projects for 2017. The Board was not in favor of moving forward with completing the master plan for Sholem Aquatic Center. The Board directed staff to research additional information about the possibility of constructing a basketball court at Towne Center Park. The Board was not in favor of completing the Centennial Park master plan. Staff will also research additional amenity ideas including the amphitheater for Douglass Park. The Board directed staff to research additional information about fencing for Hazel Park and Douglass Park.

Mr. DeLuce asked the Board if there were any other areas that they wanted staff to include. Commissioner Kuhl stated that trails should remain an element. Mr. DeLuce noted that the Garden Hills path was included and that the Trails Plan is in progress.

FY15-16 Proposed Board/Executive Director Goals

Mr. DeLuce presented a draft of proposed FY15-16 proposed Board/Executive Director goals. He stated that the proposed goals tie into the 2020 Strategic Plan.

President McMahon reported the proposed goals are for Board discussion to determine if they align with what the Board desires to achieve. Proposed goal categories include, land acquisition/open space expansion; park and facility development; Virginia Theatre; and best practices and data-based decision making. Listed under the categories are the Executive Director's goals for FY15-16. The Board reviewed the proposed goals. It was the consensus of the Board to not pursue purchasing or acquiring open space in FY15-16 nor complete the Centennial Park or Sholem Aquatic Center master plans. Discussion ensued about reducing the tax support for the Virginia Theatre. It was determined that it should remain a goal. The Board also discussed the goals listed under best practices in depth and determined that goals as best practices are appropriate. The Board also discussed whether the Executive Director and Board goals should be separate items or remain as one.

After further discussion, President McMahon asked Commissioners to forward any changes or additions to him.

Board Comments

President McMahon discussed the summary of the follow up from the Board workshop. He stated that Mr. DeLuce requested feedback be compiled and distributed. He noted that additional action items that the Board agreed to were to formalize items agreed to at a later date and to create a Board Action Calendar.

Executive Session

No Executive Session was held.

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 Commissioner Solon. The motion passed 5-0, and the meeting was adjourned at 8:16 p.m.

Timothy P. McMahon, President

Cindy Harvey, Secretary

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

July 8, 2015

PUBLIC HEARING

The Champaign Park District Board of Commissioners held a Public Hearing on Wednesday, July 8, 2015 which commenced at 7:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to published notice duly given. President Timothy P. McMahon presided over the hearing.

Present: President Timothy P. McMahon, Vice President Craig W. Hays, Commissioners Alvin S. Griggs, Barbara J. 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, 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.

Open the Public Hearing

President McMahon opened the Public Hearing at 7:00 p.m. The purpose of the Public Hearing was 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 in compliance with State law.

President McMahon called for comments from the public. There were no comments received.

Commissioner Solon made a motion to adjourn the Public Hearing. The motion was seconded by Vice President Hays. The motion passed 5-0.

REGULAR BOARD MEETING

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, July 8, 2015 immediately following the Public Hearing at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to notice duly given. President Timothy P. McMahon presided over the meeting.

The Commissioners, Officers, staff, public and media present at the Public Hearing were in attendance at the Regular Meeting.

Call to Order

President McMahon called the meeting to order at 7:02 p.m.

CPD Highlights

Commissioner Solon commented that she was glad to see the Park District had a float in the Fourth of July parade.

Comments from the Public

None.

Communications

President McMahon circulated the communications.

Treasurer's Report

Ms. Wallace presented the Treasurer's Report in Mr. Wackerlin's absence. She reported that Mr. Wackerlin had reviewed the report.

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

Executive Director's Report

Mr. DeLuce updated the Board on the arrangements for the Music Festival. He reported that Special Events Manager Zoe Stinson and Mr. Jones were working on finalizing the arrangements for the festival. The festival will be held on July 11, 2015 from 6 p.m. to 12 a.m. He reported that volunteers are needed and encouraged the Commissioners to volunteer.

Vice President Hays reported that the Champaign Parks Foundation will be selling raffle tickets at the festival.

President McMahon questioned who would be responsible for covering the police security cost. Mr. DeLuce responded that the City would help defray the cost.

Mr. DeLuce asked the Commissioners if they would be available for a strategic planning session on August 26, 2015. This would be an opportunity for the Board and the management team to brainstorm. It was the consensus of the Board to set aside the date for a strategic planning session.

Committee and Liaison Reports

Champaign Parks Foundation

Vice President Hays reported that a meeting was held to discuss the car raffle. He reported that car raffle sales are ahead of last year with a little less than \$13,000 tickets already sold. Vice President Hays stated that the Foundation would appreciate any assistance in selling raffle tickets. The goal is to sell 5,000 tickets. Radio advertising about the car raffle will start soon.

Report of Officers

Attorney's Report

Attorney Hall updated the Board about Michael Henry Park.

President's Report

None.

Consent Agenda

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

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

Commissioner Griggs made a motion to approve Items 1 and 2 on the Consent Agenda, defer Item 3 to the July 22, 2015 Special Board meeting, and remove Item 4 from the agenda. The motion was seconded by Commissioner Solon. The motion passed 5-0.

New Business

Approval of the List of Bills for June 2015

Ms. Wallace reported Treasurer Wackerlin had reviewed the disbursements and recommended approval. She recommended approval of the list of disbursements for the period beginning June 10, 2015 and ending July 7, 2015.

Commissioner Griggs made a motion to approve the list of disbursements for the period beginning June 10, 2015 and ending July 7, 2015. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Approval of Ordinance No. 598: Budget and Appropriation Ordinance

Staff recommended adoption of Ordinance No. 598, the Budget and Appropriation Ordinance for FY 15-16 in the amount of \$17,838,641.00.

Commissioner Kuhl made a motion to adopt Ordinance No. 598, the Budget and Appropriation Ordinance for FY15-16 in the amount of \$17,838,641.00. 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, Vice President Hays – yes; President McMahon – yes; and Commissioner Kuhl – yes.

Approval of Memorandum of Understanding for a Headwaters Invasive Plant Partnership

Staff recommends the Board authorize the Executive Director to enter into a non-binding Memorandum of Understanding for a Headwaters Invasive Plant Partnership, and designate Mike Davis, Natural Areas Coordinator, as the principal contact. The term of the memorandum is effective through December 31, 2020, at which time it will expire unless extended.

Commissioner Kuhl made a motion to approve the Memorandum of Understanding for a Headwaters Invasive Plant Partnership. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Approval of a Resolution to Include Taxable Allowances as IMRF Earnings

Ms. Hoggatt and Ms. Wallace presented a brief overview and responded to questions by the Board regarding request for approval of a resolution to include taxable expense allowances as earnings reportable to the Illinois Municipal Retirement Fund. Ms. Hoggatt reported that the Illinois Municipal Retirement Fund (IMRF) conducted an employer audit on the Park District in April 2015. One of the findings on the report related to inclusion of taxable expense allowances reported as wages without a resolution on file. The expense allowances wages have been reported to the IMRF since May 11, 2005. The taxable expenses include: car allowances, cell phone allowance, tuition reimbursement and moving expense allowance. Staff recommended the Board adopt a resolution to include the taxable expense allowances as earnings reportable to IMRF.

Ms. Wallace distributed a handout that showed the proposed totals from 2009 to present. Discussion ensued about the possible impact to retired and current employees as well as the impact on the Park District IMRF rate.

Commissioner Kuhl asked how other parks districts deal with this matter. She questioned whether tuition reimbursement should be considered as it alone is a tremendous benefit. Commissioner Kuhl stated that she would like to see more information about what other entities are doing before making a decision. Discussion ensued.

Commissioner Kuhl made a motion to table this item until staff provided additional information about how other districts handle this matter, what impact it would have on the five past retirees, and what other benefits besides salaries have been included as IMRF funds. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Approval of a Resolution Authorizing the Destruction of Audio Recordings of Executive Sessions

Staff recommended Board approval of the resolution authorizing, approving and ordering the

destruction of the verbatim audiotape records of the following executive session 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. Commissioner Solon requested that the November 2013 and December 2013 audio recordings be kept.

Commissioner Solon made a motion to approve the resolution authorizing the disposal of audio video recordings of executive session meetings as follows: 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; and October 16 & 23, 2013, thereby omitting the November and December 2013 recordings at this time. The motion was seconded by Vice President Hays. The motion passed 5-0.

Old Business

None.

Discussion Items

IMRF Audit Report

This item was discussed earlier on the agenda.

Comments from Commissioners

Commissioner Solon inquired about the block party at Dobbins Downs. Mr. DeLuce stated that he believes that the block party will be held in the City's parking lot and that the City is providing funding toward the event.

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 McMahon – yes; Vice President Griggs – yes; President Petry – yes; and Commissioner Kuhl – yes. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS, Par. 120/2(c)(21) for the discussion of minutes of meetings lawfully closed under this Act, whether for purpose of approval by body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

Return to Regular Meeting

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

Executive Session Item

Consideration of Approval to Make Available for Public Viewing Closed Session Minutes

Commissioner Solon made a motion to make available a portion and/or entire minutes from Closed Session meetings on December 10, 1996 (partial); March 10, 1999 (partial); May 13, 2009 (partial); May 27, 2009 (partial); September 9, 2009 (partial); September 19, 2012 (complete); January 30, 2013 (partial); August 28, 2013 (complete); September 25, 2013 (partial); December 4, 2013 (partial); February 12, 2014 (partial); March 12, 2014 (partial); April 9, 2014 (partial); May 14, 2014 (partial); December 10, 2014 (complete); January 14, 2015 (partial); January 28, 2015 (partial); March 11, 2015 (partial); April 8, 2015 (partial); and April 22, 2015 (partial) for public viewing which were reviewed for that purpose. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Comments

President McMahon updated the Board on a meeting he attended with Mr. DeLuce and Unit 4 representatives to discuss possible collaborative efforts. Vice President Hays updated the Board on a meeting he attended with Mr. DeLuce and City staff to discuss potential development in the City.

Adjourn

There being no further business to come before the Board, Commissioner Kuhl 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 8:19 p.m.

Timothy P. McMahon, President

Cindy Harvey, Secretary

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

July 22, 2015

The Champaign Park District Board of Commissioners held a Special Board Meeting on Wednesday, July 22, 2015 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 W. Hays, Commissioners Alvin S. Griggs, Barbara J. Kuhl, and Jane L. Solon, and 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, Tammy Hoggatt, Director of Human Resources, Information Technology and Risk, and Steven Bentz, Director of the Virginia Theatre..

Members of the public were in attendance.

Call to Order

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

Comments from the Public

There were no comments from the public.

Action Items

Approval of Minutes of the Regular Board Meeting, June 10, 2015

Staff recommended approval of the minutes of June 10, 2015 Regular Board meeting.

Commissioner Griggs made a motion to approve the minutes of the Regular Board meeting. The motion was seconded by Commissioner Kuhl. The motion passed 5-0.

Approval of the FY15-16 Annual Budget

Mr. DeLuce reported that the Budget and Appropriation Ordinance was approved at the July 8, 2015 Regular Board meeting. He stated that staff recommended approval of the FY15-16 Annual Budget book. Discussion ensued.

Commissioner Solon suggested that in the future staff provide the Board with a redlined version of the budget to show the changes.

Commissioner Kuhl made a motion to approve the FY15-16 Annual Budget. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Approval of Bid for Dodds Tennis Center Parking Lot Project

Mr. DeLuce presented the staff report and staff responded to questions from the Board. The project came in slightly over budget and the balance to make up the difference will come from the contingency fund. Staff recommended accepting the Base Bid, Alternate 001 and Alternate 004 for Dodds Tennis Center Parking Lot Reconstruction and authorizing the Executive Director to enter into a contract with the lowest responsible bidder, Stark Excavating, Inc. of Champaign, IL, in the amount of \$142,723.90.

Commissioner Griggs made a motion to accept the Base Bid, Alternate 001 and Alternate 004 for Dodds Tennis Center Parking Lot Reconstruction and authorize the Executive Director to enter into a contract with the lowest responsible bidder, Stark Excavating, Inc. of Champaign, IL, in the amount of \$142,723.90. The motion was seconded by Commissioner Kuhl. The motion passed 5-0.

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

Mr. DeLuce presented the staff report and responded to questions from the Board. Staff recommended waiving the formal bidding process and approving purchases through the Joint Purchasing Program as follows: one (1) replacement 2015 Silverado Regular Cab Pick-up from Miles Chevrolet at a purchase price of \$18,743, one (1) replacement 2015 Silverado Regular Cab Pick-up from Miles Chevrolet at a purchase price of \$18,943, and one (1) replacement 2015 Ford F-150 Super Crew Pick-up from Wright Automotive at a purchase price of \$22,410. The total cost of purchase is \$60,096.

Commissioner Solon made a motion to approve the waiver of formal bidding and approval of purchases through the Joint Purchasing Program as follows: one (1) replacement 2015 Silverado Regular Cab Pick-up from Miles Chevrolet at a purchase price of \$18,743, one (1) replacement 2015 Silverado Regular Cab Pick-up from Miles Chevrolet at a purchase price of \$18,943, and one (1) replacement 2015 Ford F-150 Super Crew Pick-up from Wright Automotive at a purchase price of \$22,410. The total cost of purchase is \$60,096. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Approval of Ordinance No. 599: An Ordinance Providing for Disposal of Personal Property Owned by the Champaign Park District of Champaign County

Mr. DeLuce presented the staff report. He stated that staff recommended approval of Ordinance No. 599: An Ordinance Providing for Disposal of Personal Property owned by the Champaign Park District, which allow for disposal of one 1994 Chevrolet 1500, one 1999 Ford Ranger, and one 2000 Ford Ranger to be used for trade-ins.

Commissioner Solon made a motion to approve Ordinance No. 599: An Ordinance Providing for Disposal of Personal Property owned by the Champaign Park District, which allow for disposal of one 1994 Chevrolet 1500, one 1999 Ford Ranger and one 2000 Ford Ranger to be used for trade ins. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Consideration of Approval of an Agreement with Michael Frederick

Mr. DeLuce presented the staff report and responded to questions from the Board. Staff recommends approval of an agreement for independent contractual services with Mike Frederick to provide services as an independent contractor for theatrical and other events at the Virginia Theatre and other venues as may from time to time be designated. The term of the agreement shall be from August 1, 2015 to July 31, 2016.

Commissioner Griggs made a motion to approve an agreement for independent contractual services with Mike Frederick to provide services as an independent contractor for theatrical and other events at the Virginia Theatre and other venues as may from time to time be designated. The motion was seconded by Vice President Hays. The motion passed 5-0.

Approval of a Request for Proposal to Sell Alcoholic Beverages at the Virginia Theatre

Mr. DeLuce presented the staff report and responded to questions from the Board. Staff recommends that the Board accept the Request for Proposal from Farren's Pub & Eatery to provide alcoholic beverages at the Virginia Theatre and authorize the Executive Director to enter into an agreement for one year with the option to renew for one additional year. Discussion ensued. Vice President Hays expressed concern about not having the definition of "net" defined in the proposed agreement. Commissioner Solon asked for clarification on why the Park District was responsible for securing the liquor license.

After discussion, staff was directed to present the discussion of liquor sales to the Board for discussion at a future meeting.

Commissioner Kuhl made a motion to accept the Request for Proposal from Farren's Pub &

Eatery to provide alcoholic beverages at the Virginia Theatre and authorize the Executive Director to enter into an agreement for one year with the option to renew for one additional year. The motion was seconded by Commissioner Griggs.

Commissioner Kuhl made a motion to amend the motion to include the definition of "net." The amended motion was seconded by Commissioner Griggs. The motion passed 5-0.

Discussion Items

Naming of Parks and Facilities Policy

Mr. DeLuce presented the Board report and responded to questions from the Board. Discussion ensued. Commissioner Solon suggested that a clarification about renaming be included in the agreement.

It was the consensus of the Board that the policy be presented to the Board at a future meeting for Board consideration.

Board Code of Conduct

Mr. DeLuce presented the Board report and responded to questions from the Board. He stated that the Board Code of Conduct is recommended by the Illinois Association of Park District. Discussion ensued. Commissioner Solon inquired about the definition of conflict of interest. President McMahon stated that if the Code of Conduct were adopted by the Board it would be stating to the public that this is how Commissioners are acting. He stated that it would be a good guide for the Board. Commissioner Kuhl favored bringing it back to the Board for consideration.

It was the consensus of the Board that the Board Code of Conduct be presented to the Board at a future meeting for consideration.

Music Festival Update

Mr. DeLuce presented an update and responded to questions from the Board on the Musical Festival held on July 11, 2015. Discussion ensued about the cost, bands, evaluation of the event, and whether the Board should have a role in determining the future of certain special events.

Comments from Commissioners

Commissioner Kuhl stated that after the training workshop, Commissioners were requested to provide their feedback. She asked President McMahon if he would share Commissioner Solon's as well as his comments since the comments of the other three Commissioners had already been shared. President McMahon indicated he would send out those comments.

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 Vice President Hays. The motion passed 5-0, and the meeting was adjourned at 6:30 p.m.

Timothy P. McMahon, President

Cindy Harvey, Secretary



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: August 3, 2015

SUBJECT: Sholem Pool Paint Bid

Background

The painting of the pool surfaces is something that is done every few years to restore the integrity of the concrete and finish. The lap/activity and plunge pool were most recently done in 2012. Due to high amounts of UV ray and pool chemical exposure, many areas have begun to fade, chip, and fail, creating safety concerns. After talking with the paint representative, the epoxy paint used in the past is not made to hold up to the chemicals used in the pools. It was determined that all surfaces should be scoured to remove as much of the old material as possible, then recoated with the proper epoxy paint.

Prior Board Action

The Park Commissioners approved the FY15-16 Capital plan at the April 22, 2015 Special Board meeting.

Bid Results

An invitation to bid was published in The News-Gazette. The bids were opened and read aloud on Thursday, July 30, 2015. The results are as follows:

Contractor	Baby Pool	Activity Pool	Splash Pool	Lazy River	Total Bid
Buckert Painting, Urbana, IL	\$8,168.00	\$27,730.00	\$6,807.00	\$37,240.00	\$79,945.00
Midwest Commercial Coatings, Champaign, IL	\$9,000.00	\$31,400.00	\$7,900.00	\$59,300.00	\$107,600.00
RDB Universal Services; St. Louis, MO	\$5,355.00	\$68,400.00	\$8,475.00	\$69,562.00	\$151,792.00

Budget Impact

\$125,000 has been budgeted in the FY15/16 Capital plan for Sholem Sandblasting and Re-painting (Project #16009).

Recommended Action

Staff recommends accepting a bid and authorizing the Executive Director to execute a contract for Sholem sandblasting and re-painting with the lowest responsible bidder, Buckert Painting, Urbana, IL, at the bid price of \$79,945.00,

Prepared by:

Reviewed by:

Bret Johnson
Grounds Supervisor

Kevin Crump
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: August 3, 2015
SUBJECT: Sealcoating and Line-Striping Bid

Background

The Park District advertised and solicited bids from potential contractors for crack filling, sealcoating, and line-striping at various locations throughout the District. This is a routine maintenance practice for asphalt drives, parking lots, and courts that takes place in both the spring and fall. This year's fall sites include: Kaufman Lake (south portion), Dodd's 3-plex lot, and Dodd's soccer complex entry.

Prior Board Action

The Board approved the FY15-16 Capital plan at the April 22, 2015 Special Board meeting.

Bid Results

An invitation to bid was published in The News-Gazette. The bids were opened and read aloud on Thursday, July 30, 2015. The results are as follows:

Contractor	Kaufman Lake	Dodds 3 Plex	Dodds Soccer	Total
County Asphalt Company Inc.; Urbana, IL	\$6,875.82	\$8,226.04	\$1,750.24	\$16,852.10
Dunn Company; Decatur, IL	\$7,417.00	\$7,601.50	\$1,860.00	\$16,878.50
A1 Pavement Maintenance; Urbana, IL	\$7,700.34	\$7,750.93	\$2,917.60	\$18,368.87
Midwest Asphalt Co; Tilton, IL	\$7,058.00	\$9,808.00	\$2,320.00	\$19,186.00
Atlantic Services Inc.; Champaign, IL	\$9,857.00	\$9,543.00	NB	\$19,400.00
Royal Sealcoating Service; Gifford, IL	\$9,585.00	\$12,300.00	\$2,090.00	\$23,975.00

Budget Impact

\$42,000 has been budgeted in the FY15/16 capital fund for sealcoating and line-striping (Project #16RM09).

Recommended Action

Staff recommends accepting the bid from the lowest responsible bidder, County Asphalt Company, Urbana IL, at the bid price of \$16,852.10 and authorizing the Executive Director execute a contract for the work.

Prepared by:

Reviewed by:

Bret Johnson
Grounds Supervisor

Kevin Crump
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: August 3, 2015

SUBJECT: Replacement of Little League Fencing at Douglass Park Bid

Background

The fencing on the Little League field at Douglass Park is in need of being replaced. In addition, an outfield fence and longer sides are being installed per specifications.

Prior Board Action

The Park Commissioners approved the FY15-16 Capital Improvement Plan at the April 22, 2015 Special Board meeting.

Bid Results

An invitation to bid was published in *The News-Gazette* and bids were opened and read aloud on Thursday, July 30, 2015. Two (2) bids were received, and the results are as follows:

BIDDER	BASE BID
S.K. Service Corporation, Champaign, IL	\$48,460.00
Main Street Construction, Mahomet, IL	\$56,195.00

Budget Impact

\$62,000 was allocated in the FY 15-16 Capital Improvement Plan for this purchase (Project# Ops 5).

Recommended Action

Staff recommends accepting the low bid that meets all specifications and authorizing the Executive Director to enter into a contract with the lowest responsible bidder, S.K. Service Corporation, at bid price of \$48,460.00.

Prepared by:

Reviewed by:

Nathan Massey, CPSI
Special Projects Supervisor

Kevin Crump, CPRP
Director of Operations & Planning



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: July 29, 2015

SUBJECT: Bid for Trail and Drainage Improvements – Garden Hills Park

Background

The Garden Hills Trail and Drainage Project Improvements project calls for the installation of connecting trailways along the east (Main Bid) and west (Alternate 1) sides of the park which connect to the existing city sidewalk on the north and the district trailway on the south. In addition, an alternate bid (Alternate 2) was included to help address drainage issues within the park.

Prior Board Action

The Board approved the FY16 Capital Improvement Plan at the April 22, 2015 Special Meeting.

Bid Results

Bid packets were available to potential contractors as of June 29, 2015, with fourteen (14) potential contractors holding plans. Eight (8) bids were received, opened and read aloud on July 29, 2015. The bid results and explanations of alternates are attached.

Budget Impact

\$100,000 was budgeted in the District's capital fund line item (Project #16010 – Trail and Park Path Additions).

Recommended Action

Staff recommends that the Board accept the Base Bid, Alternate 1 and Alternate 003 for Garden Hills Park Trail and Drainage Bid project, and authorize the Executive Director to enter into a contract with the low, responsible bidder, Duce Construction Company of Champaign IL, in the amount of \$81,953.35.

Prepared by:

Reviewed by:

Kevin Crump
Director of Operations & Planning

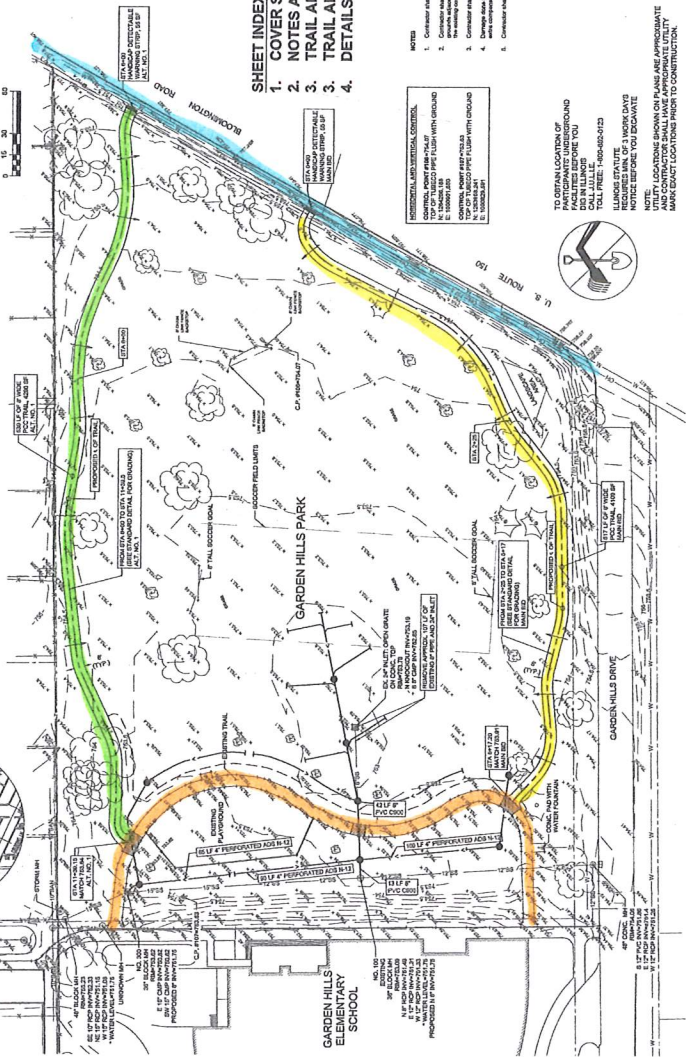
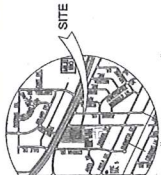
Joe DeLuce
Executive Director

CHAMPAIGN PARK DISTRICT
Garden Hills Park Trail Drainage Project
Bid Results

CONTRACTOR	Base Bid	Alt. 1	Alt.2	Alt. 001	Alt. 002	Alt. 003	Alt. 004	Alt. 005	Alt. 006	Alt. 007
A&R Services, Inc., Urbana	\$61,305.49	\$54,691.78	\$36,073.09	\$766.92	\$9,213.92	\$696.00	\$1,161.60	\$1,048.34	\$23,030.00	\$10,941.54
Schomburg & Schomburg, Danville	\$46,152.32	\$39,554.42	\$35,593.70	\$1,375.50	\$6,940.16	\$2,187.00	\$6,129.45	\$1,333.54	\$21,520.80	\$6,734.14
Duce Construction, Champaign	\$41,838.00	\$39,065.35	\$44,622.00	\$609.00	\$8,450.00	\$1,050.00	\$3,815.00	\$1,242.00	\$27,930.00	\$10,000.00
Beniach Construction, Tuscola	\$70,474.10	\$66,066.00	\$63,269.75	\$2,394.00	\$10,944.00	\$2,790.00	\$7,690.00	\$1,748.00	\$32,340.00	\$12,600.00
Petry-Kuhne Co., Champaign	\$55,928.53	\$47,950.88	\$36,081.61	\$1,260.00	\$8,295.00	\$525.00	\$5,790.00	\$646.76	\$15,484.00	\$9,850.00
Feutz Contractors, Inc., Paris	\$45,489.00	\$40,590.50	\$32,155.50	\$840.00	\$5,400.00	\$870.00	\$4,375.00	\$782.00	\$17,738.00	\$7,800.00
Stark Excavating, Inc. Champaign	\$50,398.35	\$42,718.50	\$28,316.25	\$798.00	\$5,900.00	\$1,050.00	\$2,250.00	\$644.00	\$15,876.00	\$7,500.00
Mid Illinois Concrete, Champaign	\$50,512.50	\$44,875.00	\$29,601.50	\$840.00	\$9,660.00	\$1,350.00	\$4,400.00	\$621.00	\$15,680.00	\$20,000.00

- Base Bid: EAST TRAILWAY
- Alternate 1: WEST TRAILWAY
 - Alternate 2: DRAINAGE IMPROVEMENTS
 - Alternate 001: Conduit for future lighting runs
 - Alternate 002: Seeding of disturbed areas (crimped straw)
 - Alternate 003: Silt fencing
 - Alternate 004: Change to drainage lines
 - Alternate 005: Change in perforated pipe size (4")
 - Alternate 006: Change in perforated pipe size (6")
 - Alternate 007: Seeding of disturbed area (hydro-seed)

SITE ENGINEERING PLANS FOR CPD GARDEN HILLS PARK TRAIL AND DRAINAGE IMPROVEMENTS CHAMPAIGN, ILLINOIS



LEGEND

	PROPOSED TRAIL CENTERLINE
	PROPOSED TRAIL EDGE
	PROPOSED TRAIL RIGHT-OF-WAY
	WATER LINE
	SEWER LINE
	PROPOSED STORM DRAIN
	PROPOSED STORM DRAIN STRUCTURE
	EXISTING STORM DRAIN STRUCTURE
	UTILITY MANHOLE
	STORM SEWER MANHOLE
	SANITARY SEWER MANHOLE
	UNKNOWN MANHOLE
	OVERHEAD LINE AND POLE/STRUCTURE
	FENCE WITH POSTS AND RAILING
	EXISTING MANHOLE
	CENTERLINE POINT
	STATION MARKER
	PROPOSED SPOT ELEVATION
	CONTOUR LINE WITH ELEVATION
	TREE
	TREE CONTOUR LINE (25' RADIUS)
	PROPOSED CONSTRUCTION OF EXISTING STRUCTURE

- ### SHEET INDEX
- COVER SHEET
 - NOTES AND SPECIFICATIONS
 - TRAIL AND DRAINAGE PLAN (SOUTH HALF)
 - TRAIL AND DRAINAGE PLAN (NORTH HALF)
 - DETAILS

PROPOSED TRAIL CENTERLINE
TOP OF UNIMPAVED SURFACE WITH OVERHEAD
CONDUIT, OVERHEAD CABLE, OR OTHER
STRUCTURE TO BE MAINTAINED WITHIN
E. 150000.00
E. 150000.00
TOP OF UNIMPAVED SURFACE WITH OVERHEAD
CONDUIT, OVERHEAD CABLE, OR OTHER
STRUCTURE TO BE MAINTAINED WITHIN
E. 150000.00
E. 150000.00

PROPOSED TRAIL CENTERLINE
TOP OF UNIMPAVED SURFACE WITH OVERHEAD
CONDUIT, OVERHEAD CABLE, OR OTHER
STRUCTURE TO BE MAINTAINED WITHIN
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TOP OF UNIMPAVED SURFACE WITH OVERHEAD
CONDUIT, OVERHEAD CABLE, OR OTHER
STRUCTURE TO BE MAINTAINED WITHIN
E. 150000.00
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TO PARTICIPATE IN THE
PARTICIPATIVE UNDERGROUND
CONSTRUCTION PROGRAM,
YOU MUST REGISTER WITH
THE ILLINOIS DEPARTMENT OF
TRANSPORTATION AND
CONSTRUCTION AT
100 SOUTH WASHINGTON STREET
CHAMPAIGN, ILLINOIS 61820
PHONE: 217-244-3000
WWW.IDOT.IL.GOV



PROJECT NO.	1281031	DATE	7/6/15
PROJECT NAME	GARDEN HILLS PARK TRAIL AND DRAINAGE		
CITY	CHAMPAIGN, ILLINOIS		
CLIENT	CHAMPAIGN PARK DISTRICT		
DESIGNER	MSA ENGINEERING & CONSTRUCTION, INC.		
CHECKED BY	[Signature]		
DATE CHECKED	7/6/15		
SCALE	AS SHOWN		
CAD FILE	[File Name]		
PROJECT LOCATION	GARDEN HILLS PARK TRAIL AND DRAINAGE		
CITY	CHAMPAIGN, ILLINOIS		
PROJECT NO.	1281031		
SHEET NO.	1 OF 5		

East Trail
West Trail
Existing Trail
City Sidewalk



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: August 3, 2015

SUBJECT: New Forklift Bid

Background

The purchase of this forklift will replace the current Komatsu FG25C-11 (to be traded) that the Operations Department uses for loading and unloading. This type of forklift is more efficient, easier to use, and has many upgraded safety features.

Prior Board Action

The Park Commissioners approved the FY15-16 Capital Improvement Plan at the April 22, 2015 Special Board meeting.

Bid Results

An invitation to bid was published in *The News-Gazette* and bids were opened and read aloud on Thursday, July 30, 2015. Four (4) bids were received, with only two of them meeting specifications, and the results are as follows:

BIDDER	TOTAL BID
Pennell Forklift Service, Inc, Jacksonville, IL	DNMS
MH Equipment, Danville, IL	DNMS
Toyota Lift/Bahrns Equipment, St. Joseph, IL	\$24,183.00
Crown Equipment Corporation, Bloomington, IL	\$25,465.25

*DNMS – Does Not Meet Specifications

Budget Impact

\$30,000 was allocated in the FY 15-16 Capital Improvement Plan for this purchase (Project# 002_Grounds).

Recommended Action

Staff recommends accepting the low bid that meets all specifications and authorizing the purchase of one (1) new Toyota 8FGU25 from the lowest responsible bidder, Toyota Lift/Bahrns Equipment, in the amount of \$24,183.00.

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: August 3, 2015

SUBJECT: New Contour Rotary Mower Bid

Background

The purchase of this contour rotary mower will replace the current John Deere 997 (to be traded) that the Operations Department uses for mowing sports fields. This type of mower is more efficient and is more specialized in mowing sports fields.

Prior Board Action

The Park Commissioners approved the FY15-16 Capital Improvement Plan at the April 22, 2015 Special Board meeting.

Bid Results

An invitation to bid was published in *The News-Gazette* and bids were opened and read aloud on Thursday, July 30, 2015. Three (3) bids were received, with only two of them meeting specifications, and the results are as follows:

BIDDER	TOTAL BID
MTI Distributing, Brooklyn Center, MN	DNMS
MTI Distributing, Brooklyn Center, MN	\$28,104.89
Erb Turf Equipment, Mitchell, IL	\$30,896.81.

*DNMS – Does Not Meet Specifications

Budget Impact

\$50,000 was allocated in the FY 15-16 Capital Improvement Plan for this purchase (Project# Spec Proj 2).

Recommended Action

Staff recommends accepting the low bid that meets all specifications and authorizing the purchase of one (1) new Toro Groundsmaster 3500-D from the lowest responsible bidder, MTI Distributing, in the amount of \$28,104.89.

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.



**CHAMPAIGN
PARK DISTRICT**

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: August 3, 2015

SUBJECT: New Mini Track Loader Bid

Background

The purchase of this mini track loader will assist the Operations Department in completing various tasks throughout the year.

Prior Board Action

The Park Commissioners approved the FY15-16 Capital Improvement Plan at the April 22, 2015 Special Board meeting.

Bid Results

An invitation to bid was published in *The News-Gazette* and bids were opened and read aloud on Thursday, July 30, 2015. Four (4) bids were received, and the results are as follows:

BIDDER	TOTAL BID
Bobcat of Champaign, Champaign, IL	\$20,456.96
Vermeer Sales & Service of Central Illinois, Inc., Goodfield, IL	\$23,760.00
Ditch Witch Sales, Inc., Springfield, IL	\$23,907.00
Awesome Machine Sales & Rental, Savoy, IL	\$27,770.00

Budget Impact

\$30,000 was allocated in the FY 15-16 Capital Improvement Plan for this purchase (Project# Spec Proj 1).

Recommended Action

Staff recommends accepting the low bid that meets all specifications and authorizing the purchase of one (1) new Bobcat MT55 from the lowest responsible bidder, Bobcat of Champaign, in the amount of \$20,456.96.

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.



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: August 3, 2015

SUBJECT: Bid for Hardcourt Re-surfacing and Striping

Background

Hardcourt Re-surfacing and Striping was included in the 2015/2016 Capital Improvement budget. Each year, staff identifies hard court surfaces in need of refurbishment due to cracking, heaving, ponding, striping, etc. and requests funding to complete the projects.

Prior Board Action

The Board of Commissioners approved the FY15-16 Capital budget at the April 22, 2015 Special Board meeting.

Bid Results

Bid packets were mailed to three (3) potential contractors. No bids were received by the bid opening on July 30, 2015.

Budget Impact

None.

Recommended Action

Staff recommends the re-bidding of the Hardcourt Re-surfacing and Striping project for consideration at a future Board meeting.

Prepared by:

Reviewed by:

Kevin Crump
Director of Operations & Planning

Joe DeLuce, CPRP
Executive Director



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuca, Executive Director

DATE: August 3, 2015

SUBJECT: Dodds Tennis Center Janitorial Service Bid

Background

Bids were requested to provide the Dodds Tennis Center janitorial service for a one year period, with an option to renew for an additional one year. The contract of the most recent service provider, ESS Clean, Inc., expired on May 17, 2015.

Prior Board Action

The Board adopted Ordinance No. 598, the Budget and Appropriation Ordinance for FY15-16 at the July 8, 2015 Regular Board Meeting.

Bid Results

Bid packets were available to potential bidders beginning July 10, 2015 with eight companies either mailed, emailed or picking up packets in person. A bid notice was also published in the July 13, 2015 issue of *The News-Gazette*. Two bids were received, opened and read aloud on July 27, 2015. The results are below:

Bidder	Base Bid Annual Amount	Alternate 1 Capet Cleaning	Alternate 1 Fabric Covered Furniture Cleaning	Alternate 1 West Wall Dusting	Alternate 2 Additional Services Rate
Boye Janitorial Service, Inc. Chicago, Illinois	\$17,700.00	\$475.00	\$150.00	\$425.00	\$25.00/hour
ESS Clean, Inc. Urbana, Illinois	\$21,835.00	\$175.00	\$175.00	\$150.00	\$20.00/hour

After contacting Boye Janitorial Service, Inc., concerns were raised regarding staffing. Boye Janitorial Service at the present time only has two local staff since the company is based out of Chicago. Staff's concern is whether this would be a large enough pool of employees to cover for illness and other leave time. Currently, Boye Janitorial Service only has one downstate contract. It is scheduled to commence September 1st.

Budget Impact

The amount of \$24,817.99 has been budgeted for Service Contracts-Facilities in the FY15-16 Tennis Programs budget.

Recommended Action

Staff recommends that the Board approve and accept the Base Bid and Alternate 1 West Wall Dusting and authorize the Executive Director to enter into a one year contract with ESS Clean, Inc., of Urbana, Illinois, in the base annual amount of \$21,835.00 with an Alternate 1 West Wall Dusting of \$150.00 for a total of \$21,985.00. Alternate 1 Carpet Cleaning, Alternate 1 Fabric Covered Furniture Cleaning, and Additional Services would be performed on an as needed basis.

Prepared by:

Reviewed by:

Shane Coats
Aquatics and Tennis Coordinator II

Jameel Jones
Director of Recreation

ORDINANCE NO. 601

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

WHEREAS, the Champaign Park District is an Illinois municipal corporation, and pursuant to the Park District Code, 70 ILCS 1205/8-22, granted the authority to convey, sell, or dispose of personal property upon a three-fifths vote of the members of the board holding office, and

WHEREAS, the Champaign Park District has determined that certain items it owns are 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 and approves disposition or conveyance of the items designated to be traded in toward replacement equipment.

Section 2. The items of personal property to be disposed of or conveyed through trade in are as follows:

- a. 1997 Komatsu Forklift
- b. 2010 John Deere 997 Mower

PASSED AND APPROVED by three/fifths of the Board of Commissioners of the Champaign Park District this 12th day of August, 2015.

APPROVED:

Timothy P. McMahon, President

ATTEST

Cindy Harvey, Secretary



REPORT TO PARK BOARD

FROM: Kevin Crump, Director of Operations & Planning
DATE: August 5, 2015
SUBJECT: Abandoned Tank Remediation, Dodds Tennis Center

Background

As you are aware, during the course of work on the Dodds Tennis Center Parking Lot Reconstruction Project, the contractor discovered an abandoned underground storage tank (UST) beneath the parking lot. Upon examination by District staff and MSA Professional Services staff, it was determined that the tank contained some type of fuel as well as water. MSA researched records listing underground tank locations back to 1974, and this tank was not listed.

MSA was instructed to provide a Scope of Work and cost estimate related to the removal of the tank and its contents. Their estimate is attached and includes the following:

Removal of tank and disposal (\$10,000.00), and disposal of fluid (\$0.75/gallon, approximately 5,600 gallons) by Hall Petroleum, a licensed UST removal contractor. They will submit the permit application and schedule a removal date also. Soil contamination remediation is estimated at \$23,250.00 (based on 375 tons at \$62.00 per ton) to remove and dispose of soils within an approximate four foot perimeter of the tank. Back-filling, material and labor, is **not** included in this estimate.

MSA will provide certified personnel to oversee the operation, provide the necessary reports and notifications, and collect soil samplings, testing and reporting (\$6,800.00).

Prior Board Action

The Board approved the FY16 Capital Budget in April 2015.

Budget Impact

As an unforeseen circumstance, these expenses were not budgeted within the original project budget. Costs are estimated at \$44,250.00. Funding is available in the Capital Contingency line item.

Recommended Action

Staff is working through various issues with this project and will have a recommendation at the Board meeting on August 12, 2015.

Prepared by:

Reviewed by:

Kevin Crump, CPRP
Director of Operations & Planning

Joe DeLuce, CPRP
Executive Director



August 5, 2015

Kevin Crump
Director of Planning, Design and Construction
Champaign Park District
706 Kenwood Road
Champaign, Illinois 61821

RE: Scope of work for UST Removal
Champaign Park District
Dodds Tennis Center
2802 Farber Drive
Champaign, IL 61821
MSA Project # 12431033

Dear Mr. Crump:

Per your request, MSA Professional Services (MSA) is providing the following Scope of Work and cost estimate related to underground storage tank (UST) removal services at the referenced Site. The project consists of oversight and management of the removal of one 10,000-gallon UST, and liquid content removal. MSA services will also include soil sampling, analysis and reporting. Backfill material is not included.

A licensed UST removal contractor (Hall Petroleum) will contract directly with Champaign Park District for the UST permitting, removal and content disposal. Hall Petroleum will submit the UST removal permit application to the Office of the State Fire Marshal (OSFM); schedule a removal date with the OSFM; arrange for remaining liquid contents to be removed; and remove, cut, clean, and dispose of the UST. Hall Petroleum has estimated that these costs will be **\$10,000.00 plus \$0.75/gallon** for fluid disposal. It is estimated that there are approximately 5,600 gallons of fluid remaining in the tank.

MSA will provide OSHA HAZWOPER Certified personnel to coordinate and oversee the removal and to collect confirmation samples from the UST area. MSA will also prepare a Site Safety and Health Plan and provide the OSFM with a completed UST Notification Form. Based on the current layout of the UST, up to eight soil samples will be collected. One soil sample will be collected from each wall of the tank where possible. Two soil samples will also be collected from underneath the tank.

Soil samples will be analyzed for fuel oil constituents:

- Benzene, toluene, ethylbenzene, and xylenes (BTEX), EPA method 5035/8260
- Polynuclear aromatic hydrocarbons (PNA), EPA method 8270

Samples will be delivered following chain-of-custody procedures to an Illinois certified laboratory for analysis. Standard laboratory turnaround time is 10 business days; however, MSA has requested a rush turnaround (two days) for this project and the fee below includes this upgrade.

Offices in Illinois, Iowa, Minnesota, and Wisconsin

201 W. SPRINGFIELD AVENUE, 4TH FLOOR • CHAMPAIGN, IL 61820
PHONE: 217.352.6976 • TOLL-FREE: 877.352.0081 • FAX: 217.356.0570
www.msa-ps.com

Kevin Crump
August 5, 2015
p. 2 of 2

A report will be provided documenting the UST removal and the results of the confirmation sampling.

The cost for the UST oversight, sampling, analysis and reporting is **\$6,800.00**.

Soil Contamination Remediation

For purposes of estimating soil quantities should contamination exist, MSA has estimated that a four-foot perimeter of soil surrounding the tank is a fair assumption; using this assumption, approximately 375 tons of soil will be handled and disposed at a cost of **\$62/ton**.

Work included in this potential phase will include:

1. Excavating
2. Trucking
3. Landfill Fees
4. Oversight, management, and reporting (Personnel)
5. Soil sampling and rush laboratory analysis

Thank you for choosing MSA as your consultant for this project. We will prepare an amendment when you decide to proceed. If you have any questions concerning this matter, please contact me at (217) 403-3381 or tlaros@msa-ps.com.

Respectfully,
MSA Professional Services



Toni Laros
Environmental Professional

cc: file



More ideas. Better solutions.



August 5, 2015

Kevin Crump
Director of Planning, Design and Construction
Champaign Park District
706 Kenwood Road
Champaign, Illinois 61821

Re: Pre-1974 Affidavit
Champaign Park District
Dodds Tennis Center
2802 Farber Drive
Champaign, IL 61821
MSA Project # 12431033

Dear Mr. Crump:

I have attached a letter for you to compose on your letterhead, certifying that the newly discovered underground storage tank at your site was taken out of operation prior to 1974. It does not need to be notarized. This will serve as an affidavit which is needed for the Office of the State Fire Marshal to issue a tank removal permit. Once prepared and signed please return the letter to MSA. We will forward the letter to the tank removal contractor, Hall Petroleum. If you have any questions, please contact me at (217) 352-6976 or tlaros@msa-ps.com.

Respectfully,
MSA Professional Services

A handwritten signature in black ink that reads "Toni Laros". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Toni Laros
Environmental Professional

Enclosures

cc: file



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: June 30, 2015

SUBJECT: Resolution for expense allowance reported as wages

Background

The Illinois Municipal Retirement Fund (IMRF) 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 allowance wages have been reported to IMRF since 2005.

The taxable expenses that have been included in reported wages are; car allowance, cell phone allowance, tuition reimbursement and moving expense allowance. The resolution is required by IMRF to consider those allowances as wages going back to 2005 and moving forward as well.

The Board of Commissioners reviewed a request to adopt this resolution in July and requested more information. One of the requests was to learn what other Districts have this resolution. Attachment A is a list of local Districts and which expenses they include in reportable wages if they include any taxable expenses. Attachment B is a list from IMRF that includes all Districts that have a resolution on file with their agency.

Staff were also instructed to determine how adjustments would be made if the Board decided not to pass the resolution. IMRF representatives explained that all wages for current and past employees that had the expenses reported as wages would need to have wage adjustments completed. The process would include reporting all adjustments and refunding staff contributions after taxes. Adjustments will also need to be sent to IMRF on retired employees and IMRF will make adjustments to their monthly pension and bill retirees for the portion they have already received. This also includes the funding adjustment for the retirement as IMRF based the employee contribution with 7.5% earnings to help fund the future portion. Attachment C shows estimates from IMRF on the adjustments that would be made to two retiree's and one current staff member. Attachment C is a list of staff with the greatest impact and who are closest to retirement. There are over 30 employees that will be affected.

Treatment of refunds is based upon several factors as follows:

- a. Current employees would be issued a payroll check for the employee contribution made on the adjustment less their portion of federal and state income taxes. Social Security

and Medicare taxes were withheld and paid on the employee contributions when originally issued, so no adjustment is needed.

- b. Past employees who have not started receiving their pension will require an additional step from item a. If the prior employee has already received a refund of their contributions directly from IMRF, then no action is required by the District other than reporting the wage adjustment. If the past employee has not received a refund, then the District will issue a check to the individual and issue an IRS Form 1099-MISC.
- c. Retired individuals would receive a statement from IMRF after the District submits the wage corrections.

Attachment D provides more information on the types of wages reportable to IMRF and which of those require a resolution and those reportable for IRS purposes. This document also clarifies what the District currently reports as wages to IMRF.

IMRF representatives have informed staff that it is possible to pass this resolution and rescind it immediately. This would allow the inclusion of all current and past staff that had taxable expenses reported as wages to IMRF back to inception and continue forward, but would not allow any future employees this option.

Examples:

	Cell Allowance Only		Cell & Auto Allowance		Tuition Reimbursement Only	
	9.5-yr Average (2005-15)	Last 4-years average	9.5-yr Average (2005-15)	Last 4-years average	9.5-yr Average (2005-15)	Last 4-years average
Cell Phone Allowance Only						
Employee A						
Tax Impact on Wage Adjustment						
IMRF Earnings (Reduced by Allowance Adjustment)	\$ (7,980.00)	\$ (3,360.00)	\$ (50,442.22)	\$ (22,151.00)	N/A	\$ (8,553.00)
Social Security/Medicare	N/A	N/A	N/A	N/A	N/A	N/A
Federal Wages (IMRF contribution)	359.10	151.20	2,269.90	996.80	N/A	384.89
State Wages (IMRF contribution)	359.10	151.20	2,269.90	996.80	N/A	384.89
REFUND Amount - IMRF -EE 4.5% of Adjustment	359.10	151.20	2,269.90	996.80	N/A	384.89
Income Tax Withholdings:						
Federal W/H - used 10%	35.91	15.12	226.99	99.68	N/A	38.49
State W/H - 4.2%	15.08	6.35	95.34	41.87	N/A	16.17
Net Refund to Employee	308.11	129.73	1,947.57	855.25	N/A	330.23

Prior Board Action

The District's Board of Commissioners have passed four resolutions regarding IMRF and the table below provides more information on each of those resolutions:

Resolution Title	Date of Resolution	Effective Date
Resolution to Authorize Pension Service Credit for Employees Previously Barred By Age	January 13, 1982	January 13, 1982
Resolution to Adopt the Annual 1,000 Hour Standard for IMRF Participation	February 11, 1982	February 11, 1982
Resolution to Allow Service Credit for Military Service	March 12, 1983	March 12, 1983
Resolution to Include Compensation Paid Under an Internal Revenue Code Section 125 Plan as IMRF Earnings	April 12, 2011	August 13, 2008

Budget Impact

Moving forward, should the Board adopt the resolution, there would be no additional adjustment to the employer contribution rate specific to the allowances, as they are already included in the reported wages used for such calculations.

Should the Board not approve the resolution, then once wage adjustments are sent to IMRF, the District will receive a statement of the amount refunded to the District's employer balance with IMRF. This amount can then be applied towards future monthly contributions until depleted. The employer contribution rate would be reduced but most likely not until January 2017, which is based on IMRF calculations.

Action

Staff have requested an extension from IMRF to settle this matter and the current deadline for action is August 14, 2015. The Board of Commissioners have a few options available to resolve this issue.

Option 1: Pass the resolution allowing the inclusion of taxable expenses as reportable wages to IMRF. The District can determine which of the taxable expenses to include.

Option 2: Do not pass the resolution and report wage adjustments of current, past and retired employees to IMRF for the last 4 years as required, or everything back to inception as recommended by IMRF as best practice.

Option 3: Pass the resolution allowing the including of taxable expenses as reportable wages to IMRF, then rescind the resolution which will only affect new employees added to IMRF in the future.

Prepared by:

Reviewed by:

Tammy Hoggatt, SPHR
Director of HR, IT and Risk

Joe DeLuce, CPRP
Executive Director

Andrea N. Wallace, CPA
Director of Finance

Champaign Park District
IMRF Comparison with other local Park Districts

Park District	Include Taxable Expenses Yes or No	Cell	Car Allowance	Tuition	Moving Expense
Peoria	Yes	No, cell phones are provided	Yes	No	Yes
Urbana	Yes	Yes	Yes	No	No
Champaign County Forest Preserve	Yes	Yes	Yes	Yes	Yes
Decatur	No	n/a	n/a	n/a	n/a

Illinois Municipal Retirement Fund

Park District with 6.74 Resolution

Employer Name

Addison Park Dist
Bensenville Park Dist
Bloomingdale Park Dist
Bolingbrook Park Dist
Buffalo Grove Park Dist
Carol Stream Park District
Crystal Lake Park Dist
Elk Grove Park Dist
Elmhurst Park Dist
Fox Valley Park District
Geneseo Park District
Geneva Park Dist
Joliet Park Dist
Lockport Twp Park Dist
Mundelein Pk/Recreation Dist
Oak Park Park Dist
Oregon Park Dist
Park District of Highland Park
Park Ridge Park Dist
Plainfield Twp Park Dist
Rockford Park Dist
Rolling Meadows Park Dist
Streamwood Park Dist
Tinley Park Dist
Urbana Park District
Wauconda Park Dist
Westmont Park Dist
Wheaton Park District
Wilmette Park Dist
Winnetka Park Dist
Wood Dale Park District
Worth Palos Park Dist

Champaign Park District
Estimated IMRF adjustments on retiree's and staff without resolution to include taxable wages
Based on going back to 2005

Retired Employees	Taxable Expenses Included	Difference In Monthly Pension	Due Back to IMRF For Benefit Already Received
Retiree A	Cell Reimbursement and Car Allowance	\$207.07	\$8,960.00
Retiree B	Cell Reimbursement and Car Allowance	\$280.04	\$5,600.00
Current Employee	Taxable Expenses Included	Gross Difference in Monthly Pension	
Employee A	Cell Reimbursement and Car Allowance	\$446.00	

Most current staff were too far from retirement to determine an estimate

Champaign Park District
Listing of Types of Wages/Earnings and Treatment for IMRF purposes

		Park District Treatment (Currently)				
Automatically Reportable as Earnings to IMRF	Reportable to IMRF without Resolution	Reportable IF Board Approved & Resolution Filed	IMRF Form #	Reported to IMRF as Wages	Included as Taxable Wages for IRS purposes	Comments
Overtime Pay	YES			YES	YES	
Paid Leave (vacation, sick, etc.)	YES			YES	YES	
Longevity Pay	YES			YES	YES	
Retroactive Pay (if applicable)	YES			YES	YES	
Bonuses & Awards (Impact awards)	YES			YES	YES	
Health Insurance Opt-Out	YES			YES	YES	
Wellness Incentive Programs (cash)	YES			N/A	N/A	
Workers Compensation benefits if supplemented by employer	YES			Only for paid leave time	Started in 2014	
Compensation deferred under IRS 401(k), 403(b), 457	YES			YES	NO	
NEVER Reportable as Earnings to IMRF	NEVER			NO	YES	
Life Insurance over \$50,000						
May be Reportable as Earnings to IMRF with Resolution						
<i>Automobile Allowance</i>	NO	X	6.74	YES	YES	Have reported since inception without resolution on file with IMRF
<i>Expense Reimbursement and Allowances</i>	NO	X	6.74	YES	YES	Have reported since inception without resolution on file with IMRF
Automobile Allowance						
Cell Phone Allowance						
<i>Allowance for Moving Expenses</i>	NO	X	6.74	YES	YES	Have reported since inception without resolution on file with IMRF
<i>Tuition Reimbursement</i>					YES	
Uniforms & Clothing Allowance	NO	X	6.74	NO	NO	
steel toe boots (operations staff) - Receive up to \$150/yr						
Uniforms (operations staff) - varies for FT vs. PT staff						
Staff Clothing/Fitness Reimbursement-\$100/yr (not uniforms)						
Reported to IMRF as earnings for fitness reimb. - but not consistently. Fitness reimbursements outside of the District are taxed and reported to IMRF but not for programs inside the District.						
Section 125 Cafeteria Plans	NO	Adopted 4/12/11	6.72	YES	NO	
Service Credit for Military Service	NO	Adopted 3/12/03	6.63			
<i>Taxable Expense Allowances</i>	NO		6.74			
Items previously noted above will be added to Form 6.74 as applicable. The only exception will be for passes offered to employees and their families for fire are not currently reported to IMRF as earnings, and will not be included in the resolution on IMRF Form 6.74. This would include Sholem Aquatic Center pool passes and Leonhard Recreation Center membership passes.						

Items requiring a resolution approved by the Board if we are to continue reporting as earnings to IMRF.



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: August 12, 2015

SUBJECT: Alcohol Sales

Background

In recent years, the Champaign Park District has begun serving alcohol at its events and facilities, such as the Champaign Music Festival, the Taste of C-U, and the Virginia Theatre. Over these years, alcohol sales have increased and alcohol has become a staple at many local community events, such as the Urbana Sweet Corn Festival, Blues Brews and BBQ, Oktoberfest, Pygmalion Festival, Pride, Research Park Concerts, Ellnora Guitar Festival, and many more. With this trend in mind and after evaluating the community's feedback, it was apparent that the sale of alcohol would greatly benefit the District's large special events.

Since this change in 2013, the District has received a positive response from patrons in regards to alcohol sales at its events. In evaluating the community feedback from the 2014 Taste of C-U, there were many requests that there be more domestic options present, in addition to the craft beer options. Because of this, staff has decided to partner with Orange and Blue Distributing, which carries domestic and locally crafted beer from JT Walker's. Additionally, by working with Orange and Blue Distributing, there is an opportunity to profit from additional beer sales revenue. In past years, the District received 30% of alcohol sales from vendors. In 2013, there was a profit of \$1,435.00 and in 2014, there was a profit of \$4,800.90. This year, in partnering with Orange and Blue Distributing, we will receive 100% of the sales, providing an opportunity to profit \$20,000 or more.

Liability Issues

A concern for all events where alcohol is served is not only liability but also property damage and bodily injury. This is something we will be taking very seriously making sure all our bases are covered. We are required to obtain certain insurance requirements from the distributor when serving alcohol, these are as follows;

- A. Commercial General and Umbrella Liability Insurance for no less than \$1,000,000.
- B. Business Auto and Umbrella Liability Insurance no less than \$1,000,000.
- C. Workers Compensation Insurance for no less than \$1,000,000.
- D. General Insurance Provisions.

For the Taste of C-U, Orange and Blue Distributors have obtained this insurance and has provided \$2,000,000 in Commercial General Liability, \$1,000,000 in Auto Liability, \$5,000,000 in Umbrella Liability, \$500,000 in Workers Compensation Liability, and has provided the District with necessary copies of all certificates and policy endorsements.

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.

Staff is working very closely with Joe Ketchum, Champaign Police Department, to make sure we are in compliance with all city and state requirements to serve alcohol. In the event of any property damage or injuries; staff, security, and police will all be stationed at the event. There will also be EMS onsite for the entirety of the event, along with our risk manager who previously was a firefighter and EMS.

Staff also works closely with PDRMA and attached for your review is their recommendation on procedures for selling alcohol at District events.

Learning from the Champaign Music Festival, we have made changes to staffing and training to ensure a lower risk of incidents. We will not have volunteers responsible for checking ID's and giving out wristbands at entrance gates, our staff will handle these duties. Instead, we will have one tent designated for carding those who wish to obtain a wristband. This tent will be manned by B.E.S.T. and T.I.P.S. trained District staff who have been specifically trained to identify legitimate ID's. This will relieve the stress and responsibility of the entrance volunteers, allowing them to focus on maintaining safe entry into the park and ensuring alcohol does not leave the event premises. The tent where beer is being served will also be managed by trained District staff and representatives from JT Walkers. Prior to the event, we will hold additional training that we feel would be beneficial to all staff and volunteers.

Future Events with Alcohol Sales

After evaluating the 2015 Music Festival and previous Music Festivals, staff has decided to only have alcohol sales at select events at the Virginia Theatre and at the Taste of C-U in the future. Staff has decided to not produce the Champaign Music Festival in the future, but we will work with the City of Champaign to produce two street fest events in June and July each year. The alcohol sales at the street fest events will be handled by the local restaurants and bars.

Questions

Staff would be glad to answer any questions on alcohol sales.

Prepared by:

Reviewed by:

Zoe Stinson
Special Events Manager

Joe DeLuce, CPRP
Executive Director

INSURANCE REQUIREMENTS

LIQUOR - SERVING OF

User shall obtain insurance of the types and in the amounts listed below.

A. Commercial General and Umbrella Liability Insurance

User shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this location.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

If user is in the business of manufacturing, distributing, selling, serving or furnishing alcoholic beverages, liquor liability and Dram Shop liability coverage is also to be provided with a limit not less than \$1,000,000 per occurrence.

District shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to District. Any insurance or self-insurance maintained by the District shall be excess of User's insurance and shall not contribute with it.

B. Business Auto and Umbrella Liability Insurance

If applicable, User shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

C. Workers Compensation Insurance

If applicable, User shall maintain workers compensation and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

If District has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 26 under the Commercial General and Umbrella Liability Insurance required in this Contract, the User waives all rights against District and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the User's use of the premises.

D. General Insurance Provisions

1. Evidence of Insurance

Prior to using premises, User shall furnish District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to District prior to the cancellation or material change of any insurance referred to therein. Written notice to District shall be by certified mail, return receipt requested.

Failure of District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of District to identify a deficiency from evidence that is provided shall not be construed as a waiver of User's obligation to maintain such insurance.

District shall have the right, but not the obligation, of prohibiting User from occupying the premises until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by District.

Failure to maintain the required insurance may result in termination of this use agreement at District's option.

User shall provide certified copies of all insurance policies required above within 10 days of District's written request for said copies.

2. Acceptability of Insurers

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the District has the right to reject insurance written by an insurer it deems unacceptable.

3. Cross-Liability Coverage

If User's liability policies do not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

4. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to the District. At the option of the District, the User may be asked to eliminate such deductibles or self-insured retentions as respects the District, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

E. Indemnification

User shall indemnify and hold harmless the District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but

not limited to legal fees (attorney's and paralegals' fees and court costs), arising from or in any way connected with (i) the use of the premises or of any business or activity thereon, or any work or thing whatsoever done, or condition created in or about the premises during the use; (ii) any act, omission, wrongful act or negligence of User or any of User's contractors or subcontractors, or the partners, directors, officers, agents, employees, invitees User or User's contractors or subcontractors; (iii) any accident, injury or damage whatsoever occurring in or at the premises regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. User shall similarly protect, indemnify and hold and save harmless the District, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of User's breach of any of its obligations under, or User's default of, any provision of the Contract.



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: August 12, 2015

SUBJECT: Discussion of Employment Policy Regarding the Hiring of Relatives

Background

The Champaign Park District currently does not allow hiring of any employee or Board of Commissioner's relatives. This policy, created in 2005, does allow relatives of employees to be hired on a seasonal basis only. A copy of the District's current policy is attached to this memo.

Since the creation of this policy the District has employed several relatives in seasonal positions with great success. Many staff have stated that our employee's relatives have been excellent employees and there have not been issues of conflict of interest since the policy requires relatives not supervise one another.

Several occasions have occurred that has caused staff to request the District to reconsider allowing relatives to work within the District full-time. CUSR recently advertised two open positions for coordinators and one of the possible candidates is the sister of one of our full-time operations staff. She is an excellent candidate for one of these positions so we wanted to see if the Board would be willing to consider a policy change to the anti-nepotism policy.

Locally, the University of Illinois allows and encourages the hiring of relatives. They however instruct staff that they may not initiate or participate in institutional decisions involving a direct benefit (initial employment, retention, promotion, salary, leave of absence, etc.) to a member of their immediate family. Eight other park districts were contacted and of those five allow for the full-time hiring of relatives and three do not.

If the District were to allow the hiring of relatives, staff recommend that no employee may work in the same department as their relative, or one of individuals will be required to resign their position. A policy constructed based on the University of Illinois policy would be beneficial for the District. In addition, it will be essential to design a policy that assures the best interests of the District are served when such individuals are hired, and to protect individual members of a family from having or being perceived to have a conflict of interest with respect to one of their relatives.

Advantages

- Improved customer relations through family contact
- Long-term stability
- Shared values

- Loyalty and commitment
- Inherent trust
- Willingness to sacrifice for the agency

Disadvantages

- Inability to separate family and work
- Family conflicts in the work place
- Communication breakdowns
- Inability to retire and let go
- Community perception of nepotism
- Sibling rivalry

Recommended Action

This item is for Board discussion.

Prepared by:

Tammy Hoggatt, SPHR
Director of HR, IT and Risk

Reviewed by:

Joe DeLuce, CPRP
Executive Director

1-6 ANTI-NEPOTISM POLICY

The employment of relatives can cause various problems, including charges of favoritism, conflicts of interest, family discord, and scheduling conflicts that work to the disadvantage of both the Park District and its employees. Therefore, it is the policy of the Park District not to hire a close relative of any current full-time, regular part-time employee, or Board member in any capacity. There are however exceptions as listed later in this policy.

For the purpose of this policy, the term “close relative” includes the following relationships: whether established by blood, marriage, or other legal action: mother, father, husband, wife, civil union partner, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, step-parent, half-sibling, step-child, grandparent, grandchild, aunt, uncle, niece or nephew.

When a situation occurs which results in a violation of the anti-nepotism policy (whether because of the marriage or civil union of two employees or some other circumstance), one of the employees involved will be required to resign or will otherwise be terminated. Employees will be permitted to determine which of them will resign and will be required to inform the Park District of their decision within a two-month period after the violation begins. If the employees cannot make a decision, the Park District will decide in its sole discretion who will remain employed.

Exception: This policy does not apply to full-time and regular part-time employees employed at the District as of November 9, 2005. However, if an employment relationship develops with employees falling within this pre-November 9, 2005 exception and (a) creates a supervisor subordinate relationship; (b) has the potential for creating an adverse impact on work performance; or (c) creates either an actual conflict of interest or the appearance of a conflict of interest, the District will require one of the two effected employees to resign or otherwise be terminated.

Exception: The District will ease the nepotism policy for relatives working in seasonal positions. This exception is made to increase the available workforce of responsible park district employees. Any full-time employee's relation must go through the standard hiring process including an application, interview and reference checks. The seasonal relation cannot work in the same division as their full-time relative. Relatives of the Executive Director and Commissioners are not be eligible for any employment. Additionally, the full-time staff member must sign an agreement stating there will be no interference in the employment of the seasonally employed relative.