



**CHAMPAIGN  
PARK DISTRICT**

**REGULAR BOARD MEETING  
BRESNAN MEETING CENTER  
706 Kenwood Road, Champaign, Illinois  
Wednesday, August 9, 2017  
7:00 p.m.**

**A. CALL TO ORDER**

**B. COMMENTS FROM THE PUBLIC**

**C. COMMUNICATIONS**

**D. TREASURER'S REPORT**

1. Consideration of Acceptance of the Treasurer's Report for the Month of July 2017

**E. EXECUTIVE DIRECTOR'S REPORT**

1. Project Team Updates
2. General Announcements

**F. COMMITTEE AND LIAISON REPORTS**

1. Champaign Parks Foundation

**G. REPORT OF OFFICERS**

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

**H. 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 Regular Board Meeting, July 12, 2017
2. Approval of Minutes of Executive Session, July 12, 2017
3. Approval of Minutes of the Public Hearing and Special Board Meeting, July 26, 2017

**I. NEW BUSINESS**

1. Approval of Disbursements as of July 11, 2017  
Staff recommends approval of the list of disbursements for the period beginning July 11, 2017 and ending August 8, 2017. (ROLL CALL VOTE REQUIRED)
2. Approval of Emergency Expenditures Policy  
Staff recommends approval of the Emergency Expenditures Policy.

3. Approval of a Bid for Janitorial Services at the Dodds Tennis Center  
Staff recommends accepting the Base Bid and Alternate 1 Carpet Cleaning, Alternate 1 Fabric Covered Furniture Cleaning 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, Illinois, in the annual base bid amount \$19,838.00 with Alternate 1 Carpet Cleaning of \$175.00, Alternate 1 Fabric Covered Furniture Cleaning of \$175.00 and Alternate 1 West Wall Dusting of \$150.00 for a total of \$20,338.00. Also accepting and approving Alternate 2 Additional Services Rate of \$20.00/hour on an as needed basis.
4. Approval of a Bid for General Concrete  
Staff recommends awarding the base bid to the lowest responsible bidder, Duce Construction, Champaign IL, at the bid price of \$19,918.00 and authorizing the Executive Director enter into a contract for the work.
5. Approval of Bid for Seal Coating and Line Striping  
Staff recommends awarding the bid to the lowest responsible bidder, County Asphalt, Inc., Urbana. IL, at the bid price of \$21,483.71 and authorizing the Executive Director enter into a contract for the work.
6. Approval of Ordinance No. 623: Declaring Items as Surplus  
Staff recommends that the Board adopt Ordinance No. 623: an Ordinance providing for the disposal of personal property owned by the Champaign Park District of Champaign County, which will allow for the disposal of the equipment listed in the ordinance.

**J. OLD BUSINESS**

**K. DISCUSSION ITEMS**

**L. 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; (c)(5) for the purchase or lease of real property for the use of the public body including meetings held for the purpose of discussing whether a particular parcel should be acquired; (c)(6) the setting of a price for sale or lease of property owned by the public body; and (c)(11) to address litigation affecting or on behalf of the particular body that is pending, probable or imminent.

**N. RETURN TO REGULAR MEETING**

**O. ADJOURN**

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

**July 12, 2017**

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, July 12, 2017 at 7:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to notice duly given. President Hays presided over the meeting.

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

Staff Present: Cindy Harvey, Assistant to the Executive Director/Board Secretary, Andrea Wallace, Director of Finance, and Ashley Sims, Volunteer and Special Events Coordinator.

Absent: Executive Director Joe DeLuce.

**Call to Order**

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

**Comments from the Public**

Susan Gnaedinger, 1509 W. Green Street, Champaign, addressed the Board about bikes in Kaufman Park. She discussed the incident where she was knocked to the asphalt by a bicyclist. Ms. Gnaedinger stated that she discussed the incident with Risk Manager Wendy Zindars. She stated that most of Kaufman Lake is barred from vehicle usage and encouraged the Board to consider the same for bicycles. A narrative statement from Ms. Gnaedinger was provided to the Park District.

The Board addressed the matter and thanked Ms. Gnaedinger for following up and her comments. President Hays stated that staff will follow up on it.

**Communications**

None.

**Treasurer's Report**

Treasurer Wackerlin reviewed the Treasurer's Report for the month of June 2017 and found it to be in appropriate order. He reported that the Park District received property tax money and moved a CD from one bank to another.

Commissioner Solon made a motion to accept the Treasurer's Report for the month of June 2017. The motion was seconded by Commissioner Miller. The motion passed 5-0.

**Executive Director's Report**

Volunteer of the Month

Ms. Harvey (on behalf of the Executive Director) introduced Ashley Sims, Volunteer and Special Events Coordinator.

Ms. Sims reported that Valerie Estrada was chosen as June 2017 Volunteer of the Month. She was chosen for her volunteer efforts with the Creative Kids Daycamp. Ms. Estrada was presented with a Certificate of Appreciation and a bag of goodies.

### Project Updates

Ms. Harvey distributed a list of project updates to the Board. She asked the Board members to let her know if they have any questions regarding the projects.

### General Announcements

Ms. Harvey reported that the Street Festival will be held at 7:00 p.m. on July 15, 2017 in downtown Champaign. She reminded the Board that volunteers are needed for the event and to let staff know if anyone is interested in volunteering. Ms. Harvey also reported that the CUSR Golf Outing fundraiser for scholarships will be held on August 26, 2017. She stated that registration forms for the event are available if anyone was interested in participating.

### **Committee and Liaison Reports**

#### Champaign Parks Foundation

President Hays reported that no recent Foundation Board meeting was held. He reminded everyone to purchase tickets for the retirement/fundraiser in honor of Newt Dodds and Lou Liay that will be held July 21, 2017 from 5:30 to 8:00 p.m. at the Virginia Theatre.

### **Report of Officers**

#### Attorney's Report

None.

#### President's Report

None.

### **Consent Agenda**

President Hays stated that all items on the Consent Agenda are considered routine and shall be acted upon by one motion. If discussion is desired regarding any item, that item shall be removed and discussed separately. Items 7 and 8 will be discussed separately.

1. Approval of Minutes of the Study Session, May 24, 2017
2. Approval of Minutes of the Executive Session, May 24, 2017
3. Approval of Minutes of the Regular Board Meeting, June 14, 2017
4. Approval of Minutes of the Executive Session, June 14, 2017
5. Approval of Minutes of the Special Board Meeting, June 26, 2017
6. Approval of Minutes of the Executive Session, June 26, 2017

Commissioner Kuhl made a motion to approve the Consent Agenda Items 1 through 6 with corrections to the May 24, 2017 Study Session minutes as suggested by Commissioner Solon. The motion was seconded by Vice President McMahon. The motion passed 5-0.

#### 7. Approval of Capitalization Policy

Ms. Harvey presented a revised version of the Capital Policy for approval. She reported that minor revisions were made by Attorney Hall.

Commissioner Kuhl made a motion to approve Consent Agenda Item #7. The motion was seconded by Commissioner Solon. The motion passed 5-0.

#### 8. Approval of Fund Balance Policy

Ms. Harvey presented revised version of the Fund Balance Policy. She reported that minor revisions were made by Attorney Hall.

Commissioner Kuhl made a motion to approve Consent Agenda Item #8. The motion was seconded by Vice President McMahon. The motion passed 5-0.

## **New Business**

### Approval of Disbursements as of May 10, 2017

President Hays reported that staff recommended approval of the list of disbursements for the period beginning May 10, 2017 and ending June 13, 2017. Discussion ensued. Ms. Wallace responded to questions by President Hays about the Heritage Survey and the partial payment to Clifton Larson Gunderson involving the audit.

Vice President McMahon made a motion to approve the list of disbursements for the period beginning May 10, 2017 and ending June 13, 2017. The motion was seconded by Commissioner Miller. The motion passed 5-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Miller – yes; Vice President McMahon – yes; President Hays – yes; and Commissioner Kuhl – yes.

## **Old Business**

None.

## **Discussion Items**

None.

## **Comments from Commissioners**

Commissioner Solon stated that in the future when accepting land that the person responsible for payment of real estate taxes be finalized before accepting the land. Discussion ensued.

Ms. Harvey reported that Executive Director Joe DeLuce authorized payment of the real estate taxes due to the length of time it took to finalize the transaction and based on consultation with Attorney Hall regarding the donation agreement negotiations.

Commissioner Solon expressed concern about not informing the Board of the action regarding the real estate taxes. Discussion ensued.

## **Executive Session**

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

## **Return to Regular Meeting**

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

## **Adjourn**

There being no further business to come before the Board, Commissioner Solon made a motion to adjourn the meeting. The motion was seconded by Vice President McMahon. The motion passed 5-0 and the meeting was adjourned at 7:49 p.m.

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Craig W. Hays, President

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Cindy Harvey, Secretary

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

**July 26, 2017**

**PUBLIC HEARING**

The Champaign Park District Board of Commissioners held a Public Hearing on Wednesday, July 26, 2017 at 5:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to published notice duly given. President Hays presided over the hearing.

Present: President Craig W. Hays, Vice President Timothy P. McMahon and Commissioners Barbara J. Kuhl.

Absent: Commissioners Jane L. Solon and Kevin J. Miller, 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, Bret Johnson, Interim Director of Operations, Tammy Hoggatt, Director of Human Resources, IT and Risk, and Andrew Weiss, Director of Planning.

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

**Open the Public Hearing**

President Hays opened the Public Hearing at 5:30 p.m.

**Ordinance No. 622, Amended Budget and Appropriation Ordinance**

He stated that the purpose of the public hearing was to discuss and receive comments on the Amended Budget and Appropriation Ordinance for FY16-17. A notice of the public hearing was published in *The News-Gazette* on July 17, 2017 in compliance with state law.

**Public Comments**

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

**Ordinance No. 620, Budget and Appropriation Ordinance**

He stated that the purpose of the public hearing was to discuss and receive comments on the Budget and Appropriation Ordinance for FY17-18. A notice of the public hearing was published in *The News-Gazette* on July 17, 2017 in compliance with state law.

**Public Comments**

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

**Close the Public Hearing**

Commissioner Kuhl made a motion to adjourn the Public Hearing. The motion was seconded by Vice President McMahon. The motion passed 3-0.

**SPECIAL BOARD MEETING**

The Champaign Park District Board of Commissioners held a Special Board Meeting on Wednesday, July 26, 2017 immediately following the Public Hearing at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to notice duly given. President Hays presided over the meeting.

Present: President Craig W. Hays, President, Vice President Timothy P. McMahon, Commissioners Barbara J. Kuhl, Jane L. Solon, and Kevin J. Miller.

Officers Absent: 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, Bret Johnson, Interim Director of Operations, Tammy Hoggatt, Director of Human Resources, IT and Risk, and Andrew Weiss, Director of Planning.

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

### **Call to Order**

President Hays called the meeting to order at 5:32 p.m.

### **Comments from the Public**

None.

### **New Business**

#### Approval of Ordinance No. 622: Amended Budget and Appropriation Ordinance

President Hays stated that staff recommend adoption of Ordinance No. 622, an ordinance amending the combined annual budget and appropriation of funds for the Champaign Park District, Champaign County, Illinois, for the fiscal year beginning on the first (1<sup>st</sup>) day of May 2016, and ending on the thirtieth day (30<sup>th</sup>) of April 2017 in the amount of \$17,115,667, and authorize staff to file it with the Champaign County Clerk's office.

Commissioner Kuhl made a motion to adopt Ordinance No. 622, the amended Budget and Appropriation Ordinance, and authorize staff to file with the Champaign County Clerk's office. The motion was seconded by Vice President McMahon. Upon roll call, the vote was as follows: Vice President McMahon – yes; President Hays – yes; and Commissioner Kuhl – yes. The motion passed 3-0. A copy of Ordinance No. 622 is attached to the minutes.

Commissioner Kevin Miller arrived to the meeting at 5:34 p.m.

#### Approval of Ordinance No. 620: Budget and Appropriation Ordinance

President Hays reported that staff recommend adopting Ordinance No. 620, an ordinance approving the combined annual budget and appropriation of funds for the Champaign Park District, Champaign County, Illinois, for the fiscal year beginning on the first (1<sup>st</sup>) day of May 2017, and ending on the thirtieth day (30<sup>th</sup>) of April 2018 in the amount of \$19,864,806, and authorize staff to file with the Champaign County Clerk's office.

Vice President McMahon made a motion to adopt Ordinance No. 620, Budget and Appropriation Ordinance for fiscal year beginning May 1, 2017 and ending April 30, 2018 and authorize staff to file with the Champaign County Clerk's office. The motion was seconded by Commissioner Kuhl. Upon roll call, the vote was as follows: Vice President McMahon – yes; President Hays – yes; and Commissioner Kuhl – yes. The motion passed 4-0. A copy of Ordinance No. 620 is attached to the minutes.

#### Approval of the FY18 Annual Budget

President Hays reported that staff recommend approval of the FY18 Annual Budget for fiscal year beginning May 1, 2017 and ending April 30, 2018.

Commissioner Kuhl made a motion to approve the FY18 Annual Budget. The motion was seconded by Vice President McMahon. The motion passed 4-0.

#### Approval of a Bid for Henry Michael Park Grading

Mr. DeLuce presented the report and responded to questions posed by the Board.

Commissioner Kuhl made a motion to award the bid for grading the soil at Henry Michael Park to the lowest responsible bidder, Otto Baum Co. of Morton, Illinois, in the bid amount of \$13,275.00 and authorize the Executive Director to execute the contract. The motion was seconded by Vice President McMahon. The motion passed 4-0.

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

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

Mr. DeLuce presented the report. He reported that the partnership for the Community Matters Program has been going on for 10 years. Mr. DeLuce stated that the funds are used for day camps. A new day camp for 4<sup>th</sup> and 5<sup>th</sup> graders from the Garden Hills neighborhood was added this year. Discussion ensued about the amount of the grant.

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

**Old Business**

None.

**Discussion Items**

Proposal from Illinois Futbol Club (IFC) to Install Lights on a Soccer Field

Mr. DeLuce presented the report. He noted that John Moore an IFC Board member was in attendance. Mr. DeLuce reported that Park District staff and IFC have been in discussion about the cost to light one soccer field at Dodds Park Soccer Complex. He stated that the estimated cost to light one soccer field is \$150,000 to \$170,000. IFC would pay to light the soccer field and it would be used by IFC and the Park District. Mr. DeLuce discussed the pros and cons of the proposal. He stated that IFC would like the Park District to waive the rental fee for 10 years to help IFC recoup its costs. There would be more usage of the field. However, lighting would allow the Park District the opportunity to play at night. Mr. DeLuce asked for feedback from the Board on the proposal. Discussion ensued. Mr. DeLuce and Mr. Moore responded to questions posed by the Board.

It was the consensus of the Board to provide more definitive cost information and obtain a quote for lighting. Mr. DeLuce stated will draft an agreement for Board consideration.

Performance Measurement Report

Mr. DeLuce presented the report. He indicated that the performance measurement report is about metrics. The report includes statistical information about programs and events, parks and facilities, resident involvement with the Park District, websites, social media, facility attendance, financial status, park development and maintenance, maintenance operations, flowers, organizational and staff excellence, awards, staff satisfaction, staff turnover and staff wellness. Staff is proud of the report.

Safety Manual

Mr. DeLuce presented the report. He reported that the safety manual is a part of the distinguished accreditation process. Discussion ensued. Commissioner Solon noted that there were changes that needed to be made.

**Comments from Commissioners**

None.

**Executive Session**

Commissioner Solon moved as set forth below to convene into Executive Session. The motion was seconded by Commissioner Kuhl. The motion passed 5-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Miller – yes; Vice President McMahon – yes; President Hays – yes; and Commissioner Kuhl – yes. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2(c)(1) for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body; (c)(5) for the purchase or lease of real property for the use of the public body including meetings held for the purpose of discussing whether a particular parcel should be



acquired; (c)(6) the setting of a price for sale or lease of property owned by the public body; and (c)(11) to address litigation affecting or on behalf of the particular body that is probable or imminent.

**Return to Regular Meeting**

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

Commissioner Solon inquired about the newspaper article and television report about the Community Assessment Survey before the final report is presented to the Board.

**Adjourn**

There being no further business to come before the Board, Vice President McMahon 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 6:22 p.m.

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Craig W. Hays, President

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Cindy Harvey, Secretary

## CHAMPAIGN PARK DISTRICT

### Emergency Appropriations Policy

In case of emergencies, which call for immediate resolution, the Executive Director shall take prompt action to employ persons or firms to do the necessary corrective work and shall require the persons or firms doing the corrective work to furnish a detailed report of the corrections made and the basis for making the corrections. For the purpose of this policy, an emergency shall consist of a threat to the health ~~efor~~ safety of park users, staff, officials and volunteers, -or ~~of~~ severe damage to Park District property. The Executive Director ~~will~~ shall obtain authorization from the Board of Commissioners for any expenditures of funds pursuant necessary to address suchthe emergency. ~~which occurred.~~

~~Non-budgeted expenditures by any Department will need to be verified before funding is authorized. The justification for and purpose of the expenditure must be presented to the Finance Director and Executive Director. At that time, discussion with the appropriate Department Head or Supervisor will be held to determine the necessity of the increased funding request. Once the need is found to be appropriate, other line items within the same Fund will be investigated for available reallocation. An increased expenditure line will be offset by reducing other lines within the same fund.~~

In the event of an emergency, disaster ~~oref~~ other unanticipated event of a ~~more~~ serious nature, funding from other sources may be required. ~~Funding for needed repairs to a facility or other piece-item~~ of property may be made available through capital funds approved, but not yet spent, for a particular project. If funds are utilized for an already approved, but not yet commenced started project, that affected project will be deleted from the affected fiscal year's capital budget and redistributed to cover the emergency expenditures. Those affected projects and may will be funded in a future year. The Board ~~will be informed shall determine authorization for~~ of any such actions.

In situations for which there is no available funding in ~~either~~ the current year's ~~operating or capital~~ budgets, the justification and ~~expenditure~~ ese estimates will be brought to the Board of Commissioners for proper resolution.

Approved by Board of Commissioners  
Revised by Board of Commissioners

August 24, 2011  
August 9, 2017

Craig W. Hays~~Newton H. Dodds~~, President  
Herakovich, Executive Director

Joseph C. DeLuce~~Bobbie~~



**REPORT TO PARK BOARD**

**FROM: Joe DeLuce, Executive Director**

**DATE: July 31, 2017**

**SUBJECT: Dodds Tennis Center Janitorial Service Bid**

Background

Bids were requested to provide the Dodds Tennis Center janitorial service for a one (1) year period, with an option to renew for an additional one (1) year. The contract of the most recent service provider, ESS Clean, Inc., expired on May 15, 2017.

Prior Board Action

The Board adopted Ordinance No. 620, the Budget and Appropriation Ordinance for FY17-18 at the July 26, 2017 Special Board Meeting.

Bid Results

Bid packets were available to potential bidders beginning July 7, 2017 with three companies mailed packets. A bid notice was also published in the July 10, 2017 issue of *The News-Gazette*. Three bids were received, opened and read aloud on July 24, 2017. The results are below:

Bidder	Base Bid Annual Amount	Alternate 1 Carpet Cleaning	Alternate 1 Fabric Covered Furniture Cleaning	Alternate 1 West Wall Dusting	Alternate 2 Additional Services Rate
ESS Clean, Inc., Urbana, IL	\$19,838.00	\$175.00	\$175.00	\$150.00	\$20.00/hour
ServiceMaster Janitorial Cleaning Champaign, IL	\$21,069.00	\$200.00	\$125.00	\$350.00	\$25.00/hour
McGuire Janitorial Services Champaign, Illinois	\$24,148.00	\$250.00	\$125.00	\$250.00	\$20.00/hour

Budget Impact

The amount of \$25,790.00 has been budgeted for Service Contracts-Facilities in the FY17-18 Tennis Programs budget.

Recommended Action

Staff recommends accepting the Base Bid and Alternate 1 Carpet Cleaning, Alternate 1 Fabric Covered Furniture Cleaning 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, Illinois, in the annual base bid amount \$19,838.00 with Alternate 1 Carpet Cleaning of \$175.00, Alternate 1 Fabric Covered Furniture Cleaning of \$175.00 and Alternate 1 West Wall Dusting of \$150.00 for a total of \$20,338.00. Also accepting and approving Alternate 2 Additional Services Rate of \$20.00/hour on an as needed basis.

Prepared by:

Reviewed by:

Stacey A. Cornell, CPRP  
Aquatics and Tennis Center Coordinator I

Jameel Jones  
Director of Recreation



**REPORT TO PARK BOARD**

**FROM: Joe DeLuce, Executive Director**

**DATE: August 1, 2017**

**SUBJECT: General Concrete Bid**

Background

This is a bid to address concrete deficiencies and failures at various locations throughout the Park District. Sites included in this bid are as follows: additional concrete at the Sholem Aquatic Center staff parking area, Hessel Park playground bench pads and bike rack, Beardsley Park grill pad, addition to the Springer Center drive, and sidewalk repair at Thompson Park. An alternate bid was requested for the Hessel Park bike rack to include an option for permeable pavers instead of concrete.

Prior Board Action

The Board approved the FY17-18 Capital plan at the February 8, 2017 Regular Board meeting.

Bid Results

An invitation to bid was published in The News-Gazette. The bids were opened and read aloud on Monday, July 31, 2017. The results are as follows:

<b>Contractor</b>	<b>Base Bid</b>	<b>Base + Alternate</b>
<b>Duce Construction, Champaign IL</b>	<b>\$19,918.00</b>	<b>\$29,158.00</b>
<b>Shaw Brothers Concrete, Champaign, IL</b>	<b>\$25,097.00</b>	<b>\$38,809.00</b>
<b>Mid Illinois Concrete, Urbana, IL</b>	<b>\$26,200.00</b>	<b>\$44,200.00</b>
<b>Stark Excavating, Bloomington, IL</b>	<b>\$32,342.52</b>	<b>\$40,565.20</b>

Budget Impact

\$31,000 has been budgeted in the FY17/18 Capital plan for General Concrete, Project #18RM02.

Recommended Action

Staff recommends awarding the base bid to the lowest responsible bidder, Duce Construction, Champaign IL, at the bid price of \$19,918.00 and authorizing the Executive Director enter into a contract for this work.

Prepared by:

Reviewed by:

Bret Johnson  
Interim Director of Operations

Joe DeLuce  
Executive Director

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



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director  
**DATE:** August 1, 2017  
**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 Park District. This is a routine maintenance practice for asphalt drives, parking lots, and courts. This year's sites include: Dodds Tennis Center (lines only), Zahnd Park, Porter Park, Kaufman Lake (north of gates), and Spalding Skate Park.

### Prior Board Action

The Board approved the FY17-18 Capital plan at the February 08, 2017 Regular Board meeting.

### Bid Results

An invitation to bid was published in The News-Gazette. The bids were opened and read aloud on Monday, July 31, 2017. The results are as follows:

Contractor	Total Bid
County Asphalt Company Inc.; Urbana, Illinois	\$21,483.71
Dunn Company; Decatur, Illinois	\$29,548.00

### Budget Impact

\$30,000 has been budgeted in the FY17/18 Capital plan for sealcoating and line-striping, project # 18RM09.

### Recommended Action

Staff recommends awarding the bid to the lowest responsible bidder, County Asphalt, Inc., Urbana, IL, at the bid price of \$21,483.71 and authorizing the Executive Director enter into a contract for this work.

Prepared by:

Reviewed by:

Bret Johnson  
Interim Director of Operations

Joe DeLuce  
Executive Director



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** July 31, 2017

**SUBJECT:** Approval of Ordinance No. 623 Providing for the Disposal of Personal Property Owned by the Champaign Park District of Champaign County

### Background

The Park District purchases new computer items, tennis court divider nets, and trucks for use as needed. The computer items and tennis court divider nets have exceeded their life expectancy and are no longer useful to the Park District. The truck was damaged in an accident and has been declared a "total loss" by Park District Risk Management Agency (PDRMA). Illinois law permits park districts to dispose of unusable equipment. The Board must pass an ordinance authorizing disposal of the property.

### Descriptions

The items of personal property are technology equipment, court divider nets, and a vehicle as listed below are not useful to the Park District in their current condition:

Item	Serial Number	Asset Tag Number
HP ProLiant ML110 (Server)	EA09MNCZ3N	00772
HP ProLiant DL360 G5 (Server)	MXQ811A199	01000
HP ProLiant DL360 G5 (Server)	MXQ908A2BZ	01135
Zebra Card Printer P330i	P330001870	None
Zebra Card Printer P330i	P330G04664	None
Zebra Card Printer P330i	P330G04966	None
Court Divider Nets	NA	A00000351
2012 Ford F-150 XL Regular Cab	NA	71

### Prior Board Action

None

### Budget Impact

Any proceeds received from the sale of these items will be placed in Park District operating funds.

### Recommended Action

Staff recommends that the Board adopt Ordinance No. 623: An Ordinance providing for the disposal of personal property owned by the Champaign Park District of Champaign County, which will allow for the disposal of equipment as listed above.

Prepared by:

Reviewed by:

Cindy Harvey  
Assistant to the ED

Joe DeLuce  
Executive Director

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

**ORDINANCE NO. 623**

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

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

**WHEREAS**, the Champaign Park District has determined that certain items it owns are no longer necessary, useful to, or in 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 Board of Commissioners hereby authorizes that certain items shall be conveyed or sold to the highest bidder, with or without advertising the sale, or otherwise disposed of on terms as may be approved by the Executive Director.

Section 2. The items of personal property to be conveyed, sold, or disposed of are technology equipment, court divider nets, and a vehicle as follows:

<b>Item</b>	<b>Serial Number</b>	<b>Asset Tag Number</b>
HP ProLiant ML110 (Server)	EA09MNCZ3N	00772
HP ProLiant DL360 G5 (Server)	MXQ811A199	01000
HP ProLiant DL360 G5 (Server)	MXQ908A2BZ	01135
Zebra Card Printer P330i	P330001870	None
Zebra Card Printer P330i	P330G04664	None
Zebra Card Printer P330i	P330G04966	None
Court Divider Nets	NA	
2012 Ford F-150 XL Regular Cab	NA	71

**PASSED AND APPROVED** by a three-fifths vote of the Board of Commissioners of the Champaign Park District this 9<sup>th</sup> day of August 2017.

**APPROVED:**

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Craig W. Hays, Board President

**ATTEST**

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Cindy Harvey, Board Secretary