



**REGULAR BOARD MEETING
BRESNAN MEETING CENTER
706 Kenwood Road, Champaign, Illinois
Wednesday, July 11, 2018
7:00 p.m.**

A. CALL TO ORDER

B. COMMENTS FROM THE PUBLIC: *Comments must be limited to not more than three (3) minutes.*

C. COMMUNICATIONS

D. TREASURER'S REPORT

1. Consideration of Acceptance of the Treasurer's Report for the Month of June 2018

E. EXECUTIVE DIRECTOR'S REPORT

1. Volunteer of the Month
2. Project Team Updates
3. 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, June 13, 2018
2. Approval of Minute of the Executive Session, June 13, 2018
3. Approval of Minutes of the Special Board Meeting, June 27, 2018
4. Approval of Minutes of the Executive Session, June 27, 2018

I. NEW BUSINESS

1. Approval of Disbursements as of June 13, 2018
Staff recommends approval of the list of disbursements for the period beginning June 13, 2018 and ending July 10, 2018. **(ROLL CALL VOTE REQUIRED)**
2. Approval of Statement of Sponsorship with the East Central Illinois Master Naturalist Program
Staff recommends continuing the Statement of Sponsorship by the Park District with the East Central Illinois Master Naturalist Program effective May 1, 2018 through April 30, 2021 with an annual contribution of \$1,000.00.

3. Approval of Bid for Concrete Path and Basketball Court at Henry Michael Park
Staff recommends accepting the base bid from Stark Excavating for a total \$22,758.00 and authorizing the Executive Director to enter into the contract. Staff recommends rejecting Add Alternate 1 to ensure there are adequate funds in the overall project budget for playground equipment. Staff recommends rejecting both Deduct Alternates as 6" depth concrete is preferred for longevity of the concrete.
4. Approval of the Springer Cultural Center Elevator Refurbishment
Staff recommends accepting the responsible bid from Thyssenkrupp Elevator Company, in the amount of \$77,607 and authorizing the Executive Director to enter into a contract for this work.
5. Approval of Purchase of Refuse Collection Truck
Staff recommends accepting the lowest responsible bid and authorizing the purchase of one (1) new 2019 Isuzu NRR with Newway DiamondBack Series 8 yard rear load compactor from Rantoul Truck Center in the amount of \$95,905.50.
6. Approval of the Purchase of three (3) Vehicles through the Illinois State Joint Purchasing Program
Staff recommends the waiver of the Park District's formal bidding process and approval of the purchase through the Joint Purchasing Program of three (3) Ford F-150's trucks for the Operations Department from Morrow Brothers Ford in the amount of \$73,045.
7. Approval of the Purchase of one (1) Van through the Illinois State Joint Purchasing Program
Staff recommends the waiver of the Park District's formal bidding process and approval of the purchase through the Joint Purchasing Program of one (1) Ford transit 15 passenger van from Landmark Ford in the amount of \$35,619.
8. Approval of Ordinance No. 633: Declaring Personal Property as Surplus
Staff recommends that the Board adopt Ordinance No. 633, 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 two (2) 2006 F-150's, one (1) 1998 Dodge Ram truck, and one (1) 2008 International CF500 w/Wayne trash compactor body.
9. Approval of Spading Park Project Bid
Staff recommends the approval of the construction bids that were approved by the Unit 4 School Board on Monday, July 9, 2018 for the improvements to Spalding Park and direct staff to bid out the lights and paths for Spalding Park through the Park District bidding process.
10. Approval of Redistribution of CUSR Operating Reserves to ADA Reserves
Staff recommends approval of the redistribution of \$187,300 from the CUSR operating reserve balance as of April 30, 2018 to Urbana Park District ADA funds in the amount of \$45,000 and to Champaign Park District ADA funds in the amount of \$142,300.00.

J. OLD BUSINESS

K. DISCUSSION ITEMS

1. FY19 Annual Operating Budget

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)(11) to address pending litigation; and (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.

N. RETURN TO REGULAR MEETING

O. EXECUTIVE SESSION ACTION ITEM

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

P. ADJOURN

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

June 13, 2018

The Champaign Park District Board of Commissioners held a Regular Board on Wednesday, June 13, 2018 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 Donna Lawson and Attorney Guy Hall.

Staff Present: Joseph DeLuce, Executive Director, Cindy Harvey, Assistant to the Executive Director/Board Secretary, Andrea Wallace, Director of Finance, Dan Olson, Director of Operations, Jameel Jones, Director of Recreation, Andrew Weiss, Director of Planning, and Ashley Sims, Volunteer and Special Events Coordinator.

Tim Mitchell, reporter with *The News-Gazette*, and Cara Finnegan, representative of the League of Women Voters of Champaign County were in attendance.

Call to Order

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

Communications

President Hays circulated the communications.

Treasurer's Report

Treasurer Lawson reviewed the Treasurer's Report for the month of May 2018 and reported it to be in appropriate order.

Commissioner Solon made a motion to accept the Treasurer's Report for the month of May 2018. The motion was seconded by Commissioner Miller. The motion passed 5-0.

Executive Director's Report

Volunteer of the Month

Ms. Sims reported that the May Volunteer of the Month was Kinan Sawar. He is a volunteer coach for the youth basketball and soccer programs. Mr. Sawar was presented with a Certificate of Appreciation and a bag of goodies. The Board thanked him for his efforts.

Project Updates

Mr. DeLuce distributed a list of project updates to the Board. He reported the update was in a new format and included all of the projects on one 11 x 17 page. Mr. DeLuce asked the Board to review the document and let him know if they had any questions or issues regarding the projects.

General Announcements

Mr. Olson reported about the damage from the recent storms. He stated that staff continues to receive phone calls from property owners to determine whether damage is on Park District or private property. Discussion ensued. The scoreboard and observation tower at Zahnd Park was destroyed by the storm.

Mr. Jones reported that the Streetfest scheduled June 9, 2018 was cancelled due to the weather forecast. He also reported that due to the storm there was water at the Douglass Annex and Douglass Center. However, there was no significant damage at either location.

Committee and Liaison Reports

Champaign Parks Foundation

Commissioner Miller reported that the Foundation Board is planning a Founder's Day Event on January 10 or 11, 2019 at the Virginia Theatre. The Foundation Board would like all of the Park Commissioners would attend the event.

Report of Officers

Attorney's Report

Ordinance No. 631

Mr. Hall reported that Ordinance No. 631 is part of the Carle at the Fields development. The area is north of the existing staff parking lot where more room is needed for staff parking. He recommended approval of Ordinance No. 631.

Commissioner Kuhl made a motion to approved Ordinance No. 631, annexing territory pursuant to petition (3208 Fields South Drive, Champaign, Illinois – Carle at the Fields). The motion was seconded by Commissioner Miller. The motion passed 5-0.

President's Report

President Hays thanked Commissioners Solon and McMahon, Mr. DeLuce, and Mr. Olson for attending the Spalding Park Grand Opening/Renovation Golden Shovel. He also thanked Commissioners Kuhl and Miller for attending Hessel Park Grand Opening Celebration.

Commissioner Kuhl received a question during the Hessel Park ribbon cutting and Grand Opening event about how to become and what it means to be a commissioner. She also reported that everybody enjoyed the splashpad and thanked staff for getting it open and running in a timely manner.

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.

1. Approval of Minutes of the Annual and Regular Board Meetings, May 9, 2018
2. Approval of Minutes of the Executive Session, May 9, 2018
3. Approval of Minutes of the Special Board Meeting, May 23, 2018
4. Approval of Minutes of the Executive Session, May 23, 2018

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

New Business

Approval of Disbursements as of May 9, 2018

President Hays reported that staff recommended approval of the list of disbursements for the period beginning May 9, 2018 and ending June 12, 2018.

Commissioner Kuhl made a motion to approve the list of disbursements for the period beginning May 9, 2018 and ending June 12, 2018. 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.

Approval of Setting a Public Hearing on the Budget and Appropriation Ordinance

President Hays reported that staff recommends approval of setting a public hearing on the budget and appropriation ordinance.

Commissioner Solon made a motion to approve setting a public hearing on the proposed budget and appropriation ordinance for Wednesday, July 25, 2018 at 5:30 p.m. at the Bresnan Meeting Center to receive public comments. Ordinance No. 630, the proposed Budget and Appropriation Ordinance, is available at the Bresnan Meeting Center for public review. The motion was seconded by Commissioner Kuhl. The motion passed 5-0.

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

President Hays reported that staff recommends approval of a resolution authorizing the destruction of recordings of executive sessions.

Commissioner Kuhl made a motion to approve a resolution authorizing the destruction of audio recordings of executive sessions listed in the resolution. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Approval of Ordinance No. 632: Prevailing Wage

President Hays reported that staff recommends approval of Ordinance No. 631: Prevailing Wage. Discussion ensued. Commissioner Miller reported on new legislation that changes how park districts can provide notice by posting on websites that they have adopted ordinances declaring prevailing wage rates. Ms. Harvey also reported that the law also allows parks districts to file the ordinance electronically with the Department of Labor.

Commissioner Solon made a motion to approve Ordinance No. 632: Prevailing Wage. The motion was seconded by Commissioner Miller. The motion passed 5-0.

Approval of the Champaign Park District FY19 Workplan

Mr. DeLuce presented the report. He reported that the FY19 Workplan has been updated based on comments from the Board.

Vice President McMahon made a motion to approve the Park District's FY19 Workplan commencing May 1, 2018 and ending April 30, 2019. The motion was seconded by Commissioner Miller. The motion passed 5-0.

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

Mr. Jones presented the report. This year staff has requested additional funds to cover another camp for children from the Garden Hills neighborhood as well as the drum line program at Douglass Community Center. Discussion ensued. The number of children serviced will be 30 per week.

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 term of the agreement is from July 1, 2018 through June 30, 2019. The motion was seconded by Commissioner Miller. The motion passed 5-0.

Approval of Bid for Playground Surfacing

Mr. Olson presented the report. Discussion ensued about the bid prices.

Commissioner Solon made a motion to approve the lowest responsible bid, award the contract and authorize the Executive Director to purchase playground surfacing mulch from J & L Morris Trucking, LLC at a bid price of \$16.30 per cubic yard, or \$32,000 using the bid multiplier. The motion was accepted by Commissioner Kuhl. The motion passed 5-0.

Approval of Contract with ESS Clean, Inc. (ESS) for Janitorial Service at Dodds Tennis Center

Mr. Jones presented the report. Discussion ensued. The contract is for 8 ½ months. This information will be included in the contract in the future.

Commissioner Kuhl made a motion to approve a one year renewal option with ESS for Dodds Tennis Center janitorial service in FY19 with a \$45.00/month increase for a cost of service price of \$2,379.00/month making the base annual amount \$20,221.50 with no changes to the alternates. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Approval of Bid for Development of Commissioners Park

Mr. Weiss presented the reported. He presented an illustration of Commissioners Park development. Staff is recommended approval of the Base Bid plus Alternate 2 from Feutz Contractors, Inc. for a total contract of \$239,947. Discussion ensued about the tree planting budget and the playground.

Commissioner Solon made a motion to approve the Base Bid plus Alternate 2 from Feutz Contractors, Inc. for a total contract of \$239,947, award the contract and authorize the Executive Director to enter into the contract. The motion was seconded by Commissioner Miller. The motion passed 5-0.

Approval of Executing the Grant Agreement with the Illinois Department of Natural Resources (IDNR)

Mr. DeLuce presented the report. He reported additional land was added pursuant to IDNR's request.

Attorney Hall reported that this grant does have a restrictive covenant in perpetuity. The grant also requires no easements on the property. Attorney Hall noted there are preexisting easements on the property and that there will have to be clarification with IDNR regarding those easements.

Commissioner Kuhl made a motion to approve authorizing the Executive Director enter into the Grant Agreement between the Illinois Department of Natural Resources and the Champaign Park District for \$141,500. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Old Business

None.

Discussion Items

FY19 Annual Operating Budget

Mr. DeLuce reported that staff has tried to focus on the actual budget and what was spent instead of what was budgeted. He reviewed the process for aligning the budget with expenditures.

Ms. Wallace reviewed the proposed budget book. She asked the Board to email questions regarding the budget to Mr. DeLuce or her. President Hays asked the Board to submit questions regarding the budget within the next two weeks.

Comments from Commissioners

Commissioner Kuhl reported that former treasurer Gary Wackerlin and his wife Karyl moved to Georgia but were in town for a visit. She stated that Ms. Wackerlin commented about how great our parks are and noticed that you do not always see great parks everywhere you go. Ms. Wackerlin was very complimentary about what the Park District does and how it improves the quality of life in our community.

President Hays thanked everyone for participating in the groundbreaking at Spalding Park and the grand opening at Hessel Park. He commented that Walk the River at Sholem is nice.

Commissioner Solon stated that it would be preferable to have somewhat more advance notice of events in order to plan for attending.

Executive Session

Commissioner Kuhl moved as set forth below to convene into Executive Session. 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. 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 pending litigation.

Return to Regular Meeting

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

Action Items from Executive SessionApproval of Wage Increase for the Executive Director for FY19

Commissioner Kuhl made a motion to table the wage increase for the executive director for FY19. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Adjourn

There being no further business to come before the Board, Commissioner Solon made a motion to adjourn the meeting. The motion was seconded by Commissioner Miller. The motion passed 5-0 and the meeting was adjourned at 8:20 p.m.

Craig W. Hays, President

Cindy Harvey, Secretary

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

June 27, 2018

The Champaign Park District Board of Commissioners held a Special Meeting on Wednesday, June 27, 2018 at 5:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to published notice duly given. President Craig W. Hays presided over the meeting.

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

Staff Present: Joe DeLuce, Executive Director, Cindy Harvey, Assistant to the Executive Director/Board Secretary, Andrea Wallace, Director Finance, Daniel Olson, Director of Operations, and Andrew Weiss, Director of Planning.

Tim Mitchell, reporter with The News Gazette, Mark Ressler, Project Manager with Unit 4 Schools, Jim Miller of Clark Dietz, Inc, Thomas Lockman with Unit 4 Schools, and Elizabeth Stegmaier with Unit 4 Schools.

Call to Order

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

Presentations

Centennial Park Detention, Champaign Unit 4 School District

Champaign Unit 4 School District officials and engineers addressed the Park Board about use of Park District land north of Centennial High School to alleviate storm water runoff from the Tommy Stewart Field and Centennial High School. Unit 4 officials are hoping to work out an agreement between Unit 4 and the Park District for detention basin for the land that is partially on school and Park District property.

Jim Miller, with Clark Dietz, presented a brief overview of the current drainage system. He reported that the Unit 4 needs enough storm water detention to handle a 100- year storm event for the high school expansion project. He also reported that Unit 4 is proposing that the detention basin be built north of the Centennial parking lot on school and Park District land, with the majority of the land on park district property. He opined that Unit 4 needs additional green space for a detention basin. He also indicated that underground storage is an option, however, it would be more costly.

Discussion ensued. Commissioner Kuhl discussed when Unit 4 approached the Park Board about this matter a few months ago. She asked about an alternate B at that time. Commissioner Kuhl also addressed construction timing and related issues. The project did begin without a detention solution.

Commissioner Solon inquired how a construction permit was received. Mr. Miller stated that an interim permit to continue with the field renovations was issued. Ms. Stegmaier stated that the city was aware that the project was part of a larger Centennial project. Discussion continued, and Unit 4 officials and engineer responded to additional questions.

The Park Commissioners asked Mr. Weiss to provide an update in the near future.

Comments from the Public

There were no comments from the public.

New Business

Approval of Budget Line Transfers

Ms. Wallace presented the report. She reported that line item transfers of the FY18 budget will be made within funds where line items will exceed their original budget. The transfers do not affect the overall budget as other line items would be decreased within the same funds. This is being done to comply with the Park Code and for audit purposes. Ms. Wallace reported that transfers were slightly more than prior years. Ms. Wallace discussed how much was moved per department. Discussion ensued. President Hays stated that future transfers should include department head explanations and the rationale for them.

Commissioner Miller made a motion to approve line item transfers of the FY18 budget be made within funds where line items will exceed their original budget. The motion was seconded by Commissioner Kuhl. The motion passed 5-0.

Discussion Items

FY19 Annual Operating Budget

Mr. DeLuce asked if there were any questions. President Hays stated that the Public Hearing and approval of the budget is scheduled for July 25, 2018. He encouraged the Commissioners to provide their questions and comments to Ms. Wallace by July 8, 2018.

Commissioner Solon commented that some of the bar chart colors run together. She suggested using colors that are more contrasting. Discussion ensued regarding budgets for facility rentals, special revenue and conferences.

Comments from Commissioners

Vice President McMahon stated that it was nice to see the arch back up at Robeson West Park.

Executive Session

Commissioner Solon moved as set forth below to convene into Executive Session. 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 Barbara J. 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.

Return to Regular Meeting

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

Executive Session Action Items

Approval of Wage Increase for the Executive Director for FY19

Commissioner Kuhl made a motion to approve a wage increase of 2.75% for the Executive Director, setting his annual salary at \$133,575. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Adjourn

There being no further items 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 6:43 p.m.



**CHAMPAIGN
PARK DISTRICT**

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: July 2, 2018

SUBJECT: Statement of Sponsorship by the Champaign Park District (Park District) with the East Central Illinois Master Naturalist (ECIMN) Program

Background

In our current role as a Sponsor of the ECIMN Program, the Park District hosts workdays at our natural areas approximately 47 weeks throughout the year. The Park District receives an average of eight Master Naturalist volunteers at these two-hour sessions. Their work is comprised primarily of invasive plant removal, seed collection, and prescribed burn assistance. At the current national value of volunteer time (\$24.69/hr.), the Park District receives an annual benefit of \$18,566.88 from the ECIMN Program toward the betterment of our natural areas. Mike Davis, Natural Areas Coordinator, is a longstanding member of the ECIMN advisory board. Sponsorship status gives the Park District a vote in ECIMN's policy decisions and gives the Park District enhanced visibility and credibility in local, regional, and statewide discussions of progressive environmental stewardship of public lands.

Prior Board Action

None

Budget Impact

Sponsors of the ECIMN Program are required to support the Program with an annual contribution of \$1000.00. Funds have been allocated in the Natural Areas section of the FY 2018-2019 operating budget for this purpose and will also be allocated in future budgets.

Recommended Action

Staff recommends continuing the Statement of Sponsorship by the Park District with the East Central Illinois Master Naturalist Program effective May 1, 2018 through April 30, 2021 with an annual contribution of \$1,000.00.

Prepared by:

Randy Hauser
Horticulture and Natural Areas Supervisor

Reviewed by:

Dan Olson
Director of Operations

STATEMENT OF SPONSORSHIP
by the Champaign Park District
with the East Central Illinois Master Naturalist Program

The Champaign Park District's (Park District) mission is:

"To enhance our community's quality of life through positive experiences in parks, recreation, and cultural arts."

In keeping with this mission, the Park District is actively engaged in the administration of public funds for the purpose of:

- Establishing and maintaining natural areas in our parks
- Developing and maintaining public environmental education programs

The East Central Illinois Master Naturalist (ECIMN) Program's adopted mission statement is:

"to develop an expanding corps of well-educated volunteers to provide service and support for partnering organizations in the conservation, restoration, management, and interpretation of natural resources and natural areas in East Central Illinois."

In keeping with this mission, ECIMN is expected to produce certified and trained graduates, some of whom:

- provide volunteer stewardship of Park District natural areas as part of their requisite volunteer service commitment
- will enroll in future Park District environmental education programs as a part of their requisite continuing education
- provide assistance with future environmental education programs as a part of their requisite volunteer service commitment

With a view toward securing understanding, economy, and efficiency in cooperatively administrating ECIMN activities with other sponsoring agencies:

The Park District agrees, consistent with its mission and the ECIMN Program's support of Park District environmental work, to provide:

- At least one Park District appointee for monthly ECIMN board service
- Annual monetary support in the amount of \$1000

The ECIMN Program agrees, consistent with the Program's mission, the Park District's support for ECIMN work, and within the constraints of available participants, to facilitate:

- ECIMN participation and assistance in Park District volunteer stewardship and natural resource management opportunities
- ECIMN volunteer assistance with future Park District environmental education programming

The term of this STATEMENT OF SPONSORSHIP by the Champaign Park District with the East Central Illinois Master Naturalist Program shall be effective from May 1, 2018 through April 30, 2021. The STATEMENT OF SPONSORSHIP may be revised in writing and upon mutual agreement by both parties, or canceled by either party to the statement on at least six months written notice to the other party.

University of Illinois Extension

Champaign Park District

Sign _____
Ginger Boas, County Director

Sign _____
Joe DeLuce, Executive Director

Date _____

Date _____



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director
DATE: July 11, 2018
SUBJECT: Henry Michael Park Basketball Court and Path

Background

Late summer of 2017, Henry Michael Park was re-graded and seeded in preparation for park development. On April 7th, staff gathered feedback from neighborhood residents. Subsequently, staff prepared a park development plan for a basketball court and a playground. Playground equipment will be bid separately as it will be installed by staff.

Prior Board Action

July 26, 2017 Special Board Meeting—Board authorized grading contract with Otto Baum
March 14, 2018 Regular Board Meeting—Board approved 2019 Capital Budget.

Bid Results

Add Alternate 1 included a 4' wide path surrounding the proposed playground. Both Deduct Alternates were value engineering options specifying 4" depth of concrete rather than 6" depth of concrete. Sealed bids were opened Tuesday, June 26, 2018 at 10:00am with bid tab as shown:

Bidder	Base Bid (basketball court with ADA path)	Add Alternate 1 (path around playground)	Deduct Alternate / Base (4" concrete)	Deduct Alternate 1 (4" concrete)
Otto Baum*	*\$22,710.00	*\$12,250.00	n/a	n/a
Stark Excavating	\$22,758.00	\$13,304.00	-965.00	-610.00
Duce Construction	\$25,700.00	\$13,300.00	-900.00	-500.00
Feutz Construction	\$29,537.00	\$14,098.00	-1,100.00	-680.00
AA Concrete*	\$29,640.22	\$17,956.00	n/a	n/a
Petry Kuhne*	*\$36,158.00	*\$12,491.00	n/a	n/a
Cross Construction	\$38,972.57	\$17,366.97	-1,000.00	-500.00
Shaw Brothers	\$40,067.00	\$21,506.00	-2,865.00	-1,722.00

* contractor did not properly submit bid with amendment acknowledgement

Budget Impact

Capital project 170011 budget is \$82,000 with remaining \$80,500 balance. Pending Stark contract award, \$57,742 will be used for the playground equipment purchase and construction contingency.

Recommendation

Staff recommends accepting the base bid from Stark Excavating for a total \$22,758.00 and authorizing the Executive Director to enter into the contract. Staff recommends rejecting Add Alternate 1 to ensure there are adequate funds in the overall project budget for playground equipment. Staff recommends rejecting both Deduct Alternates as 6" depth concrete is preferred for longevity of the concrete.

Prepared by:

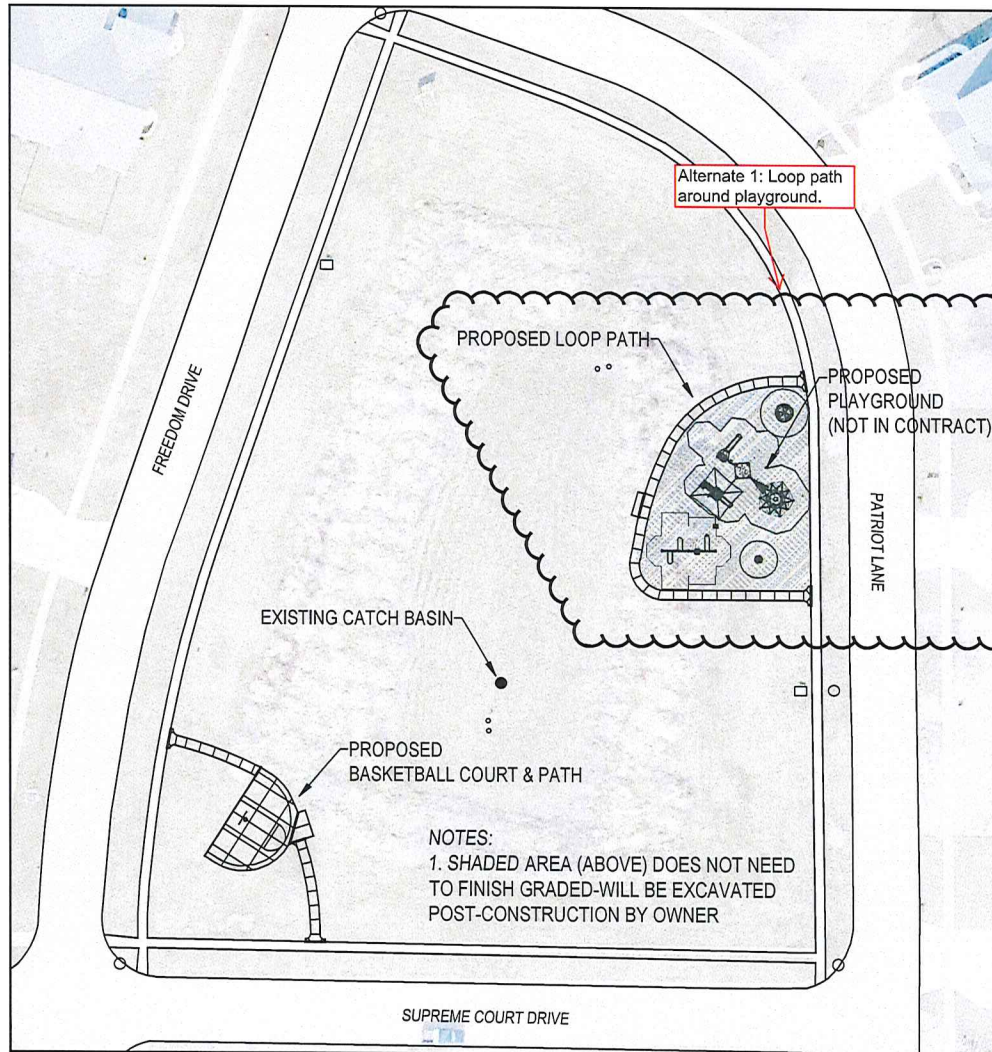
Andrew Weiss
 Director of Planning

Reviewed by:

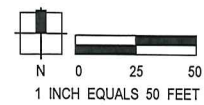
Joe DeLuce
 Executive Director



1 location map
n.t.s.



2 overall plan
1" = 50'



Bresnan Meeting Center
706 Kenwood Road
Champaign IL 61821

217 398 2550
champaignparks.com

cpd henry michael park
3802 freedom boulevard
champaign illinois 61822

date	drawing issue
6/8/18	for bid

plan

L1

sheet: 1 of 4



**CHAMPAIGN
PARK DISTRICT**

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: July 2, 2018

SUBJECT: Springer Center Elevator Modernization

Introduction

Staff is requesting Board approval to repair and modernize the elevator at the Springer Cultural Center. The elevator has been leaking hydraulic oil and needs a major overhaul. This work will replace many of the mechanical and electrical components of the existing elevator.

Prior Board Action

The Board approved the FY18-19 Capital budget at the March 14, 2018 Regular Board meeting.

Bid Results

An invitation to bid was published in *The News-Gazette*. The bids were opened and read aloud on June 29, 2018. One (1) bid was received and the result is as follows:

Vendor	Bid Price
Thyssenkrupp Elevator Company, Peoria, IL	\$77,607

Budget Impact

\$110,000 was allocated in the FY19 Capital Budget for this work (project #190005).

Recommended Action

Staff recommends accepting the sole, responsible bid that meets all specifications from Thyssenkrupp Elevator Company, in the amount of \$77,607 and authorizing the Executive Director to enter into a contract for this work.

Prepared by:

Reviewed by:

Bret Johnson
Grounds & Maintenance Supervisor

Daniel Olson
Director of Operations



**CHAMPAIGN
PARK DISTRICT**

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director
DATE: July 02, 2018
SUBJECT: Trash Compactor Truck Purchase

Introduction

Staff is requesting Board approval to purchase a replacement trash compactor truck. The current unit owned by the Park District is a 2008 International CF500. The engine had to be replaced in December 2015 and had 91,713 miles on it. The current mileage on the cab and chassis is 113,000. The truck will be declared surplus and traded at the time of sale.

Prior Board Action

The Board approved the FY19 Capital Budget at the March 14, 2018 Regular Board meeting, which included this purchase.

Bid Results

An invitation to bid was published in *The News-Gazette*. The bids were opened and read aloud on June 29, 2018. Three (3) bids were received and the results are as follows:

Vendor	Bid Price	Trade-in Amount	Purchase Price
Rantoul Truck Center, Rantoul IL	\$96,982.00	\$1,076.50	\$95,905.50
Rush Truck Center, Champaign, IL	\$101,248.00	\$3,000.00	\$98,248.00
R.N.O.W., Inc., West Allis, WI	N/A	N/A	Does Not Meet Specifications

Budget Impact

The total amount budgeted in the FY19 Capital Budget for vehicle purchases (Operations) is \$185,000 (project #19VE02). This purchase will leave \$89,094.50 for the remaining 3 pick-up truck replacements.

Recommended Action

Staff recommends accepting the lowest responsible bid that meets all specifications and authorizing the purchase of one (1) new 2019 Isuzu NRR w/ Newway DiamondBack Series 8 yard rear load compactor from Rantoul Truck Center in the amount of \$95,905.50.

Prepared by:

Reviewed by:

Bret Johnson
Grounds & Maintenance Supervisor

Daniel Olson
Director of Operations



**CHAMPAIGN
PARK DISTRICT**

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: July 2, 2018

SUBJECT: Vehicle Purchases – Operations Department

Introduction

Staff is requesting Board approval to purchase the following vehicles through the Illinois State Joint Purchasing Program (Procurement Program): three (3) regular cab pickup trucks.

The Joint Purchasing Program offers local governments the opportunity to purchase vehicles jointly with the State of Illinois without further competitive bids (30 ILCS 525/0.01 et seq.). The Board approved a resolution authorizing the Park District to participate in the joint purchasing through the State in December 1975. The participation in the program continues until such time as written notice is given that the resolution is revoked.

The new trucks will replace: one (1) 2006 Ford F-150 that is in fair to poor condition and has 69,402 miles on it; one (1) 2006 Ford F-150 that is in fair to poor condition and has 65,695 miles on it; and one (1) 1998 Dodge Ram that is in poor condition, has 50,617, and has mechanical problems.

The trucks will be declared surplus and sold on a local auction site.

Prior Board Action

The Board approved the FY19 Capital budget at the March 14, 2018 Regular Board meeting. All three vehicles were included in this budget.

Budget Impact

The total amount budgeted in the FY19 Capital Budget for four (4) vehicle purchases (Operations) is \$185,000 (project #19VE02), with \$95,905.50 to be used for the trash compactor truck. The total cost for the three (3) vehicles is \$73,045, leaving \$16,049.50 remaining.

Recommended Action

Staff recommends the waiver of the Park District's formal bidding process and approval of the purchases through the Joint Purchasing Program for three (3) Ford F-150's from Morrow Brothers Ford in the amount of \$73,045.

Prepared by:

Reviewed by:

Bret Johnson
Grounds & Maintenance Supervisor

Daniel Olson
Director of Operations

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: July 2, 2018
SUBJECT: Vehicle Purchase – Recreation Department

Introduction

Staff is requesting Board approval to purchase one (1) 2018 Ford transit 15 passenger wagon (van) through the Illinois State Joint Purchasing Program (Procurement Program).

The Joint Purchasing Program offers local governments the opportunity to purchase vehicles jointly with the State of Illinois without further competitive bids (30 ILCS 525/0.01 et seq.). The Board approved a resolution authorizing the Park District to participate in the joint purchasing through the State in December 1975. The participation in the program continues until such time as written notice is given that the resolution is revoked.

Staff is requesting that the current 1999 Ford 15 passenger van be retained in the fleet and used to assist Special Events in their needs throughout the year. The van would essentially be turned into a cargo van and used for hauling purposes. The current mileage is 90,486.

Prior Board Action

The Board approved the FY19 Capital budget at the March 14, 2018 Regular Board meeting. This van was included in the budget.

Budget Impact

The total amount budgeted in the FY19 Capital Budget for one (1) vehicle purchase (Recreation) is \$40,000 (project #19VE01). The total cost for this van is \$35,619, leaving \$4,381 remaining.

Recommended Action

Staff recommends the waiver of the Park District's formal bidding process and approval of the purchase through the Joint Purchasing Program of one (1) Ford transit 15 passenger wagon from Landmark Ford in the amount of \$35,619.

Prepared by:

Reviewed by:

Bret Johnson
Grounds & Maintenance Supervisor

Daniel Olson
Director of Operations



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: July 6, 2018

SUBJECT: Request to repurpose van #14 for Special Events

Background

The Special Events Division currently provides events for our community in many different forms. In recent years, staff have expanded our reach into various neighborhoods in Champaign to make sure we are providing recreational opportunities as part of our mission and strategic plan goals and objectives.

Per the vehicle replacement schedule, the Park District will be replacing one of our oldest passenger vehicles in our fleet. The Special Events Team would like to acquire this vehicle to help alleviate multiple box truck requests throughout the Park District.

Currently special events only has the box truck for its transportation needs. While this works out well, it is frequently used over the summer by Prairie Farm, Youth Theater, Summer Camp programs, and Operations for various moves. This has created many scheduling conflicts during the peak season as some of these events and programs tend to overlap. In addition to scheduling issues, Special Events staff often has to use their personal vehicles to transport items, either because of scheduling conflicts or only smaller items need to be transported. The box truck is great for large events but for a lot of our smaller events can be a little excessive.

The van would be used for transporting items for smaller events like our summer concerts, summer kickoff event, miscellaneous pop up events or rentals, and Holiday in Whoville. Staff would use it to transport items such as tables, chairs, coolers, tents, and games. Events staff would use the van for would vary depending on how many vendors are participating or if staff need inflatables mostly. If staff have a smaller event with only one or two vendors, staff does not need the box truck to haul a few tables and chairs, games, food, and craft supplies for something like Holiday in Whoville.

By acquiring the use of the van with some modifications such as removing the seats and adding some storage bins this can help alleviate a lot of these issues. The cost to remove the seats and add some shelves should be minimal as staff can do this in house. The cargo van would only be replaced with another older van that is up for replacement, so staff would not ask for a new van to replace the proposed cargo van.

Recommended Action

Staff recommends the repurposing of van #14 for the Special Events Division to utilize as a cargo van with some minor adjustments for transporting needs as described above.

Prepared by:

Reviewed by:

Jameel Jones
Director of Recreation

Joe DeLuce
Executive Director

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. 633

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 its 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 said 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 as follows:

- One 2006 Ford F-150 pickup truck with 69,402 miles
- One 2006 Ford F-150 pickup truck with 65,695 miles
- One 1998 Dodge Ram Truck truck with 50, 617 miles
- One 2008 International CF500 w/ Wayne trash compactor body with 113,000 miles

PASSED AND APPROVED by three-fifths vote of the Board of Commissioners of the Champaign Park District this 11th day of July 2018.

APPROVED:

Craig W. Hays, Board President

ATTEST

Cindy Harvey, Board Secretary



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: July 11, 2018

SUBJECT: Spalding Park Project: Project Bid Approval

Background

In November 2016, Unit 4 School District voters approved a facilities referendum to undertake improvement projects at several facilities. On December 11, 2017, representatives from Perkins+Will and IGW Architecture presented an initial update on the status of design work completed to date on the Spalding Park project to the Unit 4 School Board.

On January 31, 2018, the Unit 4 School District and the Park District hosted an Open House at Franklin Middle School regarding the project where members from both agencies, the design team, and construction management team were present to provide information and respond to questions.

The project went out for bid on March 13, 2018, bid opening on April 10, 2018 and a construction contract brought to the Unit 4 School Board for approval at its meeting on April 23, 2018.

Park District staff worked with Unit 4 staff to include new park paths and path lighting additions to Spalding Park. Unit 4 is including this work as part of their bidding process as an alternate to their base bid to ensure the Park District has an accurate cost for the improvements. Park District staff is reviewing the cost estimates and the detailed plans to make sure the lights and paths are within the District's capital budget and that the improvements meet Park District standards. Staff has specified eight (8) foot wide internal paths and standard concrete light poles with LED fixtures along the trail.

Park District staff has coordinated with Unit 4 staff to relocate the CUSR afterschool program and summer day camp program to Unit 4 facilities starting in May 2018 if necessary. The Park District and Unit 4 attorneys completed the Intergovernmental Agreement for Spalding Park and the agreement has been approved by both boards.

The School District originally bid the project by division. Because many of the division bids came in over budget, the School District only accepted bids related to site preparation and demolition and rejected site improvement and construction bids to help ensure the project schedule is met. Our Spalding Park Team met with Unit 4 staff after the bids were opened and assisted in reducing the scope of the project. The alternate 1 for paths and lights were not approved since they were interconnected with other work on the project and since those bids were not approved the lights and paths were not approved and will be re-bid.

Demolition work has been completed at Spalding Park. Unit 4 School District is going to consider the new bids for the Spalding Park Project on Monday, July 9, 2018. Unit 4 Staff advised the District staff they are not going to accept Alternate 1 in the new bids, so the District is going to take ownership of the paths and lights and bid those out through the District bid process. The results of the bids are attached for your information.

Budget Impact

Budget for Capital Project 190012 Spalding Park Pathways and Lights is \$320,000. The O'Shea Construction cost estimate for the paths is \$202, 674, lighting improvements are \$97,256 and design fees are \$12,500. In total, the District's cost estimate for lights, paths and design fees is \$312,430.

The base bid cost estimate for the Unit 4 improvements to Spalding Park is \$ 3,570,218. This base bid does not include the tennis courts, which are currently an alternate, estimated to cost \$1,047,411, or the lights and paths.

Recommendation

Staff recommends the Park Board approve the construction bids that were approved by the Unit 4 School Board on Monday, July 9, 2018 for the improvements to Spalding Park.

Direct staff to bid out the lights and paths for Spalding Park through the District bidding process.

Prepared by:

Joe DeLuce, CPRP
Executive Director

PERKINS+WILL

Revised March 14, 2018 (original February 26th, 2018)

Mr. Tom Lockman
Chief Financial and Legal Officer
Champaign Community Unit School District #4
703 S. New Street
Champaign, Illinois 61820

Appendix A

Re: Spalding Park – Professional Design Services Proposal for Additional Services – Spalding Park

Dear Tom:

In response to your request, Perkins+Will, Inc. is pleased to submit the following proposal for professional architectural and engineering services in connection with the referenced project. As discussed, this proposal will be superseded by either an AIA B133 or AIA B101, pending resolution of the desired construction delivery method, Construction Manager as Constructor or General Contractor, respectfully.

SCOPE OF SERVICES

Based on the attached Spalding Park CD Site Development Plan (Exhibit A), dated February 23rd, 2018, Perkins+Will shall provide normal architectural, structural engineering, mechanical and electrical engineering and site/civil engineering services for this additional scope of work only as summarized below:

We have met with designated representatives of Unit 4 and Champaign Park District to confirm the program and layout diagrams of project requirements to be used as the basis for design and assist in the confirmation of the project budget and schedule. Based on the approved program, budget and schedule, initiate the schematic design phase of services to establish the preliminary design of the project which illustrated the scale and relationship of all project components.

Specially, this additional scope of services pertains to the following:

- New Concrete Pathways (associated construction budget of \$ 202,674)
 - o Width of new concrete pathways increased from original 6' to 8' per Champaign Park District.
 - o Scope of work also includes relocated basketball court and associated path.
- New Pathway lighting (associated construction budget of \$ 311,050)
 - o Spacing of light fixtures increased to approximately 30' on center from 15-20' previously discussed with Champaign Park District.
 - o 13 total fixtures along pathways. (originally design with 57 fixtures)

The effort will include full design services documentation sufficient for bidding, permit and construction and Perkins+Will will employ various direct consultants for architectural, structural, mechanical and electrical and site/civil engineering for portions of the work and have included their fees in our total.

SCHEDULE

Perkins+Will and our associate firm IGW Architecture have been working in good faith on the Schematic Design, Design Development and Contract Documentation phases for the past two months and anticipate the completion of Contract Documentation, Bid and Permit services on or about March 30, 2018.

Champaign Unit School District #4, Additional Services Proposal – Spalding Park
Perkins+Will, Revised March 14, 2018 (original February 26, 2018)

COMPENSATION

Perkins+Will proposes a stipulated sum fee in the amount of Twelve Thousand Five Hundred Dollars (\$12,500):

- MEP engineering: \$ 2,500.00
- Civil engineering \$ 9,500.00 (reduced from original fee of \$ 10,300)
- Architecture/Project Management: \$ 500.00 (reduced from original fee of \$ 1,500)

Invoices will be made monthly based upon a percentage completion of the work in progress with payments due sixty (60) days after receipt. The basis for the professional services fee has been agreed as indicated on Exhibit A.

Reimbursable Expenses

In addition to the fee quoted above, Perkins+Will, PW/IGW Architecture and other consultants shall be compensated at 1.05 x cost for out-of-pocket expenses directly related to the project including out of town travel, accommodations, per diem, reprographics, plotting, telecommunications, US mail, overnight courier services and other similar expenses.

We have estimated project expenses as follows:

Miscellaneous work-in-progress and final printing/plotting – allowance: \$ 150.00

If this proposal accurately reflects the scope of services required at this time and the conditions meet with your approval, consider this letter to be our working agreement. Please sign and return one copy for our files.

Thank you very much for the opportunity to continue our work with the Champaign School District Unit 4 on this exciting and much needed project. If you have any questions or require additional information, do not hesitate to call.

Best Regards,

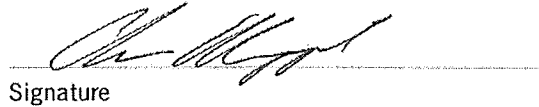
Mark Jolicoeur, AIA LEED AP



Mark Jolicoeur, AIA LEED AP
Managing Principal

Accepted by:

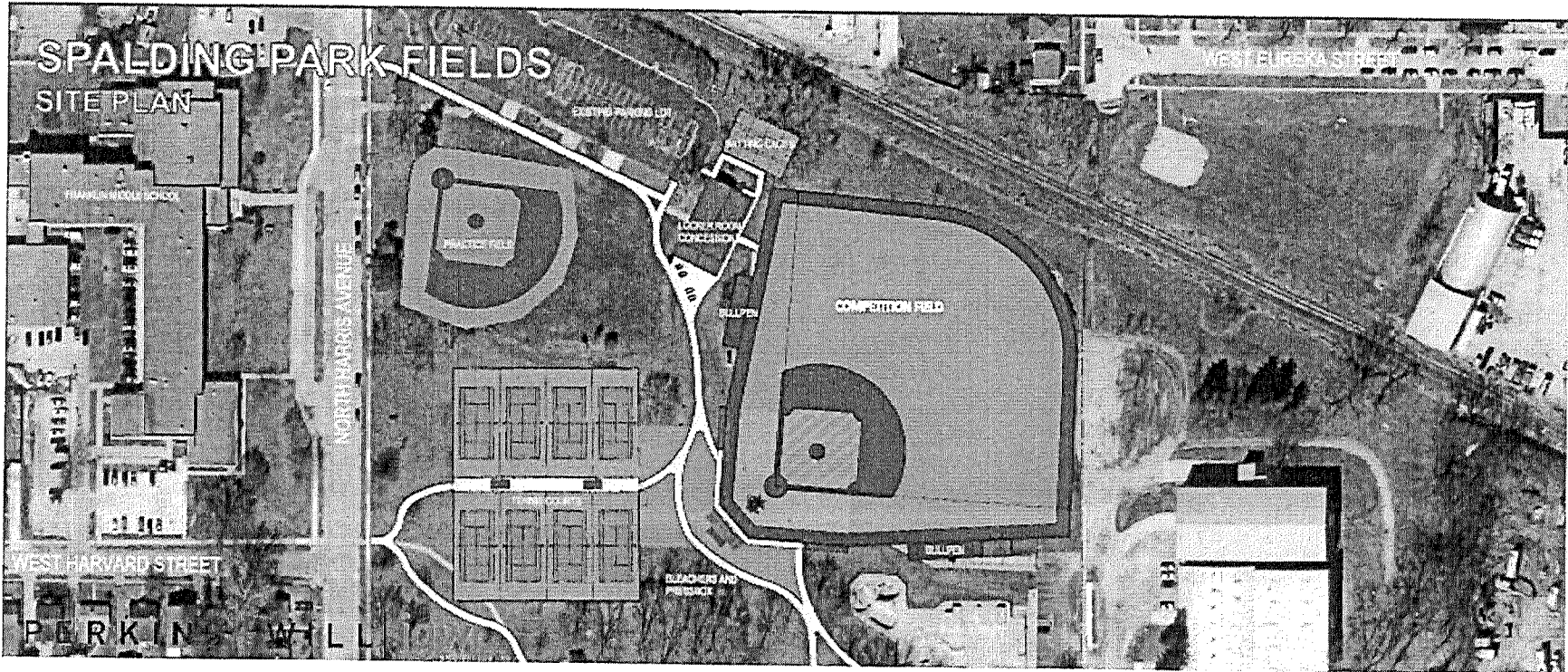
Champaign School District Unit 4



Signature

Chris Kloeppe 3-26-18
Print Name of Authorized Signature, Date

CC: CF 23528.03.01
Elizabeth Stegmaier
Riley Glerum (IGW Architecture)



<u>Alternate Bids:</u>	New Tennis Court Alternate:	U4: \$ 1,047,411
	New Concrete Pathways Alternate:	CPD: \$ 202,674
	New Pathway Lighting Alternate:	CPD: \$ 97,256



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director
DATE: July 6, 2018
SUBJECT: Approve Redistribution of Champaign-Urbana Special Recreation (CUSR) Operating Reserves to ADA Reserves

Background

Per the CUSR Joint Agreement to provide recreational services for people with disabilities, the CUSR Administrative Board meets regularly throughout the year to discuss all matters of CUSR. Through discussion of capital projects and additional needs for CUSR in terms of programming space, the following motion was made for the upcoming 2018-19 Fiscal Year:

Motion to recommend the distribution of \$187,300.00 from the CUSR operating reserve balance as of April 30, 2018 to Urbana Park District ADA funds in the amount of \$45,000 and to Champaign Park District ADA funds in the amount of \$142,300.00. The vote was unanimous (4-0) by the Administrative Board of CUSR on July 5, 2018 via email vote.

Prior Board Action

None.

Recommended Action

Staff recommends the redistribution of \$187,300 from the CUSR operating reserve balance as of April 30, 2018 to Urbana Park District ADA funds in the amount of \$45,000 and to Champaign Park District ADA funds in the amount of \$142,300.00.

Prepared by:

Reviewed by:

Jameel Jones
Director of Recreation

Joe DeLuce
Executive Director