



AGENDA
PUBLIC HEARING FOLLOWED BY REGULAR BOARD MEETING
BRESNAN MEETING CENTER
Wednesday, October 10, 2018
7:00 p.m.

PUBLIC HEARING

A. GENERAL OBLIGATION BONDS

The Public Hearing is to discuss and receive public comments on the intent to issue \$1,147,100 in General Obligation Bonds. A Notice of Public Hearing was published in *The News-Gazette* on October 2, 2018.

B. PUBLIC COMMENTS

C. CLOSE THE PUBLIC HEARING

REGULAR BOARD MEETING

A. CALL TO ORDER

B. PRESENTATIONS

1. Audit

C. COMMENTS FROM THE PUBLIC

D. COMMUNICATIONS

E. TREASURER'S REPORT

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

F. EXECUTIVE DIRECTOR'S REPORT

1. Project Updates
2. General Announcements

G. COMMITTEE AND LIAISON REPORTS

1. Champaign Parks Foundation

H. REPORT OF OFFICERS

1. Attorney's Report
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, August 22, 2018
2. Approval of Minutes of the Executive Session, August 22, 2018
3. Approval of Minutes of the Special Board Meeting, August 29, 2018
4. Approval of Minutes of the Regular Board Meeting, September 12, 2018
5. Approval of Minutes of the Special Board Meeting, September 26, 2018

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.

J. NEW BUSINESS

1. Approval of Disbursements as of September 12, 2018
Staff requests approval of the list of disbursements for the period beginning September 12, 2018 and ending October 9, 2018. **(ROLL CALL VOTE)**
2. Approval of the FY18 Audit
Staff recommends the Board accept the FY18 audit report as presented.
3. Approval to Solicit Bids for Issuance of General Obligation Bonds
Staff recommends approval authorizing the Treasurer and Director of Finance to solicit bids for the issuance of \$1,147,100 in General Obligation Bonds for the purpose of paying debt service on certain outstanding obligations and for financing, as applicable, the maintenance, improvements and protection of lands, buildings and parks, including land acquisition, and related design, facilities, improvements and costs, as provided in a resolution adopted by the Board at its Regular Meeting held September 12, 2018.
4. Approval of a Resolution Estimating Taxes to be Levied for FY19-20
Staff is requesting approval of a Resolution setting the tax levy for fiscal year beginning May 1, 2019 and ending April 30, 2020 and scheduling a public hearing on the Tax Levy Ordinance for Wednesday, November 14, 2018 at 7:00 pm at the Bresnan Meeting Center as required by the Truth in Taxation Act.
5. Approval of Dumpster Service Bid
Staff recommends accepting the lowest responsible base bid from Republic Services, the bid amount of \$695.08 per month, and additional service rates for dumpsters in the bid amounts as follows: a 2-yard rolling dumpster at \$45.00 per lift, 20-yard roll off dumpster at \$395 per haul plus \$45.00 per ton, and ½ yard tote at \$12.00 per lift, and authorizing the Executive Director enter into a contract for this service.
6. Approving Change Order #1 to the West Side Park Playground Contract
Staff recommends approval of Change Order #1 to the West Side Park playground to add outdoor musical instruments for a net increase of \$1,100.00, which will increase the total contract with Mid Illinois Concrete and Excavation, Inc. to \$204,420, and authorizing the Executive Director to execute the Change Order.
7. Address/Approval of the Construction of an Accessible Connector Path in Spalding Park
Staff recommends that the Park District request that Unit 4 School District accept the change order from O'Shea Builders to construct an accessible connector path in Spalding Park and that the Park District reimburse Unit 4 for half the cost of the path in the amount of \$24,500.00.
8. Approval of Operations Facility Improvements Bid
Staff recommends accepting the base bid from CAD Construction in the amount of \$2,650,000 and authorizing the Executive Director to enter into a contract for the work and assigning \$200,000 from excess reserves to the project.

K. OLD BUSINESS

L. DISCUSSION ITEMS

1. Joint Park/Drainage Project near Mattis Avenue

M. COMMENTS FROM COMMISSIONERS

N. EXECUTIVE SESSION

The Board will convene into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS Park 120/2(c) (c)(11) to address litigation.

O. RETURN TO REGULAR MEETING

P. ADJOURN

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

August 22, 2018

The Champaign Park District Board of Commissioners held a Special Board Meeting on Wednesday, August 22, 2018 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 Jane L. Solon, Kevin J. Miller, Treasurer Donna Lawson, and Attorney Guy Hall.

Absent: Commissioner Barbara J. Kuhl

Staff Present: Joseph DeLuce, Executive Director, Cindy Harvey, Assistant to the Executive Director/Board Secretary, Andrea Wallace, Director of Finance, Tammy Hoggatt, Director of Human Resources, IT and Risk, and Andrew Weiss, Director of Planning.

Call to Order

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

Comments from the Public

There were no comments from the public.

New Business

Approval of a Professional Service Agreement for Zahnd Park ADA Improvements

Mr. Weiss presented the report. Staff have been working with Clark Dietz on the ADA accessibility pathway. Discussion ensued regarding design of path. Mr. DeLuce stated that Clark Dietz agreed to revisions by Attorney Hall.

Commissioner Miller made a motion approving a Professional Service Agreement between the Park District and Clark Dietz for design services for ADA improvements to Zahnd Park and authorizing the Executive Director to execute the agreement. The motion was seconded by Vice President McMahon. The motion passed 4-0.

Approval of Easements at Morrissey Park

Mr. Weiss presented the report. He indicated that the Park District has a sanitary easement that runs through Morrissey Park, as previously arranged with the city. Mr. Weiss stated that a developer needs to connect to the sanitary sewer for new home adjacent to the park. He stated that staff recommends granting the temporary construction easement and a permanent sewer easement.

Commissioner Miller made a motion approving a temporary construction easement at Morrissey Park for Mike Martin Builders and a permanent sanitary sewer easement at Morrissey Park for John and Liz Regan. The motion was seconded by Commissioner Solon. The motion passed 4-0.

Discussion Items

Champaign Parks Foundation 1st Quarter Financial Update

Ms. Wallace presented the Foundation's 1st quarter financial analysis for FY2019. She reported that revenues increased over the prior year due to Martens Center donations. Ms. Wallace stated that otherwise there is not much activity for the Foundation's 1st Quarter. Discussion ensued. Commissioner Solon asked about cost to refurbish the Tootsie sculpture in West Side Park. Ms. Wallace stated that the cost to refurbish the sculpture was \$1,500.00.

Champaign Park District 1st Quarter Financial Update

Ms. Wallace presented the Park District 1st quarter financial analysis for FY19. She reviewed the total revenue and expenditures for all of the funds from year to date to the end of July 2018. Ms. Wallace reported that revenues are ahead of expenditures as the Park District has received approximately 55% of its tax revenue. She also presented a report of the Martens Center activity to date.

Fiber Services

Ms. Hoggatt presented the report. She discussed the history of the installation and extension of fiber in various Park District facilities. Ms. Hoggatt stated that the current agreement with Consolidated Communications that allows affordable WAN access through fiber expires on October 1, 2018. She noted that one issue with the current fiber services to Park District facilities is the limited number of MAC addresses per building. She also discussed the need for expanded fiber services in some of the Park District's most active parks. Ms. Hoggatt reported that staff sought quotes for WAN services from i3 and Consolidated Communications for the facilities where fiber service currently exists and fiber expansion to Zahnd Park, Dodds Park, Hessel Park, West Park and the Dog Park as well as phone services. Both companies were asked to consider providing services in the parks. She stated that legal counsel advised that IT technology services are an exception to bidding requirements and may be awarded without bidding.

Ms. Hoggatt reported that staff received competitive quotes from i3 and Consolidated Communications for a three (3) year term. She reviewed the proposed cost by both companies versus current cost. Ms. Hoggatt stated that i3 offered better prices for fiber in facilities with expanded with speed, fiber into selected parks, prices, and increases in MAC addresses. Consolidated Communications offered a better price for telephone service. Discussion ensued. Ms. Hoggatt and Mr. Kevin Weaver, Network Administrator, answered questions asked by the Board.

Staff recommends that this item be placed on the September 12, 2018 Regular meeting agenda to be considered for approval.

Comments from Commissioners

Commissioner Solon commented that Taste of CU was great, although attendance was slightly down. Commissioner Miller agreed with Commissioner Solon's comments, and he commented that CU Days has a great attendance. He received great comments regarding Prairie Farm and Eisner Park playground. Vice President McMahon commented about attending Taste of CU and thought attendance was great. President Hays noted that he attended Taste of CU as well.

Executive Session

Commissioner Solon moved as set forth below to convene into Executive Session. The motion was seconded by Commissioner Miller. The motion passed 4-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Miller – yes; Vice President McMahon – yes; and President Hays – yes. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2(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.

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 Commissioner Miller. The motion passed 4-0 and the meeting was adjourned at 6:36 p.m.

Approved

Craig W. Hays, President

Cindy Harvey, Secretary

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

August 29, 2018

The Champaign Park District Board of Commissioners held a Special Board Meeting on Wednesday, August 29, 2018 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, Kevin J. Miller, and Attorney Guy Hall.

Staff Present: Joseph DeLuce, Executive Director, and Cindy Harvey, Assistant to the Executive Director/Board Secretary.

Tim Mitchell, reporter with *The News-Gazette* was in attendance.

Call to Order

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

Comments from the Public

There were no comments from the public.

Comments from Commissioners

None.

Executive Session

There was no Executive Session.

Action Items

Mr. DeLuce reported that on August 15, 2018, Attorney Hall, President Hays and he along with Pat Fitzgerald, Attorney for Champaign Unit 4 School District (Unit 4), attended a meeting at Attorney Hall's office to address the proposed agreement and discuss other concerns. Essentially, Unit 4 would place \$60,000.00 in escrow to purchase an approximate one (1) acre area in Centennial Park, soil from the area would be given to the Park District for its separate detention basin, and Unit 4 will provide access to its detention basin in the future if the Park District builds near it. There may be a possibility of a land swap of one acre of Unit 4 land near Seaman Field where school bands practice. Attorney Fitzgerald is drafting a Memorandum Of Understanding (MOU) and send it to the Park for consideration. Park District staff prepared a report regarding the pros and cons for a possible land swap with Unit 4, as well as pros and cons of using the land for program space. At the Park District's scheduled August 22, 2018 Special meeting, this information was going to be presented to the Park Board. Prior to the start of the meeting, staff received a revised MOU that only included terms for sale of the land to Unit 4. That is what the Park Board and staff discussed at the August 22nd Special meeting and there was consensus to move forward with the sale of the land. Unit 4 had voted to proceed with the purchase of the land from the Park District. Mr. DeLuce reported that Unit 4 rejected the idea of trading the land before the Park District had the opportunity to address it. Mr. DeLuce stated that the proposal is that the Park District will sell the land to Unit 4 for \$60,000.00 and that the Park District will have access to the detention basin in the future. The soil is not included in the transaction.

Attorney Hall discussed an additional nominal encroachment by Unit 4 on Centennial Park that will be included in the transaction. Discussion ensued about the transaction.

Address/Approve Resolution to comply with statute regarding Sale of Real Estate

Commissioner Miller made a motion to approve a resolution to comply with the statute regarding sale of real estate. The motion was seconded by Vice President McMahon. The motion passed 5-0.

Address/Approve Intergovernmental Agreement and accompanying Memorandum of Understanding for Sale of Real Estate

Commissioner Miller made a motion to approve an Intergovernmental Agreement and accompanying Memorandum of Understanding for Sale of Real Estate. The motion was seconded by Vice President McMahon. 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 Vice President McMahon. The motion passed 5-0 and the meeting was adjourned at 5:37 p.m.

Approved

Craig W. Hays, President

Cindy Harvey, Secretary

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

September 12, 2018

The Champaign Park District Board of Commissioners held a Regular Board on Wednesday, September 12, 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, Tammy Hoggatt, HR, IT and Risk Director, and Andrew Weiss, Director of Planning.

Cara Finnegan, representative of the League of Women of Voters of Champaign County, Eleanor Blackmon, Assistant City Engineer, and Josh Johnson and David Boyd, Commissioners, and Matt Schweighart, Attorney, of Phinney Branch Mutual Drainage District and three other commissioners were in attendance.

Call to Order

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

Presentation

Proposal for Cooperation on Joint Park/Drainage Project near Mattis Avenue, Phinney Branch Mutual Drainage District

Mr. Josh Johnson, Commissioner, Phinney Branch Mutual Drainage District (Phinney Branch), addressed the Board regarding a proposal for cooperation on a joint park and drainage project on Mattis Avenue. He presented an overview of the Phinney Branch Mutual Drainage District and the purpose of the intergovernmental agreement with the City of Champaign. Mr. Johnson discussed the history of related special assessments and its final year. He noted the approximate amount of funds that will be available to use toward a capital project. He reported that the Phinney Branch and the city have identified a project from the Master Plan that the parties believe will benefit the taxpayers. Mr. Johnson provided background regarding the proposed project and stated that the owner of the area may be interested in selling the property. He stated that the Phinney Branch is proposing that the 60 acres be acquired and developed into a 3 to 7 acre retention pond to be maintained by the City or the Phinney Branch. It would be surrounded by a 23 acre park developed and maintained by the Park District. Discussion ensued. Attorney Schweighart and Ms. Blackmon responded to questions asked by the Board. Ms. Blackmon stated that the city is willing to take possession of the pond. A land donation could ensue.

The Board thanked the Mr. Johnson for the presentation.

Comments from the Public

There were no comments from the public.

Communications

President Hays circulated the communications.

Treasurer's Report

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

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

Executive Director's Report

Project Updates

Mr. DeLuce distributed a list of project updates to the Board. He asked the Commissioners let him know if they had any questions regarding the projects.

General Announcements

Mr. DeLuce reported the Pride Parade is September 15, 2018. He stated that there will be a Special meeting on September 26, 2018 at 5:30 p.m.

Committee and Liaison Reports

Champaign Parks Foundation

Commissioner Miller reported that a new board member will be considered for appointment to the Foundation Board later in the meeting.

Report of Officers

Attorney's Report

Attorney Hall updated the Board on the proposed transaction between Champaign Unit 4 School District (Unit 4) and the Park District. Attorney Hall reported that Unit 4 cannot begin work without a permit from the city. Discussion ensued. Attorney Hall stated that the closing is expected to take place by the end of the month.

President's Report

President Hays reported that he had a conversation with the vice president of Unit 4.

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 Special Board Meeting, July 25, 2018
2. Approval of Minutes of the Regular Board Meeting, August 8, 2018
3. Approval of Minutes of the Executive Session, August 8, 2018

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

New Business

Approval of Disbursements as of August 8, 2018

Staff recommends approval of the list of disbursements for the period beginning August 8, 2018 and ending September 11, 2018. Discussion ensued about the list of employee disbursements. Ms. Wallace stated that she will forward the list to the Commissioners.

Vice President McMahon made a motion to approve the list of disbursements for the period beginning August 8, 2018 and ending September 11, 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 a Resolution Appointing a Director to the Champaign Parks Foundation

Vice President McMahon recommended the Board appoint Dijon Davis to the Board of Directors of the Champaign Parks Foundation to fill a vacancy in a three year term, expiring in May 2019. The motion was seconded Commissioner Miller. The motion passed 5-0.

Approval of a Resolution Initiating the 2018 General Obligation Bond Issue

Ms. Wallace reported that this is an annual matter and was increased by the Consumer Price Index (CPI).

Commissioner Kuhl made a motion to approve a resolution stating the Park District's need and intent to issue \$1,147,000 of General Obligation Bonds for FY18-19. The motion was seconded by Commissioner Miller. The motion passed 5-0.

Approval of a Resolution Setting a Public Hearing on Proposed Bond Issue

Commissioner Kuhl made a motion to approve a resolution to set a Public Hearing for Wednesday, October 10, 2018 at 7:00 p.m. at the Bresnan Meeting Center to discuss the issuance of \$1,147,000 of bonds for the purpose of providing funds for capital improvements. The motion was seconded by Commissioner Miller. The motion passed 5-0.

Approval of Sealcoating and Line-Striping Bid

Mr. Olson presented the report. He indicated that this was annual routine maintenance.

Commissioner Miller made a motion to approve awarding the bid for sealcoating and line-striping to the lowest responsible bidder, Dunn Company, at the bid price of \$22,041.10 and authorizing the Executive Director enter into a contract for the work. The motion was seconded by Vice President McMahon. The motion passed 5-0.

Approval of Bid to Purchase Scoreboards

Mr. Olson presented the report. He reported that the add Alternate is the addition of a new scoreboard.

Commissioner Solon made a motion to approve accepting the lowest responsible bid from Nevco Sports, LLC, and authorizing the Executive Director to purchase four (4) new baseball/softball scoreboards from the company at a total bid price of \$25,100.00. The motion was seconded by Commissioner Miller. The motion passed -0.

Approval to apply for an Open Space Land Acquisition and Development (OSLAD) Grant

Mr. Weiss presented the report. He indicated that the best option to apply for the OSLAD grant is for Human Kinetics Park. Mr. Weiss stated that staff recommends applying for the maximum amount of \$400,000.00.

Commissioner Solon made a motion to approve applying for a \$400,000 OSLAD grant application for Human Kinetics Park development, and signing the *Grant Program Resolution of Authorization* for submission to IDNR by October 1, 2018. The motion was seconded by Vice President McMahon. The motion passed 5-0.

Approval of Rejecting the Request for Proposals (RFP) for Janitorial Services at the Douglass Annex and Douglass Community Center

Mr. DeLuca presented the report. Discussion ensued. Mr. Jones stated that staff will rely on other building service workers during fill in during absences.

Commissioner Kuhl made a motion to approve rejecting all proposals and alternates for janitorial services for the Douglass Annex and Community Center and hiring a part-time building service worker to clean the annex and center. The motion was seconded by Commissioner Miller. The motion passed 5-0.

Approval of Agreement with Challenger Sports, Inc.

Mr. Jones presented the report. He reported that the Park District has a great relationship with Challenger and staff recommends approval of the agreement. Discussion ensued regarding the fluctuating number of campers.

Commissioner Solon made a motion approving an agreement between Challenger Sports, Inc. and the Park District for a period of three years, expiring in 2021, to provide instructors to teach youth soccer camps to children registered through the Champaign Park District, provide soccer garments and equipment, and authorizing the Executive Director to execute the agreement. The motion was seconded by Commissioner Miller. The motion passed 5-0.

Approval of Bids for Heritage Park Project

Mr. Weiss presented the report. He stated that the bid included the Base Bid—Shoreline grading and restoration, Alternate 1—Add for walking path north, Alternate 2—Add for walking path south, Alternate 3—Add for pedestrian bridge, Alternate 4—Add for main outcroppings, Alternate 5—Add for supplemental outcroppings, Alternate 6—Add for two year landscape warranty and maintenance, and Alternate 7—Add for three year landscape warranty and maintenance. Mr. Weiss stated staff recommends the Base Bid plus Alternates 1, 2, 4, 5, and 6 to Stark Excavating and rejecting Alternates 3 and 7. This recommendation includes the path around the entire park. Discussion ensued. Commissioner Solon expressed concern regarding the maintenance of the pond in the future. Commissioner Kuhl expressed concern regarding the contractor possibly working late into the nights.

Vice President McMahon made a motion awarding Heritage Park Phase 1 Base Bid plus Alternates 1, 2, 4, 5, and 6 to Stark Excavating for a total contract amount of \$643,290, and rejecting Alternates 3 and 7, and authorizing Executive Director to enter into the construction contract. The motion was seconded Commissioner Kuhl. The motion passed 5-0.

Approval of an Agreement with Consolidated Communications to provide Telephone Services

Ms. Hoggatt presented the report. She indicated that staff recommends remaining with Consolidated Communications to provide telephone services for the Park District.

Commissioner Solon made a motion to approve an agreement between the Park District and Consolidated Communications to provide telephone services to Park District facilities for a term of three years, and authorizing the Executive Director to execute the agreement upon final review by legal counsel. The motion was seconded by Commissioner Miller. The motion passed 5-0.

Approval of an Agreement with i3 Broadband to provide Fiber Services to Park District Facilities

Mr. Hoggatt presented the report. Staff recommends entering into an agreement with i3 to provide fiber services to Park District facilities. She reported that the agreement is for a three year term and that the Park District will pay less than it is currently paying and will receive expanded service. Discussion ensued.

Commissioner Kuhl made a motion to approve an agreement between the Park District and i3 Broadband to provide fiber services to Park District facilities and authorizing the Executive Director to execute the agreement, contingent upon final review by legal counsel. The motion was seconded by Commissioner Miller. The motion passed 5-0.

Approval of an Agreement with i3 Broadband to provide Fiber Services to five Park District Parks

Ms. Hoggatt presented the report. Staff recommends entering an agreement with i3 to provide fiber services to five Park District parks. Discussion ensued signage, dog park lease and cameras in parks.

Commissioner Solon made a motion to approve an agreement between the Park District and i3 Broadband to provide fiber services to five Park District parks and authorizing the Executive Director to execute the agreement, contingent upon final review by legal counsel. The motion was seconded by Commissioner Miller. The motion passed 5-0.

Old Business

None.

Discussion Items

None.

Comments from Commissioners

None.

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 7:55 p.m.

Approved

Craig W. Hays, President

Cindy Harvey, Secretary

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

September 26, 2018

The Champaign Park District Board of Commissioners held a Special Board on Wednesday, September 26, 2018 at 5:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to notice duly given. Vice President McMahon presided over the meeting.

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

Absent: President Craig W. Hays and Executive Director Joseph DeLuce.

Staff Present: Cindy Harvey, Assistant to the Executive Director/Board Secretary, Andrea Wallace, Director of Finance, Andrew Weiss, Director of Planning, Steven Bentz, Director of Virginia Theatre, and Bridgette Moen, Park Planner.

Tim Mitchell, reporter with The News Gazette, was in attendance.

Call to Order

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

Comments from the Public

There were no comments from the public.

New Business

Approval of an Agreement with Bailey Edward Design, Inc. for the Virginia Theatre Reroof and Various Improvement Projects

Mr. Weiss presented the report. He stated that it is important to note that currently the Park District does not have an architect for the Virginia Theatre. Mr. Weiss noted that staff is interested in using Bailey Edward as the Theatre's architect now and in the future. Discussion ensued regarding Bailey Edward as the architect for Lincoln Hall at the University of Illinois. Attorney Hall discussed limitation of liability issues and other changes suggested by the architect that concern him. He stated that the Board could approved the agreement contingent upon legal counsel resolving the issues satisfactorily.

Commissioner Solon made a motion approving the agreement between the Park District and Bailey Edward Design, Inc. for the Virginia Theatre reroof and various improvement projects in the amount of \$29,000, and authorizing the Executive Director to execute the agreement for this service subject to the Attorney Hall resolving the limitation of liability issues satisfactorily to the Park District's standards. The motion was seconded by Commissioner Kuhl. The motion passed 4-0.

Approval of an Agreement with Cabri, Inc. doing business as Farrens Pub and Eatery

Mr. Bentz presented the report. A copy of the Alcoholic Beverage Policy was distributed to the Board for reference. Mr. Bentz reported the Park District has allowed Farren's Pub and Eatery to serve alcoholic beverages at the Virginia Theatre since 2013 pursuant to a written agreement. The current agreement expires September 13, 2018. He stated that the owner of Farrens is interested in extended the agreement for an additional year. Mr. Bentz reported that the agreement included the addition of being allowed to serve other types of alcoholic beverages, including "hard" liquor. The agreement has been revised by Attorney Hall and the have accepted by the owner of Farrens.

Commissioner made a motion approving the agreement between the Park District and Carbri, Inc., doing business as Farren's Pub & Eatery, to provide a selection of beer, wine, and other types of alcoholic beverages at the Virginia Theatre for suitable events, effective for one (1) year commencing September 26, 2018 and ending September 25, 2019, and authorizing the Executive Director to execute the agreement. The motion was seconded by Commissioner Kuhl. The motion passed 4-0.

Approval of a Merchants Application for Processing Credit Card Purchases

Ms. Wallace presented the report. Staff is in the process getting quotes from various businesses with the intention of decreasing the rates to process credit card purchases. The quotes from the business vary. She discussed the proposal of the company currently being considered and reported that she is waiting to find out if the changes she proposed are acceptable before forwarding it to Attorney Hall for review. The agreement will be for three (3) years. Ms. Wallace stated that staff is requesting that the Board authorize staff to work with legal counsel to complete the merchant application and enter into a three (3) year agreement with the selected company after all terms and conditions of the agreement are finalized. Discussion ensued regarding processing procedures, the agreement and cost.

Commissioner Kuhl made a motion to approved authorizing staff to work with legal counsel to complete the merchant application and enter into a three (3) year agreement with the selected merchant once all details are finalized. The motion was seconded by Commissioner Miller. The motion passed 4-0.

Discussion Items

Comprehensive Plan SWOT (Strengths, Weaknesses, Opportunities, Threats)

Ms. Moen discussed a PowerPoint presentation summarizing what the planning staff has gathered to date from the SWOT summary feedback. She reported that the SWOT information, once finalized, will be included in the comprehensive plan. Ms. Moen discussed the overview of SWOT Analysis; the process for the information; and the next steps. She stated that staff will review the process at the October 11, 2018 Focus Team meeting and a draft of the comprehensive plan will be distributed to the Board for discussion at the October 24, 2018 Study Session. Discussion ensued. Mr. Weiss thanked the Board for filling out the SWOT survey information. He asked the Board to let staff know if they have any additional comments.

Further discussion ensued about when the Board will receive the draft of the comprehensive plan and when the final plan will be presented for approval.

Adjourn

There being no further business to come before the Board, Commissioner Miller made a motion to adjourn the meeting. The motion was seconded by Commissioner Solon. The motion passed 4-0 and the meeting was adjourned at 6:05 p.m.

Approved

Timothy P. McMahon, Vice President

Cindy Harvey, Secretary



**CHAMPAIGN
PARK DISTRICT**

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: October 2, 2018

SUBJECT: Recommend Acceptance of the FY18 Audit Report

Background

The Park District is required by law to hire a licensed public accountant or firm to conduct a financial audit annually. The audit for the fiscal year ended April 30, 2018 was conducted by CliftonLarsenAllen, LLP (CLA). Representatives of CLA will be present to review the audit report and answer any questions. Staff have reviewed the report.

Prior Board Action

The Board approved retaining CLA as the auditor for the fiscal years FY16-18 at the January 13, 2016 meeting.

Budget Impact

The audit for FY18 is \$19,500, of which \$13,800 has been paid through October 2, 2018.

Recommended Action

Staff recommends the Board accept the FY18 audit as presented.

Prepared by:

Reviewed by:

Andrea N. Wallace, CPA
Director of Finance

Joe DeLuce, CPRP
Executive Director



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: October 2, 2018

SUBJECT: Authorization to Solicit Bids for the 2018 General Obligation Bond Issue

Background

Each year, the Board approves authorizing the Treasurer and Director of Finance to solicit bids for the issuance of bonds. This year, the amount of bonds will be \$1,147,100. The general purpose of these bonds is to provide funds to pay for the building, maintaining, improving and protecting the parks and boulevards for the Park District and for the payment of expenditures incident thereto. Specifically, a portion of the funds will be used to pay for the principal and interest of the Alternative Revenue Bond issue.

Prior Board Action

At the September 12, 2018 Board meeting, the Park Commissioners set the date for the public hearing as October 10, 2018 related to this bond issue.

Budget Impact

None related to solicitation of bids other than the public notice, which is approximately \$80, and has been included in the FYE2019 budget.

Recommended Action

Staff recommends approval authorizing the Treasurer and Director of Finance to solicit bids for the issuance of \$1,147,100 in General Obligation Bonds.

Prepared by:

Reviewed by:

Andrea N. Wallace, CPA
Director of Finance

Joe DeLuce, CPRP
Executive Director



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director
DATE: October 5, 2018
SUBJECT: Approval of a Resolution Estimating Taxes to be Levied for FY2020

Background

Each year, the Board is required to pass a Resolution setting the tax levy for the following fiscal year (FY) 2020 if the aggregate amount exceeds 105% of the prior year extended amount. Following the approval of the Resolution, staff will publish the Truth in Taxation notice, if required. Additionally, the District needs to hold a public hearing on its intent to adopt such an increased tax levy at the November Board meeting.

The estimated tax extension for revenue year (RY) 2018 was based on the limiting rate, rather than an estimate of the anticipated increases. Either way, the calculation for the estimated tax extension is an educated calculation based on estimated EAV and the consumer price index (CPI). The limiting rate allows for the extension for new construction and recovered enterprise zone EAV's which are not subject to tax caps in the initial year, to be maximized. The limiting rate is multiplied by the EAV estimate. This rate is calculated as follows:

Numerator – is the property taxes that we received last year multiplied by the CPI (2.1% for RY2017)

Denominator – is the EAV from the most recent County Assessor's Office notification received in August, decreased by the EAV for new construction and recovered enterprise zone.

This limiting rate is strictly an estimation or forecast of the future based on how close our assumptions are about the changes in CPI, EAV and new construction. As any one of these factors changes, so does this rate. What causes the limiting rate to change? New construction, recovered enterprise zone or TIF, no growth in EAV and changes to CPI.

Staff calculated the extension for FY2020 with three options as follows:

- S1 Historically done by Staff, and recommended by finance professionals, as well as trade associations, which is to maximize the levy by estimating the extension to capture the legal rate limitation increase allowed once the final EAV is calculated.
- S2 Based on estimated limited rate calculated by Staff which allows for some the new growth added in current RY for new construction, enterprise zone or TIF's
- S3 Based on the new estimated EAV using the prior year tax rate. This does not maximize the benefit of the new construction EAV added in current year.

The County Clerk's Office will finalize the extension subject to legal restrictions and send the final extension in April regardless of the option selected.

Currently the Park District's tax rate is 0.7149/\$100 EAV, which has remained flat for two consecutive years. Should the Park District select scenario S2, there would be a rate increase of 0.0062/\$100 EAV, or 0.87%; which equates to \$4.13 annually for a property valued at \$200,000. This option is \$114,560 more in tax revenues than scenario S3, and could be allocated for future funding at Martens Center or capital improvements and maintenance of existing infrastructure. Scenario S3 has no impact on the overall tax rate for this year at the requested amount.

The original limiting rate calculated by the County for RY2017 was 0.6231; and based on the Board's decision to not increase the overall tax rate of 0.7149, the limiting rate was further reduced to 0.6107. Because of this, the limiting rate calculation for RY2018 was determined this lessor rate. Staff's estimate of the RY2018 limiting rate is 0.6179, which is an increase over the prior year 1.18%, and is used in scenario S2.

Additional adjustments were made to various funds as noted:

- § The tax extensions were reduced based on projected expenditures for IMRF and Social Security funds in order to utilize excess fund balance from prior years.
- § The tax extension for the debt service fund was based on the estimated 2018 general obligation bond issue plus projected interest to be paid November 2019.

Under scenario S2, the estimated 104.6% increase in total EAV from the prior year, the total estimated levy does not exceed 105% of the prior year extension, therefore a Truth in Taxation notice is not required to be published. It has been the practice of the Park District to publish a Truth in Taxation notice even when not required at an average cost of \$600.

Budget Impact

None at this time, however this is an estimate for taxes to be levied and collected for FY2020.

Recommended Action

Staff recommend that the Board of Commissioners approve the proposed Resolution setting the tax levy for fiscal year beginning May 1, 2019 and ending April 30, 2020 at \$13,268,925, or an amount authorized by law, and schedule a public hearing on the Tax Levy Ordinance for Wednesday, November 14, 2018 at 7:00 p.m. at the Bresnan Meeting Center as required by the Truth in Taxation Act.

Prepared by:

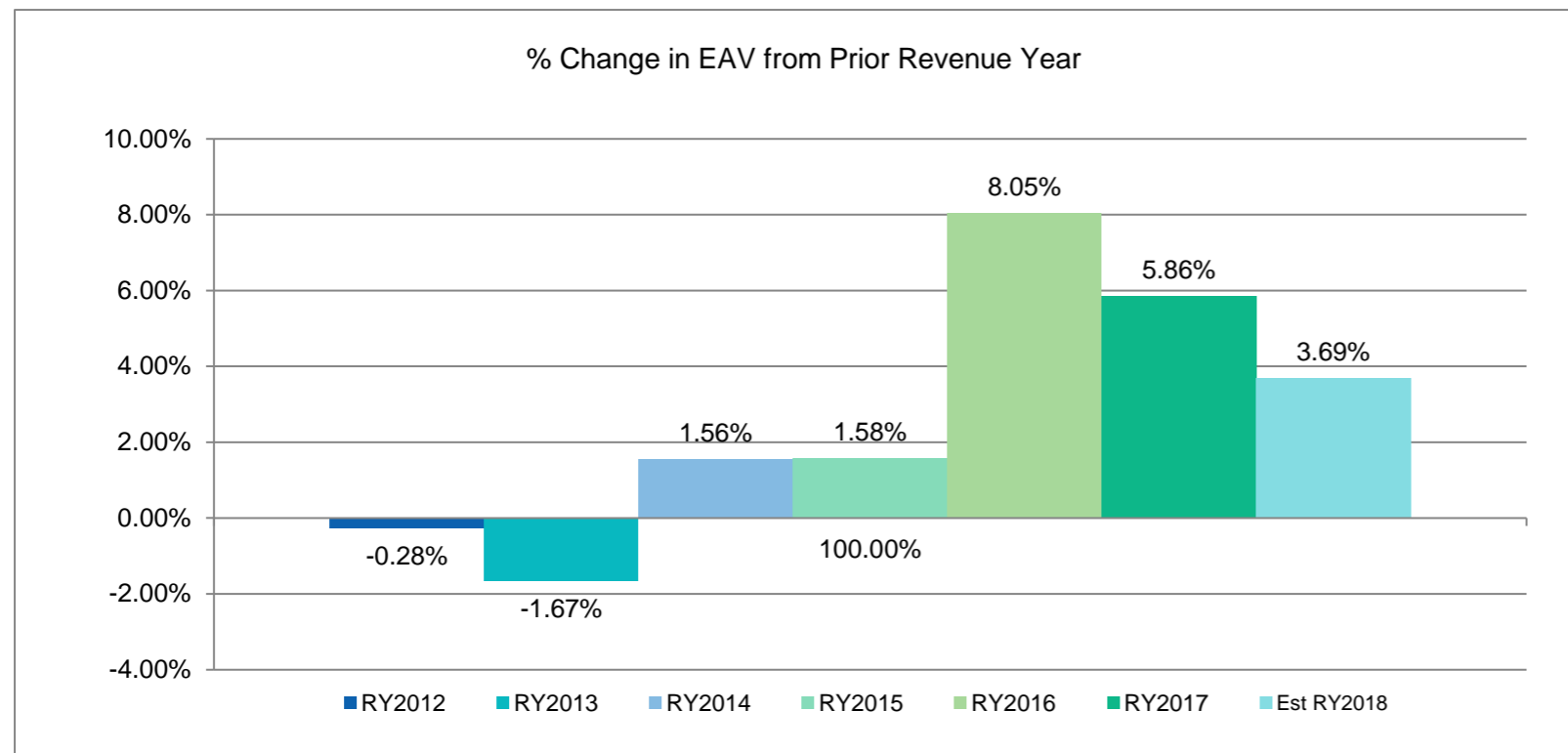
Reviewed by:

Andrea N. Wallace, CPA
Director of Finance

Joe DeLuce, CPRP
Executive Director

Champaign Park District Tax Levy Information Fiscal Year Ended April 30, 2019

Scenario options (S#)	Current (RY2017)		Levy Extension Amount				Levied Tax Rate			Adjusted for PTELL (Tax Caps)	
	Tax Revenue	Tax Rate	Maximum Tax Rate	Based on:			Based on:			Projected Tax Levy After Tax Caps	Levied Tax Rate after Tax Caps
				S1	S2	S3	S1	S2	S3		
EST EAV for RY2018	1,840,045,512			Maximum	Calculated Capped Limited Rate	Last Year's Rate and Est EAV RY2018	Maximum	Calculated Capped Limited Rate	Last Year's Rate and Est EAV RY2018	NOT APPLICABLE FOR S2/S3	
General	\$ 5,923,266	0.3338	0.3500	\$ 6,440,159	\$ 6,233,718	\$ 6,151,899	0.3500	0.3388	0.3343		0.0000
Recreation	2,157,787	0.1216	0.3700	2,284,483	2,263,898	2,241,075	0.1242	0.1230	0.1218		0.0000
Museum	1,604,144	0.0904	0.1500	1,698,333	1,708,029	1,666,063	0.0923	0.0928	0.0905		0.0000
Insurance	331,831	0.0187	-	351,314	353,149	344,639	0.0191	0.0192	0.0187		0.0000
IMRF	333,605	0.0188	-	353,193	320,011	346,482	0.0192	0.0174	0.0188		0.0000
Social Security	354,899	0.0200	-	375,737	352,352	368,598	0.0204	0.0191	0.0200		0.0000
Audit	21,294	0.0012	0.0050	22,544	22,341	22,116	0.0012	0.0012	0.0012		0.0000
Paving and Lighting	86,950	0.0049	0.0050	92,056	92,056	90,306	0.0050	0.0050	0.0049		0.0000
Police	23,068	0.0013	0.0250	24,423	24,203	23,959	0.0013	0.0013	0.0013		0.0000
Total Subject to Tax Cap	10,836,844	0.6107		11,642,242	11,369,757	11,255,137	0.6327	0.6179	0.6117	-	0.0000
Special Recreation	709,798	0.0400	0.0400	736,018	736,018	736,018	0.0400	0.0400	0.0400		0.0000
Debt Service	1,139,226	0.0642	-	1,163,150	1,163,150	1,163,150	0.0632	0.0632	0.0632		0.0000
Total Levy Amount	\$ 12,685,868	0.7149		\$ 13,541,410	\$ 13,268,925	\$ 13,154,305	0.7359	0.7211	0.7149	\$ -	0.0000
Increase (Decrease) from Current Year Levy for FY20				\$ 855,542	\$ 583,056	\$ 468,436	0.0210	0.0062	0.0000		0.0000
% Increase (Decrease) from Current Year Levy for FY20				6.74%	4.60%	3.69%	2.94%	0.87%	0.00%	0.00%	0.00%
Truth In Taxation Public Notice Required (%>105%)				YES	NO	NO	N/A	N/A	N/A	NO	NO



Comments:

- A. The total overall Amount to be Levied in Fiscal Year 2019 under option S2 is \$13,268,925 basing extension on estimated capped rate allowed and represents an increase in total extension \$583,056 (4.60%) after the capped amounts. The difference is \$114,620 from S1.
- B. Based on the County Assessor's office estimate for Revenue Year (RY) 2018, the EAV is expected to increase 3.69% over RY2017 actual EAV. While the estimated EAV received by the County Assessor in August did increase, it is very likely that this value will change once the appeals filed with the Board of Review are finalized in early 2019. Based on discussions it is anticipated that the change in original EAV used to calculate the estimated levy for FY20 will be minimal. A decrease in EAV will increase our estimated tax rate, whereas an increase in EAV will reduce our tax rate.
- C. Estimated New Construction and Recovered Enterprise Zone EAV's are projected to decrease 33.81% from RY 2017 as no TIF's expired in 2018. RY2017 included the downtown TIF in amount of \$27,262,955. As these values are exempt from tax caps in the initial year, the limiting rate decreased from the prior year to account for this change in EAV, and will be subject to tax caps in future years.
- D. The EAV will change per comment B above. The County Clerk will re-calculate the legal extension based on the new limiting rate, which may vary from the estimated .6179 limiting rate used for the RY2018 calculations. The final extension is issued the first week in April. By keeping the limiting rate at an amount higher than the estimated limited rate calculated based on preliminary EAV data, it protects the District if the final adjustments reduce the overall EAV.

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Champaign Park District
 RY2018 Limiting Rate Calculation

Estimate

Cap Amount from Previous Year
 Multiply by any Rate Increase Factor (RIF)
 Multiply by the increase in CPI
 Total

Divide by:

Total Assessed Valuation
 Less (Estimates):
 New Construction
 New TIF
 New Annexed Values
 New EZ
 Recovered TIF
 Recovered Enterprise Zone (EZ)

Subtotal

Capped Amount
 Divide by Adjusted EAV
 Capped Rate per \$100 assessed value

Assessed Valuation - Estimated
 Limiting Rate (Capped Rate)
 Capped Extension Amount

Special Rec Extension
 Bond Extension
 Total Taxes Extended

Estimated Overall Tax Rate per \$100
 Current Year Rate
 Increase/Decrease from prior year

Estimated Levy	
	\$ 10,836,844
	1
	1.021
	\$ 11,064,417.87 A
\$ 1,840,045,512	per County Assessor's letter
(40,461,040)	from 7/2018 - est. Plus add %
(2,621,250)	Change in values for additional
(2,000,000)	adjustments post January 2018
(983,520)	
-	
(3,316,030)	per email from County Clerk 7/2018
1,790,663,672	B
	11,064,418 A
	1,790,663,672 B
	0.617894808 =A/B*100
	1,840,045,512
	0.6179
	11,369,641
	736,018
	1,163,150
	\$ 13,268,809.42
	0.7211
	0.7149
	0.0062

Limiting Rate est.

RESOLUTION

2019-2020 TAX LEVY

WHEREAS, the Champaign Park District proposes to adopt an aggregate levy for the fiscal year commencing May 1, 2019 and ending April 30, 2020 in amounts less than 105% of the amount of property taxes (exclusive of election costs) extended by said District for the final aggregate levy of the preceding year; and

WHEREAS, it is required by law that in such circumstances, this Board of Commissioners of said District determine the amounts, exclusive of election costs, estimated to be necessary to be raised by taxes for said 2019-2020 fiscal year upon the taxable property in said District.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Champaign Park District does hereby determine and declare that the amount of money, exclusive of election costs, estimated to be necessary to be raised by taxation upon the taxable property in Park District for the fiscal year commencing May 1, 2019 and ending April 30, 2020 is \$13,268,925.00.

BE IT FURTHER RESOLVED that the District shall give public notice of and hold a public hearing on its intent to adopt a tax levy, as required by the Truth in Taxation Act, such hearing to be held on November 14, 2018 at 7:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois.

APPROVED by the President and Board of Commissioners of the Champaign Park District this 10th day of October 2018.

APPROVED:

Craig W. Hays, President

ATTEST:

Cindy Harvey, Secretary

CHAMPAIGN PARK DISTRICT
 Property Tax Rates - Direct and Overlapping Governments
 Last Ten Fiscal Years
 (Unaudited)

Excerpt from FY2018 audit report

Levy Year Fiscal Years	Rate Limit if applicable	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
		2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Champaign Park District:											
General	0.3500	0.3206	0.3379	0.3374	0.3419	0.3497	0.3499	0.3500	0.3479	0.3345	0.3338
Recreation	0.3700	0.0697	0.0717	0.0549	0.1001	0.1114	0.1205	0.1259	0.1267	0.1224	0.1216
Museum	0.1500	0.0500	0.0514	0.0916	0.0648	0.0704	0.0808	0.0860	0.0866	0.0851	0.0904
IL Municipal Retirement Fund (IMRF)	N/A	0.0185	0.0170	0.0174	0.0186	0.0196	0.0246	0.0239	0.0215	0.0194	0.0188
Social Security	N/A	0.0234	0.0219	0.0206	0.0210	0.0220	0.0233	0.0237	0.0235	0.0209	0.0200
Audit	0.0050	0.0017	0.0014	0.0014	0.0012	0.0013	0.0014	0.0013	0.0013	0.0012	0.0012
Liability Insurance	N/A	0.0198	0.0170	0.0168	0.0174	0.0183	0.0210	0.0213	0.0195	0.0192	0.0187
Debt Service	N/A	0.0657	0.0655	0.0665	0.0677	0.0697	0.0964	0.0480	0.0710	0.0665	0.0642
Paving and Lighting	0.0050	0.0046	0.0048	0.0049	0.0048	0.0049	0.0050	0.0050	0.0050	0.0050	0.0049
Police	0.0250	0.0017	0.0014	0.0014	0.0014	0.0015	0.0016	0.0013	0.0013	0.0013	0.0013
Special Recreation	0.0400	0.0400	0.0400	0.0400	0.0400	0.0400	0.0400	0.0400	0.0400	0.0394	0.0400
		0.6157	0.6300	0.6529	0.6789	0.7088	0.7645	0.7264	0.7443	0.7149	0.7149
City of Champaign		1.2942	1.2942	1.2942	1.3084	1.3152	1.3152	1.3152	1.3152	1.3152	1.3152
Champaign County		0.7426	0.7487	0.7688	0.7841	0.8138	0.8511	0.8636	0.8672	0.8458	0.8481
Forest Preserve District		0.0783	0.0790	0.0817	0.0843	0.0880	0.0931	0.0944	0.0947	0.0923	0.0925
City of Champaign Township		0.0350	0.0357	0.0371	0.0385	0.0404	0.0467	0.0472	0.0419	0.0392	0.0393
Champaign-Urbana Public Health District		0.1052	0.1071	0.1075	0.1102	0.1163	0.1259	0.129	0.1307	0.1267	0.1276
Parkland College		0.5115	0.5082	0.5064	0.5120	0.5191	0.5253	0.5259	0.5460	0.5436	0.5411
Champaign School District Unit 4		3.6554	3.6546	3.7238	3.8805	4.1185	4.3014	4.3884	4.4117	4.2704	5.0299
Mass Transit District		0.2575	0.2619	0.2725	0.2831	0.2966	0.3198	0.3282	0.3332	0.3235	0.3274
Total		7.2954	7.3194	7.4449	7.6800	8.0167	8.3430	8.4183	8.4849	8.2716	9.0360

Note 1: Fiscal Years - The annual levy covers the subsequent fiscal year beginning May 1 annually and is approved in November of the preceding fiscal year.

Note 2: Tax rates per \$100 of assessed value



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: October 1, 2018

SUBJECT: Dumpster Service Bid

Background

The Park District currently has an agreement with Republic Services for dumpster service at various facilities and special events that expires on October 31, 2018. The term of the agreement was for three (3) years. This bid is for the same service, with the only change being the addition of one (1) extra pick up day for the Virginia Theatre.

Prior Board Action

At the October 14, 2015 Regular meeting, the Board accepted the lowest responsible base bid from Republic Services for Trash/Dumpster Services for a three-year agreement.

Bid Results

An invitation to bid was published in The News-Gazette. The bids were opened and read aloud on September 26, 2018. Two (2) bid were received and the results are as follows:

Bidders	Monthly Base Bid
Republic Services, Urbana, IL	\$695.08
Area Disposal, Clinton, IL	\$1,198.00

Budget Impact

Funds are allocated in the FY19 appropriate operating budget. The prior monthly base bid in 2015 was \$565.

Recommended Action

Staff recommends accepting the lowest responsible base bid from Republic Services, in the bid amount of \$695.08 per month, and additional service rates for dumpsters in the bid amounts as follows: a 2-yard rolling dumpster at \$45.00 per lift, 20-yard roll off dumpster at \$395 per haul plus \$45.00 per ton, and .5 yard tote at \$12.00 per lift, and authorizing the Executive Director to enter into a three-year agreement for this service.

Prepared by:

Reviewed by:

Bret Johnson
Grounds & Maintenance Supervisor

Daniel Olson
Director of Operations



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: October 10, 2018

SUBJECT: West Side Park Playground Replacement Change Order #1

Background

Project includes demolition of old and installation of new playground equipment, new poured-in-place safety surfacing, and new Fibar safety surfacing. The Rotary Club of Champaign applied for a grant for outdoor musical instruments and approached staff about the possibility of donating the instruments to the District. Staff discussed site options for the proposed donated amenity and recommended including the instruments as part of the West Side Park playground improvements. West Side Park is a community park and is a good location for a unique amenity. The instruments will also add an additional accessible feature to the playground. The equipment will be surface mounted on concrete, which staff is proposing to be added to the scope of the playground replacement contract to minimize site disturbance.

Prior Board Action

- *July 26, 2017 Special Board Meeting* — Approved FY17-18 Budget, including West Side Park playground.
- *March 14, 2018 Regular Board Meeting* — Rejected all initial bids and directed staff to rebid project.
- *July 25, 2018 Regular Board Meeting* — Awarded Alternate 1 to Mid Illinois Concrete and Excavation, Inc.

Budget Impact

Capital project 180006 is \$210,000; project balance to date is \$207,550 as \$2450 was used for a topographic survey. \$4,230.00 is remaining in the project balance. The Contractor estimate of cost for the additional scope is \$1,100.00. This amount will be reimbursed through a Public Art League donation to the Champaign Parks Foundation.

Recommendation

Staff recommends approval of Change Order #1 in the amount of \$1,100.00, which will increase the total contract with Mid Illinois Concrete and Excavation, Inc. to \$204,420 and authorizing the Executive Director to execute the Change Order. **Timeline:** *Work is estimated to be completed in October 2018. The Change Order will not have any significant effect on the timeline.*

Prepared by:

Reviewed by:

Bridgette Moen
Park Planner

Andrew Weiss
Director of Planning



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: October 10, 2018

SUBJECT: Construction of a Connector Path in Spalding Park

Background

Unit 4 School District (Unit 4) was granted a land lease to construct improvements in Spalding Park to help Unit 4 achieve their goals for the Unit 4 Facilities Referendum. The Champaign Park District included in the Unit 4 bid as an alternate the installation of concrete paths and path lighting. The alternate for the paths and lighting was rejected and the Park District plans to bid those items separately with plans to start construction in June 2019. During the permitting process with the City for the Unit 4 improvements within Spalding Park, the City insisted that an accessible path be included to connect the public bleachers and the parking lot. A path was proposed in the bid documents; however, the alternate to construct those paths was rejected. The Park District still plans to construct the pathway system as part of a separate contract in 2019. In the meantime, the City is requiring that a portion of walk be installed for ADA.

Prior Board Action

- *November 8, 2017*—Board approved a Memorandum of Understanding regarding Spalding Park
- *March 14, 2018*—Board approved 2019 Capital Budget
- *May 23, 2018*—Board approved Ground Lease and Intergovernmental Agreement with Unit 4

Budget Impact

Capital project 190012 budget is \$440,000. The amount reflects an original FY19 \$320,000 for the paths and lighting. \$120,000 has been added to this project to replace the playground but will be bid separately by Park District staff. The estimate for a change order to Unit 4's contract to construct the connecting section per the bid document layout is \$49,000. This estimate assumes an 8' wide path as specified by the Park District. The budget impact would be \$24,500 and would lessen the scope of the Park District concrete path and path lighting bid.

Recommendation

In an effort to ensure that the final path is constructed to the Park District's desired layout and construction quality, staff recommends that the Park District request that Unit 4 accept the change order to construct the connector path as originally drawn and that the Park District reimburse Unit 4 for half of the cost of the path. The reimbursement cost from the Park District to Unit 4 would be \$24,500. This would allow construction to continue as scheduled, ensure accessibility for patrons, and result in the desired layout per the design. **Timeline:** Work to be completed by O'Shea Builders by January 2019.

Prepared by:

Reviewed by:

Bridgette Moen
Park Planner

Andrew Weiss
Director of Planning



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director
DATE: October 1, 2018
SUBJECT: Shop and Yard Expansion Construction Bids

Background

In 2015, the District recognized the need to physically expand the operations and maintenance area to meet the increase in the size of District landholdings and facilities. Since that time, design charrettes with staff have been completed based on need. Farnsworth Group was approved for the design and oversight of the project through the end of construction. A *Shop Expansion Project Team* was formed consisting of two board members and several staff members to lead the planning efforts for the project.

The substantial improvements consist of three main components. First, a shop expansion on the northeast of the existing building that will serve primarily as an auto and equipment repair shop. Second, a building expansion to the south of the existing operations building that will serve as vehicle storage, chemical storage, a wash bay, and a rinsate pad to name a few of its main features. And finally, a parking lot expansion to the south specifically for District vehicles and equipment.

If approved on Oct. 10, the tentative construction timeline would be to begin in November and have an estimated construction time of one year, with a substantial completion date of Aug. 30, 2019.

Prior Board Action

- Dec. 2015: A preliminary study of future improvements was completed by Gorski Reifsteck Architects.
- July 2016: Board approval of FY16-17 Annual Budget, includes design services for the Shop and Yard Expansion.
- Aug. 2016: RFQ's presented by three firms. Farnsworth was asked to send full proposal.
- Sept. 2016: Board approval to negotiate a contract with an architectural firm for development.
- Oct. 2016: Board approval of Design Services to Farnsworth.
- Feb. 2017: Board approval of amendment for Design Services with Farnsworth Group.
- Feb. 2018: Board approved Shop and Yard expansion to be placed in 2018-19 capital year.
- April 2018: Board approved Schematic and Design Development with Farnsworth Group.

Bid Results

The bid process was administered by the Farnsworth Group. Bid information and supporting documents were supplied on their website. An invitation to bid was published in The News Gazette and a non-mandatory pre-bid meeting was held on September 20, 2018. Two (2) bids were received. Bids were opened and read aloud on October 4, 2018 with the following results:

Vendor	Base Bid	Unit 1	Unit 2	Unit 3	Unit 4
CAD Construction	\$2,650,000	\$1.75	\$8.25	\$5.00	\$6.50
Dodds Company	\$2,800,000	\$1.15	\$6.10	\$3.15	\$4.75

Unit Pricing was asked for in the bid to secure various surfacing costs for the project. The amounts shown are per square foot.

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.

Budget Impact

The FY2019 project budget (project #190011) allots a total \$2,650,000.00 for the *Shop Expansion*.

Budget	\$ 2,650,000.00
Committed to Date	<u>\$ 113,669.00</u>
Remaining	\$ 2,536,331.00

Recommended Action

Staff recommends accepting the base bid from CAD Construction in the amount of \$2,650,000 and authorizing the Executive Director to enter into a contractual agreement for this work and assigning \$200,000 from excess reserves to the project.

Prepared by:

Reviewed by:

Daniel Olson
Director of Operations

Joe DeLuce
Executive Director



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: October 10, 2018

SUBJECT: Joint Park/Drainage Project with Phinney Branch Mutual Drainage District

Background

The Phinney Branch Mutual Drainage District (PBMDD) presented a proposal for a joint park/drainage project at the September 12, 2018 Regular Board Meeting. The potential joint park/drainage project is located on Mattis Avenue south of Windsor Road on unimproved farmland currently owned by the Knights Templar of Paxton, IL. Staff followed up with PBMDD attorney Matt Schweighart of Erwin, Martinkus, and Cole who confirmed the following presentation takeaway items:

- PBMDD is proposing to purchase 30 acres of land from the Knights Templar for property just east of Barkstall Elementary School (attached, page 1 of 2).
- PBMDD will develop a 7 acre retention pond in the property, and the City of Champaign will take responsibility for maintaining it.
- PBMDD will donate 23 acres to the Champaign Park District to develop a park.
- Park District will be responsible for designing and developing the 23 acre park.
- Park District will be responsible for operating and maintaining the park.

Prior Board Action:

No prior Board action.

Discussion:

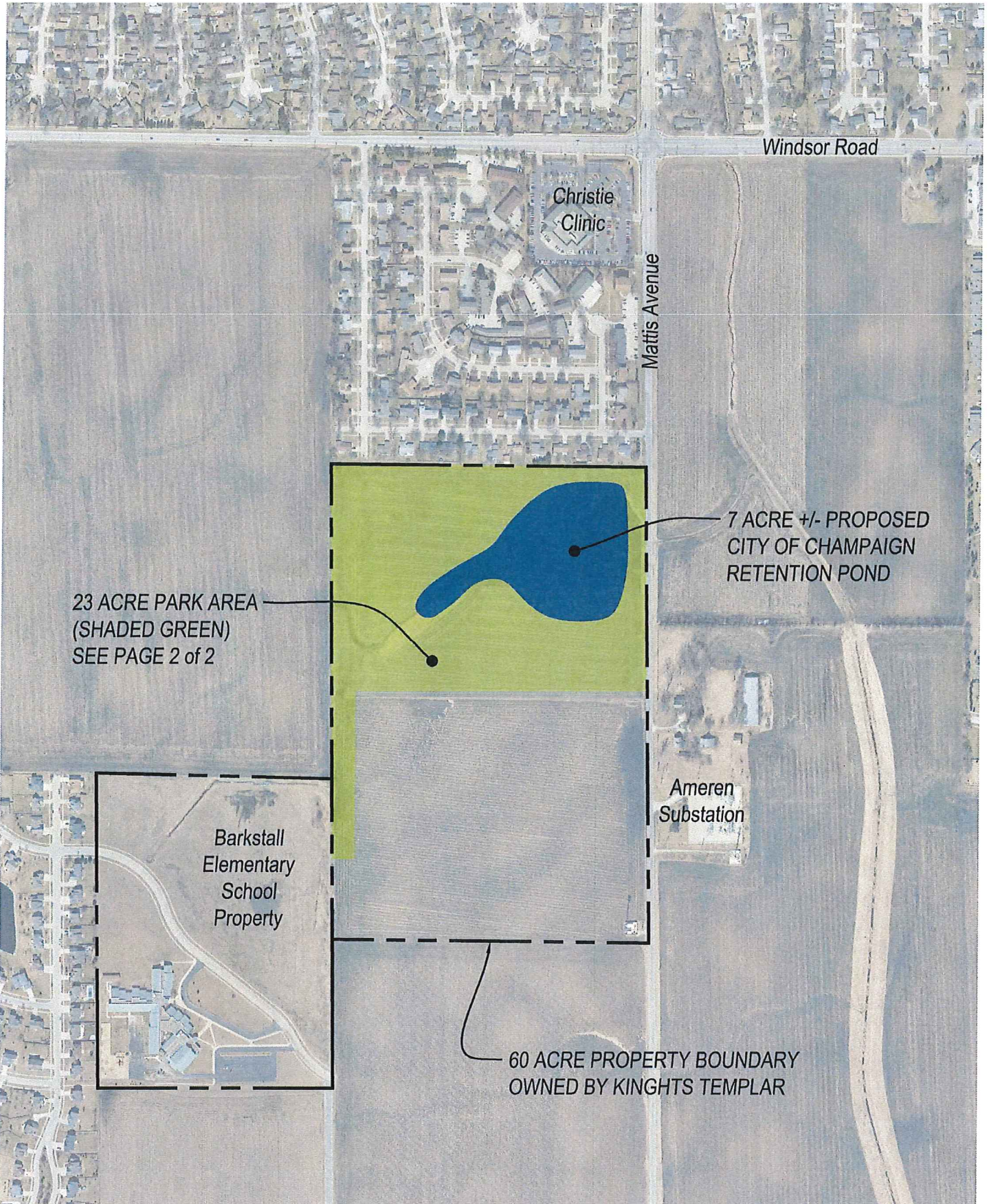
Before the PBMDD proceeds with their options they need confirmation from the Park District if it is willing to take on the 23 park acres, so the aim of discussion is consensus and direction on the matter. To that end, Planning staff provided a schematic layout (attached, page 2 of 2) of park amenities to expect in a development of this size and type—the overall plan is very preliminary and based on retention pond engineering drawings provided by PBMDD. Should further cooperation occur in development, the Park District would expect a more harmonious and efficient design balancing recreation and stormwater management.

Prepared by:

Reviewed by:

Andrew Weiss
Director of Planning

Joe DeLuce
Executive Director



23 ACRE PARK AREA
(SHADED GREEN)
SEE PAGE 2 of 2

7 ACRE +/- PROPOSED
CITY OF CHAMPAIGN
RETENTION POND

Barkstall
Elementary
School
Property

Ameren
Substation

60 ACRE PROPERTY BOUNDARY
OWNED BY KINGHTS TEMPLAR

