



## **AGENDA**

**STUDY SESSION IMMEDIATELY FOLLOWED BY A REGULAR BOARD MEETING**  
**BRESNAN MEETING CENTER**  
**706 Kenwood Road**  
**Champaign, Illinois**  
**Wednesday, February 13, 2019**  
**6:00 p.m.**

**A. CALL TO ORDER**

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

**C. DISCUSSION ITEMS**

1. 2019-2029 Comprehensive Plan

**D. COMMENTS FROM COMMISSIONERS**

**E. ADJOURN**

## **REGULAR BOARD MEETING**

**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. Acceptance of the Treasurer's Report for the Month of January 2019

**E. EXECUTIVE DIRECTOR'S REPORT**

1. Project Updates
2. General Announcements

**F. COMMITTEE REPORT**

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, December 12, 2018
2. Approval of Minutes of the Regular Board Meeting, January 9, 2019

#### I. NEW BUSINESS

1. Approval of Disbursements as of January 9, 2019  
Staff recommends approval of disbursements for the period beginning January 9, 2019 and ending February 12, 2019. **(Roll Call Vote)**
2. Approval of a Resolution and Authorization to file the Abatement Certificate for Series 2013A Bond  
Staff recommends approval of a resolution and authorization for staff to file the Abatement Certificate for Series 2013A Bond.
3. Approval of a Resolution to Commit Cash Proceeds Received in Land Sale to the Land Acquisition Fund  
Staff recommends approval of a resolution to commit \$60,000 as of the date of the resolution, and on or before April 30, 2019 transfer from Capital Improvement Fund receipts of \$60,000 into the Land Acquisition Fund for the future purchase of land within the Park District.
4. Approval of 2019-2020 Program Guide Printing and Mail Preparation Bid  
Staff recommends awarding the bid for 2019-2020 program guide printing and mailing preparation to the lowest responsible bidder, Woodward Printing, in the amount of \$58,866 for all three issues.
5. Approval of Accepting an Illinois Arts Council Grant  
Staff recommends approval authorizing the Executive Director to enter into the agreement with the Illinois Arts Council for the awarded amount of \$14,600 to assist with cultural arts programming outlined in the grant proposal.
6. Approval of Applying for a Tourism Private Sector and Tourism Attraction Program Grant  
Staff recommends authorizing the Executive Director submit a Tourism Attraction Grant Program application to the State of Illinois to upgrade lighting at the Virginia Theatre through the purchase of an intelligent lighting package in the amount of \$100,000.00, with \$50,000.00 proposed as the grant amount, to be matched by \$50,000.00 in funding from the Park District.
7. Approval of Bids for Mowing Services  
Staff recommends authorizing the Executive Director enter into contracts with the lowest responsible bidders on each respective site for mowing services for a period beginning May 1, 2019 through April 30, 2020, except project site groups 1, 2, 3, 4, 6, 7, 8, 9, and 11, as follows: award bids for 1, 2, and 11 to the second lowest bidder; 3, 6, 7, and 8 to the third lowest bidder; and 4 and 9 to the fourth lowest bidder. Staff also recommends rejecting the bids for project site group 6 as none of the bidders are able to meet the specifications required, and in the event of a contractor forfeiting its contract prior to its completion, authorize the Executive Director to proceed to the next lowest responsible bidder and enter into a contract for the remainder of the original contract.

**J. DISCUSSION ITEMS**

1. Virginia Theatre Update
2. Proposed Intergovernmental Agreement with the City of Champaign for Carle at the Fields Annexed Area
3. Proposed Maintenance Agreement Carle at the Fields trail
4. 2020-2025 Capital Improvement Plan

**K. COMMENTS FROM COMMISSIONERS**

**L. EXECUTIVE SESSION**

The Board will convene into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS Par. 120/2 (c)(6) the setting of a price for sale or lease of property owned by the public body and (c)(21) for the discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

**M. RETURN TO REGULAR MEETING**

**N. EXECUTIVE SESSION ITEM – ACTION**

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

**O. ADJOURN**



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** February 4, 2019

**SUBJECT:** Comprehensive Plan Update

### Background

The current Comprehensive Plan, authored by Pros Consulting LLC in May 2008, expires in 2018. Per the Board of Commissioners *Comprehensive Assessment Policy*, the District should conduct a comprehensive assessment study every ten years. Comprehensive plans act as a decision making tool, provide direction in planning efforts, and are a reference resource for the public. Comprehensive plans are also a tool in developing grant applications and maintaining Distinguished Accreditation status through the Illinois Association of Park Districts.

### Prior Board Action

May 25, 2016—Comprehensive Assessment Policy revised

### Discussion

The Comprehensive Plan (attached) is the next-to-final draft. Earlier drafts have been reviewed by Commissioners and select staff. While we still welcome any general comments regarding the Comprehensive plan, we are specifically requesting feedback on the *Agency Initiatives* section of the Comprehensive Plan. Attached is a worksheet to help guide a discussion during the February 13, 2019 Study Session. Our discussion aim is for 1) Board consensus/direction on the *Agency Initiatives* and 2) Board consensus/direction on an updated *Vision Statement*.

### Timeline

February 13, 2019—Staff provide Comprehensive Plan next-to-final draft to Board of Commissioners; Board discussion of *Agency Initiatives* and updated *Vision Statement*.  
February 27, 2019—Staff provide Comprehensive Plan final draft to Board of Commissioners for approval.

Prepared by:

Reviewed by:

Andrew Weiss  
Director of Planning

Joe DeLuce  
Executive Director

**Agency Initiatives Exercise**

The Comprehensive Plan and its *agency initiatives* should help guide future Strategic Plans. It is important to remember that Comprehensive Plans are issued approximately every ten years, while Strategic Plans are authored every three to five years. Therefore, *agency initiatives* set in the Comprehensive Plan should be specific enough that they can inform decision-making, but not so prescriptive that they are inflexible.

For each *agency initiative*, please consider whether you have any comments, concerns, or suggested edits. During the Study Session, we will review each initiative, discuss any comments, and reach a consensus for a revised initiative.

**Ensure that parks and amenities meet the District’s performance standards and support programming.**

Comments/Suggestions:

**Increase acreage of natural areas and expand natural area related programming.**

Comments/Suggestions:

**Promote financial sustainability.**

Comments/Suggestions:

**Enhance existing partnerships and develop new partnerships to improve/expand programming.**

Comments/Suggestions:

**Promote active recreation and healthy living.**

Comments/Suggestions:

**Expand existing trail system to improve connectivity.**

Comments/Suggestions:

**Ensure equitable access to parks, facilities, and programming across the District.**

Comments/Suggestions:

**Maintain high standards for customer service.**

Comments/Suggestions:

**Improve environmental sustainability and resource conservation efforts.**

Comments/Suggestions:

**Promote and encourage public input.**

Comments/Suggestions:

***Vision Statement update***

The Park District's current vision statement is:

*The vision of the Champaign Park District is to continually exceed community expectations.*

Proposed new vision statement:

*The vision of the Champaign Park District is to strive for excellence in serving the recreational needs and well-being of our community.*

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

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

**December 12, 2018**

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, December 12, 2018 at 7:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to published notice duly given. President Hays presided over the hearing.

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

Staff Present: Joseph DeLuce, Executive Director, Cindy Harvey, Assistant to the Executive Director/Board Secretary, Dan Olson, Director of Operations, Jameel Jones, Director of Recreation, Tammy Hoggatt, Director of HR, IT and Risk, and Andrew Weiss, Director of Planning.

Other staff in attendance were Melanie Kahler, Springer Center Manager, and Katherine Hicks (accompanied by her daughter), Douglass Park Manager.

**Call to Order**

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

**Comments from the Public**

There were no comments from the public.

**Communications**

President Hays circulated the communications.

**Treasurer's Report**

Treasurer Lawson presented the Treasurer's Report for the month of November 2018. She stated the Park District's finances have been reviewed and found to be in appropriate order.

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

**Executive Director's Report**

Project Updates

Mr. DeLuce distributed a list of project updates and the 2<sup>nd</sup> quarter of the FY19 Wokplan. He asked the Board to let him know if they had questions or comments.

General Announcements

There were not general announcements.

**Committee and Liaison Reports**

Champaign Parks Foundation

Commissioner Miller reported that one of the founding members of the Foundation, Penn Nelson, is retiring from the Board. He also reported that tickets are on sale for the Ties and Tennes fundraiser on January 10, 2019 at the Virginia Theatre.

## Report of Officers

### Attorney's Report

Attorney Hall reported that he is working on various contracts including the agreement for the Martens Center and other Park District matters.

### President's Report

None.

## Consent Agenda

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

1. Approval of Minutes of the Regular Board Meeting, November 14, 2018
2. Approval of Meeting Dates for 2019
3. Approval Inserting Craig Hays as Delegate, Timothy McMahan as 1<sup>st</sup> Alternate, Kevin Miller as 2<sup>nd</sup> Alternate and Joseph DeLuce as 3<sup>rd</sup> Alternate to the IAPD Credentials Certificate

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

## New Business

### Approval of Disbursements as of November 14, 2018

Staff recommended approval of disbursements for the period beginning November 14, 2018 and ending December 11, 2018. Discussion ensued. Mr. DeLuce reported that staff is researching the cause of the increase in the water fees at Prairie Farm.

Commissioner Kuhl made a motion to approve the list of disbursements for the period beginning November 14, 2018 and ending December 11, 2018. The motion was seconded by Commissioner Solon. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Miller – yes; Vice President McMahan – yes; President Hays – yes; and Commissioner Kuhl – yes. The motion passed 5-0.

### Approval of Summer 2019 Part-Time and Seasonal Position Pay Rates

Ms. Hoggatt presented the report. She reported that annual pay rates for seasonal and part-time staff are presented to the Board for approval. Ms. Hoggatt stated that staff is requesting increases in certain positions to remain competitive with the market. She stated that staff recommends approval of the pay rates as presented and a \$0.15 increase for seasonal and part-time staff members that had exceptional ratings on their evaluations. Discussion ensued. Commissioner Solon noted that the proposed year for hourly pay rate is listed as 2018 but should be 2019. Ms. Hoggatt updated the Board on the part-time technology specialist position.

Commissioner Miller made a motion to approve the summer 2018 seasonal and part-time position pay rates as presented by staff. The motion was seconded by Vice President McMahan. The motion passed 5-0.

### Approval of Submitting an Annexation Petition

Mr. Weiss presented the report. He reported that a piece of property owned by the Park District was inadvertently never annexed to the city. Mr. Weiss stated staff recommended executing the *Petition for Annexation* and submitting it to the Champaign City Council for approval.

Commissioner Kuhl made a motion to approve signing and notarizing a Petition for Annexation and submitting it to the Champaign City Council for approval. The motion was seconded by Commissioner Miller. The motion passed 5-0.



## **Old Business**

None.

## **Discussion Items**

### Day Camp Report

Mr. Jones presented the report and shared photos from the different camps for the Board to review. He introduced the Springer Center Manager, Melanie Kahler, co-chair of the summer day camp committee, and Douglass Park Manager, Katherine Hicks, co-chair of the summer day camp committee. Mr. Jones indicated that the Day Camp Report was included in the Board packet. He discussed the attendance numbers, community partners, food programs, budget impact, scholarships awarded ad monetary and in-kind contributors. The Park District conducted six (6) camps with over 3,112 campers served. Discussion ensued about the lack of Douglass Community Center teen camp and the enrollment of creative kids camp. Mr. Jones noted that enrollment increased in the Community Matters program, creative kids camp and the Douglass Community Center camps. President Hays inquired about the comparison of scholarships awarded in 2019 versus 2018. Mr. Jones stated that he will compile this information and provide it to the Board. The Board thanked staff for attending the meeting.

### Facility Report Card

Mr. Olson presented the report and indicated that the report is based on the users' perspective. Mr. Olson stated that staff will update this report. Staff is currently working on an action plan using survey results. He noted that accessibility and parking received the lowest scores. Discussion ensued. Commissioner Kuhl commented that she was surprised by the results and attributes the results to the quality of maintenance by the Park District staff. Commissioner Solon asked if the survey results were referring to the availability or condition of parking. Mr. Olson noted that it not really the condition as much as availability of parking. He also updated the Board on the plans for the flooring at the Douglass Park annex.

### Comprehensive Plan Update

Mr. Weiss presented the report. He reported that staff's aim is to have the final comprehensive plan approved at the January Board meeting. Mr. Weiss stated that planning staff continue to update the plan as comments are received.

Mr. DeLuce stated that although there is a great deal of information in the comprehensive plan, the ten (10) key initiatives are they key for the Board to provide feedback and direction. The proposed plan will guide the Park District for ten (10) years. He reiterated the importance of receiving Board input and opinions regarding the plan.

Mr. Weiss updated the Board regarding plan for a strategic plan. Discussion ensued. President Hays encouraged Commissioners to review the draft comprehensive plan and provide feedback to the staff. Commissioner Kuhl suggested that the Board discuss this as a group. She suggested a workshop be held to discuss the comprehensive plan. After discussion, it was decided that a comprehensive plan workshop be held as a study session on January 30, 2018, with follow up and final discussion at the regular meeting on February 13, 2019, and possible final approval at a special meeting on February 27, 2019.

### **Comments from Commissioners**

President Hays reported that he attended two (2) concerts at the Virginia Theatre in the last two weeks. He commented that the concerts were well attended and the selection of artists by staff has been great. Mr. DeLuce reported that staff is compiling an annual report regarding the Virginia Theatre to share with the Board.

Commissioner Solon commented about the audio speakers and the effect on a concert she attended. Discussion ensued. Mr. DeLuce responded that the grant for the Virginia Theatre sound system requires payment in advance and reimbursement upon completion of project.

**Adjourn**

There being no further business to come before the Board, Vice President McMahon made a motion to adjourn the meeting. The motion was seconded by Commissioner Miller. The motion passed 5-0 and the meeting was adjourned at 7:40 p.m.

Approved:

\_\_\_\_\_  
Craig W. Hays, President

\_\_\_\_\_  
Cindy Harvey, Secretary

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

January 9, 2019

**REGULAR BOARD MEETING**

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, January 9, 2019 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 Hays, Commissioners Barbara J. Kuhl, Jane L. Solon, and Kevin Miller, and Treasurer Donna Lawson and Attorney Guy Hall.

Absent: Vice President Timothy P. McMahon.

Staff Present: Joseph DeLuce, Executive Director, Cindy Harvey, Assistant to the Executive Director/Board Secretary, Andrea Wallace, Director of Finance, Daniel Olson, Director of Operations, and Tammy Hoggatt, Director of Human Resources.

**Call to Order**

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

**Comments from the Public**

There were no comments from the public.

**Communications**

President Hays circulated the communications.

**Treasurer's Report**

Treasurer Lawson presented the Treasurer's Report for the month of December 2018. She stated the Park District's finances have been reviewed and found to be in appropriate order.

Commissioner Solon made a motion to accept the Treasurer's Report for the month of December 2017. The motion was seconded by Commissioner Miller. The motion passed 4-0.

**Executive Director's Report**

Project Updates

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

General Announcements

Mr. DeLuce reminded the Board that the Champaign Parks Foundation Ties and Tennis fundraiser will be held on January 10, 2019 from 5 to 8 p.m. at the Virginia Theatre and the 2019 IAPD/IPRA Annual Conference will be held from January 24-26, 2019 in Chicago. Mr. DeLuce encouraged the Board to forward comments to staff regarding the draft comprehensive plan, which will be reviewed at the January 30, 2019 Study Session.

**Committee Reports**

Champaign Parks Foundation

Commissioner Miller reported that there was no Foundation meeting held in January.

## **Report of Officers**

### Attorney's Report

Mr. Hall reported that he continues to work on the array of Park District matters.

### President's Report

President Hays reminded the Board members to review the comprehensive plan. He reported that he met with the planning staff to review his comments and suggestions. Discussion ensued.

## **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, that item shall be removed and discussed separately. The Board concurred with Ms. Ms. Harvey's request that the approval of minutes of the December 12, 2018 Regular meeting be postponed and removed.

1. Approval of Minutes of the Joint CPD/UPD Board Meeting, December 6, 2018

Commissioner Solon made a motion to approve Consent Agenda Items. The motion was seconded by Commissioner Kuhl. The motion passed 4-0.

## **New Business**

### Approval of Disbursements as of December 12, 2018

President Hays stated that staff recommends approval of disbursements for the period beginning December 12, 2018 and ending January 8, 2019. Discussion ensued. Mr. DeLuce reported that staff is researching the questions relating to Abbey Fields Homeowner's Association fees and will share the results with the Board.

Commissioner Kuhl made a motion to approve the list of disbursements for the period beginning December 12, 2018 and ending January 8, 2019. The motion was seconded by Commissioner Solon. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Miller – yes; Vice; and President Hays – yes. The motion passed 4-0.

### Approval of Bid Process and Selection of Electric Provider

Ms. Wallace presented the report. She reported that the current contract expires December 2019. Ms. Wallace explained the process for letting this service for bid. She stated that staff was requesting Board approval to authorize the Executive Director to accept or reject the bids received at a date in the future and enter into an agreement with the lowest responsible bidder. Discuss ensued regarding background on the consulting firm used by the Park District.

Commissioner Solon made a motion to approve authorizing the Executive Director to accept or reject the bids received at a date in the future and enter into an agreement for the purchase of electricity with the lowest responsible bidder. The motion was seconded by Commissioner Miller. The motion passed 4-0.

### Approval of Bids for 2019 Bedding Plants

Mr. Olson presented the report. He explained the process for selecting the lowest responsible bidder for the 2019 bedding plants. Mr. Olson reported that only two (2) bids were received. Discussion ensued about recovering costs. Mr. Olson explained that costs are increasing over last year and staff's efforts to reduce the number of flower beds. There was discussion regarding how other park districts and agencies purchase flowers and whether staff will need to look at out of state companies or increasing the plant orders to more than two.

Commissioner Miller made a motion to approve accepting the bids and authorizing the Executive Director to execute contracts to purchase 2019 bedding plants for each order to the respective lowest responsible bidders as follows: Park Program Order with 2,293 flats to Ropp's Flower Factory for a total of \$49,289.50 and Flower Island Order with 2,195 flats to Connie's Country Greenhouse for a total of \$43,330.00. The total cost of the two recommended orders for 2019 will be \$92,619.50 and funds will be allocated in the FY20 operating budget. The motion was seconded by Commissioner Kuhl. The motion passed 4-0.

#### Approval of Health Insurance Rates for 2019/2020

Ms. Hoggatt presented the report. She discussed the process the Benefit Advisory Committee (BAC) used to solicit quotes for health insurance rates. Ms. Hogatt reported that competitive rates were received from three (3) companies. She noted that BAC recommends remaining with Health Alliance. Ms. Hoggatt reported that Health Alliance rates will remain the same and has also agreed to a 5% rate cap for 2020. Discussion ensued regarding the plan running at a loss, disbursement if there is a profit and the Park District's wellness program and other programs available to staff.

Commissioner Solon made a motion to approve the health insurance rates for 2019/2020 pending approval by the Champaign City Council. The motion was seconded by Commissioner Miller. The motion passed 4-0.

#### Approval of an Agreement between Parkland College and the Park District

Mr. DeLuce presented the report. He reported that this is one a few agreements that the Park District has with government agencies to use Park District facilities during emergencies. He stated that staff recommends approval of a three (3) year agreement with Parkland College for a provision of refuge during evacuation of the Parkland College property, with an effective date of January 1, 2019. Discussion ensued as a related aside, Attorney Hall briefed the Board on legislation relating to active shooter programs in grade schools and the possible benefits to the Park District in participating with other government agencies.

Commissioner Solon made a motion to approve the three (3) year agreement between Parkland College and the Park District. The motion was seconded by Commissioner Miller. The motion passed 4-0.

#### **Old Items**

None.

#### **Discussion Items**

##### Champaign Parks Foundation 2<sup>nd</sup> Quarter Financial Update

Ms. Wallace presented the Foundation 2<sup>nd</sup> quarterly financial update. She reviewed the revenues and expenses for the six months ended October 31, 2018. She also updated the Board on the overall funds received, as well as written and verbal pledges for the Martens Center. Discussion ensued about how it is determined that donations received for various causes and programs are spent, use of restricted versus unrestricted funds, and contributions received for the Martens Center. Ms. Wallace and Mr. DeLuce discussed the process used regarding donations.

##### Champaign Park District 2<sup>nd</sup> Quarterly Financial Update

Ms. Wallace presented the Park District 2<sup>nd</sup> quarterly financial update for the six months ended October 31, 2018 with a comparison to budget versus actual. She reviewed the total revenues and expenses remaining. Ms. Wallace reported that the Park District has received all tax revenues, except one. She reviewed the status of the capital improvements funds. Discussion ensued about allocation of the funds received for the sale of property in Centennial Park to Champaign School District Unit 4. Commissioner Kuhl favors adding the funds to the land acquisition funds. President Hays suggested that the Board address this at the February Regular Board meeting. Discussion ensued regarding the Virginia Theatre.

Mr. DeLuce reported that Virginia Theatre Director Steven Bentz will provide an update at a future meeting.

**Comments from Commissioners**

Commissioner Kuhl reported that she received a positive comment about the Leonhard Recreation Center offering monthly memberships.

President Hays stated that a report of all funds for the Martens Center will be compiled in the near future. Mr. DeLuce updated the Board about his meeting with Busey Bank.

**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 7:48 p.m.

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Craig W. Hays, President

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Cindy Harvey, Secretary



# CHAMPAIGN PARK DISTRICT

## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** February 5, 2019

**SUBJECT:** Approval of a Resolution and Authorize Staff to file the Abatement Certificate for Series 2013A Bond

### Background

This is an annual filing requirement pursuant to the Alternate Revenue Bonds originally issued in 2005 and later refunded in June 2013.

Each year, until the year 2023, the Champaign Park Board of Commissioners will be requested to abate the taxes pertaining to the Alternate Revenue Bond, originally issued in 2005 to build the Sholem Aquatic Center, then later refinanced in June 2013. This is a necessary step to keep in compliance with our Alternate Revenue Bond and Debt limitations pursuant to Ordinance No. 574, *An Ordinance Authorizing the Issuance of General Obligation Refunding Bonds (Alternate Revenue Source), Series 2013A, of the Champaign Park District, in Champaign County, Illinois, Providing the Details of Such Bonds and For Alternate Revenue Sources and the Levy of Direct Annual Taxes Sufficient to Pay the Principal of and Interest on Such Bonds, and Related Matters.*

### Prior Board Action

None taken related to the 2018 tax year to which this abatement applies.

### Budget Impact

This does not have any additional impact on the budget as this is already factored into the annual tax levy revenue for the subsequent fiscal year.

### Recommended Action

Staff recommends that the Board approve a resolution and authorize Staff to file the Abatement Certificate for Series 2013A Bond.

Prepared by:

Reviewed by:

Andrea N. Wallace, CPA  
Director of Finance

Joe DeLuce  
Executive Director

## RESOLUTION

**WHEREAS**, the Board of Commissioners of the Champaign Park District, an Illinois municipal corporation, did adopt an ordinance on the 12<sup>th</sup> day of June 2013 Ordinance No. 574 AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION REFUNDING BONDS (ALTERNATE REVENUE SOURCE), SERIES 2013A, OF THE CHAMPAIGN PARK DISTRICT, IN CHAMPAIGN COUNTY, ILLINOIS, PROVIDING THE DETAILS OF SUCH BONDS AND FOR ALTERNATE REVENUE SOURCES AND THE LEVY OF DIRECT ANNUAL TAXES SUFFICIENT TO PAY THE PRINCIPAL OF AND INTEREST ON SUCH BONDS, AND RELATED MATTERS; and

**WHEREAS**, the Board of Commissioners of the Champaign Park District hereby determines that the Pledged Revenues (as defined in the Bond Ordinance) will be available for the purpose of paying the debt service due on the Bonds during the next succeeding bond year; and

**WHEREAS**, it is necessary and in the best interests of the Champaign Park District that the tax heretofore levied for the year 2018 to pay such debt service on the Bonds be abated; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Champaign Park District, as follows: The tax heretofore levied for the year 2018 in the Bond Ordinance is hereby abated in the amount of \$525,925.

**APPROVED** by the President and Board of Commissioners of the Champaign Park District this 13<sup>th</sup> day of February 2019.

APPROVED:

\_\_\_\_\_  
Craig W. Hays, President

ATTEST:

\_\_\_\_\_  
Cindy Harvey, Secretary



**ABATEMENT CERTIFICATE**

Pursuant to Ordinance No. 574, AN ORDINANCE AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION REFUNDING BONDS (ALTERNATE REVENUE SOURCE), SERIES 2013A, OF THE CHAMPAIGN PARK DISTRICT, IN CHAMPAIGN COUNTY, ILLINOIS, PROVIDING THE DETAILS OF SUCH BONDS AND FOR ALTERNATE REVENUE SOURCES AND THE LEVY OF DIRECT ANNUAL TAXES SUFFICIENT TO PAY THE PRINCIPAL OF AND INTEREST ON SUCH BONDS, AND RELATED MATTERS, adopted by the Board of Park Commissioners of the Champaign Park District, Champaign County, Illinois (the "Issuer") on June 12, 2013 (the "Bond Ordinance"), the undersigned, as President and Secretary of the Issuer hereby certify to the Champaign County Clerk that it is appropriate to reduce by abatement the tax levy for 2018 (to be received in 2019) as provided in Section 9 of the Bond Ordinance (filed on June 17, 2013, with such County Clerk), as follows:

<u>Tax Levy</u> <u>For the Year,</u>	<u>New Levy Amount</u> <u>To Continue After Abatement</u> <u>A Tax Sufficient to Produce the Sum of,</u>	<u>(Amount Abated)</u>
2018	\$0.00	\$525,925.00

No other tax levy year is to be affected by this Abatement Certificate. The County Clerk is hereby directed to abate taxes as set forth above and to ascertain the rate per cent required to produce the aggregate tax hereinabove provided to be levied in 2018, as shown above to be levied, and to extend the same for collection on the tax books in connection with other taxes levied in such year, in and by the Issuer for general corporate purposes of the Issuer, and in such year levied and collected in like manner as taxes for general corporate purposes for such year is levied and collected and, when collected, such taxes shall be used solely for the purpose of paying the principal of and interest on the Bonds herein described as the same become due and payable. The tax levy shall be abated as parenthetically shown above. Otherwise Ordinance No. 574 shall be given effect according to its terms.

(SEAL)

\_\_\_\_\_  
Cindy Harvey, Secretary

\_\_\_\_\_  
Craig W. Hays, President

**Receipt**

The Champaign County Clerk hereby acknowledges receipt of the above Abatement Certificate this \_\_\_\_\_ day of February, 2019 and agrees to abate (and continue to extend with respect to the Bond Ordinance, as shown above) the taxes as therein provided.

\_\_\_\_\_  
Champaign County Clerk



# CHAMPAIGN PARK DISTRICT

## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** February 7, 2019

**SUBJECT:** Approval of Resolution to Commit Cash Proceeds Received in Land Sale to Land Acquisition Fund

### Background

During negotiations with Community Unit School District No. 4 (Unit 4) during FYE2019, a parcel of land was offered to Unit 4 for purchase within Centennial Park. The property sale closed on October 1, 2018. The proceeds of \$60,000 were deposited directly into the Capital Improvement Fund at the time. Per prior board discussions during the 1<sup>st</sup> Quarter financial report update at the January 9, 2019 Board meeting this item was mentioned. It was the consensus of the Board to bring this item back for discussion and action to move those proceeds out of the Capital Improvement Fund into another fund. Specifically mentioned at that time were the Land Acquisition Fund; or perhaps the Park Development Fund.

Based on the above information, a resolution has been drafted. By resolution the Board is formally committing funds to be transferred into the Land Acquisition Fund in the amount of \$60,000. Should the Board choose to modify this in the future, a new resolution would be brought forward as necessary.

### Prior Board Action

None

### Budget Impact

There will be a net effect of \$0 to the Capital Improvement Fund once the transfer is made, with an increase of \$60,000 reflected as revenues in the Land Acquisition Fund for the fiscal year ended April 30, 2019.

### Recommended Action

Staff recommends the Board of Commissioners approve a Resolution to commit \$60,000 as of the date of the resolution, and on or before April 30, 2019 transfer from Capital Improvement Fund receipts of \$60,000 into the Land Acquisition Fund for the future purchase of land within the Park District.

Prepared by:

Reviewed by:

Andrea N. Wallace  
Director of Finance

Joe DeLuce, CPRP  
Executive Director

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

**RESOLUTION**

**CHAMPAIGN PARK DISTRICT  
BOARD OF PARK COMMISSIONERS**

**Committing Cash Proceeds Received in Land Sale to the Land Acquisition Fund**

WHEREAS, the Champaign Park District annually considers and approves a capital budget for the fiscal year commencing May 1 and ending April 30 for specific projects; and

WHEREAS, the balance of unspent capital budgets historically have been added back to the excess fund balance unless specifically re-budgeted for the succeeding fiscal year; and

WHEREAS, the intention of the Board of Commissioners is to accumulate funds for specific future large capital projects rather than increasing the District's debt limit to fund such projects; and

WHEREAS, the current priorities of the Board of Commissioners are future development of parks through potentially acquiring land throughout the Champaign Park District; and

WHEREAS, the cash proceeds of \$60,000 received from Community Unit School District No. 4 for the sale of land located within Centennial Park was deposited into the Capital Improvement Fund; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Champaign Park District does hereby determine and commit a total of \$60,000 from the Capital Improvement Fund as of January 31, 2019 to be transferred for such specific priorities, and

BE IT FURTHER RESOLVED that the Board of Commissioners of the Champaign Park District does hereby authorize staff to transfer \$60,000 from the Capital Improvement Fund into the Land Acquisition fund to be used solely for future land purchases.

APPROVED by the President and Board of Commissioners of the Champaign Park District this 13<sup>th</sup> day of February, 2019.

APPROVED:

\_\_\_\_\_  
Craig Hays, President

ATTEST:

\_\_\_\_\_  
Cindy Harvey, Secretary



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director  
**DATE:** February 13, 2019  
**SUBJECT:** 2019-2020 Program Guide Printing and Mail Preparation Bid

### Background

The Program Guide bid includes printing and mail preparation of 37,000 catalogs for three seasons including summer, fall, and winter/spring. The bid is awarded to one vendor for all three issues. The bids called for printing and mail preparation of an 88 page catalog for summer and 80 page catalogs for fall and winter/spring.

The lowest bid for printing and mailing preparation of the 2019-2020 catalogs was \$58,866.

### Prior Board Action

None.

### Bid Results

Two (2) bid responses were received and opened on February 4, 2019. Selection criteria considered when evaluating bids and selecting the most responsive bidder included: base price, mail service price, cost per additional pages and catalogues, production turnaround time, quality of piece, press location, and mail service location. All companies that submitted bids met bid specifications. The bid tabulation is as follows for all responsive bidders:

Company	Location	Bid Amount
Woodward Printing	Platteville, WI	\$58,866
KK Stevens Publishing	Astoria, IL	\$61,448.71

### Budget Impact

Printing, mail preparation and postage are regular annual expenses for the District as allocated in the operating budget.

### Recommended Action

Staff has worked with Woodward Printing many times and is confident they will provide a positive customer service experience for our organization. Staff recommends the bid for printing and mailing of the 2019-2020 Program Guides be awarded to Woodward Printing for \$58,866 for all three issues.

Prepared by:

Reviewed by:

Chelsea Norton  
Director of Marketing and Communications

Joe DeLuce, CPRP  
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.*



**REPORT TO PARK BOARD**

**FROM:** Joe DeLuce, Executive Director

**DATE:** February 8, 2018

**SUBJECT:** Recommendation to accept awarded grant amount from the Illinois Arts Council

Background

The Illinois Arts Council (State Agency) provides grant applications for qualifying organization's to apply for a variety of grant options each year.

The Recreation Department has applied and been awarded a grant in the amount of \$14,600 to assist with identified programming expenses in the Museum Fund under the Champaign Park District. These programs include: Bach's Lunch, Taste of Champaign, Summer Concert Series, Dance Arts, Youth Theatre, Pottery as well as other culturally inclined programs and events that fall within the grant proposal guidelines.

Due to the inability to fund submitting organizations over the last two years due to state budget cuts, the current grant agreement included with this report lists a timeframe of Jan. 2017 to August 2018. This is longer than usual only due to the state budget cuts. The District did not submit a grant proposal to the Illinois Arts Council last FY, so the current agreement will assist with programs and events during the upcoming FY, Jan. 2018 to August 2018. The final report to the Illinois Arts Council will report on programs/events during this time period only.

Prior Board Action

None needed

Recommended Action

Staff recommends the Board authorizes the Executive Director to enter into the agreement with the Illinois Arts Council for the awarded amount of \$14,600.00 to assist with cultural arts programming as identified in the grant proposal.

Prepared by:

Jameel Jones  
Director of Recreation

Reviewed by:

Joe DeLuce  
Executive Director



# CHAMPAIGN PARK DISTRICT

## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** February 13, 2019

**SUBJECT:** Funding for Virginia Theatre Lighting Equipment Upgrade

### Background

When CPD took ownership of the Virginia Theatre in 2000, the facility contained very little professional stage lighting equipment for use during concerts, dance, comedy, and theatrical events. From that time through 2012, CPD maintained a small inventory of stage lighting equipment while renting a substantial amount of gear to provide basic overhead and front-of-stage lighting for local productions such as Youth Theatre and The Chorale. The lighting needs of professional and touring attractions, meanwhile, were met by renting in an entire package of professional stage lighting, per each performance.

In the facility's Phase III restoration (2012-2013), the theatre's basic stage lighting was replaced and enhanced with additional fixtures, so that CPD would no longer need to rent as much gear in order to put on local productions at the Virginia.

Lighting for professional shows and touring attractions continues to date to be obtained through rentals, on a per-show basis.

The addition of an "intelligent lighting" package to the Virginia's inventory would substantially increase the theatre's ability to effectively meet the lighting needs of productions, from local shows to touring attractions. "Intelligent" refers here to automated theatrical lighting that has mechanical abilities beyond those of traditional, stationary stage lighting, and which can produce complex theatrical effects. "Intelligent lighting" is also known as automated lighting or as "movers". As a fully automated light fixture, a "mover" is a flexible, multi-function instrument designed to replace numerous conventional (non-moving) lights, since they can be programmed to swiftly change the appearance and direction of light in a fraction of a second.

The addition of a modern "intelligent" theatrical lighting package to the Virginia would allow the theatre to more affordably and more capably host a greater number and variety of touring attractions, while also better serving local shows such as Youth Theatre, CU Ballet, and Art in Motion.

### Prior Board Action

None.

Budget Impact

The State of Illinois Tourism Attraction Grant Program awards funds to non-profit organizations, businesses, and units of government (the governmental grants range from \$50,000.00 to \$400,000.00, on a 50% local match basis) for, among other things, equipment purchases designed to enhance a tourism attraction.

Staff have prepared grant application materials for the Tourism Grant Program for submission to the State by the application deadline of February 15, 2019.

At an estimated overall total of \$100,000.00, the cost to CPD of the proposed Virginia Theatre lighting upgrade would be \$50,000.00, if the grant were to be awarded.

The proposed lighting upgrade at the Virginia is not currently confirmed in the draft CPD Capital Improvement Plan, and the expenditure of \$50,000.00 is not currently budgeted out of either the theatre's budget or the general fund.

If CPD were to be awarded the Tourism Grant at a total project value of \$100,000.00—with \$50,000.00 committed by the State of Illinois—CPD could explore funding options for \$50,000.00 in matching funds from either CPD Capital Improvement or the Park Foundation's Virginia Theatre Restoration Fund.

Recommended Action

Staff recommends that the Board authorize the Executive Director to submit a Tourism Attraction Grant Program application to the State of Illinois to upgrade lighting at the Virginia Theatre through the purchase of an intelligent lighting package in the amount of \$100,000.00, with \$50,000.00 proposed as the grant amount, to be matched by \$50,000.00 in funding from CPD.

Prepared by:

Steven Bentz  
Director, Virginia Theatre

Reviewed by:

Joe DeLuce, CPRP  
Executive Director

**ILLINOIS DEPARTMENT OF COMMERCE & ECONOMIC OPPORTUNITY  
2019 Tourism Attraction Grant Program Application**

Virginia Theatre Lighting Upgrade  
February 6, 2019

**NARRATIVE**

**1. To what extent is the Project a viable tourism attraction located within 30 miles of an area with supporting visitor services?**

The Virginia Theatre is a 1463-seat historic opera house and movie palace located in downtown Champaign, Illinois. Originally built in 1921, the facility was purchased by the Champaign Park District (CPD), a municipal corporation, in 2000. CPD completed a \$9 million restoration of the facility in 2014.

Part of a vibrant urban arts and entertainment scene, the Virginia Theatre is a cultural hub for the city of Champaign and the adjoining city of Urbana, both of which act as home to the flagship campus of the University of Illinois, several exceptional museums, countless restaurants, cafes, and night spots, as well as a burgeoning arts community. Served by Visit Champaign County, the region's convention and visitors bureau, Champaign is a top educational and tech community and a destination for travelers both international and domestic.

The Virginia is operated by CPD as a community center and performing arts resource for the many local nonprofit organizations, businesses, and individuals who make use of the facility through rentals, as participants, and as patrons.

The Virginia also hosts major touring attractions such as Chicago, Pat Benatar, Foreigner, Alabama Shakes, The Beach Boys, REO Speedwagon, Styx, and The O'JAYS, comedians like Nick Offerman, Lily Tomlin, and Bill Maher, country musicians such as Vince Gill, Emmylou Harris, Dwight Yoakam, and countless others.

**2. To what extent does the attraction meet the definition of a tourism attraction which is identified as fishing and hunting areas, state parks, historical/cultural sites, areas or historic or scenic interest, museums, recreation areas, botanical gardens, theme/amusement parks, interpretive programs and other facilities or businesses that attract or serve visitors that are open to the public for a minimum of 100 days per year (if the tourism attraction is entirely event driven, then it shall be open for a minimum of 200 hours per year) and are marketed and promoted to visitors from more than 50 miles away?**

Operating year-round, the Virginia Theatre hosts a diverse array of live performances—including comedy, concerts, theatrical events, youth



programming, spoken word and more—along with an active repertory film series, special events, private rentals, and numerous other features, while also acting as the home venue (since 1999) of the Roger Ebert's Film Festival. Listed on the National Register of Historic Places, the Virginia is marketed both in the City and County of Champaign and also throughout the Midwest.

**3. To what extent are the costs itemized on the budget reasonable and necessary to enhance or develop the tourism attraction?**

Although the Virginia Theatre has been restored by CPD, much remains to be done at the facility to allow it to reach its full potential as a major tourism site for Champaign County. The building, originally constructed in the vaudeville era, has only the most rudimentary of theatrical (stage) lighting, rendering it incapable of providing the sort of production values expected by today's patrons and mandated by modern touring productions.

The addition of modern "intelligent" theatrical lighting would allow the Virginia to host a greater number and variety of touring events that draw patrons from well outside the Champaign service area and the State of Illinois.

"Intelligent" lighting refers to theatrical lighting devices that have automated or mechanical abilities beyond those of traditional stage lighting equipment.

Currently, such lighting can be furnished at the Virginia to a very limited degree (and on a temporary basis) by renting the fixtures per production. However, this is a prohibitively costly and ineffective solution and is always inferior to the lighting effects that could be achieved by a complete package of modern lighting, properly installed in the theater space.

**4. To what extent is the tourism attraction currently marketed or going to be marketed to visitors from outside 50 miles?**

The Virginia Theater is marketed as an entertainment and tourism venue through a variety of print and electronic media. The theater publicizes a seasonal announcement each summer in advance of its planned programming for that year, as well as individual event marketing. The Virginia's seasonal offerings are detailed in a 36-page full-color brochure that is mailed to patrons throughout Champaign County and beyond, accompanied by a campaign of email marketing, web marketing, social media, radio and television marketing, and direct mail that extends well outside a 50 mile radius of the theatre. Brochures are also distributed at Tourism Information centers both in and outside of Champaign County, and an effort is currently planned for 2019-2020 to utilize newspaper and electronic marketing in communities and targeted zip codes around the cities of Chicago, St. Louis, and Indianapolis.

**5. To what extent does the project demonstrate how it will increase visitation, length of stay and/or tourism expenditures from outside 50 miles?**

The Virginia currently sells only 20% of its tickets to patrons coming from outside a 50 mile radius of the theater. A significant improvement to the quality of the theater's stage lighting would make the Virginia a much more desirable venue for touring attractions and the managers, agencies, and promoters who represent them. Since tickets sold to patrons outside a 50 mile radius of the theater are always for touring attractions, an improvement to the stage lighting needed by such attractions would allow CPD to host a greater range and number of performances the draw tourists from further away.

**6. To what extent does the Project include adequate tracking and evaluation measures?**

CPD keeps detailed data on patron ticket purchases at the Virginia Theater, and this Project would include detailed analysis of the impact to tourism through ticket reporting and other metrics from data provided by Visit Champaign County.

**7. To what extent will the development or enhancement of the tourism attraction be completed and open to the public with regular scheduled hours at the end of the grant period?**

The project would be fully completed and available to the public for their enjoyment during regular hours by the end of the granting period.

**8. To what extent will the increase in expenditures from additional visitors generate economic benefits to the state and local area?**

The economic benefits provided when touring attractions visit the Virginia Theatre include increased traffic at area restaurants, hotel stays, and an overall increase in activity in the community's downtown districts and beyond. This impact would accrue with each added touring attraction made possible by the addition of professional stage lighting at the Virginia,

**9. To what extent will the Project have a significant impact on the area's overall tourism efforts?**

CPD has worked diligently at the Virginia to make the site a hub of cultural activity and a jewel in the crown of Champaign's busy downtown district. With the addition of professional, modern "intelligent" stage lighting to the technical inventory of the Virginia, the facility should be able to host the touring Broadway shows, concerts, and other special events currently out of reach at the venue.

**10. To what extent will the Project demonstrate the potential for sustainable economic growth and job creation and to what extent will it have a significant impact on the state's overall tourism efforts?**

The Chicago Theatre, Joliet's Rialto Square, and Aurora's Paramount Theatre all provide potent examples of what can happen when a fully restored and professionally outfitted theatre is operating at the center of a downtown arts district. With the completion of the lighting portion of the Virginia Theatre's restoration, Champaign will have a theatrical space that is much more "tourist-friendly" and capable of drawing a greater percentage of its patrons from the areas outside of a 50 mile radius of the theatre. This will only further the development of Champaign-Urbana as a tourist destination for east central Illinois and will carry with it the benefits of increased tourism dollars spent on entertainment and in the area's restaurants and hotels.

**Program Application  
Tourism Attraction Grant Program  
NOFO ID: [provided by IOCEO]**

**Applicant Information**

<b>Legal Name:</b>	<b>Champaign Park District</b>
<b>Common Name (DBA):</b>	<b>N/A</b>
<b>Employer/Taxpayer Identification Number (EIN/TIN):</b>	<b>37-6000474</b>
<b>Organization DUNS Number:</b>	<b>04-308-1421</b>
<b>Contact Name:</b>	<b>Joe DeLuce</b>
<b>Contact E-mail Address:</b>	<b><u><a href="mailto:joe.deluce@champaignparks.com">joe.deluce@champaignparks.com</a></u></b>
<b>Contact Phone Number:</b>	<b>217-819-3821</b>

Please respond to the following questions.<sup>1</sup> [See attached Narrative document]

1. To what extent is the Project a viable tourism attraction located within 30 miles of an area with supporting visitor services?
2. To what extent does the attraction meet the definition of a tourism attraction which is identified as fishing and hunting areas, state parks, historical/cultural sites, areas or historic or scenic interest, museums, recreation areas, botanical gardens, theme/amusement parks, interpretive programs and other facilities or businesses that attract or serve visitors that are open to the public for a minimum of 100 days per year (if the tourism attraction is entirely event driven, then it shall be open for a minimum of 200 hours per year) and are marketed and promoted to visitors from more than 50 miles away?
3. To what extent are the costs itemized on the budget reasonable and necessary to enhance or develop the tourism attraction?
4. To what extent is the tourism attraction currently marketed or going to be marketed to visitors from outside 50 miles?
5. To what extent does the project demonstrate how it will increase visitation, length of stay and/or tourism expenditures from outside 50 miles?
6. To what extent does the Project include adequate tracking and evaluation measures?
7. To what extent will the development or enhancement of the tourism attraction be completed and open to the public with regular scheduled hours at the end of the grant period?
8. To what extent will the increase in expenditures from additional visitors generate economic benefits to the state and local area?
9. To what extent will the Project have a significant impact on the area's overall tourism efforts?
10. To what extent will the Project demonstrate the potential for sustainable economic growth and job creation and to what extent will it have a significant impact on the state's overall tourism efforts?

Submissions should be completed in Microsoft Word or equivalent. For any questions about this form, please contact Tracey Minder at 217/558-1653 or [tracey.minder@illinois.gov](mailto:tracey.minder@illinois.gov).

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<sup>1</sup> Please note that the Applicant Certification in the Uniform Application for State Grant Assistance applies to the responses your organization provides in this Program Application.



**REPORT TO PARK BOARD**

**FROM: Joe DeLuce, Executive Director**

**DATE: February 5, 2019**

**SUBJECT: 2019/20 Contract Mowing Bid**

Background

Each year the District requests bids on contracted mowing services for various parks. Specifications include a mowing frequency of once every seven days from April to October with the possibility of an additional two weeks in November. This year 11 groups were up for bid. Previous fiscal year totals are as follows: FY14/15 - \$118,551; FY15/16 - \$126,800; FY16/17 - \$124,866; FY17/18 - \$122, 66; and FY 18/19 projected to be - \$132,631.

Bid Results

An invitation to bid was published in The News-Gazette. Seven (7) bids were received. Bids were opened and read aloud on January 17, 2019. The bid results are attached.

Budget Impact

The total cost for the contracted mowing of the sites listed below will be \$13,040 per month. Funding will be allocated in the FY19/20 Landscape Maintenance line item budget. The total amount budgeted will be roughly \$165,000, which is \$32,369 more than the projected FY18/19 amount.

Recommended Action

Staff recommends the Board authorize the Executive Director to enter into contracts with the lowest bidder on each respective site for mowing services for a period beginning May 1, 2019 through April 30, 2020, except project site groups 1, 2, 3, 4, 6, 7, 8, 9, and 11. Staff recommends awarding the bids for 1, 2, and 11 to the second lowest bidder; 3, 6, 7, and 8 to the third lowest bidder; and 4 and 9 to the fourth lowest bidder. Staff also request that in the event of a contractor forfeiting its contract prior to its completion, the Board authorize the Executive Director to proceed to the next, lowest responsible bidder and enter into a contract for the remainder of the original contract.

<b>Area/Contract Length</b>		
<b>2 Year Contracts</b>		
	<b>Recommended Bidder</b>	<b>Monthly Price</b>
<b>1-</b> Mattis Park, H.E. Moore, & Boulware Trail	Dun Right Lawn Care	\$1,400
<b>2-</b> Hallbeck & Millage	Miller Mowing Service	\$600
<b>3-</b> Washington, Scott, McCollum	Fresh Cut Lawn Care	\$1,400
<b>4-</b> Citizen's, Thompson, Garden Hills, & Willis	Fresh Cut Lawn Care	\$900
<b>5-</b> Mini 4, Bannon, Chester & 1 <sup>st</sup> , & Firefighters	Bill's Lawn Care	\$225
<b>6-</b> O'Malley's Alley & Kaufman	Dun Right Lawn Care	\$1,000
<b>7-</b> Beardsley, Bridgewater, Neil & Bradley, & Hazel	Miller Mowing Service	\$1,060
<b>8-</b> Porter, Pipeline Trail, Commissioners, & Mullikin	Fresh Cut Lawn Care	\$3,000
<b>9-</b> Mayfair, Clark, Harris, Wisegarver, & Simon Trail	Fresh Cut Lawn Care	\$1,180
<b>10-</b> Skelton, Human Kinetics, & Boneyard Properties	Bill's Lawn Care	\$675
<b>11-</b> Roby Trail, Thompson Land, Cypress Dr, & Robeson	Dun Right Lawn Care	\$1,600

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Prepared by:

Reviewed by:

Bret Johnson  
Grounds & Maintenance Supervisor

Daniel Olson  
Director of Operations

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# 2019 Contract Mowing Bid Results

Opening: January 17, 2019 @ 1:00

	Miller Mowing	Bill's Lawn Care	Under Cutters Lawn Care	Fresh Cut Lawn Care	Dun Right Lawn Care	Waters Mowing	D & R Lawn Care
Group 1	NB	\$800	NB	\$2,200	\$1,400	\$2,600	NB
Group 2	\$600	\$299.99	\$3,422	\$1,100	\$700	\$750	\$1,230
Group 3	NB	\$275	\$4,760	\$1,400	\$650	NB	\$1,700
Group 4	\$780	\$300	\$3,060	\$900	\$800	NB	\$1,320
Group 5	\$340	\$225	\$960	\$450	\$600	NB	\$388
Group 6	\$860	\$600	NB	\$1,700	\$1,000	NB	NB
Group 7	\$1,060	\$399.99	NB	\$1,250	\$1,000	NB	\$1,540
Group 8	NB	\$1,000	NB	\$3,000	\$1,425	\$3,750	NB
Group 9	\$1,000	\$425	NB	\$1,180	\$1,000	\$1,310	\$2,830
Group 10	NB	\$675	NB	\$1,600	\$1,500	NB	\$3,225
Group 11	NB	\$1,400	NB	\$1,720	\$1,600	\$2,885	NB

NB = NO BID

1. Mattis Park, Mattis Parkway, H.E. Moore, and Boulware Trail
2. Hallbeck and Millage
3. Washington, Scott, and McCollum
4. Citizens, Thompson, Garden Hills, and Willis
5. Mini 4, Bannon, Chester & First, & Firefighters
6. O'Malley's Alley and Kaufman
7. Beardsley, Bridgewater, Neil & Bradley, and Hazel
8. Porter, Pipeline 1 & 2, Commissioners, and Mullikin
9. Mayfair, Clark, Harris, Wisegarver, and Simon Trail
10. Skelton, Human Kinetics, & Boneyard Properties
11. Roby Trail, Thompson Land, Cypress Dr., and Robeson Park



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** February 13, 2019

**SUBJECT:** Intergovernmental Agreement for Carle at the Fields Multi-Use Trail

### Background

The Carle at the Fields Community Trail offer is a unique, strategic opportunity for the District to add what would be its longest trail. Because of its context within a multiuse development, the trail will encourage first time opportunities for both visitors and residents of the District. The location of the Trail would connect Zahnd Park, the Stephen's Family YMCA, the Pipeline Trail, the future Interstate 57 pedestrian bridge, and Robeson Meadows West Trail.

As part of the annexation agreement with the City of Champaign, Carle Hospital was required to construct a public, 10 foot wide, shared-use path to connect to the future IDOT pedestrian overpass across Interstate 57 to Fields South Drive. The annexation agreement required Carle Hospital to "dedicate the shared-use path that connects [the pedestrian overpass] to Fields South Drive to the Champaign Park District, pending the Champaign Park District's approval and acceptance of said dedications." On September 13<sup>th</sup>, 2017, Carle presented the extents of the project and the possibility of developing an agreement with the District. The Trail is primarily 10' wide, which is acceptable as a shared-use path per District Policy 01-08. The trail extends along Curtis Road from Staley Road to Interstate 57, along Staley Road from Curtis Road to Zahnd Park, south of Zahnd Park and the Stephen's Family YMCA, and along Interstate 57 from Curtis Road to the Stephen's Family YMCA. Carle has constructed portions of the trail with plans to continue the path around the entire tract.

### Prior Board Action

No action has been taken for the project, but a preliminary presentation was given by Carle September 2017.

### Budget Impact

Carle has paid all construction costs to date. The District would cover the cost of general maintenance of the trail for the annexed portion (section C to G) at no cost to Carle or the City. Staff are currently working towards a potential maintenance agreement with Carle for the remainder of the trail (section G to C). Because this portion of the trail is not yet annexed, it is recommended that Carle reimburse the District for maintenance costs.

### Discussion

A portion of the trail (section C to G) has been dedicated to the City of Champaign. Upon annexation section G to H will also be dedicated to the City of Champaign. Because the section of the trail (section D to H) is located in what would be the City right of way, the City of Champaign has proposed that the City maintain ownership of the trail and enter into an Intergovernmental Agreement with the District for general maintenance of section D to H. Because section C to D is not located in what would be the City right of way, the City has

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proposed this section eventually be dedicated to the District per the annexation agreement. However, staff have suggested that any dedication to the District be delayed until the remainder of the tract is annexed and the future dedication of the currently unannexed trail is resolved. Staff recommend that the Intergovernmental Agreement be revised and section C to D be dedicated to the District at a future date pending annexation of the remainder of the tract.

Staff recommends that the District enter into an Intergovernmental Agreement with the City of Champaign for a portion of the shared use trail (section C to H). Section C to G has been annexed and the right of way (including the trail) has been dedicated to the City of Champaign. Section G to H has not yet been annexed. Upon annexation, the right of way will be dedicated to the City of Champaign and will be covered by the Intergovernmental Agreement. No dedication to the District is proposed at this time; the intent of the Agreement is for the District to provide general maintenance of the Trail. The proposed Intergovernmental Agreement has a term of two (2) years.

#### Timeline

- February 13, 2019–Staff provide draft of Intergovernmental Agreement to Board of Commissioners for discussion.
- February 27, 2019–Staff provide Intergovernmental Agreement to Board of Commissioners for approval.
- March 5, 2019–City staff provide Intergovernmental Agreement to City Council for approval.

#### Recommended Action

Information provided is for discussion only. There is no action needed at this time. City and District staff along with legal counsel for each agency have reviewed the IGA. Revisions may be required as a result of any Board comments or questions.

#### Attachments/Exhibits

1. Draft Intergovernmental Agreement for Carle at the Fields Multi-Use Trail
2. Exhibit A

Prepared by:

Reviewed by:

Bridgette Moen  
Park Planner

Andrew Weiss  
Director of Planning

**INTERGOVERNMENTAL AGREEMENT  
FOR CARLE AT THE FIELDS MULTI-USE TRAIL**  
*(City of Champaign – Champaign Park District)*

This Intergovernmental Agreement for Multi-Use Trail ("Agreement") is made and entered by and between the City of Champaign ("City") and the Champaign Park District ("Park District") both located in Champaign County, Illinois, and is effective on the date last signed by the parties.

WHEREAS, Section 10 of Article VII of the Illinois Constitution of 1970 and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1, *et seq*, enable and authorize the parties to enter into agreements among themselves to jointly perform any governmental service, activity or undertaking; and

WHEREAS, the City adopted a Curtis Road Interchange Master Plan, which includes, among other things, a multi-use trail that spans the four quadrants surrounding the Curtis Road Interchange; and

WHEREAS, the City and Park District adopted a Trails Master Plan, which includes recommended community trail alignments, design guidelines and jurisdictional responsibilities; and

WHEREAS, ~~The the~~ Carle Foundation ("Carle") owns approximately 200 acres of property at the northwest quadrant of the Curtis Road Interchange Area; and

WHEREAS, Carle has taken steps to develop the subject property in phases, known as the Carle at the Fields development ("CATF"); and

WHEREAS, CATF will include the construction of a multi-use trail system ("Trail"), which will be developed throughout the CATF as depicted in the site map attached hereto as **Exhibit A**; and

WHEREAS, the parties seek to set forth in this Agreement the purposes, powers, rights, objectives and responsibilities of the parties with respect to the Trail; and

WHEREAS this Agreement is in the best interests of the City and Park District as it specifies the roles of each entity with respect to the Trail.

NOW THEREFORE, in consideration of the mutual covenants contained herein, the City and Park District agree as follows:

1. **Project.** The project shall be referred to as the "*Carle at the Fields Multi-Use Trail*" for the purposes of this ~~agreement~~**Agreement**. In ~~essence~~**summary**, pursuant to the terms of this Agreement, the Park District shall undertake General Maintenance and the City shall undertake General Repair.
2. **Definitions.** The term "General Maintenance" as used herein shall mean snow plowing, sweeping, clearing, mowing, or other actions reasonably necessary to keep the Trail open and accessible to users, but does not include "~~general~~**General repair****Repair**" activities.

The term "General Repair" as used herein shall mean repair and replacement, which includes fixing potholes, subsidence, cracks, and replacement of deteriorated pavement, but does not include "General Maintenance" activities described above.

3. **Trail.** As of the date of this Agreement, the Trail is **located** within various parcels of annexed or unannexed lands owned, dedicated or in some other manner conveyed by or to the City or Carle. The Trail is depicted in the site map attached hereto as **Exhibit A**, which describes and distinguishes separate sections of the Trail, and which shall for the purpose of this Agreement be deemed to include the ten (10') foot wide concrete Trail/pavement and a ten (10') foot wide turf area on each side thereof, as follows:

- a. Section C ~~west to~~- D currently annexed and dedicated to the City.

- b. Section D - E currently annexed and located within City-owned public right-of-way.
- c. Section E - F currently annexed and to be located within an easement dedicated to the City for pedestrian access purposes upon final platting.
- d. Section F - G currently annexed and located within an easement dedicated to the City for pedestrian access purposes.
- e. Section G - H of the Trail which will be located outside of the public right-of-way on land owned by Carle.
- f. Section H - A - B - C of existing and future Trail owned by Carle which is unannexed.
- g. Sections of Trail surrounding ponds owned by Carle.
- h. Public Sidewalks located within the public right-of-way on Fields South Drive, Health Care Drive, and Mission Drive.
- i. Except for graphic descriptions, terms expressed in Exhibit A with regard to contemplated land conveyances, annexations, dedications, or retention in any manner whatsoever shall be and are ineffective and not part of this Agreement.

4. **Responsibilities of the Park District.** The Park District agrees to provide:

- a. General Maintenance of Section C - D of the Trail;
- b. General Maintenance of Section D - E - F - G of the Trail; and
- c. General Maintenance of Section G - H of the Trail.
- d. **General Repair of Section C - D of the Trail;**
- e-e.

5. **Responsibilities of the City.** The City agrees to provide:

- a. General Repair of Section C - west to D of the Trail;
- b.a. General Repair of Section D - E - F - G of the Trail;
- c.b. General Repair of Section G - H of the Trail; and
- d.c. The City shall continue to have General Repair responsibility for sections of sidewalk and/or multi-use paths located within public right-of-way, such as along Fields South Drive, Healthcare Drive and Mission Drive.

6. **Matters Not the Responsibility of the Park District.**

- a. Other than mowing grass ten (10') feet on each side of the ten (10') foot wide Trail, maintenance of landscaping shall not be the responsibility of the Park District.
- b. Sections of trails, sidewalks, and/or multi-use paths not within public right-of-way and not shown on Exhibit A or specifically referenced shall not be subject to the provisions of this [agreement Agreement](#) and shall be the sole responsibility of the property owner and/or designee for maintenance and clearance purposes.

7. **Matters Not the Responsibility of the City.**

- a. Other than City owned street trees, maintenance of landscaping shall not be the responsibility of the City.
- b. Sections of trails, sidewalks and/or multi-use paths not located in public right-of-way not shown on Exhibit A shall not be subject to the provisions of this [agreement Agreement](#) and shall be the sole responsibility of the property owner and/or its designee.

8. **Term.** This agreement shall be effective as of the latest date that the City and Park District have executed it and shall remain in effect for a period of two (2) years.

9. **Complete Agreement.** This writing, Exhibit A, and attachments or amendments incorporated herein by reference, constitute the entire [agreement Agreement](#), and there are no understandings other than as set forth herein. Any and all amendments to this Agreement must be in writing and approved by the governing body of each of the parties.

10. **Severability.** The invalidity or unenforceability of any one or more provisions in this Agreement shall not affect the validity or enforceability of any other provision. If any provisions of this Agreement or any portion thereof are found to be invalid, illegal or unenforceable under any applicable statute, regulation, rule of law, or judgment of a court of competent jurisdiction, then such provision or portion thereof shall be deemed omitted, and the validity, legality and enforceability of the remaining provisions shall not in any manner be effected or impaired thereby.

11. **Notices.** For purposes of this agreement, notices shall be deemed given as of the date notices are deposited by first class mail addressed to the City or Park District at the addresses specified below or such other addresses subsequently specified in writing by a Party.

**City of Champaign:**  
City Manager  
102 N. Neil Street  
Champaign, IL 61801

**Champaign Park District:**  
Executive Director  
706 Kenwood Road  
Champaign, IL 61821

And

Planning & Development  
Director  
Same address as above

12. **Integration, Execution, and Amendment.** The Parties agree that this Agreement may be executed in multiple counterparts, each of which shall be considered an original for all purposes and, collectively, shall be considered to constitute this Agreement. The parties further agree that signatures transmitted by facsimile or in Portable Document Format (pdf) may be considered an original or counterpart for all purposes, including, without limitation, the execution and enforcement of this Agreement.

13. **Duty To Act.** The parties hereby agree to take any official action necessary to accomplish their respective obligations as set forth in this Agreement, including the passage of legally sufficient resolutions or ordinances, the appropriation or budgeting of money, and any and all other undertakings set forth in this Agreement.

14. **Governing Law, Venue.** This Agreement shall be executed in, and delivered in, and be interpreted, construed and enforced pursuant to and in accordance with the internal laws of the State of Illinois without regard to its choice of law rules. Champaign County, Illinois, shall be the sole and exclusive venue for any legal proceeding arising out of this Agreement.

IN WITNESS WHEREOF, the City of Champaign and the Champaign Park District have caused this Agreement to be executed and delivered.

(Remaining space Intentionally Left Blank)

**City of Champaign, Illinois**

BY: \_\_\_\_\_

City Manager

DATE: \_\_\_\_\_

ATTEST: \_\_\_\_\_

City Clerk

DATE : \_\_\_\_\_

Approved as to form : \_\_\_\_\_

City Attorney

Council Bill # \_\_\_\_\_

**Champaign Park District**

BY: \_\_\_\_\_

Chair, Champaign Park District Board of  
Commissioners

DATE: \_\_\_\_\_

ATTEST: \_\_\_\_\_

Cindy Harvey, Secretary

DATE: \_\_\_\_\_

Approved as to form: \_\_\_\_\_

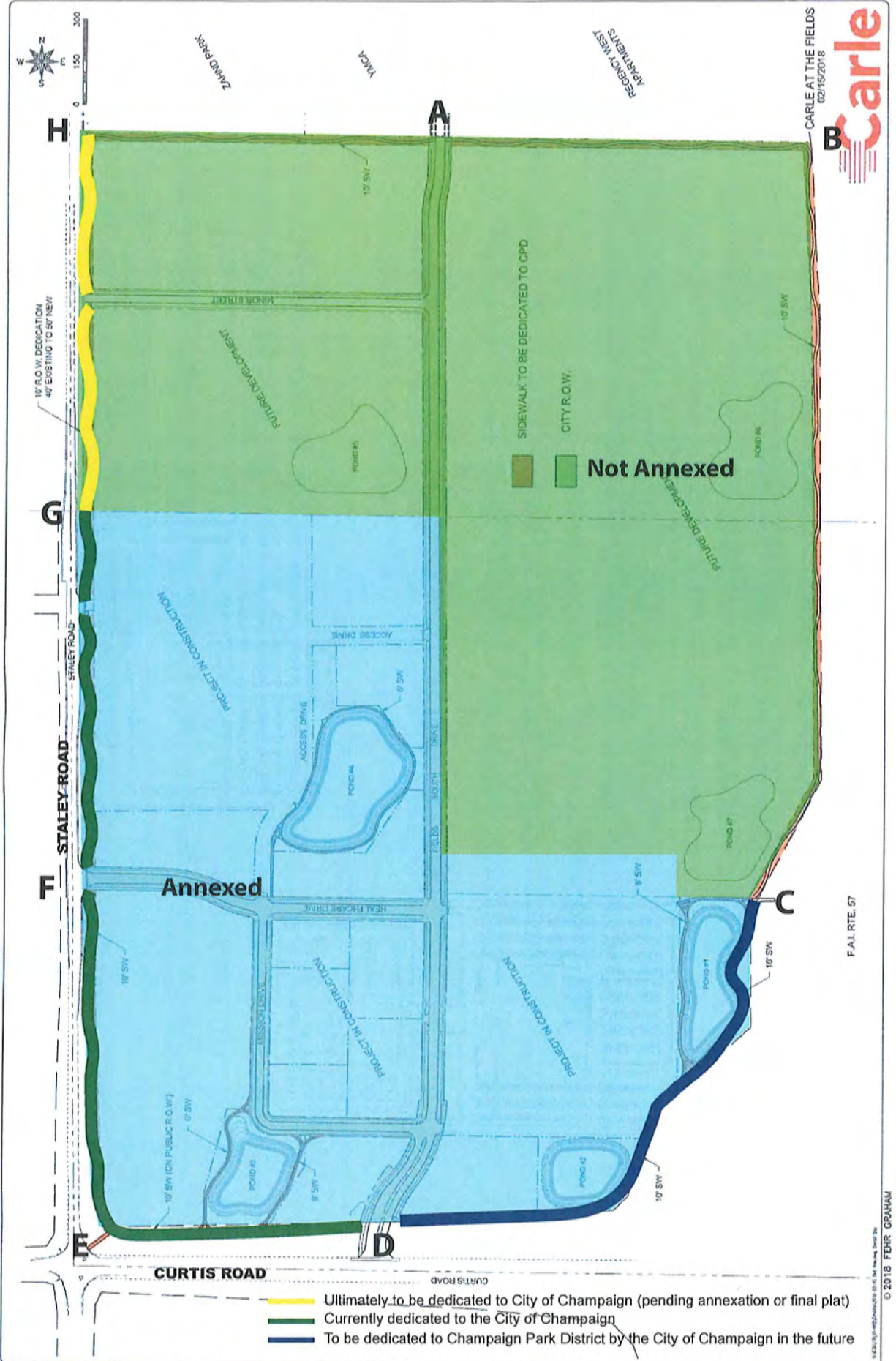
Park District Attorney

**EXHIBIT A  
SITE MAP**

See Attachment

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190116 NTS

Note: for informational purposes only. Please refer to final recorded plats for verification of dedications.

# Exhibit A



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** February 13, 2019

**SUBJECT:** Maintenance Agreement for Carle at the Fields Trail

### Background

The Carle at the Fields Community Trail offer is a unique, strategic opportunity for the District to add what would be its longest trail. Because of its context within a multiuse development, the trail will encourage first time opportunities for both visitors and residents of the District. The location of the Trail would connect Zahnd Park, the Stephen's Family YMCA, the Pipeline Trail, the future Interstate 57 pedestrian bridge, and Robeson Meadows West Trail.

As part of the annexation agreement with the City of Champaign, Carle Hospital was required to construct a public, 10 foot wide, shared-use path to connect to the future IDOT pedestrian overpass across Interstate 57 to Fields South Drive. The annexation agreement required Carle Hospital to "dedicate the shared-use path that connects [an anticipated I-57 pedestrian overpass] to Fields South Drive to the Champaign Park District, pending the Champaign Park District's approval and acceptance of said dedications." On September 13<sup>th</sup>, 2017, Carle presented the extents of the project and the possibility of developing an agreement with the District. The Trail is primarily 10' wide, which is acceptable as a shared-use path per District Policy 01-08. The trail extends along Curtis Road from Staley Road to Interstate 57, along Staley Road from Curtis Road to Zahnd Park, south of Zahnd Park and the Stephen's Family YMCA, and along Interstate 57 from Curtis Road to the Stephen's Family YMCA. Carle has constructed portions of the trail with plans to continue the path around the entire tract.

### Prior Board Action

No action has been taken for the project, but a preliminary presentation was given by Carle September 2017.

### Budget Impact

Portions of the annexed plots will generate tax revenue for the District. All private owners, including but not limited to Health Alliance, Christie Clinic, the proposed hotel, proposed retail, and proposed housing units will pay property tax. Additionally, any private development on the tract to be annexed will contribute property taxes to the District. Staff have estimated based on the District's current tax rate that the hotel and mixed use development will contribute roughly \$39,000 annually starting in 2019 or 2020. Carle has paid all construction costs to date. Based on the square footage of the entire trail, it is estimated that it would have cost the District approximately \$1.3 million to construct the entire trail. The basis for this estimate assumes concrete work to be \$10 per square foot and does not include sitework, landscaping, or land acquisition.



The District would cover the cost of general maintenance of the trail for the annexed portion (section C to G) at no cost to Carle or the City. This would also include maintenance on two secondary paths surrounding retention ponds within the annexed portion of the tract. Carle would cover the cost of general maintenance of the trail for the annexed portion (section G to C) at no cost to Carle or the City.

#### Discussion

Staff recommends that the District enter into a renewable maintenance agreement for the constructed portion of the shared use trail and the two secondary paths with Carle. Staff recommends that Carle reimburse the District for the annual costs associated with the unannexed portion of the trail (G to C). When the remainder of the tract is annexed, staff recommends that the maintenance agreement be terminated and that the District enters into a recreation easement for the remainder of the shared use trail.

#### Timeline

- February 13, 2019–Staff provide draft of Maintenance Agreement to Board of Commissioners for discussion.
- February 27, 2019–Staff provide Maintenance Agreement to Board of Commissioners for approval.

#### Recommended Action

Information provided is for discussion only. There is no action needed at this time. Revisions may be required as a result of any Board comments or questions.

#### Attachments/Exhibits

1. Draft Maintenance Agreement for Carle at the Fields Multi-Use Trail
2. Exhibit B

Prepared by:

Reviewed by:

Bridgette Moen  
Park Planner

Andrew Weiss  
Director of Planning

**AGREEMENT BETWEEN  
THE CHAMPAIGN PARK DISTRICT AND CARLE FOUNDATION HOSPITAL**

THIS AGREEMENT is made and entered into effective this \_\_\_\_ of \_\_\_\_\_ ~~2018~~2019, by and between the Champaign Park District, an Illinois municipal corporation (hereinafter referred to as, "Park District"), whose principal address is 706 Kenwood Road, Champaign, Illinois, and The Carle Foundation Hospital, an Illinois non-profit corporation (hereinafter referred to as, "Carle"), whose principal address is ~~????~~ 611 W. Park St., Urbana, IL, 61801, for the purpose of maintaining a portion of the Carle at At tThe Fields Trail system (hereinafter referred to as the "Trail").

WITNESSETH:

In consideration of the mutual covenants and agreements set forth herein, the parties agree as follows:

Section 1 – General Purpose. The purpose of this Agreement between the Park District and Carle is to provide the terms and conditions wherein the Park District will maintain ~~and certain operates section(s) portions~~ of The Carle ~~at At tThe~~ Fields Trail system that have not been annexed into the City of Champaign as detailed in Exhibit A, at in accordance with the standards set forth by the Park District.

Section 2 – Term. This Agreement shall be in effect for a period commencing July \_\_\_\_\_, 2018 through ~~June 30~~ \_\_\_\_\_, 2021.

Section 3 – Permitted Uses. Both Parties ~~agree to shall~~ allow ~~and maintain~~ the Carle at ~~tThe~~ Fields Trail system to be open and used by the public, (without charge), during all times of the year, ~~as ordained by trail use at pursuant to the policies of~~ the Park District. Carle ~~agrees to shall~~ allow the Park District to maintain the ~~trail-Trail~~ system to the ~~general~~ standards ~~set forth for trails by of~~ the Park District.

Section 4 – Carle Responsibilities. Carle shall:

- A. Allow the Park District access to the Trail ~~maintenance agreement~~ area for the purposes of any applicable use, maintenance or inspection ~~of the Trail maintenance area~~.
- B. Provide a single lump sum payment of ~~six thousand~~ \_\_\_\_\_ dollars (~~\$6,000.00~~ \_\_\_\_\_) to the Park District to provide identification signs, regulatory signs, trash receptacles, benches, pet waste stations, mile markers, and other ~~small amenities~~ as agreed upon.
- C. Provide an annual payment of ~~three thousand five hundred~~ \_\_\_\_\_ dollars (~~\$3,500.00~~ \_\_\_\_\_) to the Park District in order to maintain the Trail ~~to in accordance with~~ Park District standards.
- D. Repair, replace and maintain infrastructure associated storm water within the Trail maintenance agreement area, at no cost to the Park District.
- E. Repair, replace and maintain infrastructure associated with irrigation systems and other potable water systems within the maintenance agreement area, at no cost to the Park District. Furthermore, it shall be responsible for any water detention, retention or pond areas.

~~F.~~ Maintain, with service providers, and pay for all public utilities within the Trail maintenance agreement area, including but not limited to electrical, sewer, storm water and natural gas, at no cost to the Park District.

~~F.G.~~ Repair, replace and maintain its benches and other amenities or structures, unless they are damaged by the Park District.

Section 5 – Champaign Park District Responsibilities. Park District shall:

- A. ~~The Park District shall a~~Allow Carle access to the Trail maintenance area for purposes of any use.
- B. ~~Provide maintenance to the Trail to Park District standards and as outlined in Section 6 of this agreement within 15 feet of centerline of the Trail~~Undertake the activities set forth herein with regard to the Trail, which shall for the purpose of this Agreement be deemed to include the ten (10') foot wide turf area on each side of the ten foot (10') wide concrete Trail.
- C. ~~Acknowledge and agree not to~~Not erect or cause to be erected any permanent buildings, facilities, or structures in the ~~trail~~Trail maintenance agreement area.
- D. Be responsible for completing an annual inspection of the conditions of the Trail.

Section 6 – Maintenance.

- E. ~~The Park District shall m~~Maintain the Trail system to Park District standards for trails, including snow removal (based on Park District scheduling) and mowing, within ~~15 feet of the centerline of the trail~~ten feet (10') on each side of the ten foot (10') wide concrete Trail.
- F. ~~The Park District shall b~~Be responsible for the collection and removal of ~~trash can~~wasterefuse from the Trail ~~maintenance~~ area.
- G. ~~The Park District s~~Shall be responsible for placement and continued maintenance and restocking of supplies of pet waste stations along the ~~trail~~Trail maintenance area.
- H. ~~Carle agrees to allow the Park District~~Be permitted to stockpile snow during snow removal processes in designated Carle owned areas, ~~which. The designated area shall be approved by both the parties~~Parties. Deicing material shall not be used.
- I. ~~The Park District shall c~~Control, or remove unwanted or detrimental vegetation in accordance with park industry standards for ~~best appropriate~~management practices, for concrete trails and pathways but shall not provide turf treatments.
- J. ~~The Park District shall m~~Maintain landscaped/mulched areas associated with the bench ~~nodes~~locations.

~~K. The Park District shall be~~ responsible for tree care and maintenance within the Trail maintenance ~~agreement~~-area, ~~once after~~ the current private planting and care contract/warranty ~~period terminates~~-complete.

~~Section 7-6 – Supervision. There is mutual recognition that a~~Activities on the Trail may require Park District and Carle staff to work jointly to complete maintenance projects. Both ~~parties~~ Parties shall agree to provide supervision and support when reasonably requested.

~~Section 8-7 – Responsibility for Cost~~Damages to Carle Property. The Park District shall be responsible for and shall pay for any damage it causes to Carle property arising in any manner out of the use or occupation of the Trail pursuant to this Agreement.

~~Section 9-8 – Rules, Laws, and Ordinances. Both The p~~Parties ~~agree to~~shall comply with any and all applicable laws, ordinances and ~~district~~-Park District rules in ~~carrying out~~performing the terms of this Agreement.

~~Section 9 – Insurance. Carle shall keep in full force and effect at all times during this Agreement a comprehensive general liability insurance policy, with contractual liability coverage, with minimum limits of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate together with property damage insurance of not less than \$1,000,000. All insurance carriers providing the coverage set forth herein shall have a rating of A as assigned by A.M. Best and Co. and shall be reasonably satisfactory to Park District. All insurance coverage provided by Carle shall be primary insurance as to Park District. Any insurance or self-insurance maintained by Park District shall be in excess of Carle's insurance and shall not contribute with it. Park District, its commissioners, officers, employees, agents, representatives, and volunteers shall be covered as additional insureds under the general liability coverage which shall contain no special limitation on the scope of protection afforded to the additional insureds. The policy and/or coverage shall also contain a "contractual liability" clause and shall contain appropriate endorsements, extensions or riders necessary to assure coverage. Carle shall provide a certificate of such insurance as may be applicable from time to time, identifying the coverages and information required herein. The policy shall not be cancelled or amended without at least ten (10) days prior written notice having been given to Park District. Cancellation of any such coverage without a substitute policy containing the required coverage's being put in force, shall be grounds for Park District to immediately terminate this Agreement with no further rights afforded Carle. At its option, Park District may continue such insurance at its cost and obtain reimbursement and repayment thereof from Carle. In such event, Carle shall pay the amount due within ten (10) days of payment by Park District. The Parties acknowledge that Carle may from time to time change insurers; provided that, Park District shall be provided with a certificate of such insurance otherwise conforming to and in compliance with the terms hereof, promptly upon such change. Failure of Park District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of Park District to identify a deficiency from the evidence that is provided shall not be construed as a waiver of Carle's obligation to maintain such insurance. Carle shall maintain in effect at its sole expense workers' compensation insurance that complies with applicable state and federal law.~~  
~~Carle shall keep in full force and effect at all times during this Agreement a comprehensive general liability insurance policy, with contractual liability coverage, with minimum limits of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate together with property damage insurance of not less than \$1,000,000. All insurance carriers providing the coverage set forth herein shall have a rating of A as assigned by A.M. Best and Co. and shall be reasonably satisfactory to Park District. All insurance coverage provided by Carle shall be primary insurance as to Park District. Any insurance or self-insurance maintained by Park District shall be in excess of Carle's insurance and shall not contribute with it.~~

~~The Park District, its commissioners, officers, employees, agents, representatives, and volunteers shall be covered as additional insured's under the general liability coverage which shall contain no special limitation on the scope of protection afforded to the additional insured's, and shall contain appropriate extensions or riders necessary to assure coverage. The policy shall not be cancelled or amended without at least ten (10) days prior written notice having been given to the Park District. Cancellation of any such coverage without a substitute policy containing the required coverage's being put in force, shall be grounds for the Park District to immediately terminate this Agreement with no further rights afforded Carle. At its option, Park District may continue such insurance at its cost and obtain reimbursement and repayment thereof from Carle. In such event, Carle shall pay the amount due within ten (10) days of payment by Park District. The Parties acknowledge that Carle may from time to time change insurers; provided that, the Park District shall be provided with a certificate of such insurance otherwise conforming to and in compliance with the terms hereof, promptly upon such change.~~

~~Provide a certificate of such insurance as may be applicable from time to time, listed below, at the time Agreement is signed and annually thereafter. Note that all limits of liability for insurance shall be not less than the following amounts, and must be greater where required by other laws or regulations and must be insured on an "occurrence" basis and not on a "claims made" basis:~~

~~Carle shall maintain in effect at its sole expense the following insurance applicable to the work performed hereunder:~~

---

~~(a) — Workers' Compensation:~~

- ~~• State Statutory~~
- ~~• Applicable Federal Statutory~~
- ~~• **Must show policy number on certificate of insurance if workman's compensation is provided.**~~

~~(b) — Comprehensive General Liability:~~

- ~~• General Liability: 1,000,000 each occurrence (including completed operation and products liability)~~
- ~~• Property Damage: \$1,000,000 each occurrence~~
- ~~• General Aggregate: \$2,000,000 or a combined single limit of \$2,000,000~~
- ~~• Property damage liability insurance will provide Explosion, Collapse and underground coverages where applicable.~~

~~(c) — Contractual Liability (Hold Harmless Coverage):~~

- ~~• — Bodily Injury: \$1,000,000~~
- ~~• — Property Damage: \$1,000,000 each occurrence~~
- ~~• — Annual Aggregate: \$2,000,000 each occurrence~~

~~(c) — Comprehensive Automobile Liability:~~

- ~~• — Bodily Injury: \$1,000,000 Per Person and \$1,000,000 Per Accident~~
- ~~• — Property Damage: \$500,000 each occurrence or combined single limit of \$500,000~~

~~(d) — Umbrella Liability:~~

- ~~• — \$5,000,000 each occurrence~~

~~The Park District, its commissioners, officers, agents, volunteers and employees are to be covered and named as additional insureds under the General Liability coverage and shall contain no special limitation on the scope of protection afforded to the additional insureds. The policy and/or coverage shall also contain a "contractual liability" clause.~~

~~All insurance carriers providing the coverage set forth herein shall have a rating of A as assigned by A.M. Best and Co. and satisfactory to the Park District at its sole discretion. All insurance coverage provided by the Carle shall be primary coverage as to the Park District. Any insurance or self insurance maintained by the Park District shall be excess of the Carle's and shall not contribute to it.~~

Section 10 – Independent Contractors. Notwithstanding any other provision of this Agreement, the relationship between Carle and Park District is, and shall remain, one of independent contractors. Nothing in this Agreement shall be construed to establish any relationship of employer/employee, partners, or joint venturers between the Parties, or of their respective employees, officers, agents or representatives. In addition, Park District may from time to time hire people to perform labor and other services for it, and any such person shall not be construed to be an employee, agent, or representative of, or contractor with, Carle in any manner whatsoever. Furthermore, Park District does hereby acknowledge its obligations and shall remain responsible for the payment of all withholdings, insurance, or other amounts as may be required by law in connection with its hiring or contracting with any person, and shall in all respects hold Carle harmless from and indemnify it for the payment of any such amounts. The Park District acknowledges and agrees that the Park District is not an employee of Carle, is not entitled to any benefits or protections afforded employees of Carle, nor bound by any obligations of employees of Carle. Nevertheless, the Park District will not act contrary to the policies of Carle. The Park District understands and fully agrees that the Park District will not be insured under provisions of the unemployment compensation insurance of Carle or the workers' compensation insurance of Carle, and that any injury or property damage in connection with the work performed will be the Park District's sole responsibility and not that of Carle. It is also understood that Park District is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of Carle and, therefore, the Park District will be solely responsible for the Park District's own acts or omissions, and those of the Park District's employees and agents, if any.

Section 11 – Mutual Hold Harmless and Indemnification. The Park District shall indemnify, defend and hold harmless Carle and any of its trustees, directors, officers, employees, agents, volunteers and representatives from and against any and all liability, loss, costs, causes of actions, demands, attorney fees, expenses, claims, suits and judgments of whatsoever kind and character, including without limitation, all possible costs of responding to demands, in whatever

form that may take, with respect to any claim made against Carle that arises solely from an act, failure or omission on the part of Park District, or any of its commissioners, officers, employees, agents, representatives, and volunteers in carrying out the terms of this Agreement.

Carle shall indemnify, defend and hold harmless Park District and any of its commissioners, directors, officers, employees, agents, representatives, and volunteers from and against any and all liability, loss, costs, causes of actions, demands, attorney's fees, expenses, claims, suits and judgments of whatsoever kind and character, including without limitation, all possible costs of responding to demands, in whatever form that may take, with respect to any claim made against Park District that arises solely from an act, failure or omission on the part of Carle or any of its trustees, directors, officers, employees, agents and representatives in carrying out of the terms of this Agreement.

Section 12 – Default and Termination. ~~In the event that either Party fails to comply with the terms of this Agreement, and cure such default within fifteen (15) days of written notice from the other Party, then the non-defaulting Party shall have the right to terminate this Agreement. Any such termination shall not terminate or affect the obligations or rights to enforce the same as they may have accrued prior to termination.~~ (a) This Agreement may be terminated by the Parties by a mutual written agreement at any time. (b) This Agreement may be terminated for cause in the event of a breach by a Party. In the event of a termination for cause, the non-breaching Party shall provide the breaching Party with a written notice informing the breaching Party of the nature of such cause and providing ten (10) days notice to cure. In the event the breaching Party fails to cure within such ten (10) day period, then the non-breaching Party shall send a further notice informing the breaching Party that this Agreement is terminated. (c) Either Party may terminate this Agreement upon providing a thirty (30) day written notice to the other Party..

Section 13 – Severability. In the event any one or more of the provisions set forth in this Agreement shall be finally determined by a court of competent jurisdiction to be invalid, illegal, or unenforceable in any respect, such provision shall be deemed severed from this Agreement, and the validity, legality, or enforceability of the remaining provisions of this Agreement or any other application thereof shall not be affected or impaired thereby, and shall, ~~therefore,~~ remain in effect.

Section 14 – Assignment - Binding Effect. Neither party nor any subsidiary, successor, partner, employee, agent or affiliate shall assign or delegate any of their rights or responsibilities under this Agreement without the prior written consent of the other, which shall not be unreasonably withheld.

Section 15 – Waiver. Failure to insist upon strict compliance with any of the terms, covenants, or conditions of this Agreement, shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of the right or power at all or any other times.

Section 16 – Entire Agreement and Amendment. This Agreement and any written exhibit, amendment, or addendum to it ~~executed in writing by the Parties~~ constitute(s) the entire contract between Park District and Carle, and may be changed, modified or amended only by mutual written agreement ~~or addendum~~ executed by Park District and the Carle the Parties.

Section 17 – Counterparts. This Agreement ~~shall~~ may be executed in any number of counterparts, each of which shall be deemed to be an original.

Section 18 – Notice.

Any notices or other communication required or permitted under this Agreement shall be in writing and shall be (a) personally delivered, or (b) sent by certified or registered United States mail, postage prepaid, return receipt requested, or (c) sent by overnight delivery by a reputable courier to the address of the Party set forth herein or (d) telecopied to the Fax number of the Party set forth in this Section. Such notice or communication shall be deemed given (i) if sent by personal delivery or by overnight courier, when delivered in person, (ii) if sent by telecopier, when evidence of successful transmission by telecopier has been received by sender or, (iii) in the case of mailed notice, four (4) days following deposit in the United States mail. Notice of change of address shall be given by written notice in the manner detailed in this Section. All notices required pursuant to this Agreement shall be in writing, and shall be deemed to have been given at the time they are mailed to the respective Party via certified mail, return receipt requested with an additional copy sent via U.S. first class mail at the address set forth below, or at such other place or address as the Parties shall provide to each other in writing.

Champaign Park District  
Attn: Executive Director  
706 Kenwood Road  
Champaign, IL 61821  
FAX: (217) 355-8421

Carle Foundation Hospital  
Attn: President/CEO  
??611 W. Park Street  
Urbana, IL 61801  
FAX: \_\_\_\_\_

IN WITNESS WHEREOF, the ~~parties~~ Parties have caused this Agreement to be executed effective as the day and year first above written.

Champaign Park District,  
a municipal corporation

Carle Foundation Hospital,  
an Illinois non-profit corporation

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_  
(print name)

Name: \_\_\_\_\_  
(print name)

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Cindy Harvey, Secretary

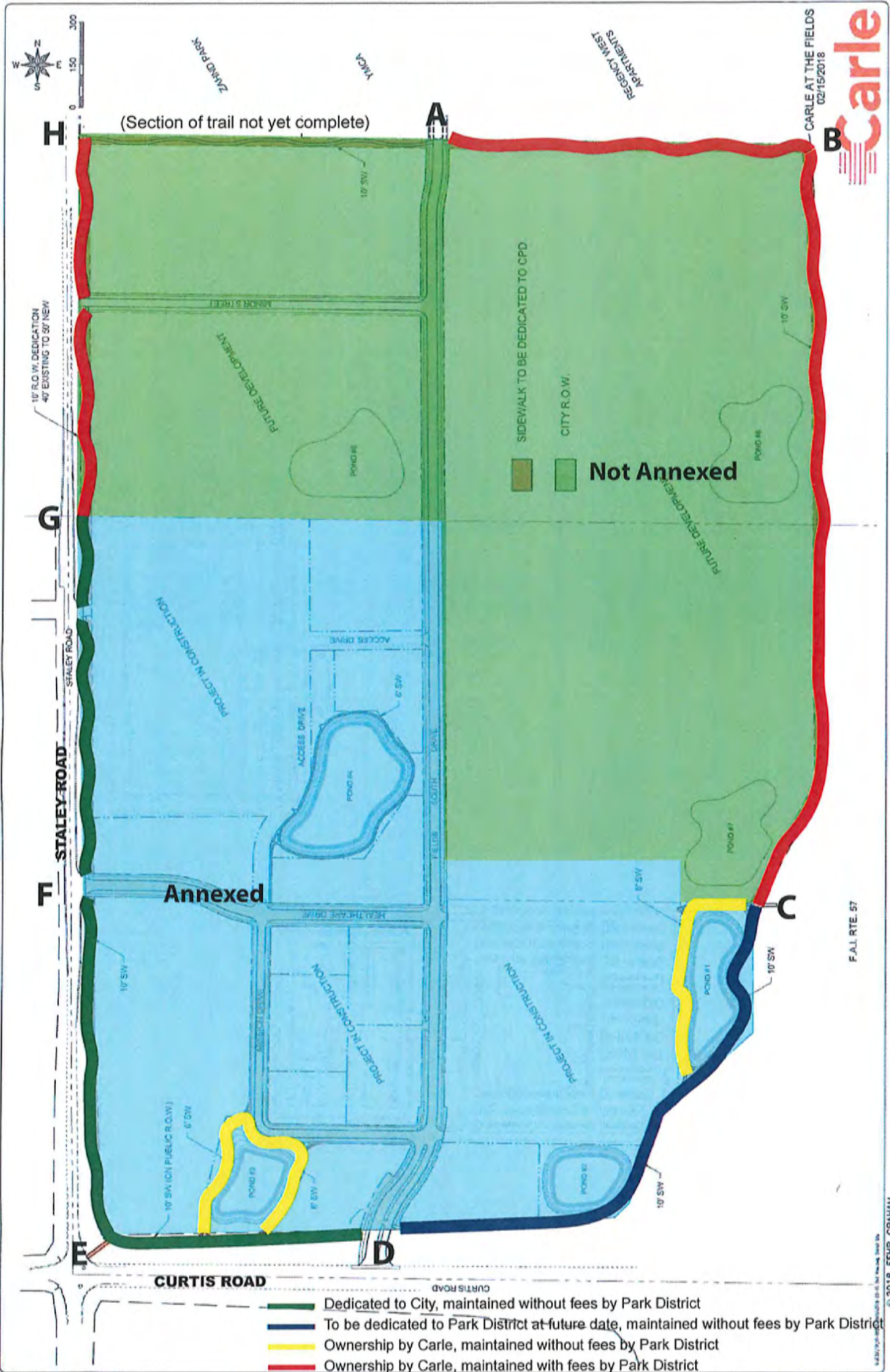


EXHIBIT A  
SITE MAP

See Attachment

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190116 NTS

Note: for informational purposes only. Please refer to final recorded plats for verification of dedications.

## Exhibit B



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** February 6, 2019

**SUBJECT:** Discussion of the 2020-2025 Capital Improvement Plan

### Background

Annually staff present a six year capital improvement plan to the Board for consideration and approval. This year, given the amount of carryover from the FYE2019 budget year, Staff determined we need to finish the existing projects and review the already proposed FYE2020 plan for any changes. It was noted that there is no formal replacement plan in place for the facilities to cover HVAC, electrical, exterior renovations, outdoor lighting, or for the pool mechanical.

The prior year capital improvement plan (CIP) 2019-2024 was the starting point for staff's review. Any changes from the 2019-2024 CIP have been documented in red. The detail is shown in Appendix A. Any formal approval by the Board will be completed at a later date, tentatively scheduled for the March regular meeting. Appendix B details out the specifics of projects by year on the six-year schedule to provide additional information.

Total projects funded from new revenues in FY20 are \$1,376,312. The capital projects carried over from the current fiscal year is \$6,163,175. Total capital expenditures requested for FY20 is \$9,209,951.

Martens Center has been added to the schedule, however please note that this is covered by donations collected by the Foundation and the Park District's commitment of \$2,000,000.

### Prior Board Action

February 8, 2017 - Board approved \$1,132,560 from reserves to fund Heritage Park Phase 1 as part of capital budget, which remain unspent as of February 2019. Also included is an additional \$200,000 from reserves committed by the Board in October 2018 for the Shop Expansion project.

### Budget Impact

Proposed FYE2020 capital projects of \$9,209,951, with \$6,163,175 carrying over from FYE2019 as outlined in Appendix A will be included in the following year budget once approved.

### Recommended Action

For discussion purposes only.

Prepared by:

Andrea N. Wallace, CPA  
Director of Finance

Reviewed by:

Joe DeLuce, CPRP  
Executive Director

2020-2025 Capital Improvement Plan

Project Name	2019 amount carried over to 2020	2020	2020 TOTAL Request includes carry-over	2021	2022	2023	2024	2025	Delayed to Future Years	Totals All Years	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
ADA General Projects		315,000	315,000	315,000	315,000	315,000	315,000	315,000	0	1,890,000	Addressing accessibility issues in parks & facilities. <b>Increased \$15,000 per year to match current year property tax revenues for ADA</b>	Annual funds allocated each year from CUSR property tax levy specific to ADA.
Amphitheatre Replacement at Douglass Park		0	0	0	75,000	0	0		0	75,000	Replacement of existing wood retaining wall seating and grading. <b>Reduced from \$150,000</b>	Replace with concrete seating, retaining walls, increase grading of the South side. No impact on operating budget.
BMC Basement HVAC (Project #180004)	45,200	120,000	165,200	0	0	0	0		0	165,200	2019 Engineering for entire building with replacement/Upgrade of HVAC system. <b>2019 Funds unspent will carry-over into FYE2020 with an additional \$120,000 added for the completion of the work at Bresnan.</b>	Units showing signs of failure. New units will be more efficient. <b>Includes balance of project funds budgeted but not expended by 4/30/2019. Project to be bid out in FY2019 with work tentatively to begin in May 2019.</b>
Carry Over Project #170021 Heritage Phase 1 - any "savings" will be applied to the Greenbelt Connection link - reduced from \$1,132,560 approved by Board	757,500		757,500							757,500	Site preparation and earthwork around perimeter of lake, utilities, hardscape including a concrete path, stone jetties and weir wall; also to include boardwalk and woodland platform with footbridges, and partial landscaping.	Budgeted for in FY17, but <u>carried over</u> into FY18. This project will be funded from excess funds (fund 16). Projecting a savings of \$432,560 to be applied to the Greenbelt Connection Path project if authorized by Board. <b>Carried over \$733,500 for construction plus \$24,000 in construction management fees to SmithGroup JJR out of the operating budget for FY20. Contract approved by the Board in FYE2019 but project has not yet started.</b>

2020-2025 Capital Improvement Plan

Project Name	2019 amount carried over to 2020	2020	2020 TOTAL Request includes carry-over	2021	2022	2023	2024	2025	Delayed to Future Years	Totals All Years	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
Carry Over Project #180002 ADA General Projects - Zahnd Pathway	281,478		281,478							281,478	Zahnd Park Pathway for ADA accessibility	Carryover Project #180002 originally planned for completion in FYE2018 continues on CIP. Of the \$281,478 carried over this includes a commitment of \$20,878 for A&E costs related to the design of the project under contract entered into in FYE2019. The balance remaining for the construction work is \$260,600 to cover actual construction phase once awarded. The Operating budget includes \$9,935 in professional fees for the construction oversight work provided by Architect firm of which \$1,000 has been committed.
Champaign Park District mobile App		18,000	18,000							18,000	Purchase and implementation of a mobile app to further serve our residents.	The app would provide weather/cancellations, deadline and event reminders, ability to register for programming, scanning of membership cards but does not allow access to restricted rooms. The app was originally to be constructed in-house, but it appears that staff could purchase the app and customize it as necessary. Refer to <a href="http://centralparks.net">http://centralparks.net</a> for additional detailed information. There is no annual fee to use this service from the operating budget.
Contingency - 5% of 'new' revenues	0	66,000	66,000	45,000	86,000	78,000	60,000	57,000	0	392,000	Contingency for unexpected expenditures related to capital items - Calculated at 5% of the total capital by year.	To allow for unexpected expenditures that may arise during the year either beyond our control or that become a necessity to be addressed within the fiscal year. There is no known impact on the operating budget at this time.

2020-2025 Capital Improvement Plan

Project Name	2019 amount carried over to 2020	2020	2020 TOTAL Request includes carry-over	2021	2022	2023	2024	2025	Delayed to Future Years	Totals All Years	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
CARRY OVER Project #190003 CUSR New Location Space	304,000	0	304,000	0	0	0	0	0	0	304,000	Available ADA funds from carry over of \$450,000 specific to ADA improvements.	Operating funds of \$5,000 have been allocated to conduct a feasibility study of possible locations in FYE2019 with this project rolling forward to the next fiscal year.
Dodds 3-Plex Upgrades		15,000	15,000	150,000	0	0	0		0	165,000	Dodds 3plex bathroom & concessions building and potential fencing of complex. FY20 is scheduled for the Design work, and FY21 for construction. Reduced FY20 costs from \$35,000 down to \$15,000.	The building is in disrepair and needs to be replaced. When it rains, both bathrooms are completely covered with water which makes it a hazard to enter the bathroom as the floors are concrete so it becomes very slippery. The walls of this facility have moved off its foundation. Fencing in the complex would allow better control of the facilities in terms of controlling access and would allow for taking admission at tournaments. Reduction in repairs within the operating budget as a result of this upgrade.
Flower Staging Area (Operations) - not included in the current operations expansion drawings		0	0	0	35,000	0	0		0	35,000	Replacement of wooden units which are beginning to deteriorate and need repair. These are not part of the proposed operations expansion project.	Partial replacement of wooden structures due to failures; replacement of shade cloths. These structures can be relocated if necessary pending outcome of shop expansion. No expected impact on operating budget.

2020-2025 Capital Improvement Plan

Project Name	2019 amount carried over to 2020	2020	2020 TOTAL Request includes carry-over	2021	2022	2023	2024	2025	Delayed to Future Years	Totals All Years	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
General Flooring		20,100	20,100	36,100	0	0	0	20,100	0	76,300	Replace carpet and tile throughout the entire facility at Hays Recreation Center. There is 4,300 total square footage; 1400 is carpeted and 2900 is tiled at the present. Added \$6,000 for Virginia Theatre.	Refer to the replacement schedule for General Flooring in Appendix B of the CIP document for more details. For the other years, the amount falls below the capitalization threshold and thus is included in the operating budgets. It should be noted that FYE2020 includes an additional \$26,500 in Rec Administration operating budget for asbestos mitigation work.
Carry Over Project #190006 Greenbelt Bikeway Connection Path	105,000	645,000	750,000	-	-	-	-			750,000	FY19-Design A/E. Schematic design work is in progress during FY18 with additional information being gathered by all parties involved with this project.	Apply \$432,560 "savings" from Heritage Park Phase 1 revised that has been previously set aside towards this project. If approved, it would be best to formally "commit" the funds via a resolution such that when the grant application process rolls around (August/September) we are ready to begin.
GROUNDS- Equipment- Kubota- Replacement	COMBINED	0	0	0	0	0	0		0	0	Replacement of utility/snow-equipment. Moved from 2024 up to 2022 and reduced price from \$20,000 to \$15,000	Replacement based upon replacement schedule, as well as maintenance and repair costs of existing equipment.
GROUNDS- Equipment- Replacement- Chipper	COMBINED	0	0	0	0	0	0		0	0	Scheduled replacement of 1996-chipper (Vermeer). Moved from 2021 to 2024 \$35000.	Upgrade to more modern, faster, efficient unit per replacement schedule.
GROUNDS- Equipment- Replacement of Rolling Equipment	COMBINED	0	-	0	0	0	0	0	0	0	Annual equipment replacement \$50,000	Equipment upgraded per replacement schedules and based on annual evaluation of needs as time draws closer.
Equipment Replacement - Rolling		15,000	15,000	15,000	15,000	30,000	80,000	100,000	0	255,000	Replacement of rolling equipment (excludes vehicles).	To maintain existing equipment period replacements are required. The specific details by year are denoted in the Equipment schedule as part of Appendix B in the CIP document for 2020-2025.

2020-2025 Capital Improvement Plan

Project Name	2019 amount carried over to 2020	2020	2020 TOTAL Request includes carry-over	2021	2022	2023	2024	2025	Delayed to Future Years	Totals All Years	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
Hard Court Replacement (Basketball Courts) - Previously in Periodic Maintenance in Operating Budgets	47,000	50,000	97,000	50,000	50,000	110,000	0	110,000	0	417,000	Refurbishment or total replacement of hardcourt surfacing for basketball courts.	Follows replacement schedule. See Appendix B for details by year. Also, Project #19PM03 of \$47,000 is included as a carry-over from prior year pending not being completed by 4/30/2019.
Hard Court Re-surface/stripe (Tennis Courts) Moved to Capital Outlay from Periodic Maintenance given over \$20,000 for replacement	0	320,000	320,000	85,000	0	22,000	0	45,000	0	472,000	Outdoor tennis court replacements either via refurbishment or total renovation. Amounts and locations have changed from the 2019-2024 CIP. Previously noted as: Lindsay courts (250K); Clark courts (35K) in 2023; unassigned for 2024. FY20 amount of \$320,000 includes fencing, which will be backed out into a different line item once that data is provided by Staff 2-7-2019.	Recurring expenditure at different locations. Addresses court cracks/stripping or total renovation due to age and replacement schedule, and extends the time before a total replacement is warranted. See Appendix B for details by year.
LRC Utility Access Drive off of Kenwood Rd.		0	-	0	0	25,000	0		0	25,000	Provide paved access to west mechanical rooms.	Poured concrete surfaces allowing vehicular access to LRC mechanical rooms, thus reducing damage and subsequent turf and planting repairs. Staff efficiencies to have a positive impact on the operating budget.
Martens Center	720,464		720,464	4,000,000	5,279,536					10,000,000	Martens Center Capital Dev.	construction of Martens Center
Martens Center Outdoor Park Improvements (GRANT 50%) awarded February 2019			0	800,000						800,000	Outdoor Park Improvements at Martens Center.	Park District awarded a \$400,000 OSLAD Grant from IDNR in FYE2019. This grant requires a 50% match. Those matching dollars will be taken out of the Park Development Fund.



2020-2025 Capital Improvement Plan

Project Name	2019 amount carried over to 2020	2020	2020 TOTAL Request includes carry-over	2021	2022	2023	2024	2025	Delayed to Future Years	Totals All Years	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
Outdoor Lighting on Courts		126,000	126,000	180,000	50,000	175,000	60,000	-		591,000	Outdoor Lighting Replacements at various Parks. FYE2025 has a plan to convert lights to LED, but no cost estimate was provided by Staff.	Replace outdoor lighting as needed while converting to LED lights. See Appendix B for details by year. FYE2020 costs do not factor in the rebate of approximately \$10,291 that the Park District would receive upon completion. The installation of the LED lights are estimated to save the Park District 60% annually on electric costs; or \$2,800 per year.
<del>Parking and Drive at Eddie Albert Gardens in Dodds Park</del>	<del>0</del>	<del>0</del>	<del>0</del>	<del>0</del>	<del>0</del>	<del>0</del>	<del>0</del>	<del>0</del>	<del>0</del>	<del>0</del>	<del>Provide additional parking and paved access to east gardens. \$140,000</del>	<del>This has been a public request for some time. Also will help eliminate turf destruction and repair. Allow to redirect staff time to other areas, and reduce the repair/supply costs within the operating budget.</del>
Playground Replacement	0	100,000	100,000	110,000	100,000	220,000	160,000	200,000	0	990,000	Playground Replacements	See Appendix B for details by year.
<del>Prairie Farm Pavilion Improvements (#180007) — Removed until Master Plan is completed then will re-address needs &amp; cost estimates</del>		<del>13,000</del>	<del>13,000</del>	<del>60,000</del>	<del>0</del>	<del>0</del>	<del>0</del>		<del>0</del>	<del>86,000</del>	<del>Prairie Farm master plan to be completed in FYE2019 out of planning's operating budget and then \$13,000 for design phase in FYE2020 (rolled over from prior year). Currently have allotted \$60,000 for improvements in future years, not including the \$35,000 in periodic maintenance in operating budget that has been deferred until after master plan is completed. Drainage issues at Prairie Farm — FY18 balance of \$13,000 was rolled over into FY19 for design with construction following in FY19 as well.</del>	<del>Construction would allow exterior accessibility to restrooms as well as covered program/rental space. Potential for increased patron use, however no impact on operating budget expected unless patrons charged rental fee for pavilion private use. \$73,000 consists of the original budget amount approved by the board of \$60,000 plus \$13,000 for design phase carried over from FY2018.</del>

2020-2025 Capital Improvement Plan

Project Name	2019 amount carried over to 2020	2020	2020 TOTAL Request includes carry-over	2021	2022	2023	2024	2025	Delayed to Future Years	Totals All Years	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
Replacement of Kaufman-Boathouse- <del>Removed Project of \$150,000 until Staff have a better understanding of the needs.</del>		0	0	0	0	0	0		150,000	150,000	<del>Replacement of useless space with accessible restrooms and rentable shelter. Existing boathouse will be demo by staff and the replacement is delayed to future years.</del>	<del>Boathouse has reached useful life-expectation. New restrooms and rentable space will be a draw for the site, as well as programming space. The cost also includes an estimate for architectural and engineering costs. Potential impact to operating budget is increased A&amp;E costs to work on planning of new master plan for that location.</del>
RISK_Risk Management Improvements & Updates Partial rollover of \$30,000 from Project #190009 in FYE2019.	30,000	35,000	65,000	35,000	35,000	35,000	35,000		0	270,000	Security camera equipment & wiring installation/upgrades (Tort Fund). Total project is \$60,000 with \$30,000 of the project taken out of excess restricted tort funds. Also includes controlled access for the Park District to provide better security entering facilities to be implemented gradually.	Security cameras to be added to both inside and outside of parks and facilities as noted on each request sheet. In addition this fund is for Tort Liability projects that are currently unforeseen. To continue with upgrades to all parks and facilities. FY2021 marks the beginning of the first replacement of the cameras which will be upgraded every three years. FY20 includes using \$30,000 from excess funds rolled over from FYE2019 in the tort/liability fund, reducing the fund balance to \$411,000.

2020-2025 Capital Improvement Plan

Project Name	2019 amount carried over to 2020	2020	2020 TOTAL Request includes carry-over	2021	2022	2023	2024	2025	Delayed to Future Years	Totals All Years	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
Roof Replacements at various facilities	346,000	230,000	576,000	464,000	150,000	0	150,000	85,000	0	1,425,000	<del>FY19</del> Moved to FY20 Virginia Theatre (VT) Added \$230,000 to include tuckpointing work plus an additional roof section so that everything above the roofline is repaired at same time. <del>FY20—FY21</del> Dodds Tennis Center Delayed to FY21 to get better estimate of scope of project	All replacements based upon replacement schedule, to address defects and deficiencies. Impact to operating budget is a decrease in the unexpected repairs, as a more planned approach is taken. An additional amount will be added to the operating budget for \$100 in legal publication notices to cover the bid notice. - propose to use \$200,000 of the Foundation restoration funds to cover the roof repair at the VT in 2020, plus \$100,000 bequest received in FY18 for the VT, requiring \$276,000 from Park District current year revenues. See Appendix B for details by year.
Scoreboard Replacement(s) Moved from operating budget as meets capitalization threshold amount	0	32,000	32,000	16,000	0	11,000				59,000	Scoreboard Replacements at various facilities/Parks to include Dodds 3-Plex (FY20), 2 scoreboards at Zahnd Park (FY21) and 2 scoreboards for Douglass Gym (FY23)	Update and replace scoreboards by facility rather than by individual scoreboard. This new process for replacement will ensure all facilities have the same electronic equipment. Previously staff only replaced one scoreboard per year, and repaired the existing as needed. Refer to Appendix B for details by year.
Seal Coating/Line Striping Parking Lots	0	0	0	42,300	46,000	55,000	30,100	32,100	0	205,500	Recurring maintenance and repairs exceed \$20,000 therefore included in capital.	Recurring maintenance - estimated. May decrease as we move to concrete surfaces. See Appendix B for details by year. Amount not used in FYE2020 to add to fund balance for future year projects.
Sholem Mechanical Replacement		69,500	69,500							69,500	Update mechanical equipment	\$58,500 to replace filter sand and laterals. \$10,500 to install Variable Flow Device. \$7,000 for pump rebuild from operating budget

2020-2025 Capital Improvement Plan

Project Name	2019 amount carried over to 2020	2020	2020 TOTAL Request includes carry-over	2021	2022	2023	2024	2025	Delayed to Future Years	Totals All Years	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
Sholem Replacement Shade Cloth		0	0	0	20,000	0	0		0	20,000	Replacement of existing deteriorating shade structures as needed	This is an annual request by patrons at the end of year surveys conducted. Last shades purchased were in October 2007. No impact on operating budget.
Shop Expansion Carry over from FYE2019 Project #190011 plus additional \$200,000 authorized by Board on 10/11/2018	2,771,983		2,771,983	-						2,771,983	Shop Expansion Construction Improvements -Board approved construction contract of \$2,650,000 plus an additional \$200,000 to cover Farnsworths contract of \$113,000 plus estimated change orders on the project.	Original \$2,650,000 included an additional \$250,000 to cover the design development & construction docs, plus any additional contingencies and A&E Construction 'management' fees once we break ground. <b>The balance remaining as of 4/30/2019 of \$2,771,983 includes the construction contract of \$2,650,000 plus A&amp;E contract remaining of \$37,950, with \$84,033 available to cover any change orders, permits or other fees for the project.</b>
Soccer Goal Replacements - Dodds Soccer		0	0	14,000	14,000	14,000	0		0	42,000	Replace various size goals at Dodds Soccer fields based on condition at time or replacement	Periodic replacement of goals due to wear and tear/aging. See Appendix B for details by year.

2020-2025 Capital Improvement Plan

Project Name	2019 amount carried over to 2020	2020	2020 TOTAL Request includes carry-over	2021	2022	2023	2024	2025	Delayed to Future Years	Totals All Years	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
Spalding Park Design & Construction, Paths, Lighting and Playground Replacement	415,500	0	415,500	0	0	0	0	0	0	415,500	FY19 -Delayed to FYE2020 lighting, paths and playground replacement, which was originally purchased in 1996 and has been in need of replacement, but put on hold. Added \$120,000 for playground/ pour-in-place surfacing as original cost of \$320,000 for all components only covered the cost estimate for lighting & paths provided by Unit 4 at the 2/28/18 special meeting. Spent \$24,500 on the partial path from parking lot to dugout; balance to occur in FYE2021.	Excess funds earmarked from the Park Development Fund balance of \$809,000, If use funds for Heritage Park, still have \$693,000 remaining for this project. Will need to install paths, lighting, and replace the playground that was originally installed in 1996. The playground has been on hold for several years now as the property development has been negotiated with Unit 4. Also propose to add pour-in-place surfacing at this park. Operating budget contains balance of \$2500 payable to Unit 4 for A&E work plus an additional \$2,500 related to playground professional fees.
<del>Sunset Ridge Lot-Entrance Re-Location</del>		0	0	0	0	0	0		0	0	<del>Complete initial park plan— removed \$40,000 from FYE2020</del>	<del>Re-locate parking entry to Peppermill extension</del>
Telephone System Replacement				100,000						100,000	Complete replacement of phone system and equipment for all facilities.	Current phone system is no longer supported and replacement phones/equipment is no longer manufactured. As the District adds another facility it is necessary to replace the phone system District Wide. the cost includes equipment, software and wiring.
Tennis Center Backdrop Replacement		0	0	0	10,000	12,000	0		0	22,000	Replacement of backdrops and court dividers.	Replacement of backdrops on south side and court dividers. Some of backdrops are torn, different colors, and in need of updating. No impact on operating budget.

2020-2025 Capital Improvement Plan

Project Name	2019 amount carried over to 2020	2020	2020 TOTAL Request includes carry-over	2021	2022	2023	2024	2025	Delayed to Future Years	Totals All Years	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
Tennis Center Court Fans (2)		0	0	14,000	0	0	0		0	14,000	Replacement of under-sized units. Used the \$70,000 originally slated for these fans for the lighting replacement. Then modified the type of fans to replace with smaller ones once the lighting is switched out from halogen to LED.	Replacement of units to allow for increased air flow for patrons. When comparing to installing air conditioning, staff does not see an increase in revenue to justify the cost of installation of units and monthly utilities. Many of the summer programs continue to be held outdoors for various reasons and would continue despite having AC at the TC; thus the fans should be sufficient.
Tennis Center Light Replacements		112,176	112,176								Replace current metal halide lights with LED lighting	Staff indicate an energy rebate of \$29,000 to offset the costs of the purchase & installation. See Appendix B for additional information
Tennis Center Shed Replacement		0	0	0	0	0	0		10,000	10,000	Replace existing "garage".	Provide for better storage options, which are limited currently. No impact on operating budget.
Toalson Park Sidewalk & Earthwork Carry Over from FYE2019 Project #190014	48,000		48,000							48,000	Completion of the sidewalk and sitework upon expiration of the lease for the dirt which ends in late spring, early summer 2018. Per 11/19 meeting project is expected to be completed; however as not yet started, rolled over 30% just in case.	No operating costs to the District once installed as the maintenance would revert to the City of Champaign.
Trail and Park Path Additions		195,000	195,000	81,500	115,000	300,000	52,000	264,000	0	1,007,500	Annual addition/updates to trails and park paths. Amounts increased for FYE2020 from \$0; FYE2021 reduced from \$125,000; FYE2022 decreased from \$125,000; FYE2023 increased from \$68,500; FYE2024 decreased from \$52,000.	The trails plan developed internally by the planning department, in conjunction with discussions with Regional Planning Commission address the locations identified. No impact on operating budget.

2020-2025 Capital Improvement Plan

Project Name	2019 amount carried over to 2020	2020	2020 TOTAL Request includes carry-over	2021	2022	2023	2024	2025	Delayed to Future Years	Totals All Years	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
Trail/Path Connection at Noel Park Carry Over from FYE2019 Project #190008	16,050		16,050	0	0	0	0	0	0	16,050	6' wide connector path at Noel Park to connect the existing trail/path. Per 11/19 meeting project is expected to be completed; however as not yet started, rolled over 30% just in case.	Will also include an additional \$1,500 in the operating budget for one-time professional fees.
<del>Trail/Path-Connection at North Champaign Trail - Moved into the Trails-Pathways</del>		0	0	0	0	0	0	0	0	0	<del>Installation of trail connection from the North Champaign Trail west of Gordon Food Service.</del>	<del>Connection was never completed from documentation created in 1997. An additional \$2,000 will be added to the operating budget for professional fees related to the project. See Appendix B for details by year.</del>
<del>Vehicle Replacement - Recreation</del>	0	0	0	0	0	0	0	0	0	0	<del>Replacement of 1 vehicle for recreation - a 15-passenger van</del>	<del>1996 passenger van is restricted to in-town driving only due to age of vehicle, sound truck inadequate for Showmobile transport.</del>
Vehicle Replacement (entire District)	0	75,000	75,000	120,000	152,000	193,000	165,000	157,000	0	862,000	Vehicle Replacement(s)	Replacement Scheduled. Replacement of aging vehicles per schedule. See Appendix B for details by year.
Virginia Theatre (VT) Lighting Improvements		0	0	100,000	0	0	0		0	100,000	Computer-controlled programmable moving lights for live shows moved up from "delayed" as more detailed information provided and price estimate increased from \$50,000 to \$100,000. Staff are working on a grant to help offset the costs.	The current theatrical lighting package at the Virginia Theatre provides a very basic "4-color wash" of the stage, augmented by two follow spotlights and a small number of special effect lighting fixtures. The field of theatrical lighting has changed substantially in the last ten years—mainly in the areas of LED and computer-controlled "intelligent" lighting—and staff recommends the following enhancements to the Virginia's lighting inventory to bring the facility up to a basic minimum standard for professional theatrical lighting.

2020-2025 Capital Improvement Plan

Project Name	2019 amount carried over to 2020	2020	2020 TOTAL Request includes carry-over	2021	2022	2023	2024	2025	Delayed to Future Years	Totals All Years	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
Virginia Theatre (VT) Orchestra Pit Cover		0	0	0	0	0	0		50,000	50,000	Custom-designed solid wood cover for the orchestra pit	To cover the orchestra pit when not in use to facilitate providing additional space on the stage, as well as prevent falling into the open space. Delayed to future years as there needs to be a more precise estimate of the costs given this is a historic theatre. In addition if a safety issue, then should be presented to the safety committee. This project will be re-evaluated in the 2020 review of capital projects and possibly moved up.
Virginia Theatre Sound System Phase 1 <del>Phase 1</del> <b>Waiting on award of \$750,000 grant in FYE2019</b>	275,000	475,000	750,000	0	0	0	0	0	0	750,000	Complete phase 1 only of the proposed 4-phase project. The entire project is to purchase & install a new sound system for the Virginia Theatre, include fill speakers throughout the auditorium, add the support system for new linear speakers, new sound board and controls.	Currently rent equipment at approximately \$4,000 per event which will continue even by completing phase 1, just will improve the sound quality within the theatre. <b>Per meeting on 11/19/18 project is scheduled to roll over into FYE2020 as we wait for the notice of grant funding by the State - in early 2019. Total grant award is estimated at \$750,000 without a match requirement. This will also require a special agreed-upon-procures engagement from CPA firm at an estimate of \$2,900 in operating budget.</b>



2020-2025 Capital Improvement Plan

Project Name	2019 amount carried over to 2020	2020	2020 TOTAL Request includes carry-over	2021	2022	2023	2024	2025	Delayed to Future Years	Totals All Years	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
Virginia Theatre Masonry Restoration the remainder of facility not completed in FYE2020				360,000						360,000	Masonry resoration work of remainder of Virginia Theatre exterior	The Virginia's aging brick exterior has not been fully restored during the Park District's restoration of the building, and, according to architects from Bailey Edward, some of the repairs the previous owners made to the exterior brick work are contributing to the deterioration and leakage we've experienced at the facility. Aside from tuckpointing completed as part of roof replacement in FYE2020, the architects and Staff further recommend a separate project to tuck-point the Virginia's entire exterior—any areas not being addressed during the roof renovation project.
	<b>6,163,175</b>	<b>3,046,776</b>	<b>9,209,951</b>	<b>7,192,900</b>	<b>6,547,536</b>	<b>1,595,000</b>	<b>1,107,100</b>	<b>1,385,200</b>	<b>210,000</b>	<b>27,313,511</b>		

Less Grant Funds	(750,000)	(400,000)								(1,150,000)		
Less Carry-over from FYE2019	(6,163,175)	(2,000,000)								(8,163,175)		
Less Funds from Foundation	(920,464)	(4,000,000)	(5,279,536)							(10,200,000)		
NEW revenues	1,376,312	792,900	1,268,000	1,595,000	1,107,100	1,385,200	210,000	7,800,336				

# MEMORANDUM



**TO:** Joe DeLuce and Andrea Wallace  
**FROM:** Daniel Olson  
**DATE:** Dec. 12, 2018  
**SUBJECT:** FYE 2020 – 2025 Operations Equipment Replacement Plan  
**CC:** Bret Johnson, Nate Massey, Randy Hauser

We are recommending combining the individual equipment lines that currently exist in the CIP into the single line labeled “Operations Equipment”. We submit the following replacement plan for the budget.

	2020	2021	2022	2023	2024	2025
<b>Total Requested</b>	\$15,000	\$15,000	\$15,000	\$30,000	\$80,000	\$100,000
<b>Change from Previous</b>	New addition to previous plan.	On last year’s replacement schedule but did not make into last year’s CIP.	Reduced in price and moved up from 2024.	New addition from previous plan.	Chipper moved backwards from 2021. Ballfield mower new addition.	New budget year.
<b>Notes</b>	Ball Field Line Striper – new piece of equipment.	Replacement of Land Pride pull behind mower	Replacement of Kubota BX2230 utility tractor and blade	Replacement of JD 1445 tractor with mower and blade	Replacement of Vermeer Wood Chipper. Replacement of Toro Ballfield Mower	Replacement of backhoe

Additional plan notes:

- This replacement plan is for Operations capital, non-vehicular rolling equipment.
- Details on equipment can be found within the capital equipment inventory.

**MEMORANDUM**



**TO:** Joe DeLuce and Andrea Wallace  
**FROM:** Daniel Olson  
**DATE:** January 8, 2019  
**SUBJECT:** FYE 2020 – 2025 General Flooring Replacement Plan  
**CC:** Bret Johnson, Jameel Jones, Steven Bentz

Operations, Administration and Recreation staff have met a various times to determine the Capital General Flooring plan below. The General Flooring budget line was newly created in FYE 2019, therefore many projects on this plan are new additions compared to the previous plan. As the totals vary by year, the line item will appear in the capital budget if it is \$20,000 or more; otherwise line item to be part of the operating budget for the specific facility(ies).

	2020	2021	2022 Operating Budget	2023 Operating Budget	2024 Operating Budget	2025
<b>Total Requested</b>	\$47,500	\$36,100	\$18,000	\$15,000	--	\$20,100
<b>Change from Previous</b>	New addition to previous plan. \$26,500 for asbestos mitigation of existing tile. \$21,000 for replacement of tile.	\$30,100 for Hays. Added \$6,000 for Virginia Theatre.	New additions to previous plan.	New addition to previous plan.	--	New budget year.
<b>Notes</b>	Douglass Annex tile in lobby, hall, large room, kitchen, etc.	Hays Center hallway and office carpet replacement. Virginia Theatre carpet or carpet tile replacement for conference room, box office, office under stairs.	Springer Cultural Center tile for rooms 106 & 107 replacement. Two quotes received in 2017 for each room.	Operations office area carpet replacement.	--	Springer stair tread, lower hallway tile replacement.

Additional plan notes:

- All general flooring projects above are replacements of current flooring.
- The Facilities Report Card 2018 may be referenced to establish priorities.

# MEMORANDUM



**TO:** Joe DeLuce and Andrea Wallace  
**FROM:** Daniel Olson  
**DATE:** January 7, 2019  
**SUBJECT:** FYE 2019 – 2025 General Roofing Replacement Plan  
**CC:** Bret Johnson, Jameel Jones, Steven Bentz

Roofing projects have been a priority for the District for the past few years. In 2015, Garland began a review of roofing conditions throughout the District and developed a five year plan for replacement priorities. This Capital Project Plan would complete Garland’s recommendations in 2021.

	2019	2020	2021	2022	2023	2024	2025
<b>Total Requested</b>	\$375,000	\$572,000	\$464,000	\$150,000	--	\$150,000	\$85,000
<b>Change from Previous</b>	Roll \$346,000 into 2020. \$29,000 has been spent in 2019 on design costs.	\$346,000 VT rollover from 2019 plus increase of \$226,000 for VT.	\$450,000 Dodds Tennis Center move from 2020.	Same as previous plan.	Same as previous plan.	Same as previous plan.	New budget year
<b>Notes</b>	Virginia Theatre final phase.	Dodds Tennis Center originally in 2020 to be moved to 2021.	Prairie Farm Trolley and craft barns. Rotary Shelter at Centennial Park. Dodds Tennis Center move from 2020.	Existing Operations Building.	--	Douglass Annex	Zahnd concession. Dodds 4-plex concession. Dodd’s 3-plex concession if not new building by that time.

Additional plan notes: None

**MEMORANDUM**



**TO:** Joe DeLuce and Andrea Wallace  
**FROM:** Daniel Olson  
**DATE:** November 10, 2018  
**SUBJECT:** FYE 2020 – 2025 Outdoor Basketball Court Replacement Plan  
**CC:** Bret Johnson, Nate Massey

The District has a variety of asphalt and concrete basketball courts. Courts vary in size and number of goals.

	2020	2021	2022	2023	2024	2025
<b>Total Requested</b>	\$50,000	\$50,000	\$50,000	\$110,000	--	\$110,000
<b>Change from Previous</b>	Same as previous plan.	Same as previous plan.	Same as previous plan.	Same as previous plan.	Move \$110,000 to 2025	Moved entire amount from 2024
<b>Notes</b>	Washington (1 court)	Detention Basin (1 court)	Powell (1 court)	Douglass Resurface	--	Muliken (1/2 court) Turnberry Ridge (1/2 court)

Additional plan notes:

- Joe has requested we get a quote for an asphalt instead of concrete court in 2019 (FYE2019). We may ask for a rollover of \$47,000 to 2020 because asphalt may not be able to be installed in this budget year due to weather.

# MEMORANDUM



**TO:** Joe DeLuce and Andrea Wallace  
**FROM:** Bret Johnson and Dan Olson  
**DATE:** Jan. 14, 2019  
**SUBJECT:** FYE 2020 – 2025 Outdoor Court Lighting Replacement Plan

This is the first year for our outdoor court lighting replacement plan. All projects are new additions to the plan, but are replacements of existing lighting. We submit the following replacement plan for the budget.

	2020	2021	2022	2023	2024	2025
<b>Total Requested</b>	\$115,000 Includes Ameren incentive/rebate	\$180,000	\$50,000	\$175,000	\$60,000	No estimate at this time
<b>Change from Previous</b>	New plan.	New plan.	New plan.	New plan.	New plan.	New plan.
<b>Notes</b>	Lindsey Tennis Courts	Dodds Soccer additional lighting for 3 middle fields (4 poles)	Hessel Tennis, VBall, & Pickleball Courts	Dexter Field Replacement of existing wooden poles and HID fixtures	Spalding Tennis	Zahnd baseball fields – converting to LED

Additional plan notes:

- This replacement plan includes LED lighting on outdoor athletic sites only.

# MEMORANDUM



**TO:** Joe DeLuce and Andrea Wallace  
**FROM:** Daniel Olson  
**DATE:** January 7, 2019  
**SUBJECT:** FYE 2020 – 2025 Outdoor Tennis Court Replacement Plan  
**CC:** Nate Massey, Bret Johnson, Jameel Jones

The District owns 25 outdoor tennis/pickle ball courts over eight different parks. Two type of improvements are considered. REFURBISHMENTS include crack filling, rectifying ponding issues, color-coating and line striping. Barring any unforeseen circumstances, REFURBISHMENTS should last eight years. RENOVATIONS are larger projects that include removal of existing, excavation of sub-grade, installation of new court, surface finish, striping and net poles. Barring unforeseen circumstances, each RENOVATION should last 25 years with proper REFURBISHMENTS. Courts should have a maximum of three REFURBISHMENTS before RENOVATION is necessary. Parentheses denote number of courts.

	2020	2021	2022	2023	2024	2025
<b>Total Requested</b>	\$320,000	\$85,000	---	\$22,000	--	\$45,000
<b>Change from Previous</b>	Operating Budget-Periodic Maintenance – no items budgeted	Operating Budget-Periodic Maintenance – no items budgeted	Operating Budget-Periodic Maintenance – included \$250,000 for Lindsay Tennis Courts (8)	Operating Budget-Periodic Maintenance – included \$35,000 for Clark Park Courts	Operating Budget-Periodic Maintenance – \$35,000 planned but location was unassigned	New budget year
<b>Notes</b>	Morrissey renov (4) includes fencing Sunset refurb. (1)	Lindsay refurb. (8)		Clark refurb. (2)	None requested.	Hessel refurb. (4)

Additional plan notes:

- Although the Outdoor Tennis Court Replacement schedule has been placed in the budget book in FYE 2018 and 2019, no capital money was allotted for renovation or refurbishment of any court.
- Replacement of lighting, fencing and other infrastructure will be considered at time of RENOVATION, but may be budgeted separately unless noted.
- Indoor courts (Dodds Tennis Center) will be budgeted from a separate line.

# MEMORANDUM



**TO:** Joe DeLuce and Andrea Wallace  
**FROM:** Daniel Olson  
**DATE:** January 10, 2019  
**SUBJECT:** FYE 2020 – 2025 Playground Replacement Plan  
**CC:** Nate Massey, Andrew Weiss, Bridgette Moen, Bret Johnson

The District owns 33 playgrounds, many with multiple features. Our replacement rotation has been over 20 years per playground for the past several years. This plan begins a process to get us closer to replacement every 20 years. One or two playgrounds will need to be replaced each year to keep up with the need. Playground replacement priorities will be evaluated each year and timing of replacement may be changed.

	2020	2021	2022	2023	2024	2025
<b>Total Requested</b>	\$100,000	\$110,000	\$100,000	\$220,000	\$160,000	\$200,000
<b>Change from Previous</b>	Decreased \$100,000 from previous as City will fund Bristol.	Increase by \$10,000 from previous amount due to the larger size of Clark PG.	Same as previous plan.	Increase from previous plan. Want to add PIP to Zahnd and adding Turnberry replacement.	Increase from previous accommodate rising costs and add Davidson.	New budget year.
<b>Notes</b>	Bristol <sup>1</sup> Morrissey	Clark	Robeson Wesley <sup>1</sup>	Zahnd Turnberry	Millage Davidson	Johnston Mayfair

Additional plan notes:

1. Bristol and Wesley costs not shown as City will finance replacements with Boneyard Creek improvements.



# MEMORANDUM



**TO:** Joe DeLuce and Andrea Wallace  
**FROM:** Daniel Olson  
**DATE:** Nov. 30, 2018  
**SUBJECT:** FYE 2020 - 2025 Scoreboard Replacement Plan  
**CC:** Nate Massey, Jameel Jones, Jimmy Gleason, Katie Hicks, Bret Johnson

The following scoreboard replacement plan includes indoor and outdoor scoreboards.

	2020	2021	2022	2023	2024	2025
<b>Total Requested</b>	\$32,000	\$16,000	--	\$11,000	--	--
<b>Change from Previous</b>	Same as previous plan.	Same as previous plan.	--	New addition from previous plan.	--	--
<b>Notes</b>	Three boards for Dodds 3-plex.	Two Boards for Zahnd.	--	Two Boards for Douglass Gym.	--	--

Additional plan notes:

- The replacement plan does not include “The Cage”. We will not be replacing boards there as long as it is leased to others.
- The plan does not include Little League fields (with the exception of Zahnd). Kiwanis and Little League are responsible for replacing those field’s scoreboards.
- Leonhard Recreation Center scoreboards should operate well beyond the next ten years.
- Zahnd football field scoreboard was replaced in 2018.

**MEMORANDUM**



**TO:** Joe DeLuce and Andrea Wallace  
**FROM:** Daniel Olson  
**DATE:** Dec. 12, 2018  
**SUBJECT:** FYE 2020 – 2025 Seal Coating and Line Striping Fund Plan  
**CC:** Bret Johnson

Nearly annually, there is a recurring capital need to maintain District parking lots and other asphalt areas with sealcoating and subsequent line striping.

	2020	2021	2022	2023	2024	2025
<b>Total Requested</b>	--	\$42,300	\$46,000	\$55,000	\$30,100	\$32,100
<b>Change from Previous</b>	Dropping the \$41,700 listed in the previous plan.	Same as previous.	Same as previous.	Same as previous.	Same as previous.	New budget year.
<b>Notes</b>	--	--	--	--	--	--

Additional plan notes:

- Priority areas will be determined annually.

# MEMORANDUM



**TO:** Joe DeLuce and Andrea Wallace  
**FROM:** Daniel Olson  
**DATE:** Dec. 3, 2018  
**SUBJECT:** FYE 2020 – 2025 Soccer Goal Replacement Plan  
**CC:** Nate Massey, Jameel Jones, Jimmy Gleason, Bret Johnson

Sport complex soccer goal replacement plan.

	2020	2021	2022	2023	2024	2025
<b>Total Requested</b>	--	\$14,000	\$14,000	\$14,000	--	--
<b>Change from Previous</b>	Same as previous plan.	Request moved forward from 2024	Added since previous plan.	Added since previous plan.	Original \$14,000 requested to move up to 2021.	--
<b>Notes</b>	--	Goals at Dodds.	Goals at Dodds.	Goals at Dodds.	--	--

Additional plan notes:

- Dodds Park has various size goals that will have their condition evaluated at the time of order placement and replaced accordingly.
- Neighborhood park soccer goal replacement will be examined periodically. If repairs or replacements are needed, we will purchase those from the annual "Park Amenities" budget line. All neighborhood park goals were painted over the last two years and inspected at that time.

## 2020-2025 Trail and Park Path Additions Schedule

January 1st, 2019

FYE	Trail/Park	Cost Estimate	Project	Justification
2020	Greenbelt Bikeway	\$195,000	Bridge replacement between Heritage and Kaufman Parks.	Continual maintenance/safety concerns. Maximize current improvements of Greenbelt Bikeway Connection Path project. Will require coordination with IDOT/Rail. Professional services will be needed.
2021	North Champaign Trail	\$81,500	Installation of trail connection from the North Champaign Trail west of Gordan Food Service	Connection was never completed from documentation created in 1997. Recommended in the 2011 <i>Champaign Trails Plan</i> . An additional \$2,000 will be added to the operating budget for professional fees related to the project.
2022	Greenbelt Bikeway	\$50,000	Crosswalk improvement to connect Heritage Park and Dodds Park across W Bradley Ave	Recommendation of CPD <i>Trails 5 Year Action Plan</i> to improve safety of the pedestrian crossing. Will require coordination with City of Champaign. Professional services will be needed.
2022	Greenbelt Bikeway	\$65,000	Crosswalk improvement to connect Kaufman Park and O'Malleys Alley Trail across W Springfield Ave	Recommendation of CPD <i>Trails 5 Year Action Plan</i> to improve safety of the pedestrian crossing. Will require coordination with IDOT. Professional services will be needed.
2023	Lower Copper Slough Greenway Trail	\$300,000	Installation of bridge crossing Copper Slough to connect the Pipeline Trail and Porter Family Park.	Proposed initially in 2012 to improve connectivity to Porter Family Park. Recommended in the 2011 <i>Champaign Trails Plan</i> . Preliminary design documents complete. Professional services for final construction documents and permitting will be needed.
2024	Powell Park	\$52,000	Installation of internal path connection between existing pathway system to existing residential walk.	Recommendation of CPD <i>Internal Paths Study</i> to increase access to Powell Park which is limited due to lack of frontage. Professional services will not be needed.
2025	Dodds Park	\$264,000	Internal paths to connect Greenbelt Bikeway, soccer fields, and existing parking.	Recommendation of CPD <i>Internal Paths Study</i> to increase accessibility to soccer fields and existing parking. Should be coordinated with prospective Dodds soccer fields improvements.
<b>Total</b>		<b>\$1,007,500</b>		

Notes:

1. In order to maximize professional services hours and increase the chance for a competitive bid, the bridge replacement project between Heritage and Kaufman Park in the Greenbelt Bikeway could be combined with the existing scope of the Greenbelt Bikeway Connection Path project. which is also currently scheduled for FYE 2020.



# MEMORANDUM



**TO:** Joe DeLuce and Andrea Wallace  
**FROM:** Daniel Olson  
**DATE:** Dec. 3, 2018  
**SUBJECT:** FYE 2020 – 2025 Vehicle Replacement Plan  
**CC:** Jameel Jones and Bret Johnson

The following is the suggested replacement schedule for the district’s fleet vehicles. Barring unforeseen circumstances, fleet vehicles are replaced every 10 to 12 years, based upon age, repair history, mileage and appearance. The vehicle fleet is evaluated twice a year and changes to priorities may occur.

	2020	2021	2022	2023	2024	2025
<b>Total Requested</b>	\$75,000	\$120,000	\$152,000	\$193,000	\$165,000	\$157,000
<b>Change from Previous</b>	Reduced from \$230,000	Reduced from \$245,000	Reduced from \$300,000	Reduced from \$300,000	Increased from \$155,000	New Request
<b>Notes</b>	#22 Truck (O) #64 Dump Trk. (O)	#21 Van (A) #58 Truck (O) #62 Truck (O) #39 Truck (O)	#55 Bucket Trk. (O) #47 Truck (O) #67 Truck (O) #48 Truck (O)	#25 Mini Bus (R) #38 Truck (O) #52 Truck (O) #65 Truck (O) #18 Truck (O)	#23 Box Truck (R) #12 Truck (O) #27 Truck (O) #68 Truck (O) #35 Truck (O)	#45 Stake Bed (O) #16 SUV (R) #29 Truck (O) #31 SUV (R)

Additional plan notes:

- All vehicles listed above are replacements.
- The large MTD bus replacement is not shown on this plan and will warrant a separate agreement led by Executive Director.
- Although specific vehicles are suggested for replacement, the entire fleet will be evaluated twice a year and changes will be made based on need.
- For specific vehicle make and model, please refer to Vehicle Inventory.

**Capital\_2020-2-Dodds Tennis  
Center**

**PROJECT REQUEST SUMMARY**

Capital

**DTC LED court lights**

**Request for Fiscal Year Ended: 2020**

**Dodds Tennis Center**

**\$112,176.00**

Total Costs for both Capital & Operating Budgets

<b>TOTAL SCORE</b>	<b>2</b>
New Construction/Equipment/Etc.	0
Maintain Existing	1
Statutory/Legal Requirement	0
Safety/Risk Mitigation	0
Board Approved Documents/Plans	1
Other Criteria	0

**Detailed Description of Project**

Installation of LED lights in the court area. This project would reduce energy costs, allow instant on instead of the lights having to warm up and lower the temperature on the courts with the lights not emitting as much heat as the current metal halide ones. Utility rebate also available. Recommend using \$70,000 allocated for Tennis Center Court Fans in FYE2021 for this project.

## Champaign Park District Capital Project Request Form

### Step 1: Project Description and Budget Request

Complete if total request is \$5,000 or more and useful life is greater than 2 years.

Estimated Start Date: 5/14/2019

Facility/Location of Project: Dodds Tennis Center

Fiscal Year Funding is Requested For the Year Ended April 30: FYE2020

Project Name (Short Name) DTC LED court lights

Project Name (Longer, if needed) Dodds Tennis Center LED court lights

Detailed Description of Project (should include justification to support project):

Installation of LED lights in the court area. This project would reduce energy costs, allow instant on instead of the lights having to warm up and lower the temperature on the courts with the lights not emitting as much heat as the current metal halide ones. Utility rebate also available. Recommend using \$70,000 allocated for Tennis Center Court Fans in FYE2021 for this project.

#### Budget

##### Capital Budget

Architectural & Engineering Design/Construction Docs**	\$	-	
Equipment (value is \$10,000 or more)	\$	-	
Building/Park Improvement (value is \$20,000 or more)	\$	112,176.00	\$ 112,176.00

##### Operating Budget

Routine Maintenance (occurs annually, does not extend life of asset beyond 2 years, below \$10,000 for equipment and \$20,000 for building/park improvements)	\$	-	
Periodic Maintenance (does not occur annually, does not extend life of asset beyond 2 years, below \$10,000 for equipment and \$20,000 for building/park improvements)	\$	-	
Architectural & Engineering costs - construction administration, schematic designs	\$	-	
Professional Fees (surveys)	\$	-	
Legal Publication & Notices (for bid notices in paper)	\$	-	
Technology will fall into Routine/Periodic Maintenance, includes all IT-related needs such as hardware/software/network/wireless, servers (if under \$10,000)	\$	-	\$ -

#### Impact to operating budget in current and future fiscal year(s)

How will this project impact ongoing operating costs such as maintenance, repairs, labor, etc.?  
What savings or additional costs will result from the completion of this project?

Estimated to save \$29,000 per year in energy costs.

\*\* does NOT include schematic designs, master plans, etc. as these are conceptual in nature only.

## Project - DTC LED court lights Capital Project Request Form

### Step 2: Project Request Criteria & Sign Offs

0 New Construction, Equipment Or Vehicle	1 Replacement or Maintenance of Existing Capital
--	--

Please select which of the following items are applicable to project requested by entering items from the drop down lists.

**Statutory/Legal Requirement**

1-2=Yes, 0=No

Does this project satisfy a legal requirement to replace/upgrade?

If yes, please site reference

Does this satisfy completion of an item in the ADA Transition Plan?

If Yes, has the item been submitted for review to the ADA Compliance Officer?

If Yes, please obtain signature from ADA Compliance Officer below

Does this project meet ADA Compliance Standards?

If Yes, please obtain signature from ADA Compliance Officer below

**Safety/Risk Mitigation**

Is this a safety risk/concern?

If yes, has this been submitted to the Safety Committee for review?

If yes, please obtain signature from Risk Manager

**Board Approved Documents/Plans**

1=Yes, 0=No

Does the project address one of the Board/Agency Priorities (Goals)?

If yes, specify which one

Does the project meet one of the strategic goals?

If yes, please identify which Strategic Goal (specifically)



**Other Criteria**

Is this item included on a replacement schedule (included in the Capital Improvement Plan)?

Was this item included on the prior year Capital Improvement Plan (6-year)?

Is this a recommendation by a community member/group?

Is grant funding available for this project?

If yes, has staff applied?

If yes, is there a signed grant agreement?



If yes, what is the total grant award amount?

Total Score: 2

**Authorizations**

Steven A. Cornell  
Staff Submitting Request

1/8/19  
Date Submitted

Please provide copies of estimates and other supporting documentation when submitted to the Department Head for review.

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Approved Denied

\_\_\_\_\_  
Signature Not Required  
Risk Manager (as a member of Safety Committee)  
if request is approved = please provide copy of approved memo submitted

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved Denied

\_\_\_\_\_  
Signature Not Required  
ADA Compliance Officer  
if request is denied = please provide a written narrative as to the reason(s) why

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved Denied

\_\_\_\_\_  
Capital Proritization Committee Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved Denied