



**CHAMPAIGN  
PARK DISTRICT**

**Revised: 8/26/19**

**AGENDA**

**STUDY SESSION**

**Bresnan Meeting Center  
706 Kenwood Road  
Champaign, Illinois**

**Wednesday, August 28, 2019  
5:30 p.m.**

**A. CALL TO ORDER**

**B. COMMENTS FROM THE PUBLIC**

**C. DISCUSSION ITEMS**

1. Taste of Champaign-Urbana Update
2. Kaufman Park Temporary Construction Easement
3. Carle at the Fields Trail Zahnd Connection
4. Flower Island Fees
5. Park and Playground Improvements Process

**D. COMMENTS FROM COMMISSIONERS**

**E. ADJOURN**



**REPORT TO PARK BOARD**

**FROM:** Joe DeLuce, Executive Director

**DATE:** August 23, 2019

**SUBJECT:** Kaufman Park Temporary Construction Easement

Background

The Swann Special Care Center (SSCC) plans to renovate and expand its facility directly east of Kaufman Park and hired local architects BLDD to design the new building. The SSCC building site is extremely tight, and are therefore requesting a temporary construction easement be granted for Kaufman Park from the Park District. The temporary construction easement would provide much needed vehicle and equipment access to the west side of the building site, as well as provide material laydown areas.

Prior Board Action

None.

Discussion

There is an existing concrete path and patio at Kaufman Park as shown on sheet 1/2 of the attachment. As part of the new construction effort, SSCC would replace this existing walk and patio with the design shown on sheet 2/2. In order to better serve the needs of their residents, SSCC would like to install the additional concrete path to the south as shown on sheet 2/2.

Prepared by:

Reviewed by:

Andrew Weiss  
Director of Planning

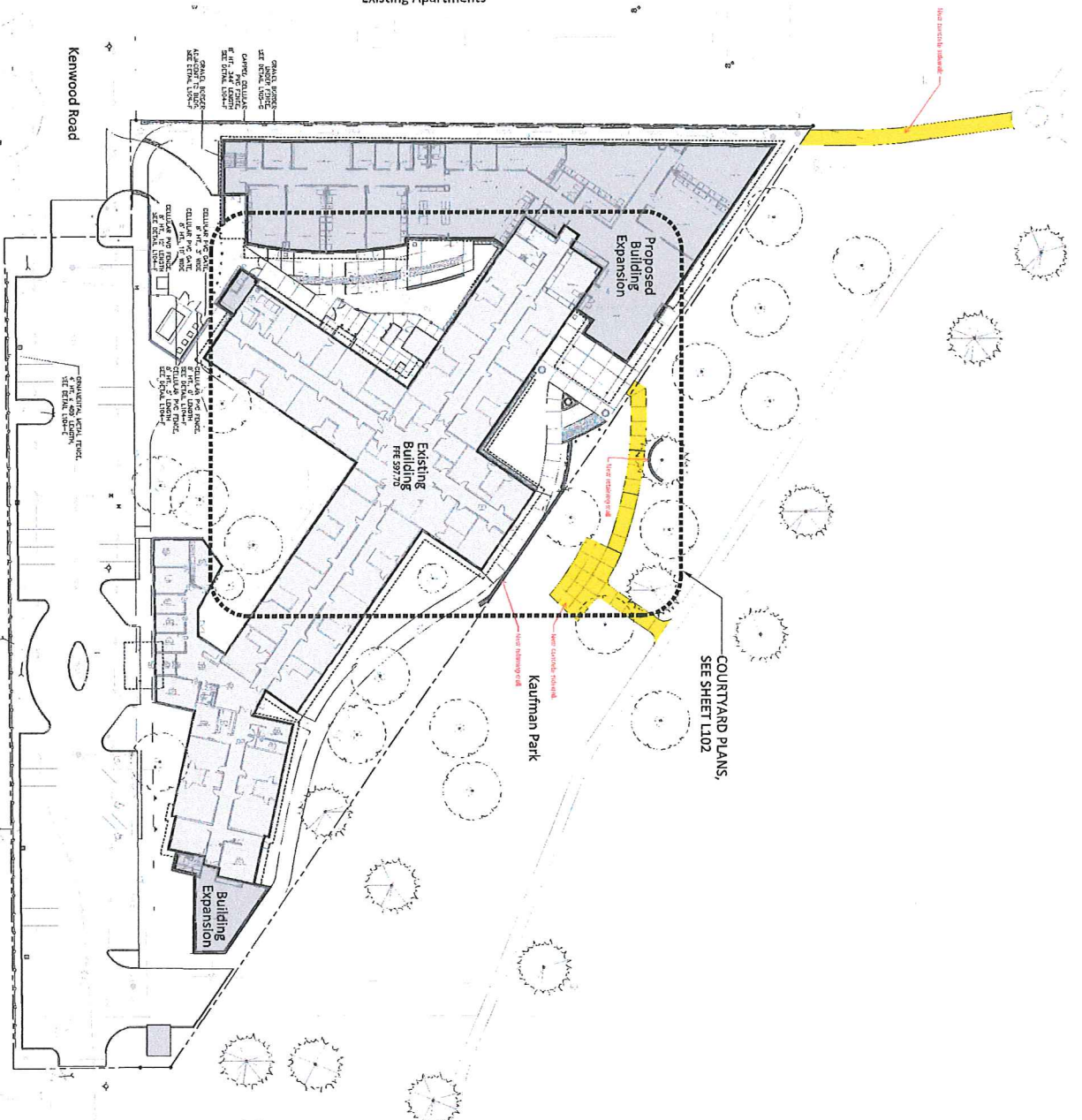
Joe DeLuce  
Executive Director



Existing Apartments

Kenwood Road

Existing Apartments



COURTYARD PLANS,  
SEE SHEET L102

Kaufman Park

- CONCRETE PAVEMENT FINISH**
- \* 2" (50.8 mm) thick concrete on 4" (101.6 mm) compacted subgrade.
  - \* Proposed finish includes 18" (457 mm) of expanded polystyrene insulation below the concrete.
  - \* If required, the subgrade shall be compacted to 98% relative compaction.
  - \* Concrete shall be placed in 12" (305 mm) thick lifts.
  - \* All concrete shall be finished to a smooth finish.
- NOTES**
- \* See L101 for details on site improvements.
  - \* See L102 for details on courtyard plans.

**SITE IMPROVEMENT PLAN**  
**SWANN SPECIAL CARE CENTER**  
**EXCEPTIONAL LIVING CENTERS**  
 109 KENWOOD ROAD CHAMPAIGN, IL 61821

**BLDD ARCHITECTS**  
 109 KENWOOD ROAD  
 CHAMPAIGN, IL 61821  
 (309) 244-1111  
 WWW.BLDDARCHITECTS.COM

**MMA** **MassieMassie+Associates**  
 Landscape Architecture and Landscaping  
 200 South 10th Street, Springfield, Illinois 62761  
 (314) 471-1111

ISSUED FOR BIDDING  
 Project: 109K01/00  
 L101



**REPORT TO PARK BOARD**

**FROM:** Joe DeLuce, Executive Director

**DATE:** August 23, 2019

**SUBJECT:** Carle at the Fields Trail Zahnd Connection

Background

While a majority of the Carle at the Fields Trail has been constructed, the section between Staley Road and Fields South Drive (south of Zahnd Park and the YMCA) has not been completed. Carle would like to move forward with finishing the trail construction and has proposed constructing a section of the trail through Zahnd Park. Carle would cover the cost of the construction of the trail and the District would be the owner of the trail on the Zahnd property upon completion.

Prior Board Action

*February 13, 2019 Regular Meeting*—approved IGA with City of Champaign.

*April 10, 2019 Regular Meeting*—approved Maintenance Agreement with Carle Foundation.

Budget Impact

Carle Foundation will cover the construction cost of the multi-use trail construction.

Discussion

Carle is seeking a temporary easement to construct a portion of the Carle at the Fields Trail on District property. Bringing the trail into the park would improve connectivity with the Carle at the Fields Trail and Zahnd Park. It also reduces the distance and cost to connect the recently constructed paths at Zahnd with the Carle at the Fields Trail.

Attachments/Exhibits

1. Proposed CATF Trail Connection
2. Proposed Zahnd Path Connections
3. Carle at the Fields Maintenance Agreement Exhibit

Prepared by:

Bridgette Moen  
Park Planner

Reviewed by:

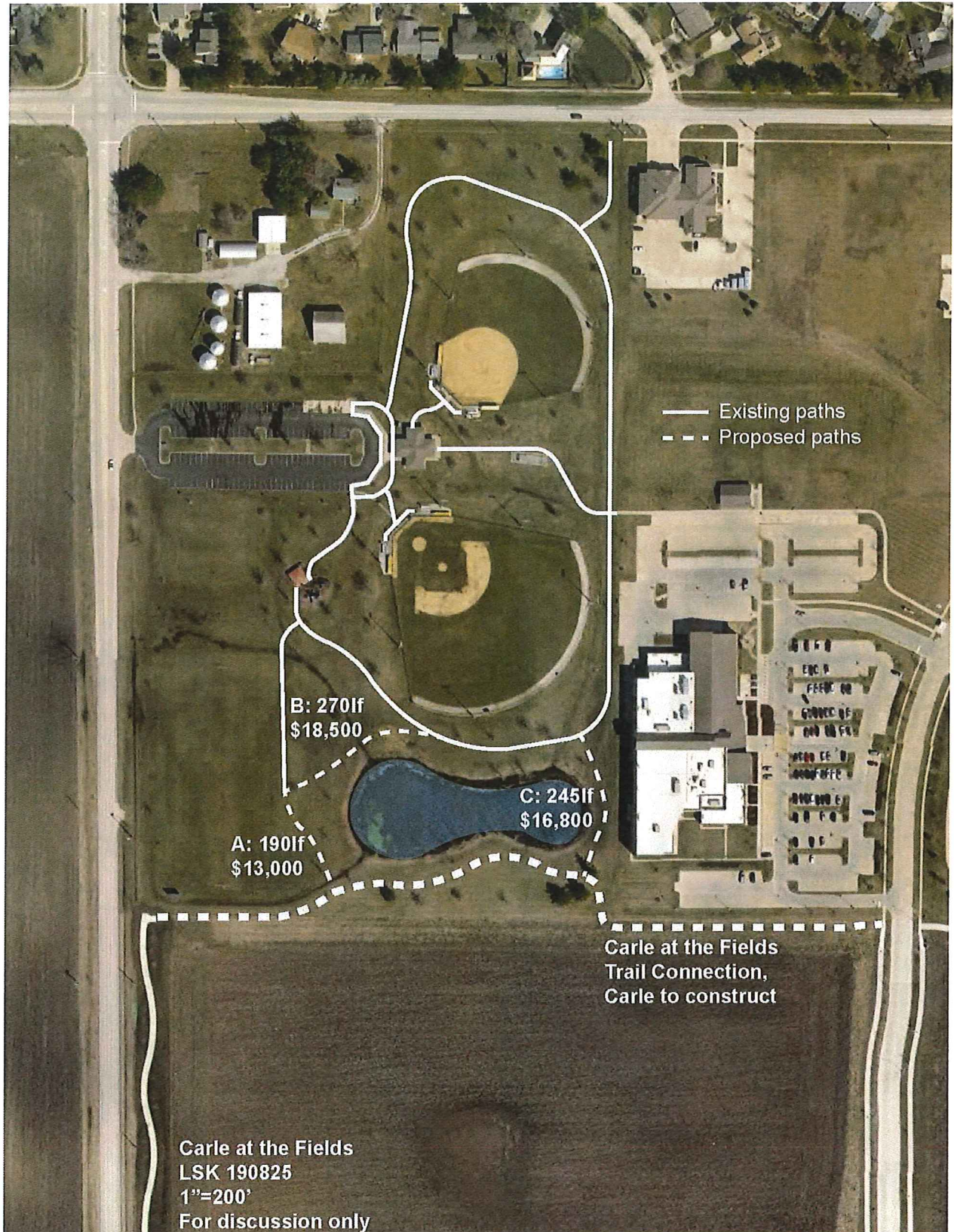
Andrew Weiss  
Director of Planning

# Attachment 1: Proposed CATF Trail Connection



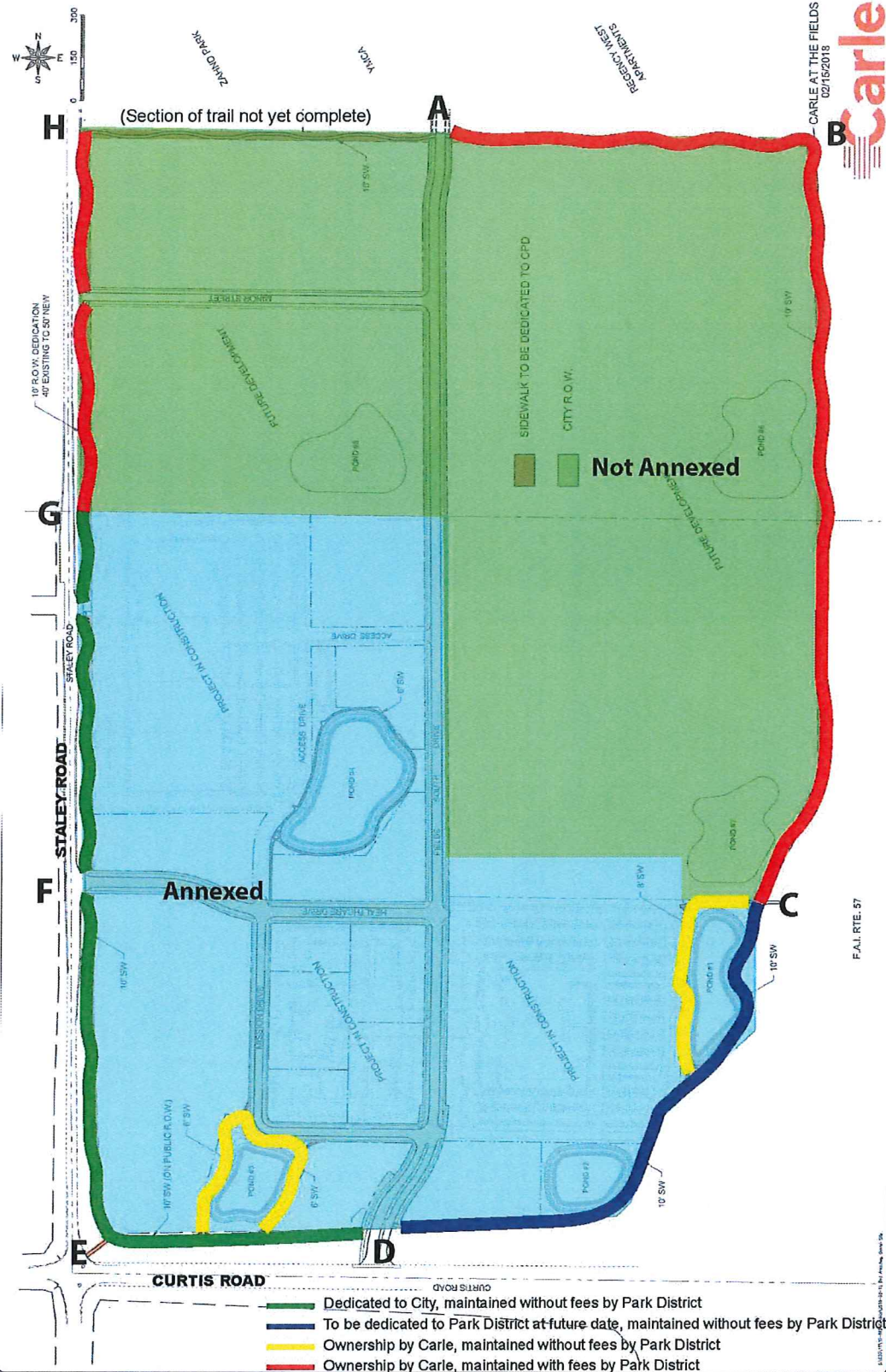
The mission of the Champaign Park District is to enhance our community's quality of life through positive experiences in parks, recreation, and cultural arts.

## Attachment 2: Proposed Zahnd Path Connections



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.

# Attachment 3: Carle at the Fields Maintenance Agreement Exhibit



190116 NTS

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

## Exhibit B

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





## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** August 23, 2019

**SUBJECT:** Flower Island Fee

### Background

The Flower Island Program began in 1988 with a dedicated goal to “Improve the aesthetic condition of the community by planting flower islands through partnerships with the local business community”. The program has been very successful, has been recognized with awards and provides job opportunities to seasonal and full-time employees.

Sponsors of the islands pay a fee to cover the direct operating costs of their island, as well as an amount to fund islands on public properties such as schools, rights-of-way and not-for-profit organizations.

The program started with six beds in 1988 and currently has over 100 beds in the program. It remains a very successful and viable program for the City and the District.

Fee increases have been evaluated throughout the life of the program, and have been approved on an as-needed basis. The most recent increase was approved for the 2018 Flower Island season. The fee increased from \$11.10 per ft<sup>2</sup> to \$12.00 per ft<sup>2</sup> (an approximate 8% increase).

To help reduce the need to increase fees, staff have implemented other cost saving methods to help reduce the overall cost of the Flower Island and Park Flower programs. These include increased spacing of plants, bed size reductions, reduction of the number of landscape beds, a small grant in partnership with Unit 4 School District and switching to perennials in the landscape.

### Prior Board Action

- In 2006, a cost recovery goal of 75% was set by the Board.
- In 2017, the Board approved increasing the Flower Island Program fee from \$11.10 per ft<sup>2</sup> to \$12.00 per ft<sup>2</sup> (an approximate 8% increase) for the 2018 season.

### Discussion

For the 2020 Flower Island season, a *minimum* increase of 3% is necessary in order to offset increased costs of materials and to accommodate future minimum wage increases.

Year (% increase)	Amount per sq. ft.	Approx. Projected Recovery
FY 2010 to 2017	Various	62%
FY 2018-19 (8%)	\$ 12.00	66%
FY2020 - 21 (3%)	\$ 12.36	67%
FY2020 - 21 (5%)	\$ 12.60	70%

Prepared by:

Reviewed by:

Daniel Olson  
Director of Operations

Joe DeLuce  
Executive Director



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** August 23, 2019

**SUBJECT:** Park and Playground Improvements Process

### Background

The Park District staff engages residents in a variety of ways depending on the nature of a particular project, but it's typically determined by the size and scope of the effort. Generally speaking, the process for park and playground improvements is outlined in the Discussion.

### Discussion

- 1) Park District Board establishes the five-year capital projects and approves the current fiscal year budget determining what specific projects will be completed with a corresponding budget amount. Some projects, like concrete, playground or tennis court replacement are determined by a replacement schedule, while others may be determined by other factors such as matching grant or donor monies.
- 2) Once the size, scope, and budget of a project is set the Park District may author the design "in-house" or work with engineering consultants to design and bid the project. Either way, neighbor engagement is a big part of the schematic design step and, when working with consultants, is typically an itemized task within a professional services agreement. Park District staff as well as Park Commissioners often attend neighborhood meetings or an open-house event to gather input on project particulars—this is simply good planning practice, but it's worth noting this is always required when applying for state or federal grants. For longer-term projects, or those projects soliciting input from a broad constituency, engagement may continue and benefit through resident needs assessment mailings, focus groups, or further community meetings.
- 3) Regardless of their size or scope projects go through the schematic and design development phases where meaningful community engagement is most important. Once a reasonable balance between improvements and budget is achieved, there is typically less resident engagement through the contract document and bidding phases. At this stage the project focus is precise technical development, specification, and illustration of the work, but keeping neighbors informed of bid dates and anticipated construction start dates is worthwhile.
- 4) During project construction the Park District keeps neighbors and park patrons informed of the ever-changing and often times highly variable project conditions. This may take the form of informational banners, an email list, or ad hoc communication. Sometimes the actual project construction is the first time a resident may learn about work being done at a park, trail, or facility. Typically, residents want to know what's being done and how long it will take. Whether construction is completed by our Operations staff or with hired contractors, the front-line personnel are the best engagement and project information conduit, and are known for doing it in a friendly and courteous manner. Aside from meeting strict safety and insurance requirements we remind our staff and contractors to practice good housekeeping on construction sites.

In summary, the type and amount of community engagement is as varied as the size and scope of the projects that benefit from it. The common thread throughout is to solicit initial input and to keep residents informed throughout a project's duration. Whether designing, fabricating, installing, administering, or constructing projects—large or small—Park District staff is proud of our work and expertise and the community in turn takes great pride in the parks.

Prepared by:

Reviewed by:

Andrew Weiss  
Director of Planning

Joe DeLuce  
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