



**AGENDA  
REGULAR BOARD MEETING**

**Location: REMOTE MEETING HELD VIA TELECONFERENCE**

*(As permitted by Governor Pritzker's Executive Order 2020-07)*

**Citizens may participate in the teleconference by going to the following web address  
[Uberconference.com/room/champaignparks](https://uberconference.com/room/champaignparks) or calling 217-866-1888.**

Citizens will be offered an opportunity to speak to the Board during the public comment portion. To facilitate this and not have individuals speaking over one another, the Park District kindly requests that individuals wishing to address the Board via the conference line during public comment notify the Park District via email, as noted below, of their intent to address the Board. Alternatively, citizens may submit public comments by email prior to the Board meeting, to be announced by the Park Board President during the public comment portion of the meeting. Email submissions (notice of intent to speak or comment via email) should be submitted by Noon on Wednesday, April 8, 2020, and sent to [joe.deluce@champaignparks.org](mailto:joe.deluce@champaignparks.org).

**Wednesday, April 8, 2020  
7:00 p.m.**

**A. CALL TO ORDER**

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

**C. COMMUNICATIONS**

**D. TREASURER'S REPORT**

1. Consideration of Acceptance of the Treasurer's Report for the Month of March 2020

**E. EXECUTIVE DIRECTOR'S REPORT**

1. General Announcements

**F. COMMITTEE AND LIAISON REPORTS**

1. Champaign Parks Foundation

**G. REPORT OF OFFICERS**

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

**H. CONSENT AGENDA**

All items appearing below are considered routine by the Board and shall be enacted by one motion. If discussion is desired, that item shall be removed and discussed separately.

1. Approval of Minutes of the Special Board Meeting, February 26, 2020
2. Approval of Minutes of the Regular Board Meeting, March 11, 2020
3. Approval of Minutes of the Executive Session, March 11, 2020
4. Approval of Minutes of the Special Emergency Board Meeting, March 14, 2020
5. Approval of the disbursement of \$5,000 for 2020 Executive Committee of the Champaign County Community Coalition membership dues
6. Approval of a Resolution Appointing Jackson Aaberg to the Board of Directors of the Champaign Parks Foundation to fill a fill the remainder of the currently vacant two year that expires in May 2021
7. Approval of an Agreement with Micro Systems International, Inc. for a three (3) year period
8. Approval of Ordinance No. 644, an ordinance providing for the disposal of personal property owned by the Champaign Park District of Champaign County, which will allow for the disposal of items listed in Attachment A

**I. NEW BUSINESS**

1. Approval of Disbursements as of March 11, 2020  
Staff recommends approval of disbursements for the period beginning March 11, 2020 and ending April 7, 2020. **(Roll Call Vote)**
2. Approval to Allow Formal Actions by Executive Director as a Result of COVID-19  
Staff recommends approval to allow the Executive Director to authorize expenditures for staff as well as other necessary decisions as a result of COVID-19 during the Illinois Governor's Executive Order to Stay-At-Home.
3. Approval to Commit Additional Funds to Cover the Shop Expansion Project Overage  
Staff recommends approval of committing \$20,816 from the contingency budget for capital projects in fund 16 –Capital Improvement Fund to fund the balance due for the shop expansion project to cover the overage.
4. Approval of the FYE21 Capital Budget and the 2021-2026 Capital Improvement Plan  
Staff recommends approval of the FYE21 Capital Budget and 2021-2026 Capital Improvement Plan.

**J. OLD BUSINESS**

**K. DISCUSSION ITEMS**

**L. COMMENTS FROM COMMISSIONERS**

**M. ADJOURN**

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

**February 26, 2020**

The Champaign Park District Board of Commissioners held a Special Board Meeting on Wednesday, February 26, 2020 at 5:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to notice duly given. President Hays presided over the meeting.

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

Staff Present: Joseph DeLuce, Executive Director, Cindy Harvey, Assistant to the Executive Director/Board Secretary, Andrea Wallace, Director of Finance, Dan Olson, Director of Operations, Jameel Jones, Director of Recreation, Jimmy Gleason, Director of Revenue Facilities, Andrew Weiss, Director of Planning, and Steven Bentz, Director of the Virginia Theatre. Also, Cody Evans, Leonhard Recreation Center Facility Manager.

**Call to Order**

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

**Comments from the Public**

Vice President Miller called for comments from the public. There were no comments from the public.

**New Business**

Approval of the Extension of a Temporary Easement for the Zahnd Park and Carle at the Fields Path  
Mr. DeLuce presented the report. He stated that this matter involves the final connection of the Carle at the Fields trail. Mr. DeLuce stated that the project was delayed in the fall due to weather conditions. Staff recommends granting an extension of the temporary construction easement at Zahnd Park to The Carle Foundation Hospital until May 30, 2020.

Commissioner Kuhl made a motion to grant an extension of the temporary construction easement at Zahnd Park to The Carle Foundation Hospital until May 30, 2020. The motion was seconded by Commissioner McMahon. The motion passed 4-0.

Approval of the 2020 Prairie Farm Master Plan

Mr. DeLuce introduced the topic. He stated it is staff desire to have the Prairie Farm Master Plan be approved by the Board. If the plan is approved any items for construction would be included in either the capital or operations budgets and would require Board approval. Mr. DeLuce reported that the master plan is merely a guideline for staff to move forward on ideas for Prairie Farm.

Mr. Weiss reviewed highlights of the master plan. He reported that the two main features proposed for Prairie Farm include a barn with restrooms and an active play zone. Mr. Weiss stated that staff's desire is to include funds for design of the barn in the capital budget. He stated that the master plan proposed is compilation of staff's thoughts and ideas possible implementation over the next five to ten years. Discussion ensued. Commissioner Solon expressed concern about making the proposed improvements without a cost estimate and whether the estimated cost for the barn was feasible. She also stated that she would prefer that the master plan and the operational plan be considered jointly. Commissioner Kuhl discussed the blueprint for Prairie Farm proposed by staff and asked if staff wanted the Board to approved the concept for what is being envisioned for Prairie Farm becoming in the future with capital investments coming to the Board for approval. She stated favors expanding the season for another gem in the community and encouraged staff to consider including heat in the barn while cautioning staff a proposed concession. Commissioner McMahon commended staff for compiling the master plan and questioned whether it was necessary for the Board to approve the

plan. He stated that the master plan should be approved unanimously by the Board and acknowledged President Hays' absence and suggested that it be presented to the full Board for consideration. Mr. Weiss stated that an approved master plan was helpful when applying for grants.

Commissioner McMahon made a motion to table approval of the 2020 Prairie Farm master plan contingent upon comments about the operational plan. The motion was seconded by Commissioner Solon. The motion passed 4-0.

#### Approval of the 2020 Prairie Farm Operational Plan

Mr. Gleason highlighted the proposed operational plan. He discussed the plan for purchasing animals, purchasing a trail for transporting the animals, current and proposed season programming, and staffing. Mr. Gleason stated that additional operational changes would occur if the master plan is adopting including extending the hours, charging an entry fee to the play zone, and adding a new full time manager and part time staff. Discussion ensued. Commissioner Kuhl suggested hour changes for birthday parties. She also stated that she would support not making major changes for FY21. Vice President Miller stated that the Board shared concerns about increasing the operational budget, expanding the season and increasing staff. Commissioner McMahon stated that this would be a good year to try some of the new ideas and show proof of concept and gauge demands for adding new staff expenses.

Commissioner McMahon made a motion to reject the 2020 Prairie Farm operational plan as presented. The motion was seconded by Commissioner Solon. The motion passed 4-0.

### **Discussion Items**

#### FYE21 Capital Budget and the 2021-2026 Capital Improvement Plan

Mr. DeLuce presented the capital budget and plan. He stated that staff would like the budget and plan to be approved at the regular meeting in March. Discussion ensued. Commissioner McMahon inquired about the impact of the reserves on the proposed capital plan. Ms. Wallace discussed revenues, reserves and carryover as it relates to the plan.

Discussion ensued. Mr. DeLuce discussed the Dog Park lease. Mr. Olson discussed the problems at the Dog Park including the parking lot, lack of shade structures and turf issues. He talked about possible long term solutions to address turf issues and the current temporary solution being used. Staff will look at other options for shade structures, negotiate a lease extension, and delay earmarking funds for the sidewalk until the lease is extended. Discussion ensued. It was the consensus of the Board to move forward with purchasing radios for special events and operations, adding funds for re-lamping the lights at the Dodds 4-plex, adding overhangs at the four backstops and the ally way at the Dodds 4-plex, Marten Center and Human Kinetics Park improvements, and utility access for the Leonhard Recreation Center conditioned upon Board comments relating to curb cuts and stormwater fees.

Commissioner Kuhl departed the meeting at 7:00 p.m.

Discussion ensued. There was a consensus by the Board to not include funding for purchasing trash cans for the Virginia Theatre. There was a consensus to move forward with re-wiring the Virginia Theatre, Fitness on Demand for the Leonhard Recreation Center and overlaying eight courts at the Lindsay Tennis Center. Discussion ensued about renovations and the current and proposed future of tennis courts at the Spalding Park. Discussion ensued about the proposed funds to design a barn for Prairie Farms. It was the consensus of the Board to discuss this item at the next meeting.

Ms. Wallace discussed the schedule for approval of the budget and plan. The budget and plan will be presented for additional discussion at the regular meeting in March.

Discussion ensued about the HVAC for Springer Cultural Center, roof replacements for Dodds Tennis Center, Rotary shelter and Douglass concession stand, and wood timbers for Douglass Park. Mr. DeLuce discussed trail grants. It was the consensus of the Board that staff move forward with a grant request for new bike bridge to connect the pipeline trail with Porter Park.

#### **Old Business**

None.

#### **Comments from Commissioners**

Commissioner Solon thanked staff for putting the budget information together and stated it was appreciated. Commissioner McMahon concurred.

#### **Adjourn**

There being no further business to come before the Board, Commissioner McMahon 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 8:38 p.m.

Approved

---

Craig W. Hays, President

---

Cindy Harvey, Secretary

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

**March 11, 2020**

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, March 11, 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, Vice President Kevin Miller, Commissioners Jane L. Solon and Timothy P. McMahon, Treasurer Donna Lawson and Attorney Guy Hall. Absent: Commissioner Barbara J. Kuhl.

Staff Present: Joseph DeLuce, Executive Director, Cindy Harvey, Assistant to the Executive Director/Board Secretary, Andrea Wallace, Director of Finance, , Dan Olson, Director of Operations, Jameel Jones, Director Recreation, Jimmy Gleason, Director of Revenue Facilities; Andrew Weiss, Director of Planning, Steven Bentz, Director Virginia Theatre, and Justice Miller, Sports Coordinator.

Also in attendance were Jean Flood, observer of the League of Women Voters and spouse, Richard.

**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 February 2020. 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 February 2020. The motion was seconded by Vice President Miller. The motion passed 4-0.

**Executive Director's Report**

Mr. DeLuce introduced Jeremy Hoffman, graduate student at ISU in the Recreation Administration Program. Mr. Hoffman stated that he is mentoring under Mr. DeLuce and was appreciative of the opportunity.

Interns

Mr. Jones introduced interns Kennedy Brown, University of Illinois, and Katie Lieb, Illinois State University. Ms. Lieb is interning in special events and Ms. Brown is interning at Douglass Center.

General Announcements

Mr. DeLuce reported that Vice President Miller attended a film debut of special recreation participants who dressed as super heroes. He also reported that a staff team led by the Risk Manager has been formed to address coronavirus issues. A meeting with all staff is scheduled for tomorrow to show a PowerPoint presentation by the Department of Public Health. Mr. DeLuce expressed concern about the impact of the virus and stated that one event scheduled by the University of Illinois has already been cancelled. He stated that staff continue to work with other agencies and organizations, and will keep the Board updated. President Hays inquired about the impact of the virus on Virginia Theatre programs. He also inquired about the fire at Hazel Park. Mr.

Bentz reported that ticket sales had decreased and that the University of Illinois has cancelled U of I sponsored events with an audience of 50 or more indefinitely. Mr. DeLuce reported that the cause of the fire at Hazel Park was unknown and that staff is working on a plan to replant the damaged grass.

## **Committee Reports**

### Champaign Parks Foundation

Commissioner Miller reported that the Foundation Board is recommending appointment of a new member for consideration at the April regular meeting.

## **Report of Officers**

### Attorney's Report

Attorney Hall reported that he is working on a number of routine matters, contracts and various Park District issues.

### President's Report

President Hays reported that Vice President Miller, Commissioners McMahon, and he attended the 2020 Legislative Breakfast. He stated projects were highlighted and that several legislators attended the breakfast. He stated that he discussed with a legislator the importance of the PARC grant for the Martens Center.

## **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. Minutes of the Regular Board Meeting, February 12, 2020
2. Minutes of the Executive Session, February 12, 2020
3. Approval of Amendment No. 2 to the Agreement with the Board of Trustees of the University of Illinois for summer employment of student athletes for two (2) years from June 2, 2020 through May 31, 2022
4. Park District FY21 Facility Fee Schedule for May 1, 2020 through April 30, 2021

Vice President Miller made a motion to approve Consent Agenda Items. The motion was seconded by Commissioner McMahon. The motion passed 4-0.

## **New Business**

### Approval of Disbursements as of February 12, 2020

Staff recommends approval of disbursements for the period beginning February 12, 2020 and ending March 10, 2020.

Commissioner Solon made a motion to approve the list of disbursements for the period beginning February 12, 2020 and ending March 10, 2020. The motion was seconded by Commissioner McMahon. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner McMahon – yes; Vice President – yes; and President Hays – yes. The motion passed 4-0.

### Approval to Apply for a Public Museum Grant

Mr. Bentz presented the report. A study was completed by the engineer to replace and enhance the failing air conditioner in the Virginia Theatre main auditorium, and the cost is estimated at \$1,125,780. Staff is recommending applying for a Public Museum Capital Grant in the amount of \$750,000. If the full grant is received, staff would recommended making all of the improvements in the study. The grant is due by end of April 2020. Discussion ensued about completing the project if the grant is not received.

Commissioner Solon made a motion to approve applying for a Public Museum Capital Grant in the amount of \$750,000 from the State of Illinois Department of Natural Resources in support of upgrading the Virginia Theatre auditorium air conditioning. The motion was seconded by Commissioner McMahon. The motion passed 4-0.

#### Approval of a Resolution to Apply for a Bike Path Grant

Mr. Weiss presented the report. The project is to construct a bridge connecting the Pipeline Trail to Porter Park. He stated that the request will be for \$150,000 toward a \$300,000 project. The design was completed by Sodemann and Associates. Discussion ensued about the ownership of the land for the project.

Vice President Miller made a motion to approve applying for a \$150,000 Bike Path grant and authorizing and executing the *rant Program Resolution of Authorization* due to IDNR by March 16, 2020. The motion was seconded by Commissioner Solon. The motion passed 4-0.

#### Approval to Enter into a Contract for FYE2020-2022 Auditing Services

Ms. Wallace presented the report. She reported that with all the grants the Park District has received, there are additional procedures required as part of that annual audit. Ms. Wallace stated that proposals were solicited from previous auditors. Staff recommends accepting the quote received for auditing services from Martin Hood LLC and authorizing the Executive Director to enter into the initial contract term of three (3) years (or FYE2020-2022) in the amount of \$93,290, with the option to extend for an additional three (3) years. Discussion ensued about the increased cost specific grant funding requirements.

Commissioner Solon made a motion to accept the quote for auditing services from Martin Hood LLC and authorize the Executive Director to enter into the initial contract term of three (3) years (or FYE2020-2022) in the amount of \$93,290, with the option to extend for an additional three (3) years. The motion was seconded by Commissioner McMahon. The motion passed 4-0.

#### Approval of an Agreement with Reifsteck Reid & Company Architects for Dodds 3-Plex Facility

Mr. DeLuce presented the report. He reported that Attorney Hall worked with Reifsteck Reid to finalize the agreement. Staff is recommending an agreement with Reifsteck Reid & Company Architects for the Dodds Park 3-Plex restroom/concession facility in the amount of \$18,300. Discussion ensued about the condition of the masonry screens and possible use of students for projects. Attorney Hall stated that the Prevailing Wage Act should be addressed as to the use of students for public works projects. Mr. DeLuce stated that staff will research the matter.

Commissioner McMahon made a motion to approve an agreement with Reifsteck Reid & Company Architects for the Dodds Park 3-Plex restroom/concession facility in the amount of \$18,300. The motion was seconded by Vice President Miller. The motion passed 4-0.

#### **Old Business**

None.

#### **Discussion Items**

##### FYE21 Capital Budget and the 2021-2026 Capital Improvement Plan

Mr. DeLuce reviewed the proposed capital projects discussed at the February 26, 2020 Special meeting. Discussion ensued and the staff responded to questions from the Board about various projects. There was Board consensus to move forward with the following projects: grading and seeking at Toalson Park; adding funds for re-lamping the Dodds 4-Plex lights; Martens Center and Human Kinetics Park improvements; replace wood timbers at Douglass Park; playground replacements for Clark, Spalding and Bristol Parks (playground at Spalding included in the grant and



playground at Bristol provided by the City of Champaign); adding cameras in parks; adding scoreboards at Zahnd and Dodds Parks; and roof replacements at Dodds Tennis Center, Rotary shelter, and Douglass concession stand.

Discussion ensued about other capital budget items. Mr. DeLuce reported that staff recommends continuing with the temporary walk way at the Dog Park, researching shelters, negotiating extension of the lease, and including funds for improvements in the capital for FYE22. Mr. DeLuce presented options for the Lindsay Tennis Center court improvements. It was the consensus of the Board to undertake overlaying the eight courts as one project. Discussion ensued about the tennis courts at Spalding Park. Mr. DeLuce discussed ideas for the tennis court area. It was consensus of the Board for staff to proceed with removing the tennis courts utilizing in-house staff when possible. Mr. Olson discussed the condition of Parkland Way. There was also discussion about a possible trade of Parkland Way for the landfill area. There was consensus to leave the funding in the capital budget for improvements to Parkland Way.

Mr. DeLuce reported that an OSLAD Grant is available and due in July 2020. He presented three project options: Prairie Farm development; Clark Park improvements; and a Kaufman Park shelter. Discussion ensued. Staff will work on plans for Prairie Farm and Kaufman Lake and determine which project would be more feasible.

Mr. Olson discussed the proposed funds for new flower staging area. There was a consensus to move forward with this project. Mr. DeLuce discussed the current conditions of outdoor basketball courts at Clark Park and in Centennial Park. Discussion ensued. There was consensus to construct a new basketball court in Centennial Park. Mr. Olson discussed the need for replacing the three filter basket lids and baskets at the Sholem Aquatic Center. There was consensus to move forward with the replacement. Mr. DeLuce reported that staff will provide mileage information and mechanical reports for vehicles recommended for replacement.

Discussion ensued outdoor lights for finish the soccer fields at Dodds Park. There was a consensus to not include this project in the FYE21 capital budget.

Mr. DeLuce stated that staff will update the capital budget and plan based on Board feedback, and present for approval at the April regular meeting.

#### Introduction of Students

Agiimaa Enkhbaatar, Erdenebayar Erdenetuya and Andrew Han, students from University of Illinois, introduced themselves.

#### **Comments from Commissioners**

Vice President Miller reported on attending the film debut by Special Recreation participants and stated that he had a good time.

#### **Executive Session**

Vice President Miller moved pursuant to the bases as set forth below to convene into Executive Session. The motion was seconded by Commissioner Solon. The motion passed 4-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner McMahon – yes; Vice President – yes; and President Hays – yes. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS Park 120/2(c)(5) for the purchase or lease of real property for the use of the public body including meetings held for the purpose of discussing whether a particular parcel should be acquired and (c)(11) to address litigation affecting or on behalf of the particular body that is pending, probable or imminent.

#### **Return to Regular Meeting**

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

**Adjourn**

There being no further business to come before the Board, Commissioner Solon made a motion to adjourn the meeting. The motion was seconded by Vice President Miller. The motion passed 4-0 and the meeting was adjourned at 8:330 p.m.

Approved

---

Craig W. Hays, President

---

Cindy Harvey, Secretary

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

**March 14, 2020**

The Champaign Park District Board of Commissioners held a Special Emergency Board Meeting on Saturday, March 14, 2020 at 12:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to notice duly given. President Hays presided over the meeting.

Present in person: President Crag Hays, Vice President Kevin Miller, and Commissioner Jane Solon.  
Present electronically: Commissioners Barbara Kuhl and Timothy McMahon, and Attorney Guy Hall.

Staff Present: Joseph DeLuce, Executive Director, Cindy Harvey, Assistant to the Executive Director/Board Secretary, Andrea Wallace, Director of Finance, Dan Olson, Director of Operations, Jameel Jones, Director of Recreation, Jimmy Gleason, Director of Revenue Facilities, Tammy Hoggatt, Director of HR, Risk and IT, Steven Bentz, Director of the Virginia Theatre, and Joe Kearfott, Risk Manager.

**Call to Order**

President Hays called the meeting to order at 12:00 p.m. He recited the following statement:

In accordance with Section 120/1.02 of the Open Meetings Act, the Board of Commissioners desires to permit attendance of Commissioners Kuhl and McMahon by means other than physical presence to attend the Special Emergency Meeting, March 14, 2020. This is called for the purpose of addressing the Park District's plan of action related to the circumstances and action in relation to the national and international emergency created by the COVID-19 Virus. Commissioners Hays, Miller and Solon are physically in attendance at the meeting to satisfy the requirement of the presence of a quorum in attendance. Commissioners Kuhl and McMahon are available by audio means.

President Hays asked if there was a consensus of the quorum present that Commissioners Kuhl and McMahon be allowed to attend the meeting electronically pursuant to statute. Commissioner Solon, Vice President Miller and President Hays all responded, yes. Attorney Hall also attended electronically.

**Comments from the Public**

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

**New Business**

Consideration of Approval of Formal Action Related to the COVID-19 Virus

President Hays stated that the Illinois Governor issued an order that schools be closed through the end of March 2020, and that guidelines have been issued by the State of Illinois and the Champaign County Public Health Department. He stated that in his opinion, and hopefully the opinion of the Board, that the Park District follow the state guidelines which means it will close facilities and programs through the end of March 2020, and reevaluate thereafter. He also stated that it is his opinion that during the closure, facilities scheduled for use as polling places for the Primary Election remain open, and that all full-time and part-time staff impacted by the facilities and programs closures be paid through March 31, 2020.

Mr. DeLuce indicated that all facilities and programs would remain closed through the end of March 2020 with the exception of the Virginia Theatre which would remain closed through May 10, 2020, based on state issued guidelines for number of people gathering in one place. President Hays concurred that the Park District would follow stated guidelines to limit gathering of people.

Mr. DeLuce stated that staff recommends closing facilities and program through April 12, 2020. President Hays stated that it is his opinion, and hopefully the opinion of the Board, that the closure be the same as the state mandated for schools through the end of March 2020 and reevaluate at that time.

Commissioner Kuhl discussed the recommendation to close all facilities and programs through the end of March 2020 except for the Virginia Theatre which will remain closed through May 10, 2020, which aligns with the state's mandate of closing schools, and to leave facilities open as polling places. She expressed her concern about remaining open as polling places. Commissioner McMahon stated that he concurred with Commissioner Kuhl about the facilities remaining open as polling places.

Commissioner Kuhl discussion options for paying part-time salaries. Commissioner Solon stated that with the number of closures, she was not concerned with staff not returning to work for the Park District. She also stated facilities remain available for use as polling place due to the short timeframe to notify the County (one business day). Discussion ensued. It was decided that the facilities remain open for early voting at Leonhard Recreation Center and as polling sites at Bresnan Meeting Center, Hays Recreation Center and the Douglass Annex. Park District staff would only be responsible for opening and closing facilities. Vice President Miller cited reasons for facilities to remain as polling locations and stated that it would be for the good of the public.

Commissioner Kuhl asked Mr. DeLuce what authority he needed to make decisions from the Board. Mr. DeLuce reported that staff have been working closely with the Champaign County Public Health Department and the Urbana Park District. The Urbana Park District closed its facilities and programs through April 12, 2020. He stated that staff recommends closing the facilities and programs through April 12, 2020. However, if it is the Board decision to authorize closure only through the end of March 2020 at this time, authorize him to continue the closure date thorough April 12, 2020, if necessary, at which time he would notify the Board in advance as well as consult with others. Discussion ensued. Commissioner Solon expressed concern about closing through April 12, 2020 with school closures, and that she would like to see the Public Health Department, School Districts, the City's police department and Park District determine what is best for the public. Mr. DeLuce stated that the Park District is currently working with those agencies.

President Hays called for a motion. Commissioner Solon made a motion to follow the state guidelines, closing facilities and programs through March 31, 2020, with the exception of the Virginia Theatre which will be closed through May 10, 2020; allow Leonhard Recreation Center to be used as an early voting and polling site, as well as Bresnan Meeting Center, Hays Recreation Center and Douglass Annex to be used as polling sites, with these directives to be reevaluated with the Executive Director and Board President if the closure deadline needs to be extended or rescinded. The motion was seconded by Vice President Miller. The motion passed 5-0.

President Hays asked Board consent was needed relating to payment of wages. Commissioner Kuhl stated that payment of staff wages should be Mr. DeLuce's decision and not require Board approval. Discussion ensued. It was the consensus of the Board to leave the decision to pay employees through March 31, 2020 to the discretion of the Mr. DeLuce.

Commissioner Solon commented on these trying times and thanked staff for the time and energy put into dealing with this. Commissioner Kuhl and McMahon concurred with and thanked staff as well. Vice President Miller stated that this is not an easy decision to make, however, it is all for the public good. All closures will take effect immediately.

President Hays stated that because of the actions of the Board during this year and previous years, the Park District has reserves. He noted that it is due to the prudence of the Board that the Park District has the ability to make these decisions without having any financial immediate impact upon the Park District. President Hays thanked staff during these trying and difficult times.

#### **Comments from Commissioners**

None.

#### **Adjourn**

There being no further business to come before the Board, Vice President Miller made a motion to adjourn the meeting. The motion was seconded by Commissioner Solon. The motion passed 5-0 and the meeting was adjourned at 12:23 p.m.

Approved

---

Craig W. Hays, President

---

Cindy Harvey, Secretary



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** April 8, 2020

**SUBJECT:** Community Coalition Membership

### Background

The Champaign County Community Coalition is requesting that the Park District renew its membership with the Executive Committee at an yearly fee of \$5,000. Park District staff are currently serving as a member of the Executive Committee, but in order to continue to sit at the Executive Committee table, the fee must be paid by all agencies and organizations.

The agencies and groups currently on the Executive Committee are, but not limited to, the Urbana Park District, City of Champaign, City of Urbana, Champaign and Urbana School Districts, CU Public Health, Regional Planning Commission, Housing Authority of Champaign County, Champaign County Mental Health, United Way, Parkland College, City of Rantoul and all local police departments.

Tracy Parsons, hired by the City of Champaign, is the community relations manager of the Champaign Community Coalition. Membership fees paid by the participating agencies and organizations are used to cover expenses related to program promotion and facilitation; to accomplish health, wellness and safety initiatives; and improve our environment and economic conditions as a community.

### **The 2020 Priorities and Action Plan for the Champaign Community Coalition include:**

#### Police Community Relations

- Promote and coordinate positive police-community engagement events and activities
- Expand resources to support community engagement activities

#### Community Engagement

- Leveraging collaboration and partnership to build a comprehensive public health approach to address community needs
- Focus on aligning, blending, coordinating and leveraging public resources to address disproportionately affected populations and neighborhoods
- Identify and coordinate activities that promote and address community issues to invest in human capital and needs

#### Youth Development

- Promote healthy youth and family initiatives to address positive outcomes for youth, education, achievement, social emotional mental health and resource coordination
- Ensure youth are connected to positive, caring and reliable adults
- Increase opportunity, exposure, support, resources and coordination for non-traditional youth or those youth having difficulties at home, in school and in community

---

**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.**

#### Community Violence

- Promote violence prevention as a way of life for community and residents
- Coordinate CU Fresh Start Initiative
- Use data driven approach to prioritize prevention efforts
- Coordinate and support activities to promote positive police/community relations

#### Mutual Advocacy

- Identify those areas to support existing program services and needs
- Help to build capacity to leverage support ad resources for community-based organizations

#### Budget Impact

The annual membership is \$5,000. These funds will be included in the FYE21 operating budget.

#### Recommended Action

Staff recommends approval of renewing the Park District's membership with the Executive Committee of the Champaign County Community Coalition and paying the \$5,000 membership dues with these funds being directed to programs in the Champaign community.

Prepared by:

Reviewed by:

Jameel Jones, CGSP  
Director of Recreation

Joe DeLuce, CPRP  
Executive Director

# Champaign County Community Coalition



## 2020 COMMUNITY COALITION PRIORTIES & ACTION PLAN

## **PRIORITY-POLICE AND COMMUNITY RELATIONS**

Using the Community Coalition as a tool to promote and facilitate positive police/community relations.

### **Strategic Objectives:**

- Promote & coordinate positive police-community engagement events & activities.
- Expand resources to support community engagement activities.

### **Key Projects:**

1. Neighborhood by Neighborhood approach to engage law enforcement with community members and organizations. For example: block parties, community forums, Walk as One events, community trainings, recreational activities.
2. Support promotional campaigns to highlight positive police-community engagement.
3. Identify and support joint trainings that encourages participation from law enforcement, community organizations and community members.
4. Support best practice community engagement activities led by law-enforcement.



## **PRIORITY-COMMUNITY ENGAGEMENT**

Community Coalition members and partners shall engage in local neighborhoods with citizens most disproportionately impacted by poverty, race, class, violence and less resources. The Community Coalition will focus on building capacity, education and resources to ensure the voices are heard and responded to with a comprehensive approach and plan.

### Strategic Objectives:

- Leveraging collaboration and partnership to build a comprehensive public health approach to address community needs.
- Focus on aligning, blending, coordinating and leveraging public resources to address disproportionately affected populations and neighborhoods.
- Identify and coordinate activities that promote and address community issues to invest in human capital and needs.

### Key Projects:

1. Coordinate and support community-based Walk as One events. Quarterly events will take place in identified neighborhoods and locations. Coalition partners will take the coordination lead for each event.
2. Community Based Trainings  
Comprehensive training plan coordinated by CU Trauma and Resiliency Initiative on behalf of Community Coalition.  
Trainings Include:
  - Introduction to Trauma Informed Care
  - Building Resiliency in youth
  - Best practices to address community violence
  - Healing solutions
  - Peaceful communities Summer Intensive
  - Exploring Implicit Bias
  - Addressing school-based violence
  - Targeted training for middle school African American males/females
  - Cultural competence
3. Addressing Race, Race Relations and Social Justice
  - Coordinate and support activities of the Race Relation Subcommittee.
  - Use monthly Community Coalition meetings as a public space to facilitate community conversation on Race.
4. Support parent/family needs
  - Support initiatives that train/engage parents, caregivers for youth and their families.
5. Hosting of Community Forums
  - Promotion of neighborhood safety.
  - Community based event to share and receive education and resources.
6. Bring services directly to affected part of community.
7. Better promotion of existing programs and opportunities.
8. Increase involvement of the faith community.

## **PRIORITY-YOUTH DEVELOPMENT**

As a community we utilize all available resources in a effort to ensure youth who are more likely to experience negative life outcomes, develop to their fullest potential through educational excellence and community asset building.

### Strategic Objectives:

- Promote healthy youth and family initiatives to address positive outcomes for youth, education achievement, social emotional mental health and resource coordination.
- Ensure youth are connected to positive, caring and reliable adults.
- Increase opportunity, exposure, support, resources and coordination for non-traditional youth or those youth having difficulties at home, in school and in community.

### Key Projects:

1. Support Community Coalition Summer Initiatives.
  - In partnership with Champaign County Mental Health Board and Don Moyer Boys and Girls Club. Support resources for non-traditional youth to increase, constructive organized activities for community youth. Emphasis placed on academic enrichment, recreational activities, arts exploration and leadership skill building.
2. Increase employment and workforce development opportunities for all youth including those in school, high risk, and income eligible. Continue to support school programs-Youth Employment Services (YES) (Champaign), Care for You, Summer Youth Employment Program (Urbana).
3. Increase workforce programs for out of school and non-traditional youth.
4. Continue to support Community Coalition partners targeted youth activities and programs.
5. Identify best practice programs for identified younger youth in need.
6. Create more youth led conversations with youth.
7. Increase supports to youth involved incidents of community violence.

## **PRIORITY-COMMUNITY VIOLENCE**

Addressing our community violence through strategic, timely, coordinated best-practice efforts in partnership among community leadership, neighborhood residents and law enforcement.

### **Strategic Objectives:**

- Promote violence prevention as a way of life for community and residents.
- Coordinate CU Fresh Start Initiative.
- Use data driven approach to prioritize prevention efforts.
- Coordinate and support activities to promote positive police/community relations.

### **Key Projects:**

1. Support activities of the Community Violence Response Task Force.
2. Through Coalition partnerships-implement public health approach to addressing community violence. Expand messaging strategies to support local efforts to combat violence amongst community-based organizations and individuals.
3. Build strategies to communicate accurate information on community violence activities. More effectively inform the community through public forums, neighborhood meetings and monthly Community Coalition meetings.
4. Coordinate CU Fresh Start Initiatives
  - Focused deterrent approach with 3-tiered partnership: law enforcement, community members (including victims) and community resources.
  - Expand support services for survivors of violence through community partnership, programs and services.
  - Expand community resources that support formally incarcerated populations to increase opportunities for success.
5. Use comprehensive data to prioritize prevention efforts.
  - Expand the use of data driven approaches in decision making for solving community violence.
  - Utilize evidence- based violence interruption strategies to address conflict, retaliation, prevention, meditation, to connect those individuals with resources, support and options to deter violence in neighborhoods, schools and public spaces.
  - Expand community-based trainings on trauma, implicit bias, micro-aggression, de-escalation and cultural awareness.
6. Police-Community Relations
  - Expand post-incident trauma healing through on-going police-community dialogues and safety planning.
  - Coordinate and support neighborhood activities to assist in communication with local law enforcement and neighborhood residents.

## PRIORITY-MUTUAL ADVOCACY

As a community, we utilize resources to support and promote strategic methods to address those areas of mutual concern which builds or enhances partnership with community organizations.

### Strategic Objectives:

- Identify those areas to support existing program services and needs.
- Help to build capacity to leverage support and resources for community-based organizations.

### Key Projects:

1. Areas identified by Community Coalition partners and members include:
  - Homeless population needs and support
  - Re-Entry population support, resources and services
  - Address race and racial reconciliation
  - Youth Violence
2. Support new program pilot initiatives to address critical needs
  - Several needs were suggested as gaps in services and support for youth and their families. These include:
    - Programs for 18-28 population
    - Targeted programs for specific youth (middle school students, gender specific)
    - Workforce development all ages, all groups
    - Family/Parent Caregiver programs



## **REPORT TO PARK BOARD**

**FROM:** Joe DeLuce, Executive Director

**DATE:** April 8, 2020

**SUBJECT:** Champaign Parks Foundation Board Member Appointment

### Background

As of the May, 2019 meeting, the Champaign Parks Foundation Board of Directors had two vacancies for which several discussions have occurred regarding the need to fill. During the February 2020 meeting Chair AJ Thoma reported he had met with a potential candidate who had expressed interest in the Foundation. Subsequently, Chair Thoma and Laura Auteberry met with the candidate, Jackson Aaberg, who indeed was interested in becoming more involved with the Foundation.

Mr. Aaberg is a resident of Champaign and the Assistant Director of Client Care for Synergy HomeCare, a Normal, Illinois based business established and owned by his family.

Current boards and committees Mr. Aaberg is currently involved with include:  
Champaign County Committee on Aging-Secretary  
Young Professionals of Champaign-Urbana  
Acacia Fraternity International Council  
Acacia Missouri Alumni Assoc.

Mr. Aaberg has extensive fundraising experience from his time with Acacia and is very willing to use that experience on behalf of the foundation and Park District.

### Recommended Action

During their March meeting, the Foundation Board of Directors approved forwarding Mr. Aaberg's name to the Park Board of Commissioners and requests Mr. Aaberg be appointed to the Foundation Board of Directors to fill the currently vacant, two year term that expires in May 2021 (term began in 2019).

Prepared by:

Laura Auteberry  
Development Director

**RESOLUTION  
APPOINTING A DIRECTOR TO THE CHAMPAIGN  
PARKS FOUNDATION**

**WHEREAS**, the Champaign Park District Board of Commissioners formed the Champaign Parks Foundation, a not for profit corporation, duly authorized to transact business in the State of Illinois;

**WHEREAS**, the Champaign Parks Foundation was formed for the purpose of creating and carrying out a capital campaign and accepting and managing donations and gifts for the benefit of the Champaign Park District, including without limitation, land, cash and marketable securities;

**WHEREAS**, the Champaign Park District's appointed Commissioner liaison and Executive Director serve on the Board of Directors as voting members in addition to the other appointed Board members;

**WHEREAS**, the Champaign Park District's Board of Commissioners is to appoint Champaign Parks Foundation Board members to serve terms as set forth in the bylaws; and

**WHEREAS**, the Board of Commissioners has contacted community members who have shown an interest in the success of the Champaign Park District, its facilities and services, as well as serving on the Champaign Parks Foundation Board of Directors.

**NOW, THEREFORE, BE IT RESOLVED**, that the Champaign Park District Board of Commissioners hereby appoints as a Director of the Champaign Parks Foundation Jackson Aaberg to fill the remainder of the currently vacant two year term that expires in May 2021 (term commencing in 2019).

**APPROVED** by the Board of Commissioners of the Champaign Park District this 8<sup>th</sup> day of April 2020.

---

Craig W. Hays, President

---

Cindy Harvey, Secretary



## **REPORT TO PARK BOARD**

**FROM: Joe DeLuce, Executive Director**

**DATE: April 1, 2020**

**SUBJECT: Technology Consultant Agreement**

### Background

The Champaign Park District held a month-to-month agreement with Micro Systems International, Inc. from July of 2012 until May of 2016. For the last four years, the Board approved one-year agreements with the technology consultant.

Previously the Park District had a full time technology manager until 2014. After the Technology Manager accepted another position, the Park District eliminated the position and currently use two part-time staff (evening and weekend work) and the daily use of Micro Systems staff.

Micro Systems, especially their co-owner Furat Ibrahim, has been instrumental in maintaining the Park District's network, computers, servers, backup procedures, printers and wireless both internal and guest. The service includes assistance around the clock, day or night assistance which is necessary as the Park District has facilities and programs running early in the morning and late at night as well as backups that occur during the night.

Upon advice from Corporate Counsel IT technology services are an exception to bidding requirements and may be awarded without bidding. Mr. Ibrahim and Micro Systems staff are familiar with the Park District's network and have gained a high level of trust from Park District staff. Additionally, Micro Systems has contracts with Mahomet Schools, Champaign County Forrest Preserve District and several attorney's and accounting firms in the area. Micro Systems is also an authorized dealer for HP and provide HP for many business and schools including NIU.

Micro Systems has agreed to enter into a three (3) year agreement at the current rate for the first two (2) years and a 2% increase for the third year.

### Prior Board Action

For the last four years, the Board approved one (1) year agreements with Micro Systems.

### Budget Impact

The impact to the budget for FY21 and FY22 will be \$30,750, and for the FY23 budget it will be \$ 31,365. The current rate is \$2,562.50 per month, or a total of \$30,750 for the year.

Recommended Action

Staff recommends approving a three (3) year agreement between the Park District and Micro Systems at the rate of \$2,562.50 per month beginning May 1, 2020 and ending April 30, 2022, and a rate of \$2,613.75 per month beginning May 1, 2022 and ending April 30, 2023.

Prepared by:

Reviewed by:

Tammy V. Hoggatt, SPHR, SHRM-SCP  
Director of Human Resources

Joe DeLuce, CPRP  
Executive Director



## **AGREEMENT FOR INDEPENDENT CONTRACTOR SERVICES**

**This Agreement** is made and entered into effective May 1, 2020 by and between the CHAMPAIGN PARK DISTRICT, an Illinois municipal corporation, with the principal address of 706 Kenwood Road, Champaign, Illinois 61821 (hereinafter referred to as "PARK DISTRICT") and MICRO SYSTEMS INTEGRATION, INC., doing business as, MICRO SYSTEMS INTERNATIONAL, INC., a for profit corporation, whose principal address is 505 S. Neil Street #3, Champaign, Illinois 61821 (hereinafter referred to as "MICRO SYSTEMS").

### **RECITALS**

**WHEREAS**, PARK DISTRICT is a municipal corporation;

**WHEREAS**, MICRO SYSTEMS is a company which provides computer networking, data processing, software, service, repair, maintenance, technology consulting and other services and equipment related thereto; and

**WHEREAS**, PARK DISTRICT and MICRO SYSTEMS desire to enter into an Agreement whereby MICRO SYSTEMS will provide services to PARK DISTRICT as an independent contractor for computer data processing, software, and network consulting and services at all Park District facilities and other venues as may from time to time be designated by PARK DISTRICT.

**NOW, THEREFORE**, for and in consideration of the mutual promises, covenants and agreements herein set forth, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, PARK DISTRICT and MICRO SYSTEMS agree as follows:

**1. PROFESSIONAL SERVICES:** MICRO SYSTEMS shall provide professional information technology services and support including without limitation, consulting, data processing, software and hardware configuration and support for desktop and laptop computers, services, email, network appliances, internet connectivity, and other related services as may be directed from time to time by the Park District; provided that, with the exception of requiring services and purchase of equipment to be performed on or by certain dates and times, neither the PARK DISTRICT nor any of its employees shall have control over the manner or method by which MICRO SYSTEMS performs the services pursuant to this Agreement. The services to be provided by MICRO SYSTEMS shall include, without limitation, the following:

- a. Facilitating and coordinating the system network software and equipment throughout the PARK DISTRICT;
- b. Assisting the PARK DISTRICT with determining the cost of equipment and services related to the technology utilized or considered for use by staff;
- c. Delivering the services in a manner and method determined at the sole discretion of MICRO SYSTEMS, whether via telephone, remotely by computer or by onsite attendance;
- d. Consulting with the PARK DISTRICT about network planning, assessment, analysis, forensics, troubleshooting, and optimization;
- e. Performing network maintenance, monitoring, repair, and administration on all servers and computers;
- f. Managing onsite and offsite computer and data backup procedures according to PARK DISTRICT policy;

- g. Dealing at all times with clients, employees, volunteers, and patrons of the PARK DISTRICT in a professional and courteous manner;
- h. Being reasonably available to the PARK DISTRICT on twenty-four (24) hour or, in the event of an emergency, earlier notice as needed, including after hours and weekends;
- i. Exercising appropriate good judgment in dealing with PARK DISTRICT safety matters, including without limitation, the requirements referred to in Section 7; and
- j. Advising and assisting the Park District's Director of Human Resources with procuring price information and quotations for purchases acceptable to the PARK DISTRICT for additional equipment it may need.

**2. TIMING OF PERFORMANCE OF SERVICES.** MICRO SYSTEMS shall perform the professional services identified herein upon request in order to assure completion and operation of all events at the PARK DISTRICT in a professional manner. Such services may include working days and hours beyond a normal, recognized workweek. MICRO SYSTEMS shall be available to work according to the terms hereof on weekends, evenings, and holidays, as reasonably needed.

**3. CONTROL OF WORK.** MICRO SYSTEMS shall at all times have sole control over the manner, means, and methods of completing the work and services required and performed pursuant to this Agreement according to its independent judgment; provided that, the conduct of such work and services shall not be contrary to this Agreement, policies and procedures of PARK DISTRICT. Furthermore, MICRO SYSTEMS shall be solely responsible for the direction of its employees or agents. MICRO SYSTEMS acknowledges that it will devote sufficient time and effort as is necessary to perform the terms of this Agreement in a good, workmanlike, and professional manner in order to complete the tasks assigned in a timely manner.

**4. COMPENSATION.** As consideration for the services rendered by MICRO SYSTEMS pursuant to this Agreement, PARK DISTRICT shall pay MICRO SYSTEMS the sum of Two Thousand Five Hundred and Sixty Two Dollars and Fifty Cents. (\$2,562.50) per month commencing May 1, 2020 until April 30, 2022. The sum will increase by 2% for the last twelve months of the agreement such that the per month cost will be Two Thousand Six Hundred and Thirteen Dollars and Seventy Five Cents (\$2,613.75) per month commencing May 1, 2022 until April 30, 2023. The PARK DISTRICT shall not undertake any withholdings for taxes, social security benefits or any other obligations of any kind or character whatsoever, as the relationship between the Parties is one of independent contractors. MICRO SYSTEMS shall be responsible for all withholdings and reporting of wages and income to the federal and state authorities. MICRO SYSTEMS acknowledges and understands that neither it, nor any of its employees, is entitled to any compensation, benefits, or protections afforded to employees of PARK DISTRICT. MICRO SYSTEMS acknowledges that it will be responsible for paying any unemployment insurance and workers compensation insurance on behalf of any of its employees. MICRO SYSTEMS shall be solely responsible for any employees' or agents' actions in performing the work or services to be provided pursuant to the terms of this Agreement. MICRO SYSTEMS will provide PARK DISTRICT with Social Security Numbers, Federal Employer Identification Numbers, and other identifying information as needed to comply with law. PARK DISTRICT shall issue a form 1099 or other applicable documentation to MICRO SYSTEMS reflecting compensation paid pursuant to the terms of this Agreement.

**5. TERM AND TERMINATION.** The term of this Agreement shall be from May 1, 2020 to April 30, 2023, subject to the following termination provision. The PARK DISTRICT or MICRO SYSTEMS may terminate this Agreement at any time upon thirty (30) days written notice without cause. If this Agreement is terminated by either party, MICRO SYSTEMS'S compensation will end and be prorated as of the termination date.

**6. DEFAULT.** In the event that either Party fails to comply with the terms of this Agreement, and cure such default within seven (7) days after written notice from the other Party, then the non-defaulting Party shall have the right to terminate this Agreement by further written notice. Any such termination shall not terminate or affect the obligations or rights to enforce the same as they may have accrued prior to such termination. The non-defaulting Party shall have the right to obtain all available remedies occurring as a result of such default, whether in law, equity or both and shall be entitled to reimbursement for its reasonable attorneys' fees and other costs incurred as a result of the default.

**7. COMPLIANCE WITH APPLICABLE LAWS, RULES AND REGULATIONS.** PARK DISTRICT and MICRO SYSTEMS shall comply with all applicable federal, state, local and Park District statutes, rules, regulations, ordinances, licenses and policies regarding the performance and carrying out the terms of this Agreement.

**8. INSURANCE.** MICRO SYSTEMS shall keep in full force and effect at all times during the term of this Agreement the following insurance coverages: comprehensive general liability insurance, including contractual liability coverage, with minimum limits of not less than Five Hundred Thousand Dollars (\$500,000.00) per occurrence, and One Million Dollars (\$1,000,000.00) annual aggregate; property damage insurance; full worker's compensation insurance equal to the statutory amount required; and employers' liability insurance with limits of not less than Five Hundred Thousand Dollars (\$500,000.00). All insurance carriers providing the coverage set forth herein shall have a rating of A as assigned by A.M. Best & Co. and satisfactory to PARK DISTRICT in its sole discretion. All certificates of insurance in connection herewith shall be furnished to the PARK DISTRICT no later than seven (7) days prior to the commencement date of this Agreement. All insurance coverage provided by MICRO SYSTEMS shall be primary coverage as to PARK DISTRICT. Any insurance or self-insurance maintained by PARK DISTRICT shall be in excess of MICRO SYSTEMS'S insurance and shall not contribute with it. The PARK DISTRICT, its commissioners, officers, employees, agents, and volunteers are to be covered and named 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 which shall contain express extensions or riders confirming such coverage. The policy and/or coverage shall also contain a contractual liability clause. Such insurance policies shall not be canceled or amended without thirty (30) days prior written notice having been given to the PARK DISTRICT. Such cancellation shall be grounds for the PARK DISTRICT to immediately cancel this Agreement.

**9. INDEMNIFICATION.** MICRO SYSTEMS shall indemnify, save, defend, and hold harmless PARK DISTRICT, including its commissioners, officers, employees, agents, and volunteers (hereinafter collectively referred to as "PARK DISTRICT") from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses (including reasonable attorney and paralegal fees) for which PARK DISTRICT may become obligated by reason of any accident, bodily injury or death of persons, civil or constitutional rights violation, or loss or damage to tangible property, arising (1) as a result of MICRO SYSTEMS' failure to adhere to the terms, conditions, and representations set forth in this Agreement, or (2) MICRO SYSTEMS negligence in performing the services described in this Agreement. Notwithstanding the foregoing, MICRO SYSTEMS shall not be responsible for any liability or alleged liability that is the result of any conduct of PARK DISTRICT employees that may perform the same or similar services for the PARK DISTRICT.

**10. REPRESENTATIONS AND WARRANTIES.** MICRO SYSTEMS represents and warrants that it has the skills and knowledge necessary to perform the terms of this Agreement in a safe, proper, efficient, thorough, and satisfactory manner and understands that PARK DISTRICT is relying on such representation in contracting with it.

**11. ASSIGNMENT.** This Agreement shall not be assigned or delegated by either Party to any subsidiary, successor, partner, employee, agent or affiliate without the prior written consent of the other Party, which shall not be unreasonably withheld. If PARK DISTRICT permits the assignment of

the services provided for hereunder at any one or more times, such assignment shall not be deemed permission to assign the performance of this Agreement at any other time or times.

12. **APPLICABLE LAW AND VENUE.** The Parties agree that the laws of the State of Illinois shall govern the terms of this Agreement. In the event of any claim or lawsuit regarding this Agreement, Champaign County, Illinois, shall be the appropriate venue for such claim or suit.

13. **SEVERABILITY.** In the event one or more of the provisions contained in this Agreement shall be determined by the Court of law having appropriate 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 remain in effect.

14. **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 a failure to insist upon strict compliance with any right or power at any time or times be deemed a waiver or relinquishment of any such term, covenant, condition, right or power at any other time or times.

15. **COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original.

16. **NOTICE.** All notices required pursuant to this Agreement shall be in writing, and shall be deemed to have been given on the date and at the time they are sent by certified mail, return receipt requested, to the respective Party at the addresses set forth below, or at such other place address as the parties shall provide to each other in writing. In addition, any such notice shall be sent by the first class regular U.S. Mail to:

**CHAMPAIGN PARK DISTRICT**  
Attention: Joe DeLuce, Executive Director  
706 Kenwood Road  
Champaign, IL 61821

**MICRO SYSTEMS INTEGRATION, INC.**  
d/b/a MICRO SYSTEMS INTERNATIONAL, INC.,  
Attention: Furat Ibrahim, President  
505 S. Neil Street #3  
Champaign, IL 61820

17. **TIME OF THE ESSENCE.** Time is of the essence of this Agreement. It shall be binding upon the personal representatives, successors and permitted assigns of the Parties hereto.

18. **ENTIRE AGREEMENT AND AMENDMENT.** This Agreement and any terms or specifications attached hereto or otherwise referred to herein constitute the entire agreement between the Parties pertaining to the subject matter hereof and supersede(s) all prior or contemporaneous agreements and understandings either oral or written of the Parties in connection herewith. No modification of this Agreement shall be effective unless made in writing, signed by both Parties and dated after the date hereof.

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

**CHAMPAIGN PARK DISTRICT**

**MICRO SYSTEMS INTEGRATION, INC.**  
**doing business as MICRO SYSTEMS**  
**INTERNATIONAL, INC.**

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

By: \_\_\_\_\_  
Furat Ibrahim, President

Attest:

Attest:

By: \_\_\_\_\_  
Cindy Harvey, Secretary

By: \_\_\_\_\_  
Khaled Nafea, Secretary



## REPORT TO PARK BOARD

**FROM: Joe DeLuce, Executive Director**

**DATE: April 8, 2020**

**SUBJECT: Ordinance No. 644: An Ordinance Declaring as Surplus and Authorizing the Sale or Other Conveyance or Disposal of Surplus Personal Property of the Champaign Park District, Champaign County, Illinois.**

### Background

Pursuant to the Park District Code, 70 ILCS 1205/8-22, every park district is authorized to sell or convey any personal property that in the opinion of three-fifths of the members of the Board of Park Commissioners then holding office is no longer necessary, useful to, or for the best interests of the park district, and in any manner they may designate with or without advertising. Staff have determined that certain property it owns, listed in Attachment A, is no longer necessary, useful to or for the best interests of the Champaign Park District to retain. Staff is requesting authorization for the surplus to be conveyed or sold to the highest bidder, with or without advertising the sale, or otherwise disposed of on terms as may be approved by the Executive Director.

### Prior Board Action

None.

### Budget Impact

None.

### Recommended Action

Staff recommends approval of Ordinance No. 644, an ordinance providing for the disposal of personal property owned by the Champaign Park District of Champaign County, which will allow for the disposal of items listed in Attachment A.

Prepared by:

Reviewed by:

Cindy Harvey  
Assistant to the Executive Director

Joe DeLuce  
Executive Director

**Attachment A  
ORDINANCE NO. 644**

**Copiers**

<b>Make</b>	<b>Model</b>	<b>Age</b>	<b>Serial #'s</b>	<b>Location</b>
Ricoh Copier	MP C4000	11+	V1295701206	Leonhard Center/Office
Ricoh Copier	MP C3501	9+	V9415500201	Operations & Maintenance
Ricoh Copier	MP C4500	12+	L9086420013	Springer Building/Down Stairs

**Various Equipment**

**Minute Man 200 Floor Scrubber and Charger – Inventory numbers 00540 and 00542**

**Model # – MC20024, Serial # - 79660236**

Original Purchase - \$7,113.50 on 1/1/1990

Used for floor cleaning at Old Leonhard Center. Was not working and replaced in 2013. In storage since that time.

**Volley Ball Standards Set – TC Sports,**

Original Purchase - \$1,016.73 on 1/1/1990

Includes uprights, two referee stands, nets, markers, and cart. Unsafe, no longer meets standards, no longer used.

**Basketball Main Risers and Backboards (Qty. 2)**

Original Purchase – Unknown but over \$1,000.

**Air Conditioning System**

Original Purchase - \$2,620.00 on 1/1/1975

HVAC system will be replaced under new Bicentennial Center renovation.

**Pool Vacuum Engine, Pump, Hose reel, and accessories - Engine Serial # - 061113YA27804**

Original Purchase – Original to Sholem.

A better vacuum purchased years ago and this one has been in storage since.

**Schlage Overhead Door Status Switches (Qty. 18) – Model # 3155 674205**

Original Purchase – CPD did not purchase. They were left with Operations during construction. New. Still in packages.

**Sansui Televisions (Qty. 2) – Model #TVS2746B, Serial #'s 065740400028 and 065740400045**

Original purchase – Unknown. Possibly under \$1,000.

**Halsey Taylor Water Fountain**

Original Purchase – Unknown.

Fountain will be removed and replaced in a different location during the Bicentennial Center Renovation.

**Portable Folding Coat Racks (Qty. 2)**

Original Purchase – Unknown but over \$1,000.

Broken, bent and trashed.

**Chlorine Scales, Eagle Microsystems – Model # EI-2000 (Qty. 2)**

Original Purchase – Unknown.

Sholem went off of a Chlorine system in 2007.

## **ORDINANCE NO. 644**

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

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

**WHEREAS**, the Champaign Park District has determined that certain property it owns is no longer necessary, useful to or for the best interests of the Champaign Park District to retain.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Commissioners of the Champaign Park District of Champaign County, Illinois as follows:

Section 1. The Board of Commissioners hereby authorizes that said property shall be conveyed or sold to the highest bidder, with or without advertising the sale, or otherwise disposed of on terms as may be approved by the Executive Director.

Section 2. The personal property to be conveyed, sold, or disposed of is listed in Attachment A made a part hereof and incorporated by reference herein.

**PASSED AND APPROVED** by three-fifths vote of the Board of Commissioners of the Champaign Park District this 8<sup>th</sup> day of April 8, 2020.

**APPROVED:**

---

Craig W. Hays, Board President

**ATTEST**

---

Cindy Harvey, Board Secretary



**Attachment A**  
**ORDINANCE NO. 644**

**Copiers**

<b>Make</b>	<b>Model</b>	<b>Age</b>	<b>Serial #'s</b>	<b>Location</b>
Ricoh Copier	MP C4000	11+	V1295701206	Leonhard Center/Office
Ricoh Copier	MP C3501	9+	V9415500201	Operations & Maintenance
Ricoh Copier	MP C4500	12+	L9086420013	Springer Building/Down Stairs

**Various Equipment**

**Minute Man 200 Floor Scrubber and Charger – Inventory numbers 00540 and 00542**

**Model # – MC20024, Serial # - 79660236**

Original Purchase - \$7,113.50 on 1/1/1990

Used for floor cleaning at Old Leonhard Center. Was not working and replaced in 2013. In storage since that time.

**Volley Ball Standards Set – TC Sports,**

Original Purchase - \$1,016.73 on 1/1/1990

Includes uprights, two referee stands, nets, markers, and cart. Unsafe, no longer meets standards, no longer used.

**Basketball Main Risers and Backboards (Qty. 2)**

Original Purchase – Unknown but over \$1,000.

**Air Conditioning System**

Original Purchase - \$2,620.00 on 1/1/1975

HVAC system will be replaced under new Bicentennial Center renovation.

**Pool Vacuum Engine, Pump, Hose reel, and accessories - Engine Serial # - 061113YA27804**

Original Purchase – Original to Sholem.

A better vacuum purchased years ago and this one has been in storage since.

**Schlage Overhead Door Status Switches (Qty. 18) – Model # 3155 674205**

Original Purchase – CPD did not purchase. They were left with Operations during construction. New. Still in packages.

**Sansui Televisions (Qty. 2) – Model #TVS2746B, Serial #'s 065740400028 and 065740400045**

Original purchase – Unknown. Possibly under \$1,000.

**Halsey Taylor Water Fountain**

Original Purchase – Unknown.

Fountain will be removed and replaced in a different location during the Bicentennial Center Renovation.

**Portable Folding Coat Racks (Qty. 2)**

Original Purchase – Unknown but over \$1,000.

Broken, bent and trashed.

**Chlorine Scales, Eagle Microsystems – Model # EI-2000 (Qty. 2)**

Original Purchase – Unknown.

Sholem went off of a Chlorine system in 2007.



## **REPORT TO PARK BOARD**

**FROM: Joe DeLuce, Executive Director**

**DATE: March 31, 2020**

**SUBJECT: Approval to commit additional funds to cover Shop Expansion project overage**

### Background

The shop expansion project has been a project in the works for the last two years from planning to construction. The Board of Commissioners authorized a set amount for the project as part of the capital planning process in FYE2018-2019. Additional funds were requested once the bid results were received and accepted. It was noted at that meeting should any additional funds be necessary above and beyond this amount, those would require further approval. Staff presented additional change orders for approval, with the final Change Order #25 being approved in March 2020. With that change order, along with others, the total project has exceeded the revised budget amount of \$2,850,000. In order to proceed with payment of those funds, this is a formal request to commit the balance due for the project to cover this overage. Staff recommends the overage come out of the remaining funds available in FYE2020 contingency line item, funds remaining of \$27,831 after the purchase of the trailer for Prairie Farms. The entire project, excluding schematic design work, is \$2,870,815.

### Prior Board Action

March 14, 2018 – Board approved the 2019-2024 Capital Improvement Plan, which included \$2,650,000 for the Shop Expansion project, including A&E.

October 11, 2018 Board approved contract with CAD Construction in amount of \$2,650,000 and authorized an additional \$200,000 in expenditures to cover the Farnsworth contract and any change orders.

### Budget Impact

Overage of \$20,816 to come out of the remaining budget for FYE2020 contingency funds that is established as part of the overall capital budget each year within the Capital Improvement Fund. This specific transaction will also require a budget line transfer to move funds into the correct line item. This will be done at a later date.

### Recommended Action

Staff recommends approval to commit \$20,816 from the contingency budget for capital projects in fund 16 –Capital Improvement Fund to fund the balance due for the shop expansion project to cover the overage.

Prepared by:

Reviewed by:

Andrea N. Wallace  
Director of Finance

Joe DeLuce, CPRP  
Executive Director



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** March 30, 2020

**SUBJECT:** Approval of the FYE2021 Capital Budget and the 2021-2026 Capital Improvement Plan

### Background

This is a continuation of prior meetings held to discuss and request that action be taken on the proposed capital improvement plan for fiscal years ended April 30, 2021-2026.

The 2021-2026 CIP was originally presented for discussion at the February 12, 2020 regular board meeting, with further discussion at a special meeting on February 26, 2020 and the regular board meeting on March 13, 2020. The final amount decreased from the original 2021-2026 cumulative totals presented to the Board on February 12 by \$173,917.

### Budget Impact

The capital budget for FYE2021 is \$9,937,489. All items are detailed in Appendix A of the 2021-2026 CIP document.

### Recommended Action

Staff request approval of the FYE2021 capital budget and the 2021-2026 CIP as presented on April 8, 2020.

Prepared by:

Reviewed by:

Andrea N. Wallace, CPA  
Director of Finance

Joe DeLuce, CPRP  
Executive Director



**Capital Improvement Plan  
For Fiscal Years Ended April 30  
2021-2026**

PRESENTED TO BOARD: February 12, 2020

Approved by Board of Commissioners: April 8, 2020

# Champaign Park District

## 2021-2026 Capital Improvement Plan

TABLE OF CONTENTS	PAGE
Capital Improvement Plan Narrative.....	1
2021-2026 Capital Improvement Plan.....	6
Appendix B: Replacement Schedules.....	19

## **Overview**

The capital improvement plan (CIP) budget encompasses capital outlay expenditures only.

## **Capital Outlay**

The capital budget authorizes and provides the basis for control of expenditures for the acquisition of significant Park District assets and construction of all capital facilities. A six-year CIP is developed, reviewed and updated annually. The projects outlined in the CIP includes the CIP for the fiscal year ended April 30, 2021 (FYE2021) budget year, as well as the projected plan for the next five fiscal years in accordance with Park District policy. The 2021-2026 CIP is presented to the Board of Commissioners for review and final approval prior to the presentation and adoption of the overall Park District budget.

Capital budget appropriations lapse at the end of the fiscal year, however, if a project is in progress or delayed, staff may roll the project forward until it is completed, unless re-assigned by the Board of Commissioners. As capital improvement projects are completed, the operations of these facilities are funded in the operating budget as noted in the project details.

## **Capital Improvement Project Guidelines**

The project must:

- Have a monetary value of at least \$10,000 for equipment or \$20,000 for infrastructure or land improvements.
- Have a useful life of at least three years.
- Result in the creation of a fixed asset, or the revitalization of a fixed asset.
- Support the Park District's strategic plan or board priorities.

Included within the above definition of a capital project are the following items:

- Construction of new facilities.
- Remodeling or expansion of existing facilities.
- Purchase, improvement and development of land.
- Operating equipment and machinery for new or expanded facilities.
- Planning and engineering costs related to specific capital improvements.

The final compilation of requests, sources of funding and scheduling presented to the Board of Commissioners are based on discussions with the leadership team and review by the Executive Director. By providing this planning and programming of capital improvements the effect of capital expenditures on the annual budget is determined. This provides an orderly growth of Park District assets and allows for proper planning of resources in future years.

For the current 2021-2026 CIP, given the amount of carry-over from FYE2020 as projects were delayed in starting or for other reasons, Staff focused on areas already identified in the prior CIP as well as any other needs. There were a couple items added from the prior year schedule based on grants awarded, those projects are detailed in the Grants section later on in this document. The focus for FYE2021 and beyond addresses the deferred maintenance items not previously included in the plan; specifically Sholem mechanical work, parking lot improvements, HVAC, and Parkland Way roadwork to name a few.

The Park District's capital projects may include items such as the redevelopment of land, buildings, playgrounds, outdoor hard courts (tennis and basketball), athletic fields, aquatics, vehicles, and equipment. If these assets are not maintained in good condition, or if they are

allowed to become obsolete, the result is often a decrease in the usefulness of the assets, an increase in the cost of maintaining and replacing them and a decrease in the quality of service. The average cost to fund these types of projects (excluding major renovations) is \$2 million per year.

Each year it is important to identify and pursue the funding sources for capital improvements. Staff also need to explore innovative means of financing facility renovations and maintaining existing parks and amenities.

### **CIP Funding Sources**

The CIP utilizes funding from grant funds when available, revenue bonds, recreation funds, non-referendum general obligation bonds and donations through the Park Foundation.

### **General Fund**

The General Fund is the general operating fund of the Park District and includes administrative, maintenance, parks and all other financial resources except those required to be accounted for in another fund. Funding is provided from property taxes, interest income, and other receipts such as easement fees. Available fund balance in excess of 33% of annual budgeted operating expenditures may be transferred to the Capital Improvements Fund to support future capital projects with Board approval.

### **Recreation Fund**

This fund is a special revenue fund used to account for the operation of recreation programs and facilities. Financing is provided from fees and charges for programs and activities as well as the annual property tax levy. Program numbers are used to account for separate recreation programs such as swimming, senior programs, preschool, and day camp programs. Funds used for capital projects as deemed by the CIP, will be transferred to the Capital Improvement Fund annually as part of the annual budget. Examples of past projects funded with these dollars include, projects related to the Leonhard Recreation Center, Dodds Tennis Center, Douglass Community Center, and Sholem Aquatic Center.

### **Museum Fund**

This fund is a special revenue fund used to account for the operation of cultural arts programs and facilities. Financing is provided from fees and charges of programs and activities as well as the annual property tax levy. Program numbers are used to account for separate cultural arts programs such as special events, Douglass Community Center/Annex, Virginia Theatre and Springer Cultural Center programs. Funds used for capital projects as deemed by the CIP, will be transferred to the Capital Improvement Fund annually as part of the annual budget.

### **Champaign-Urbana Special Recreation (CUSR) Fund**

This fund is a Special Revenue Fund established to account for revenues derived from a specific annual property tax levy and expenditures of these monies for the CUSR program to provide special recreation programs for physically and mentally handicapped. This is a joint program created through an intergovernmental agreement with the Urbana Park District. Of the annual tax levy, 43.75% is set aside specifically to fund ADA improvements. It also assists in making the existing facilities accessible as required by the ADA (Americans with Disabilities Act). Funds will be used in FYE2021 to renovate an existing building for the new home of CUSR programs and staff.

### **Interest and Miscellaneous Income**

Interest and miscellaneous income represents interest income earned on the capital projects funds' investments and other miscellaneous revenues related to capital projects. Over the past year, this has been a substantial amount, however with interest rates declining substantially over the last six months, the amount available will be minimal compared to the prior years.

### **Grants**

The Park District has had an impressive record of success obtaining grants from various agencies and organizations. Grants awarded in prior and current/future years for capital projects include the following:

- **OSLAD Grants** are grant funds from the Open Space Land Acquisition and Development Act (OSLAD). The Act provides for grants to be disbursed by the Illinois Department of Natural Resources to eligible local governments for the purpose of acquiring, developing, and/or rehabilitating land for public outdoor recreation purposes. Awarded \$400,000 OSLAD grant for the outdoor park improvements at Martens Center and \$347,000 grant for Spalding Park Improvements.
- **PARC Grants** (Park and Recreational Facility Construction Act) were created by Public Act 096-0820 effective November 19, 2009 to provide grants to be disbursed by IDNR to eligible local governments for park and recreation unit construction projects. Park or recreation unit construction project means the acquisition, development, construction, reconstruction, rehabilitation, improvements, architectural planning, and installation of capital facilities consisting of, but not limited to, buildings, structures, and land for park and recreation purposes and open spaces for natural areas. Staff submitted an application for the current funding cycle for the Martens Center building project in amount of up to \$2.5 million.
- **LWCF Grants** (Land and Water Conservation Fund) awarded by IDNR to eligible local governments for the acquisition or development of land. The Park District was awarded a grant in FYE2019 to purchase the land for the Martens Center development. This grant does require a fifty-percent match, which is being provided by a private donor. A final close-out was submitted in fall 2019, and the Park District is awaiting receipt of those grant reimbursement funds in amount of \$122,500.
- **Public Museum Grants** awarded by IDNR. The grant award originally awarded in 2014 for the Virginia Theatre sound system project was reinstated in 2019, and the project is scheduled to begin summer 2020. The total awarded under this program is \$750,000. Staff are working on a new application for the Virginia Theatre HVAC project, with application due in late May 2020, pending any additional extensions from the current pandemic.
- **Illinois Bicycle Path Grant Program** – Per Illinois Department of Natural Resources website (<https://www2.illinois.gov/dnr/grants/Pages/BikePathProgram.aspx>) this program “was created in 1990 to financially assist eligible units of government to acquire, construct, and rehabilitate public, non-motorized bicycle paths and directly related support facilities. Grants are available to any local government agency having statutory authority to acquire and develop land for public bicycle path purposes. Revenue for the



program comes from a percentage of vehicle title fees collected pursuant to Section 3-821(f) of the Illinois Vehicle Code.” The Park District was awarded a \$200,000 grant to assist in the Greenbelt Bikeway Connection Path. In addition, Staff are drafting an application for the current funding cycle for another request to assist in connecting the Pipeline Trail to Porter Park which is a future capital project.

#### **Non-Referendum Limited Obligation Park Bonds**

Non-Referendum Limited Obligation Park Bonds are bonds that are secured by the full faith and credit of the issuer. General obligation bonds, issued by local governments are secured by a pledge of the issuer's property taxing power. The legal debt limit for non-referendum bonds is .575% of assessed valuation. The Park District has the capacity to issue \$10,540,387 in general obligation bonds; however the debt service extension base (DSEB) on these bonds limits maturities to \$1,168,900 per year. The Park District uses the funds from these bonds to fund capital improvements and to develop, maintain and improve parks and facilities, acquire land, and replace outdated equipment. Funds are also used to pay the debt service for the Sholem Aquatic Center revenue bonds payable June 15 and December 15, annually through 2024.

Our current non-referendum bonding plan will provide \$4 million over the next four years. Based on current economic conditions and revenue and expenditure projections, funding is not sufficient to maintain all existing system assets and build new park and recreation facilities.

#### **Impact on the Operating Budget**

The majority of the Park District's assets are invested in its physical assets or infrastructure, such as land, buildings, swimming pool, equipment, and outdoor/indoor courts. If regular maintenance on these assets to keep them in quality operating condition does not occur, or the assets are not replaced before they become obsolete, then this results in an increase in maintenance and repair expenditures, a decrease in the usefulness and safety of the asset, and ultimately a decrease in the quality of standards that the Park District strives to achieve.

The overall capital improvement plan projects will most likely result in a reduction of long-term operating expenditures, while staying on scheduled maintenance and replacement timelines with higher-efficiency equipment should meet the strategic goal of reducing energy consumption. See the attached CIP schedule for specifics by project as to the operating budget impact.

#### **Summary**

This year the Park District CIP for FYE2021 totals \$9,937,489. The 2021-2026 CIP was approved at the April 8, 2020 Board of Commissioners regular meeting. The major capital projects included in the upcoming fiscal year include Spalding Park improvements (lights, paths, and playground replacement), sound system upgrades at the Virginia Theatre, continuation of security camera installation at various facilities and parks, as well as outdoor improvements at Human Kinetics Park, new facility space for CUSR, renovation at Dodds 3-Plex, and Greenbelt bikeway connection path project. Other capital funding is to be used for maintaining our existing parks and facilities, and vehicle/equipment replacements.

The following is a breakdown of the capital projects presented to the Board of Commissioners and budgeted for the following year, with a brief description of the major projects. Not included

in the \$9,937,489, is a \$100,000 transfer from the General Fund to the Land Acquisition Fund that will come from operating budget in FYE2021. Other transfers that may be added from the General Fund through the operating budget process includes two \$100,000 transfers to the Park Development Fund and Trails/Pathways Fund.

---

**FYE2021 Capital Summary**

	From New Funds	Grant & Foundation Funds	From Carryover / Excess Reserves	Totals
Capital Outlay	\$551,351	\$5,697,000	\$2,817,500	\$9,065,851
ADA	293,000	0	578,638	871,638
<b>Total CIP Expenditures</b>	<b>\$844,351</b>	<b>\$5,697,000</b>	<b>\$3,396,138</b>	<b>\$9,937,489</b>

---

**Appendix A: Six-Year Capital Improvement Program with Descriptions**

**Appendix B: Replacement Schedules**

**CHAMPAIGN PARK DISTRICT**  
**2021-2026 Capital Improvement Plan**

3/30/2020 16:37

Project Name	Amount included in FYE2021 Capital Budget	Amount included in FYE2021 Operating Budget	Adjusted Project Total for 2021	2022	2023	2024	2025	2026	Delayed to Future Years	Totals All Years	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
ADA General Projects	293,000	22,000	\$ 315,000	\$ 315,000	\$ 315,000	\$ 315,000	\$ 315,000	\$ 315,000	\$ -	\$ 1,890,000	Addressing accessibility issues in parks & facilities. Reduced to cover the amount of ADA funds used in the operating budget for portable toilets. Increased from prior year when contract re-bid.	Annual funds allocated each year from CUSR property tax levy specific to ADA. Of this amount, \$22,000 will be placed in the operating budget to cover the portable toilet rentals.
Amphitheatre Replacement at Douglass Park	0	15,000	15,000	-	-	-			-	15,000	Replacement of existing wood retaining wall seating and grading. Reduced from \$150,000. Remove and replace with same wood timbers as exists. Removed \$75,000 from FYE2022.	Remove and replace existing timbers due to age and condition.
Bark District Shade Structures moved from 2021 to 2022	0	0	-	15,100	20,000				50,000	85,100	Install shade structures at the Champaign Bark District. Added amount to delayed column to represent future sidewalk/fence improvements to consider.	Frequent patron requests for this as the trees are newly planted and slow growing. Installation to be completed by operations staff. Staff are also looking into potential sponsorships to support this or any other development within the park.

**CHAMPAIGN PARK DISTRICT**  
**2021-2026 Capital Improvement Plan**

3/30/2020 16:37

Project Name	Amount included in FYE2021 Capital Budget	Amount included in FYE2021 Operating Budget	Adjusted Project Total for 2021	2022	2023	2024	2025	2026	Delayed to Future Years	Totals All Years	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
Carry Over Heritage Phase 1 - any "savings" will be applied to the Greenbelt Connection link - reduced from \$1,132,560 approved by Board (Project #170021)	107,930	16,800	124,730							124,730	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 carried over 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. 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. Everything complete except for final landscaping and plantings to be completed in the Spring. Balance carried over in event not completed by 4-30-2020 along with construction administration fees for operating budget.
Carry Over Project #180002 ADA General Projects - Zahnd Pathway	72,024	-	72,024							72,024	Zahnd Park Pathway for ADA accessibility.	Carryover Project #180002 originally planned for completion in FYE2018 and completed in FY20. The remaining funds of \$72,024 will carry-over to be used towards the path extension at Zahnd Park or the remodeling of the BiCentennial Center for CUSR future location.

**CHAMPAIGN PARK DISTRICT**  
**2021-2026 Capital Improvement Plan**

3/30/2020 16:37

Project Name	Amount included in FYE2021 Capital Budget	Amount included in FYE2021 Operating Budget	Adjusted Project Total for 2021	2022	2023	2024	2025	2026	Delayed to Future Years	Totals All Years	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
CARRY OVER Project #190003 CUSR New Location Space	800,000	87,500	887,500	-	-	-	-	-	-	887,500	Remodel of BiCentennial Center for new CUSR location space	Operating funds of \$41,193 expended to date for the prior three fiscal years include a cost estimate, schematic designs, and feasibility study. Additional one-time operating funds included for FYE2021 budget are \$80,000 for estimated construction management and \$7,500 for material testing or other professional services. Capital funds expended to date include A&E of \$24,193 with a new capital budget amount for FYE2021 of \$800,000 - which includes carryover of the prior year remaining funds of \$308,638 (\$236,614 and \$72,024 from Zahnd path). Impact on operating budget will include an increase for utilities, alarm system monitoring, phone (\$50/month) and internet (\$170/month) services to start.
Carry Over Project #190006 Greenbelt Bikeway Connection Path	715,500	20,000	735,500	-	-	-	-	-	-	735,500	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.
Communication Radios	15,110	-	15,110							15,110	Communication radios for VT, special events and operations.	Current radio systems used (excluding the push to talk radios) are meant for residential use. This purchase would be professional quality and maintained in the IT office and checked out as needed.

**CHAMPAIGN PARK DISTRICT**  
**2021-2026 Capital Improvement Plan**

3/30/2020 16:37

Project Name	Amount included in FYE2021 Capital Budget	Amount included in FYE2021 Operating Budget	Adjusted Project Total for 2021	2022	2023	2024	2025	2026	Delayed to Future Years	Totals All Years	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
Contingency - 5% of 'new' revenues	45,000		45,000	86,000	78,000	60,000	57,000		-	326,000	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.
Dodds 3-Plex Renovation Restroom/Office Building (project amount increased from \$147,500 to \$153,800 to account for changes in A&E contract from estimated to actual contract approved at 3/11/20 board meeting).	145,555	8,245	153,800	-	-	-			-	153,800	Dodds 3plex bathroom & concessions building. FY21 is scheduled for the design work and construction. Reduced to \$130,000 by Ex. Dir based on facility study conducted by outside firm plus additional fees for design work (\$7,000). Actual contract for A&E is \$18,300, of which 85% (\$15,555) is for Design/bid docs, and balance (\$2,745) is for construction administration.	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. Reduction in repairs within the operating budget as a result of this upgrade. Operating budget will include \$8,245 to cover construction management (\$2,745) and other professional services if required.

**CHAMPAIGN PARK DISTRICT**  
**2021-2026 Capital Improvement Plan**

3/30/2020 16:37

Project Name	Amount included in FYE2021 Capital Budget	Amount included in FYE2021 Operating Budget	Adjusted Project Total for 2021	2022	2023	2024	2025	2026	Delayed to Future Years	Totals All Years	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
Dodds Park Fencing	48,000	100	48,100	32,100	-	-	-	-	-	80,200	Replacement fencing at Dodds 3-plex alleyways in FYE21 and Dodds 4-plex overhangs in FYE2022	Scope of projected reduced from \$200,000. 3 Plex Alleyways: The alleyways in between each fields currently have 4' fencing and not 8' like the other fields at the 4 Plex. Additionally, the fencing is heaving and needs posts reset as is. With that we plan to replace the fencing in the alleyways to solve the heaving and height for safety purposes. Per the quote it will cost \$48,000 with \$100 in operating budget for bid notice. <u>FYE22</u> includes 4 Plex Backstop Overhangs: Adding the 5' overhangs to the current backstop will allow us to continue to offer baseball rentals/tournament safely at the 4 plex as well as Zahnd. Budgeted \$32,000 plus \$100 in operating budget to cover the
Equipment Replacement - Rolling	15,000	0	15,000	45,000	15,000	80,000	100,000	50,000	-	305,000	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.

**CHAMPAIGN PARK DISTRICT**  
**2021-2026 Capital Improvement Plan**

3/30/2020 16:37

Project Name	Amount included in FYE2021 Capital Budget	Amount included in FYE2021 Operating Budget	Adjusted Project Total for 2021	2022	2023	2024	2025	2026	Delayed to Future Years	Totals All Years	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
Facilities - General Flooring	30,000	14,000	44,000	-	25,000	-	20,100		-	89,100	General Flooring Replacement throughout the Park District.	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 FYE2021 includes an additional \$14,000 in Museum Administration operating budget for Virginia Theatre Flooring, and \$18,000 in Museum Administration operating budget for FYE2022 for Springer.
Facilities - HVAC Replacements	130,000	100	130,100	335,000	25,000	25,000	25,000	25,000		565,100	HVAC Replacements FYE20 Springer, FYE2021 \$280,000 VT and \$55,000 for Douglass Community Ctr	Due to aging equipment throughout the District, a plan has been implemented to prepare for upcoming HVAC replacements.
Fitness on Demand at Leonhard	12,000	3,000	15,000							15,000	Installation of Wellbeats Fitness on Demand system in the group fitness room and costs to purchase organization units for existing equipment.	This would add another selling point for memberships. Members could attend pre-scheduled fitness on demand classes. The impact to the operating budget would increase \$3,000 annually for the \$250 monthly fee billed to the Park District for use of the system.
Fitness Equipment Replacement (Ellipticals)				19,500						19,500	Replacement of 3 elliptical machines.	The average life cycle of a commercial elliptical is 8 years. The 3 ellipticals are now nearing 6 years and showing signs of age.



**CHAMPAIGN PARK DISTRICT**  
**2021-2026 Capital Improvement Plan**

3/30/2020 16:37

Project Name	Amount included in FYE2021 Capital Budget	Amount included in FYE2021 Operating Budget	Adjusted Project Total for 2021	2022	2023	2024	2025	2026	Delayed to Future Years	Totals All Years	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
Flower Staging Area (Operations)	33,300	7,000	40,300	-	-	-			-	40,300	Replacement of wooden units which are beginning to deteriorate and need repair. These are not part of the proposed operations expansion project. Add shade cloth system as well for \$7,000 estimate.	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. Moved from 2022 to 2021 as shop expansion project is now complete.
LRC Utility Access Drive off of Kenwood Rd.	40,000	2,600	42,600	-		-			-	42,600	Provide paved access to west mechanical rooms.	Addition of service drive off of Kenwood Road. "Tufftrack" type grass paver drive, curb cut onto Kenwood Road, and improved landscape area for summer day camps. Operating expenditures will include \$2,600 for Professional Fees (\$2,500) and \$100 for bid notice. Budget increased from \$25,000 to \$40,000.
Martens Center <b>estimate</b> only	4,000,000		4,000,000	5,279,536						9,279,536	Martens Center Capital Dev.	construction of Martens Center estimate only as fundraising is not finalized at this point
Martens Center Outdoor Park Improvements (OSLAD Grant with 50% match) awarded February 2019	704,000	25,000	729,000							729,000	Outdoor Park Improvements at Martens Center. Projected to spend \$71,000 under existing A&E contract by 4/30/20.	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. Operating budget includes an estimate of \$25,000 for construction administration and any other professional services.
Outdoor Basketball Court Replacement	50,000	100	50,100	160,000	50,000	-	110,000	50,000	-	420,100	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 for Clark Park \$47,000 (plus added \$3,000) rolls to FYE2022. FYE2021 will be for Centennial Park basketball court addition.

**CHAMPAIGN PARK DISTRICT**  
**2021-2026 Capital Improvement Plan**

3/30/2020 16:37

Project Name	Amount included in FYE2021 Capital Budget	Amount included in FYE2021 Operating Budget	Adjusted Project Total for 2021	2022	2023	2024	2025	2026	Delayed to Future Years	Totals All Years	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
Outdoor Lighting	33,000	100	180,100	180,100	50,000	175,000	300,000	60,000		945,200	Outdoor Lighting Replacements at various Parks. FYE2025 has a plan to convert lights to LED, but no cost estimate was provided by Staff. FYE2021 is to relamp Dodds 4-Plex lights.	Replace outdoor lighting as needed while converting to LED lights. See Appendix B for details by year. FYE2021 costs do not factor in any potential rebate that may be available. The installation of the LED lights are estimated to save the Park District 60% annually on electric costs.
Parking Lot Refurbishment					240,000		160,000	140,000		540,000	Refurbishment of parking lots as determined by the Parking Lot Condition Assessment	
Parks - Parkland Way replacement of sections	100,000	100	100,000		100,000		100,000			300,000	Replace sections of Parkland Way.	Replaces twenty-four (11x15 ft2) road panels per year. Minimal if any impact to operating budget for repairs until all sections are replaced.
Parks - Seal Coating/Line Striping Parking Lots	0	12,300	12,300	46,000	55,000	30,100	32,100	-	-	175,500	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 reduced from \$42,300 to \$12,300 and put into operating budget for FYE2021 .
Playground Replacement	110,000	100	110,000	100,000	220,000	160,000	200,000	200,000	-	990,000	Playground Replacements	See Appendix B for details by year.
Prairie Farm Development		15,000	15,000	430,100						445,100	Schematic design work for Prairie Farm Development.	In FYE2018 \$35,000 was set aside from the program budget in Museum Fund to cover this work. Rolled over \$15,000 to match the planned expenditures, leaving \$20,000 to be used out of carryover in future years.

**CHAMPAIGN PARK DISTRICT**  
**2021-2026 Capital Improvement Plan**

3/30/2020 16:37

Project Name	Amount included in FYE2021 Capital Budget	Amount included in FYE2021 Operating Budget	Adjusted Project Total for 2021	2022	2023	2024	2025	2026	Delayed to Future Years	Totals All Years	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
RISK_Risk Management Improvements & Updates Partial rollover of \$27,130 from Project #190009 in FYE2019.	62,130	0	62,130	35,000	35,000	35,000			-	167,130	Security camera equipment & wiring installation/upgrades (Tort Fund). Of the total project \$27,130 is carryover from the prior year. Also includes controlled access for the Park District to provide better security entering facilities to be implemented gradually and includes AED replacements for remaining 9 facilities.	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.
Roof Replacements at various facilities	0	15,300	15,300	600,000	28,000	150,000	85,000	-	-	878,300	FY21 Dodds Tennis Center Delayed to FY22 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 notices as applicable.
Sholem - Lazy River / Splash Painting					58,000					58,000	Repainting of lazy river and splash areas.	This is done on an as-needed basis. Last painted a portion of the pool in the summer 2015 at a cost of \$79,450.
Sholem Mechanical Replacements	50,000	100	50,100							50,100	Replacement of 3 filter baskets sections.	
Sholem Shade Cloth Replacement			-	20,000	-	-			-	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.

**CHAMPAIGN PARK DISTRICT**  
**2021-2026 Capital Improvement Plan**

3/30/2020 16:37

Project Name	Amount included in FYE2021 Capital Budget	Amount included in FYE2021 Operating Budget	Adjusted Project Total for 2021	2022	2023	2024	2025	2026	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 (Partial grant funded)	668,000	26,100	694,100	-	-	-	-	-	-	694,100	Delayed project from FYE2019 for lighting, paths and playground replacement, which was originally purchased in 1996 and has been in need of replacement, but put on hold. 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. Also propose to add pour-in-place surfacing at this park. Operating budget contains \$26,100 for construction management and professional fees. The Park District did receive an OSLAD grant for \$347,000 to assist with this project.
Sports - Scoreboard Replacement(s)	16,000		16,000	-	11,000	-	-	-		27,000	Scoreboard Replacements at various facilities/Parks to include 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.
Sports - Soccer Goal Replacements - Dodds Soccer	14,000		14,000	14,000	14,000	-	-	-	-	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.
Telephone System Replacement			-	100,000						100,000	Complete replacement of phone system and equipment for all facilities. Project moved out one year to FYE2022	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			-	10,000	12,000	-			-	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.

**CHAMPAIGN PARK DISTRICT**  
**2021-2026 Capital Improvement Plan**

3/30/2020 16:37

Project Name	Amount included in FYE2021 Capital Budget	Amount included in FYE2021 Operating Budget	Adjusted Project Total for 2021	2022	2023	2024	2025	2026	Delayed to Future Years	Totals All Years	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
Tennis Center Court Fans (2)	14,000	0	14,000	-	-	-			-	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 Court Improvement/ Replacement	589,000	100	589,100	-	100,000	70,000	150,000	300,000	-	1,209,100	Outdoor tennis court replacements either via refurbishment or total renovation. FY2021 will be a complete overlay to Lindsay Tennis Courts (8 in total). FY2023 increased from 22K to \$100K, FY2025 increased by \$105,000 for Hessel	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. Rolled over \$118,000 to finish up Morrissey courts in the spring, and the balance of \$136,000 to be applied to Lindsay Tennis court improvements in FYE2021.
Toalson Park Sidewalk & Earthwork Carry Over from FYE2019 Project #190014	34,440	100	34,540							34,540	Rolled over balance of project to complete in FYE2021.	No operating costs to the District once installed as the maintenance would revert to the City of Champaign.
Trail and Park Path Additions	145,000	100	145,000	81,500	300,000	52,000	264,000		-	842,500	Annual addition/updates to trails and park paths. Flipped amount originally budgeted for FYE2022 to FYE2021 to allow for application of an ITEP grant through the department of transportation to perhaps cover the North Champaign Trail project. Next grant cycle will not be open until next year.	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. Carryover \$195,000 which will partially be used for the Greenbelt bridge replacement with balance to roll towards FYE21 project(s).

**CHAMPAIGN PARK DISTRICT**  
**2021-2026 Capital Improvement Plan**

3/30/2020 16:37

Project Name	Amount included in FYE2021 Capital Budget	Amount included in FYE2021 Operating Budget	Adjusted Project Total for 2021	2022	2023	2024	2025	2026	Delayed to Future Years	Totals All Years	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
Vehicle Replacement (entire District)	80,000	100	80,100	150,000	193,000	180,000	178,000	80,000	-	861,100	Vehicle Replacement(s)	Replacement Scheduled. Replacement of aging vehicles per schedule. See Appendix B for details by year.
Virginia Theatre (VT) Orchestra Pit Cover			-	-	-	-			100,000	100,000	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 2021 review of capital projects and possibly moved up.
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. Projected delayed to FYE2023.	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.

**CHAMPAIGN PARK DISTRICT**  
**2021-2026 Capital Improvement Plan**

3/30/2020 16:37

Project Name	Amount included in FYE2021 Capital Budget	Amount included in FYE2021 Operating Budget	Adjusted Project Total for 2021	2022	2023	2024	2025	2026	Delayed to Future Years	Totals All Years	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
Virginia Theatre re-wiring of network	30,000		30,000							30,000	Run new network wiring at the VT.	The network wiring at the VT has been patched together for many years. The quality of the network is substandard as there are too many switches in the building. This improvement would modernize the wiring and reduce the number of switches to improve speed and quality of the network.
Virginia Theatre Sound System (grant funds of \$750,000)	735,500	0	735,500	-	-	-	-		-	735,500	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. 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>9,937,489</b>	<b>290,945</b>	10,375,134	8,053,936	2,304,000	1,332,100	2,096,200	1,220,000	150,000	25,531,370		
Less Grant Funds (See details below)			(1,697,000)							(1,697,000)		
Less Carry-over from FYE2020			(3,396,138)	(2,000,000)						(5,396,138)		
Less Funds from Foundation			(4,000,000)	(3,279,536)						(7,279,536)		
NEW revenues			\$ 1,281,996	\$ 2,774,400	\$ 2,304,000	\$ 1,332,100	\$ 2,096,200	\$ 1,220,000	\$ 150,000	\$ 11,158,696		

Details of Grants Awarded and included in FYE2021 totals above:

OSLAD Human Kinetics Park	\$ 400,000	grant expires 4-15-2021, 50% matching requirement; Park District has received \$200,000 advanced grant funding in FYE2020 and earning interest on funds.
OSLAD Spalding Park	\$ 347,000	grant awarded but no contract received to execute as of this date, will be 50% matching requirement
IDNR IL Bicycle Program Grant (Greenbelt)	\$ 200,000	grant expires 3-31-2022, 50% matching requirement
IDNR Public Museum Grant (VT Sound)	\$ 750,000	grant expires 4-1-2021, 100% reimbursement grant
Total grants awarded through 2/6/2020	<u>\$ 1,697,000</u>	

**PROJECT REQUEST SUMMARY****Communication Radios****Request for Fiscal Year Ended: 2021****Bresnan****\$15,110.00**

<b>TOTAL SCORE</b>	<b>3</b>	Total Costs for both Capital & Operating Budgets
New Construction/Equipment/Etc.	0	
Maintain Existing	1	
Statutory/Legal Requirement	0	
Safety/Risk Mitigation	0	
Board Approved Documents/Plans	2	see below
Other Criteria	0	

**Detailed Description of Project**

Radios for VT, Special Events, Sholem and Ops are used daily and the current radios do not work well and are meant for residential use. The proposed radios are professional quality and other than the VT radio's would be held in the IT office and checked out throughout the District rather than held in many areas.

**Board Priority (if applicable)**

8.3 Maintain the Virginia Theatre facility while producing quality programs and events

**Strategic Goal (if applicable)**

SG3-HR, Risk & Technology

3.2.2 Implement technology and creative solutions to mitigate risk in facilities and parks.



## MEMORANDUM



**TO:** Joe DeLuce and Andrea Wallace  
**FROM:** Daniel Olson  
**DATE:** December 1, 2019  
**SUBJECT:** Rolling Equipment Replacement Plan

Rolling equipment is evaluated annually for future replacement.

Fiscal Yr.	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
<b>Request</b>	Pool Mowers	Utility Tractor and attachments (\$30,000) Pull behind mower (\$15,000)	Utility Tractor and attachments	Wood Chipper (\$25,000) Ballfield Mower (\$55,000)	Backhoe	Wide Area Mower
<b>Total Amt.</b>	\$15,000	\$45,000	\$15,000	\$80,000	\$100,000	\$50,000
<b>Notes to Business Office</b>	Replacements	Replace JD 1445 tractor with mower and blade Replace Land Pride pull behind mower	Replacement of Kubota BX2230 utility tractor and blade	Replacement of Vermeer Wood Chipper. Replacement of Toro Ballfield Mower	Replacement	Replace Toro Groundsmaster 4000

Additional plan notes:

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

ATTACHMENT B

## MEMORANDUM

**TO:** Joe DeLuce and Andrea Wallace  
**FROM:** Daniel Olson  
**DATE:** January 15, 2020 (Original November 20, 2019)  
**SUBJECT:** Recurring Maintenance - Facilities



Each year the District has several recurring maintenance needs, especially in areas of high use. 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.

Fiscal Yr.	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
Painting	\$35,000	\$30,000	\$40,000	\$20,100	\$20,100	\$15,000
Flooring	Hays (\$30,000) VT (\$14,000)	Springer \$18,000	Operations \$25,000	--	Springer \$20,100	Leonhard Upper Classroom
HVAC	Springer \$130,000	VT \$280,000* Douglass CC \$55,000	\$25,000	\$25,000	\$25,000	\$25,000
Notes to Business Office	Increased flooring amount from previous year.	*VT is an approximate cost as of 1/11/20 Douglass costs are only work on the air handler.	Increased flooring amount by \$10,000 to do carpet and tile.	--	--	--

### Notes:

- Priorities will be assessed twice a year and results from Facility and Parks Report Cards will be considered.
- Projects include in-house work as well as contracted work.
- Painting funds will be used for interior and exterior projects.
- Flooring priorities 20/21: Hays hall and office carpet and VT Conference, box office, office under stairs; FY 21/22: Springer rooms 106 and 107; FY 22/23: Operations carpet areas; FY 23/24: None; FY 24/25: Springer stair tread and lower hallway tile; FY 25/26: Leonhard upper classroom.
- All general flooring projects above are replacements of current flooring.
- Recurring HVAC requests are a new addition in FY 20/21. It will be used for heating, cooling, and air handling.
- The above facilities request does not include items for the Bicentennial Center renovation which will be budgeted separately.

### ATTACHMENT B

**PROJECT REQUEST SUMMARY****Fitness on Demand at Leonhard**Request for Fiscal Year Ended: **2021****Leonhard****\$15,000.00**

<b>TOTAL SCORE</b>		<b>3</b>	Total Costs for both Capital & Operating Budgets
New Construction/Equipment/Etc.	1	1	Capital \$12,000 & Operating \$3,000
Maintain Existing	0	0	
Statutory/Legal Requirement	0	0	
Safety/Risk Mitigation	0	0	
Board Approved Documents/Plans	2	2	see below
Other Criteria	0	0	

**Detailed Description of Project**

One of the strategic goals is to offer virtual/video fitness opportunities at various recreation centers. This proposal would be for the installation of a Wellbeats Fitness on Demand system in the group fitness room at Leonhard. Along with the installation we would need to create better storage systems such as a wall organization unit to properly store and organize the equipment necessary in the room and not in the storage closet. By adding this to the Leonhard Center it would be another selling point/advantage of memberships. Members would be able to attend pre-scheduled fitness on demand classes in the group fitness room as an alternative to the weight room, walking track, and gym. We could even schedule parent/tots classes. In addition to pre-scheduled classes members could utilize the fitness on demand and select their own classes when we did not have pre-scheduled activities/classes/rentals. This will help us in spreading membership out in the building and continuing to grow membership as well.

Not only will this help with membership sales, but it will also be a source of fitness programming for our day camp and afterschool, helping improve the health and wellness of our participants, meeting another strategic goal.

**Board Priority (if applicable)**

8.2 Plan and develop capital projects

**Strategic Goal (if applicable)**

SG6-Recreation

6.4.1 Add video fitness related programs at various recreation centers to provide more opportunities for fitness.

**PROJECT REQUEST SUMMARY****Leonhard Elliptical Replacement**Request for Fiscal Year Ended: **2022****Leonhard****\$19,500.00**

<b>TOTAL SCORE</b>	<b>3</b>	Total Costs for both Capital & Operating Budgets
New Construction/Equipment/Etc.	0	
Maintain Existing	1	
Statutory/Legal Requirement	0	
Safety/Risk Mitigation	0	
Board Approved Documents/Plans	2	see below
Other Criteria	0	

**Detailed Description of Project**

The average life cycle of a comercial elliptical is 8 years. Our three elipticals are well used and showing signs of age. It is important that we keep up on equipment replacment and stay current with machines for our growing membership. This proposal is to replace all 3 treadmills.

**Board Priority (if applicable)**

8.2.4 Maintain quality of existing facilities, parks and trails.

**Strategic Goal (if applicable)**

SG6-Recreation

6.3.2 Update necessary equipment for all programs and associated facilities

## MEMORANDUM

**TO:** Joe DeLuce and Andrea Wallace  
**FROM:** Daniel Olson  
**DATE:** January 16, 2020  
**SUBJECT:** Non-Rolling Equipment Plan



Fiscal Yr.	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
<b>Request</b>	Flower Staging Area (\$40,300) CNC Router (\$9,000)	--	--	--	--	--
<b>Total Amt.</b>	\$49,300	--	--	--	--	--
<b>Notes to Business Office</b>	Moving forward Flower Staging area and adding \$7,000 to previous cost for shade structures. CNC is new addition for sign making.	--	--	--	--	--

Additional plan notes:

- None

ATTACHMENT B

PROJECT REQUEST SUMMARY

LRC Service Drive

Request for Fiscal Year Ended: 2021

LRC

\$42,600.00

TOTAL SCORE	8
New Construction/Equipment/Etc.	1
Maintain Existing	0
Statutory/Legal Requirement	6
Safety/Risk Mitigation	1
Board Approved Documents/Plans	0
Other Criteria	0

Total Costs for both Capital & Operating Budgets

Detailed Description of Project

This is the the service drive off of Kenwood Road. "TuffTrack" type grass paver drive, curb cut onto Kenwood Road, and improved landscape area for summer day camps.

Board Priority (if applicable)

0

Strategic Goal (if applicable)

0

0

## MEMORANDUM

**TO:** Joe DeLuce and Andrea Wallace  
**FROM:** Daniel Olson  
**DATE:** November 19, 2019  
**SUBJECT:** Outdoor Basketball Court Replacement Plan



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

Fiscal Yr.	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
<b>Request</b>	*Centennial (\$50,000)	Douglass Resurface (\$110,000) Clark (\$50,000)	Powell (1 court)	--	Muliken (1/2 court) Turnberry Ridge (1/2 court)	Scott Park (1 court)
<b>Total Amt.</b>	\$50,000	\$160,000	\$50,000	--	\$110,000	\$50,000
<b>Notes for Business Office.</b>	New full size. Quote from Duce. Added money for fencing. Will remove goal from Dexter parking lot. Request to use roll over from Clark court.	--	--	--	--	--

Additional plan notes:

- Joe has requested we get a quote for an asphalt instead of concrete court in 2019 (FYE2019).
- Clark Park put on hold to plan bigger area that includes playground, tennis, ADA, etc.
- Washington Court put on hold by Executive Director for park planning (winter 2020).
- Detention Basin court can be removed as per decision of the Executive Director (winter 2019).

ATTACHMENT B

### **Outdoor Basketball Court Surfaces**

The following is the suggested replacement schedule for the district's outdoor basketball court surfaces. Each project will include removal of the existing surface, excavation of sub-grade, installation of a new concrete surface, court striping, and new poles, backboards and rims. Barring unforeseen circumstances, each new surface should last 20 years.

<u>Location</u>	<u>Last Reconstruction</u>	<u>Capital Plan Year</u>
Clark Park (1 court)	1990/91	2018/19
Washington Park (1 court)	1988/89	2019/20
Detention Basin (1 court)	1992/93	2019/20
Powell Park (1 court)	1993/94	2020/21
Mulliken Park (1/2 court)	2006/07	2026/27
Turnberry Ridge Park (1/2 court)	2006/07	2026/27
Scott Park (1 court)	2009/10	2029/30
Toalson Park (1/2 court)	2009/10	2029/30
Sunset Ridge Park (1 court)	2011/12	2031/32
HK Park (1 court)	2014/15	2034/35
Eisner Park (1 court)	2014/15	2034/35
Glenn Park (1/2 court)	2014/15	2034/35
Wesley Park (2 courts)	2015/16	2035/36
Beardsley Park (1 court)	2016/17	2036/37
Douglass Park (2 courts)		
Hazel Park (1 court concrete)	2017 (actual year)	2037/38
Commissioners Park (1/2 court concrete)	2019	
Henry Michael Park (1/2 court concrete)	2019	
Spalding (1 court concrete)	2019	

Centennial Park (located on Dexter Field parking lot; to be moved as off as part of park master plan)

ATTACHMENT B



## MEMORANDUM

**TO:** Joe DeLuce and Andrea Wallace  
**FROM:** Bret Johnson and Dan Olson  
**DATE:** December 15, 2019  
**SUBJECT:** Outdoor Lighting Replacement Plan



All projects listed below are replacements of existing lighting. We submit the following replacement plan for the budget.

Fiscal Yr.	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
<b>Request</b>	Dodds 4-Plex relamping of lighting (\$33,000)	Dodds Soccer additional lighting for 3 middle fields. Four poles needed (\$180,000)	Hessel Tennis, Volleyball, & Pickleball Courts	Dexter Field Replacement of existing wooden poles and HID fixtures	Zahnd baseball fields (2)	Spalding Tennis
<b>Total Amt.</b>	\$33,000	\$180,000	\$50,000	\$175,000	\$300,000	\$60,000
<b>Notes to Business Office</b>						

Additional plan notes:

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

ATTACHMENT B

## MEMORANDUM



**TO:** Joe DeLuce and Andrea Wallace  
**FROM:** Daniel Olson  
**DATE:** Updated Feb. 4, 2020 (Original October 30, 2019)  
**SUBJECT:** Parking Lot Refurbishment Plan

Asphalt parking lot life expectancy is 20 to 25 years dependent upon use and maintenance. Routine maintenance includes sealcoating and crack filling which will be paid for from the Sealcoating and Striping capital budget line. Concrete parking lots generally have a 20 to 30 year lifespan dependent on use and weather conditions. This plan is new for FY 20/21.

Fiscal Yr.	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
<b>Request</b>	None Requested	None Requested	Centennial Lot L – Prairie Farm West. Expand lot and start over new. Centennial Lot M – Prairie Farm East Mill and new asphalt.	None Requested	Hessel A – Pavilion Horseshoe. Milled and Back to asphalt	Centennial A – Operations North Lot. West strip only shared access with fire dept. Change from asphalt to HD concrete.
<b>Total Amt.</b>		--	\$240,000	--	\$160,000	\$140,000
<b>Notes to Business Office</b>						

Additional plan notes:

- Priority areas were determined by the Parking Lot Condition Assessment.
- Sealcoating and striping allotted in different capital budget line.

ATTACHMENT B

## MEMORANDUM



**TO:** Joe DeLuce and Andrea Wallace  
**FROM:** Daniel Olson  
**DATE:** November 20, 2019  
**SUBJECT:** Recurring Maintenance - Parks

Each year the District has several recurring maintenance needs, especially in areas of high use. Item included in **operating budget**.

Fiscal Yr.	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
Concrete	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
Roadway	Patch \$6,000 Replace \$100,000	Patch \$6,000 Replace \$--	Patch \$6,000 Replace \$100,000	Patch \$6,000 Replace \$--	Patch \$8,000 Replace \$100,000	Patch \$10,000 Replace \$--
Sealcoat and Striping	\$12,300	\$46,000	\$55,000	\$30,100	\$32,100	\$15,000
Playground Surfacing	\$35,000	\$36,000	\$37,000	\$38,110	\$39,300	\$40,200
Park Amenities	\$40,000	\$30,000	\$40,000	\$20,000	\$22,000	\$22,000
Park Signs	\$6,000	--	--	--	--	--
Notes for Business Office	Reduced sealcoating by \$30K	Park sign budget merged into Park Amenities here on out.				

### Notes:

- Priorities will be assessed twice a year and results from Facility and Parks Report Cards will be considered.
- Projects include in-house work as well as contracted work.
- All line items above address safety issues.
- General concrete will add, improve, or repair sidewalks, paths, parking areas, shelter flooring, hard courts, stairwells, and trails.
- ADA projects and repairs will be funded through the ADA budget line.
- Roadway Replacement is for Parkland way based on quote from Cross (Jan. 8, 2020). Replaces twenty-four (approx. 11 X 15 ft<sup>2</sup>) road panels per budget year noted.
- Prayer for Rain general maintenance was removed beginning FY 20/21 and added as needed in future years.
- Park Amenities include but are not limited to, benches, waste and recycling receptacles, signs, pet waste stations, picnic tables, water fountains, etc.

ATTACHMENT B

## MEMORANDUM



**TO:** Joe DeLuce and Andrea Wallace  
**FROM:** Daniel Olson  
**DATE:** November 10, 2019  
**SUBJECT:** Playground Replacement Plan

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. Each project will include removal of the existing structure, excavation of site, installation of a new structure, and installation of the chosen surfacing. Playground replacement priorities will be evaluated each year and timing of replacement may be changed.

Fiscal Yr.	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
<b>Request</b>	Clark	Robeson	Zahnd Turnberry Wesley <sup>1</sup>	Millage Davidson	Johnston Mayfair	Robeson M. West Mullikin
<b>Total Amt.</b>	\$110,000	\$100,000	\$220,000	\$160,000	\$200,000	\$200,000
<b>Notes to Business Office</b>		Same as previous plan.	Want to add PIP to Zahnd.	Same as previous.	Same as previous.	New budget year.

Additional plan notes:

1. Prairie Farm may be added to this list when master plan is initiated. But currently would be slated for replacement in 2026/27 or later.
2. It has been agreed that one or two small pieces could be added to Dodds as needed on this schedule (not shown).

ATTACHMENT B

### Outdoor Playground Structures Inventory

Yellow indicates it is on above CIP

<u>Install Year</u>	<u>Location</u>	<u>Surface</u>
1996	Spalding	Fibar
1998	Clark	Fibar
1999	Zahnd	Fibar
2000	Robeson	Fibar
2000	Bristol	Fibar
2001	Millage	Fibar
2002	Johnston	Fibar
2002	Mayfair	Fibar
2003	Wesley	Fibar
2003	Davidson	Fibar
2003	Turnberry Ridge	Fibar
2004	Robeson M. West	Fibar
2005	Mullikin	Fibar
2007	Prairie Farm	Fibar
2007	Centennial	Poured in Place
2009	Scott	Fibar
2009	Toalson	Fibar
2010	Hazel	Fibar
2010	Dodds	Fibar
2011	Garden Hills	Poured in Place
2011	Sunset Ridge	Fibar
2011	Porter	Fibar and PIP
2014	Eisner	Poured in Place
2014	Douglass	Poured in Place
2014	Powell	Fibar
2014	Glenn	Fibar
2016	Hessel	Fibar and PIP
2017	Beardsley	Fibar
2018	West Side	Fibar and PIP
2018 (FA)	Commissioners	Fibar
2019 (SP)	Henry Michael	Fibar
2019 (SU)	Noel	Fibar
2019 (FA)	Morrissey	Fibar

ATTACHMENT B

PROJECT REQUEST SUMMARY

Prairie Farm Development

Request for Fiscal Year Ended: 2021

Prairie Farm

\$445,100.00

TOTAL SCORE	5
New Construction/Equipment/Etc.	1
Maintain Existing	1
Statutory/Legal Requirement	0
Safety/Risk Mitigation	0
Board Approved Documents/Plans	1
Other Criteria	2

Total Costs for both Capital & Operating Budgets

FYE21 \$15,000  
FE22 \$430,100

see below

Detailed Description of Project

Improvements from the 2020 Prairie Farm Masterplan (contingent upon approval).  
\$35,000 was allotted in FYE 2019 CIP for pavilion/restrooms. FYE2021 scope includes site work, barn, playground (staff install), fencing, and play area.

Board Priority (if applicable)

0

Strategic Goal (if applicable)

SG5-Planning

5.1.1 Master plan to fix/improve infrastructure at Prairie Farm. Common consensus on direction for the Farm with logical funding scope.

## MEMORANDUM



**TO:** Joe DeLuce and Andrea Wallace  
**FROM:** Daniel Olson  
**DATE:** February 5, 2020 (Original December 1, 2019)  
**SUBJECT:** Roofing Replacement Plan

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. Amounts \$20,000 and over are included in the capital budget, while anything below that is included under operating budgets for specific facility or park.

Fiscal Yr.	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
<b>Request</b>	Dodds Tennis Center Garage (\$5,500) Rotary Shelter (\$8,000) Douglass Little League Concession (\$1,800)	Operations Building existing prior to construction (\$150,000) Dodds Tennis Center (\$450,000)	Prairie Farm Trolley and Craft Barns.	Douglass Annex	Zahnd concession. Dodds 4-plex concession. Dodd's 3-plex concession if not new building by that time.	--
<b>Total Amount</b>	\$15,300	\$600,000	\$28,000	\$150,000	\$85,000	--
<b>Notes to Business Office</b>	Rotary Shelter at Centennial Park possibly get financial support.	--	--	--	--	--

Additional plan notes:

1. Joe and Andrea have approved (\$5,000) using money saved from the Dodds Tennis Center Lighting Project to use for a DTC roof and wall inspection in this year (2019/2020)

ATTACHMENT B

## MEMORANDUM



**TO:** Joe DeLuce and Andrea Wallace  
**FROM:** Daniel Olson  
**DATE:** November 10, 2019  
**SUBJECT:** Sholem Mechanical Improvements Plan

Funding is needed for replacement and improvement of mechanical equipment associated with the filter building at Sholem. The requested components are necessary for the health and safety of visitors. Item included in the **operating budget** for Sholem.

Fiscal Yr.	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
<b>Requested</b>	*Three Filter Basket Sections Replacement (\$50,000) General Maintenance (\$25,000)	Body Slide Reseal (\$20,000) General Maintenance (\$25,000) Shade Cloth Replace (\$20,000)	General Maintenance (\$25,000) Lazy *River/Splash Painting (\$26,000) Intake Cover Replacements (\$7,000)	Raft Slide Reseal (\$20,100) General Maintenance (\$25,000)	General Maintenance (\$25,000)	Body Slide Reseal (\$22,000) Splash Intake Covers (\$2,600) General Maintenance (\$25,000)
<b>Total Amt.</b>	\$75,000	\$65,000	\$58,000	\$50,100	\$25,000	\$49,600
<b>Notes to Business Office</b>	*Placeholder Cost as of 1/11/20  Joe requested \$25,000 be added each year as general maintenance.	--	*Placeholder cost as of 1/11/20  Intake cover replacements = 166 total for Baby, Activity and Lazy River. Quote from Spear.	--	--	Possible larger regrout renovation in this year, but not requested in amount.

Additional plan notes:

1. Dropping routine maintenance grouting and will add larger project at later date.
2. Water slides need to be recoated periodically to combat deterioration due to use, water and the elements.
3. The Virginia Graeme Baker Act of 2008 mandates the installation and regularly schedule replacement of pool drain covers in order to prevent entrapment.
4. Baby pool, activity pool and lazy river have mandatory 7 year intake cover replacements. Last replaced spring 2016. Total covers = 166.
5. Splash pool has a mandatory 15 year replacement. Last replaced in 2012. Total covers = 3.

ATTACHMENT B



## Capital\_2021-8-Spalding Park

### PROJECT REQUEST SUMMARY

#### Spalding Park OSLAD

Request for Fiscal Year Ended: 2021

Spalding Park

**\$694,100.00**

Total Costs for both Capital & Operating Budgets

TOTAL SCORE	8
New Construction/Equipment/Etc.	1
Maintain Existing	1
Statutory/Legal Requirement	0
Safety/Risk Mitigation	0
Board Approved Documents/Plans	1
Other Criteria	5

see below

#### Detailed Description of Project

Increased from \$415,000 to account for expanded scope in OSLAD grant. OSLAD scope includes concrete pathway, path lighting, playground replacement (fibar), pavilion, fitness stations). To be installed by a contractor. \$347,000 to be reimbursed by IDNR ~~if grant is awarded~~. Previous project numbers: 190012, 190013.

#### Board Priority (if applicable)

8.1.4 Complete paths, lights and new

#### Strategic Goal (if applicable)

0

0

## MEMORANDUM

**TO:** Joe DeLuce and Andrea Wallace  
**FROM:** Daniel Olson  
**DATE:** November 20, 2019  
**SUBJECT:** Recurring Maintenance - Sports



Each year the District has several recurring maintenance needs, especially in areas of high use. 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 park or facility.

Fiscal Yr.	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
<b>Sports Field Mix</b>	\$10,000	\$20,000	\$20,000	\$10,000	\$10,000	\$12,000
<b>Fencing</b>	\$25,000	\$25,000	\$25,000	\$25,000	\$15,000	\$15,000
<b>Scoreboards</b>	Zahnd (2) \$16,000	Martens (2) \$11,000 HK (2) \$16,000 Included under separate projects	Douglass Gym (2) \$11,000	--	--	--
<b>Soccer Goal Replacement</b>	Dodds \$14,000	Dodds \$14,000	Dodds \$14,000	--	--	--

### Notes:

- Projects include in-house work as well as contracted work.
- Sports field mix purchase includes infield and warning track mixes. Dexter most likely a priority in 2022.
- Fencing projects listed above are replacements of existing fencing.
- Human Kinetics neighbor fencing is not currently included in the above requests. Joe requested that we wait to see where in the development of Martens and HK that fencing may fit. An estimate of \$25,000 will be needed for HK neighbor fencing.
- Fencing priority projects in the plan include, but are not limited to: Zahnd Little League field, Dodds 3-plex, Douglass north neighbor fence.
- Little League fields (with the exception of Zahnd) are not shown in this plan as fencing, scoreboards and field mix on those fields are the responsibility of Little League. Joe will discuss Little League field scoreboards with LL as a plan for the near future at Centennial LL fields needs to be discussed.
- Current boards at CUSR facility (Bicentennial Center) to be evaluated for use by CUSR staff and added at a later date if needed.

ATTACHMENT B

## MEMORANDUM



**TO:** Joe DeLuce and Andrea Wallace  
**FROM:** Daniel Olson  
**DATE:** November 20, 2019  
**SUBJECT:** Tennis Court Replacement Plan

The District owns 25 outdoor tennis/pickle ball courts over eight different parks and six indoor courts. Two types 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.

Fiscal Yr.	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
<b>Request</b>	Lindsay refurb. (8) \$85,000 \$136,000 \$250,000	--	Clark refurb. (2)	Sunset Ridge Refurb (1)	Hessel refurb. (4)	Dodds Tennis Center (6)
<b>Total Amt.</b>	\$471,000	--	\$100,000	70,000	\$150,000	\$300,000
<b>Notes for Business Office</b>	Morrissey Overlay cost \$183,200 Leaving \$136,800 to be carried over from 2020. Still needs additional \$250,000 additional monies. Will need gates replaced for ADA.	--	--	--	--	Indoor court surfacing

Additional plan notes:

- Replacement of lighting, fencing and other infrastructure will be considered at time of RENOVATION, but may be budgeted separately unless noted.
- Power washing on Spalding Courts will be completed in Spring 2020. If not to Joe's satisfaction, he is requesting repainting of courts. Those costs not shown.

ATTACHMENT B

**Champaign Park District  
Tennis Court Inventory**

<u>Location (# of courts)</u>	<u>Last Renovated</u>	<u>Last Refurbished</u>	<u>FY Refurb/Renov</u>
Sunset Ridge Park (1)	2011/12 (new)	N/A	19/20 Refurb.
Eisner Park (1 synth)	1990/91	2008/09	On hold by Ex. Dir.
Centennial Park (Lindsey) (8)	1997/98	2006/07 2013/14	20/21 Refurb.
Clark Park (2)	1996/97	2014/15	21/22 Refurb.
Hessel Park (4)	2004/05	2016/17	24/25 Refurb.
Hessel Park Pickle Ball (1)			TBD
Spalding Park (4)	1995/96	2008/09 2016/17	On hold by Ex. Dir. Renov. (Unit 4 Agreement)
Morrissey Park (4)	1994/95	2008/09 2015/16 2020	22/23 Refurb.

ATTACHMENT B

## 2021-2026 Trail and Park Path Additions Schedule

FYE	Trail/Park	Cost Estimate	Project	Justification
2021	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	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.
2021	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.
2022	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 <i>2011 Champaign Trails Plan</i> . An additional \$2,000 will be added to the operating budget for professional fees related to the project.
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 <i>2011 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:** December. 1, 2019  
**SUBJECT:** District-wide Vehicle Replacement Plan

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.

Fiscal Yr.	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
<b>Request</b>	#21 Van (A) #62 Truck (O)	#55 Bucket Trk. (O) #39 Truck (O) #48 Truck (O)	#25 Mini Bus (R) #38 Truck (O) #65 Truck (O) #47 Truck (O) #67 Truck (O)	#23 Box Truck (R) #27 Truck (O) #35 Truck (O) #18 Truck (O) #52 Truck (O)	#45 Stake Bed (O) #31 SUV (R) #12 Truck (O) #68 Truck (O)	#16 SUV (R) #29 Truck (O)
<b>Total Amt.</b>	\$80,000	\$150,000	\$193,000	\$180,000	\$178,000	\$80,000
<b>Notes to Business Office</b>	Administration van to be replaced with SUV.					

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.

ATTACHMENT B