



## AGENDA

### PUBLIC HEARING FOLLOWED BY REGULAR BOARD MEETING

#### REMOTE MEETING HELD VIA TELECONFERENCE

*(As permitted by Governor Pritzker's Executive Order 2020-07, 2020-33, 2020-39, 2020-44, and Public Act 101-0640)*

The President of the Board of Commissioners has determined that an in-person meeting or a meeting conducted pursuant to the Open Meetings Act is not practical or prudent because of the COVID-19 disaster.

**Citizens may participate in the zoom meeting by going to the following web address:**

<https://us02web.zoom.us/j/84904946682?pwd=b0dtNHNmelpYit1cTg1cXdISXRJZz09>

For online video access, please use the following Meeting ID and Password when prompted:

Meeting ID: 849 0494 6682

Password: 938149

Alternatively, the meeting may be accessed by telephone at:

1-312-626-6799, If prompted for the following items, please enter:

Meeting ID: 849 0494 6682, followed by the # symbol

Password: 938149, followed by the # symbol

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, October 14, 2020, and sent to [joe.deluce@champaignparks.org](mailto:joe.deluce@champaignparks.org).

**Wednesday, October 14, 2020**

**7:00 p.m.**

#### PUBLIC HEARING

##### **A. GENERAL OBLIGATION BONDS**

The Public Hearing is to discuss and receive public comments on the intent to issue \$1,195,800 in General Obligation Bonds. A Notice of Public Hearing was published in *The News-Gazette* on October 2, 2020.

##### **B. PUBLIC COMMENTS**

##### **C. CLOSE THE PUBLIC HEARING**

#### REGULAR BOARD MEETING

##### **A. CALL TO ORDER**

##### **B. COMMENTS FROM THE PUBLIC**

##### **C. COMMUNICATIONS**

##### **D. TREASURER'S REPORT**

1. Consideration of Acceptance of the Treasurer's Report for the Month of September 2020. **(Roll Call Vote)**

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

**Regular Board Meeting**

**October 14, 2020**

**Page 2**

**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
  - a. Ordinance No.646  
Annexing Territory Pursuant to Petition (1703 W. Interstate Dr., Champaign, 3701 Biltmore Dr., Champaign, Illinois, and 3601 S. Duncan Rd., Champaign). **(Roll Call Vote)**
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. **(Roll Call Vote)**

1. Approval of Minutes of the Regular Board Meeting, September 9, 2020
2. Approval of the Minutes of the Special Board Meeting, September 23, 2020
3. Approval of Updates to Employee Handbook Policies and Board Policy Manual Policies
  - A. Distribution of Board Material Policy
  - B. Hiring of Relatives Policy
  - C. Intergovernmental Cooperation Policy
  - D. Meeting Agenda Format Policy
  - E. Overtime and Compensatory Time Policy
  - F. Romantic or Sexual Relationships Policy

**I. NEW BUSINESS**

1. Approval of Disbursements as of September 09, 2020  
Staff requests approval of the list of disbursements for the period beginning September 09, 2020 and ending October 14, 2020. **(Roll Call Vote)**
2. Approval to Solicit Bids for Issuance of General Obligation Bonds  
Staff recommends approval authorizing the Treasurer and Director of Finance to solicit bids for the issuance of \$1,195,800 in General Obligation Bonds for the purpose of paying debt service on certain outstanding obligations and for financing, as applicable, the maintenance, improvements and protection of lands, buildings and parks, including land acquisition, and related design, facilities, improvements and costs, as provided in a resolution adopted by the Board at its Regular Meeting held September 9, 2020. **(Roll Call Vote)**
3. Approval of a Resolution Estimating Taxes to be Levied for FY21-22  
Staff recommend that the Board of Commissioners approve the proposed Resolution setting the tax levy for fiscal year beginning May 1, 2021 and ending April 30, 2022 at \$14,414,428, or an amount authorized by law, and schedule a public hearing on the Tax Levy Ordinance for Tuesday, November 10, 2020 at 7:00 p.m. as required by the Truth in Taxation Act. **(Roll Call Vote)**
4. Approval of Appointment of a Board Secretary  
Staff recommends that the Board appoint a Secretary to the Board. **(Roll Call Vote)**
5. Approval of PSA amendment to the design of Human Kinetics Park  
Staff recommends authorizing Executive Director to sign Amendment 1 for \$15,000 to the design contract with Hitchcock Design Group. **(Roll Call Vote)**

6. Approval of Resolution to Commit Funds for ITEP Grant Application  
Staff recommends approval of a resolution of financial commitment to apply for the ITEP grant for the North Champaign Trail segment. **(Roll Call Vote)**
7. Approval of a Resolution and Agreement Regarding Sourcewell Purchasing Program  
Staff recommends approval of the resolution and an agreement to participate in the Sourcewell Purchasing Program. **(Roll Call Vote)**
8. Approval of an Ordinance Declaring Personal Property as Surplus  
Staff recommends that the Board adopt Ordinance No.648, an ordinance providing for the disposal of personal property owned by the Champaign Park District of Champaign County. **(Roll Call Vote)**

**J. COMMENTS FROM COMMISSIONERS**

**K. ADJOURN**

**ORDINANCE NO. 646**  
**AN ORDINANCE ANNEXING TERRITORY**  
**TO CHAMPAIGN PARK DISTRICT**

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WHEREAS, Champaign Park District is a General Park District organized and existing under the provisions of the Park District Code approved May 17, 1951, as amended, and

WHEREAS, Section 3-10 of the Park District Code provides:

"Whenever a Park District operating within territory predominantly in a city or village or two or more cities or villages would become coterminous or nearly coterminous with such city or village or two or more cities or villages upon the annexation of the additional territory within such municipalities but not incorporated within such a Park District, such Park District may annex such additional territory by the passage of an ordinance to that effect."

and

WHEREAS, Champaign Park District is presently operating within a territory predominantly within the corporate limits of the City of Champaign, Illinois; and

WHEREAS, the tracts of land hereinafter described are located within the corporate boundaries of the City of Champaign, Illinois, but are not presently incorporated within the present corporate boundaries of Champaign Park District or any other park district; and

WHEREAS, upon the annexation of said tracts of land hereinafter described by Champaign Park District, the boundaries of the City of Champaign, Illinois and of Champaign Park District will become coterminous or nearly coterminous;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF CHAMPAIGN PARK DISTRICT:

Section 1. The following described tracts of land be and the same are hereby annexed to Champaign Park District, effective as of the date of passage of this ordinance, and said tracts shall henceforth become and be a part of Champaign Park District the same as though originally included in said district.

Section 2. The territories hereby annexed are described as follows:

TERRITORY PURSUANT TO PETITION  
(1703 W. Interstate Drive, Champaign, Illinois)  
Council Bill No. 2020 – 24

A part of the Southwest Quarter of Section 35, Township 20 North, Range 8 East of the Third Principal Meridian, Champaign County, Illinois, being more particularly described as follows, with bearings based on a local datum:

Commencing at the Southwest corner of the North Half of the North Half of the Southwest Quarter of said Section 35, proceed South 89° 34' 36" East along a Westerly extension of the South line of Interstate Research Park 65.01 feet to the Westerly Right-of-Way line of Mattis Avenue (Dewey-Fisher Road) to the True Point of Beginning; thence North 00° 38' 04" West along said Right-of-Way line 177.88 feet; thence North 01° 24' 47" East along said Right-of-Way line 215.47 feet to the Southerly Right-of-Way line of Interstate Drive; thence North 75° 27' 28" East along said Southerly Right-of-Way line 41.58 feet; thence North 89° 21' 58" East along said Southerly Right-of-Way line 472.55 feet to a point located 585.60 feet East of the West line of said Southwest Quarter; thence South 00° 38' 04" East along a line parallel with and 585.60 feet East of said West line of the Southwest Quarter 412.82 feet to the Westerly extension of the South line of said Interstate Research Park; thence North 89° 34' 35" West along said Westerly extension 520.69 feet to the True Point of Beginning, encompassing 4.9 acres, more or less.

(PIN: 12-14-35-301-010)

Commonly known as: 1703 W. Interstate Drive, Champaign, IL 61821

Together with any and all adjacent streets, highways, or parts thereof not now within the corporate limits of Champaign Park District, to the far side of said streets, highways or parts thereof.

TERRITORY PURSUANT TO PETITION  
(3701 Biltmore Drive (a/k/a 3700 South Mattis Ave.), Champaign, Illinois)  
Council Bill No. 2020-25

A part of the North 1216.98 feet of the East 1216.98 feet of the Northeast Quarter of the Northeast Quarter of Section 34, Township 19 North, Range 8 East of the Third Principal Meridian being more particularly described as follows:

Commencing at the Northeast corner of said Section 34, proceed South 00°18'02" East 1217.21 feet along the East line of said Section 34 to the South line of the North 1216.98 feet of the Northeast Quarter of Section 34; thence North 89°11'28" West 70.00 feet along the said South line to the West Right-of-Way of Mattis Avenue being the True Point of Beginning; thence continue North 89°11'28" West 1147.21 feet along the said South line to the West line of the East 1216.98 feet of the Northeast Quarter of Section 34; thence North 00°18'02" West 826.13 feet along the said West line; thence South 89°11'28" East 756.71 feet; thence 68.29 feet around a curve to the right, tangent to the last described course, having a chord

bearing of South 65°54'01" East and a radius of 84.00 feet; thence North 37°19'11" East 145.90 feet; thence South 89°11'28" East 245.88 feet to the West Right-of-Way line of Mattis Avenue; thence South 01°49'43" East 113.72 feet along said West line; thence South 00°18'04" East 600.00 feet along said West line; thence South 89°41'56" West 8.00 feet along the said West line; thence South 00°18'04" East 203.37 feet to the True Point of Beginning, encompassing 22.439 acres, more or less, in Champaign County, Illinois.

(PIN: 03-20-34-200-004)

Commonly known as 3701 Biltmore Drive (a/k/a 3700 South Mattis Avenue), Champaign,

Together with any and all adjacent streets, highways, or parts thereof not now within the corporate limits of Champaign Park District, to the far side of said streets, highways or parts thereof.

TERRITORY PURSUANT TO PETITION  
(3601 South Duncan Road, Champaign, Illinois)  
Council Bill No. 2020-52

A part of the Northeast Quarter of Section 33, the Southeast Quarter of Section 28, and the Northwest Quarter of Section 34, Township 19 North, Range 8 East of the Third Principal Meridian, Champaign County, Illinois, more particularly described as follows:

The East 933.5 feet of the North 466.63 feet of Section 33, Township 19 North, Range 8 East of the Third Principal Meridian, in Champaign County, in the State of Illinois

**EXCEPTING THEREFROM**

The following described parcel as described in Warranty Deed recorded as Document Number 2007R03069 in the Office of the Recorder of Deeds for Champaign County, Illinois.

Beginning at the Northeast corner of the above-described Section 33, Township 19 North, Range 8 East of the Third Principal Meridian; thence along the East line of said Section 33, South 00 degrees 24 minutes 37 seconds East 466.63 feet; thence North 89 degrees 19 minutes 59 seconds West 65.01 feet; thence parallel with and 65.00 feet westerly distant from said East line of Section 33, North 00 degrees 24 minutes 37 seconds West 387.95 feet; thence North 44 degrees 57 minutes 44 seconds West 42.76 feet; thence North 89 degrees 30 minutes 59 seconds West 86.70 feet; thence North 00 degrees 29 minutes 03 seconds East 49.05 feet, to the North line of aforesaid Section 33; thence along said North line, South 89 degrees 19 minutes 59 seconds East 180.95 feet, to the Point of Beginning, situated in Champaign County, Illinois and containing 0.837 of an acre, more or less.

**AND ALSO EXCEPTING THEREFROM**

The following parcel as described in a Warranty Deed recorded as Document Number 2006R07101 in the Office of the Recorder of Deeds for Champaign County, Illinois.

Commencing at a found railroad spike at the Northeast corner of said Section 33; thence North 89 degrees 19 minutes 59 seconds West (Bearings based on Illinois State Plane Coordinates, East Zone NAD 83) 180.90 feet along the North line of the Northeast Quarter of said Section 33, said point being the Point of Beginning; thence South 0 degrees 40 minutes 01 second West 33.00 feet, to the existing Southerly Right-of-Way line of FAP Route 807 (Curtis Road); thence South 0 degrees 31 minutes 15 seconds West 15.95 feet, said line being perpendicular to the centerline of FAP Route 807; thence South 75 degrees 53 minutes 45 seconds West 158.42 feet; thence South 84 degrees 48 minutes 36 seconds West 201.00 feet; thence South 88 degrees 29 minutes 58 seconds West 340.21 feet; thence South 45 degrees 31 minutes 15 seconds West 57.98 feet; thence North 89 degrees 28 minutes 45 seconds West 15.21 feet, said line being parallel with and 173.00 feet southerly of the centerline of FAP Route 807 (Curtis Road) to the West line of a 10.000 acre parcel of land as described in Deed Book 2394 on Page 215 in the Champaign County Recorder's Office; thence North 0 degrees 21 minutes 45 seconds West 163.89 feet along said West line, to the North line of the Northeast Quarter of said Section 33; thence South 89 degrees 19 minutes 59 seconds East 752.11 feet along said North line, to the Point of Beginning.

More particularly described as follows with bearings based on Illinois State Plane Coordinate system, East Zone.

Commencing at the northeast quarter of Section 33, Township 19 North, Range 8 East of the Third Principal Meridian; thence along the east line of the southeast quarter of Section 28, Township 19 North, Range 8 East of the Third Principal Meridian, North 0 degrees 32 minutes 41 seconds East 170.22 feet; thence South 89 degrees 27 minutes 19 seconds West 90.00 feet; thence South 0 degrees 48 minutes 12 seconds West 217.05 feet, to the POINT OF BEGINNING; thence along the northerly line of the above described tract of land, North 89 degrees 30 minutes 59 seconds West 86.70 feet; thence South 75 degrees 53 minutes 46 seconds West 158.42 feet; thence South 84 degrees 48 minutes 36 seconds West 201.00 feet; thence South 88 degrees 29 minutes 57 seconds West 340.21 feet; thence South 45 degrees 31 minutes 17 seconds West 57.89 feet; thence North 89 degrees 28 minutes 47 seconds West 15.56 feet, to the west line of the east 933.5 feet of the north 466.63 feet of the aforesaid Section 33, thence along said west line of the east 933.5 feet of the north 466.63 feet of Section 33, South 0 degrees 24 minutes 37 seconds East 302.73 feet, to the south line of the north 466.63 feet of the east 933.5 feet of said Section 33, thence along said south line of the north 466.63 feet of Section 33, South 89 degrees 19 minutes 59 seconds East 868.49 feet, to the westerly existing Duncan Road right of way line; thence along said westerly existing Duncan Road right of way line, North 0 degrees 24 minutes 37 seconds West 387.95 feet; thence north 44 degrees 57 minutes 44 seconds West 42.76 feet, to the POINT OF BEGINNING.

Annexation area encompassing 7.354 acres, more or less, which includes all of property PIN 03-20-33-200-007, all in Champaign County, Illinois.

#### LEGAL DESCRIPTION – EXISTING RIGHT OF WAY

A part of Southeast Quarter of Section 28 and the Northwest Quarter of Section 34, Township 19 North, Range 8 East of the Third Principal Meridian, being that portion of existing Curtis Road right of way and a portion of existing Duncan Road right of way which are contiguous with the Friendship Lutheran Church at 3601 South Duncan Road, PIN 03-20-33-200-007, in Champaign County, Illinois, more particularly described as follows:

#### EXISTING CURTIS ROAD RIGHT OF WAY TO BE ANNEXED

Commencing at the northeast quarter of Section 33, Township 19 North, Range 8 East of the Third Principal Meridian; thence along the east line of the southeast quarter of Section 28, Township 19 North, Range 8 East of the Third Principal Meridian, thence North 0 degrees 32 minutes 41 seconds East 170.22 feet, thence South 89 degrees 27 minutes 19 seconds West 90.00 feet, to the POINT OF BEGINNING, thence South 0 degrees 48 minutes 12 seconds West 217.05 feet, to the southerly existing Curtis Road right of way line; thence along said southerly right of way line, North 89 degrees 30 minutes 59 seconds West 86.70 feet; thence South 75 degrees 53 minutes 46 seconds West 158.42 feet; thence South 84 degrees 48 minutes 36 seconds West 201.00 feet; thence south 88 degrees 29 minutes 57 seconds West 340.21 feet; thence South 45 degrees 31 minutes 17 seconds West 57.98 feet; thence North 89 degrees 28 minutes 47 seconds West 15.56 feet, to the west line of the east 933.5 feet of the north 466.63 feet of the aforesaid Section 33; thence along said west line of the east 933.5 feet of the north 466.63 feet of Section 33 and its northerly extension, North 0 degrees 24 minutes 37 seconds West 351.57 feet, to the north line of the northerly existing Curtis Road right of way line; thence along said northerly Curtis Road right of way line, South 88 degrees 23 minutes 17 seconds East 452.29 feet; thence South 87 degrees 35 minutes 27 seconds East 303.45 feet; thence South 87 degrees 35 minutes 25 seconds East 87.96 feet, to the POINT OF BEGINNING.

Annexation area encompassing 5.370 acres, more or less, which includes all of existing Curtis Road right of way contiguous with property PIN 03-20-33-200-007, all in Champaign County, Illinois.

EXISTING DUNCAN ROAD RIGHT OF WAY TO BE ANNEXED

Commencing at the northeast quarter of Section 33, Township 19 North, Range 8 East of the Third Principal Meridian; thence along the east line of the southeast quarter of Section 28, Township 19 North, Range 8 East of the Third Principal Meridian, thence along the east line of aforementioned Section 33, South 0 degrees 24 minutes 37 seconds East 90.77 feet, to the POINT OF BEGINNING, thence South 78 degrees 50 minutes 6 seconds East 45.93 feet, to the existing easterly Duncan Road right of way line; thence along said easterly right of way line, South 0 degrees 24 minutes 37 seconds East 140.77 feet; thence north 89 degrees 18 minutes 45 seconds West 12.00 feet; thence South 0 degrees 24 minutes 36 seconds East 226.72 feet; thence North 89 degrees 19 minutes 59 seconds West 98.02 feet, to the existing westerly Duncan Road right of way line; thence along said westerly right of way line, North 0 degrees 24 minutes 37 seconds West 387.95 feet; thence South 78 degrees 50 minutes 6 seconds East 66.35 feet, to the POINT OF BEGINNING.

Annexation area encompassing 0.891 of an acre, more or less, which includes all of existing Duncan Road right of way contiguous with property PIN 03-20-33-200-007, all in Champaign County, Illinois.

Total existing Curtis Road and Duncan Road right of way to be annexed encompassing 6.261 acres, more or less, all in Champaign County, Illinois.

Grand Total of property PIN 03-20-33-200-007 and all contiguous existing Curtis Road and Duncan Road right of way encompassing 13.615 acres, more or less, all in Champaign County, Illinois.

Situated in Champaign County, Illinois.

(PIN: 03-20-33-200-007)

Commonly known as 3601 South Duncan, Champaign,

Together with any and all adjacent streets, highways, or parts thereof not now within the corporate limits of Champaign Park District, to the far side of said streets, highways or parts thereof.

Section 3. The Secretary of this Board is hereby authorized and directed to file a certified copy of this ordinance together with an accurate map of the territories hereby annexed, in the offices of the County Clerk and the Recorder of Deeds of Champaign County, Illinois.

Section 4. This ordinance shall be in full force from and after its passage and approval as required by law.

PASSED this 14<sup>th</sup> day of October 2020.

APPROVED this 14<sup>th</sup> day of October 2020.

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

ATTEST:

\_\_\_\_\_  
, Secretary

CERTIFICATE OF SECRETARY

I, \_\_\_\_\_, Secretary of Champaign Park District, do hereby certify that the foregoing is a true and correct copy of an Ordinance Annexing Territory to Champaign Park District duly adopted by the Board of Park Commissioners of said Park District at a regular meeting of said Board held the 14<sup>th</sup> day of October 2020.

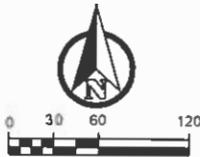
Dated this 14<sup>th</sup> day of October 2020.

\_\_\_\_\_  
\_\_\_\_\_, Secretary  
Board of Park Commissioners  
Champaign Park District

OFFICIAL SEAL

PREPARED BY AND RETURN TO:

Guy Hall  
Champaign Park District  
706 Kenwood Road  
Champaign, IL 61821



# ANNEXATION PLAT

A PART OF THE SOUTHWEST QUARTER OF SECTION 35, TOWNSHIP 20 NORTH,  
RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN  
CHAMPAIGN COUNTY, ILLINOIS

### Legal Description

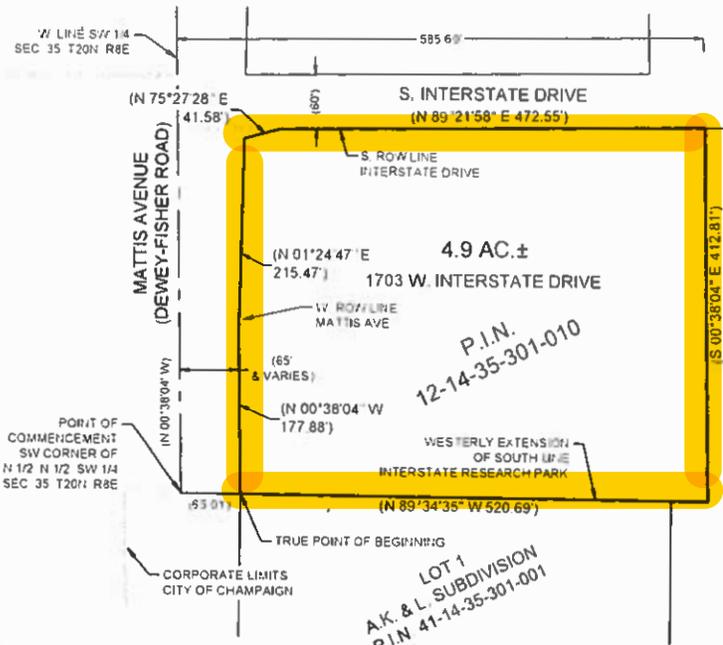
A part of the Southwest Quarter of Section 35, Township 20 North, Range 8 East of the Third Principal Meridian, Champaign County, Illinois being more particularly described as follows, with bearings based on a local datum:

Commencing at the Southwest corner of the North Half of the North Half of the Southwest Quarter of said Section 35, proceed South 89° 34' 36" East along a Westerly extension of the South line of Interstate Research Park 65.01 feet to the Westerly Right-of-Way line of Mattis Avenue (Dewey-Fisher Road) the True Point of Beginning, thence North 00° 38' 04" West along said Right-of-Way line 177.88 feet; thence North 01° 24' 47" East along said Right-of-Way line 215.47 feet to the Southerly Right-of-Way line of Interstate Drive, thence North 75° 27' 28" East along said Southerly Right-of-Way line 41.58 feet; thence North 89° 21' 58" East along said Southerly Right-of-Way line 472.55 feet to a point located 585.60 feet East of the West line of said Southwest Quarter; thence South 00° 38' 04" East along a line parallel with and 585.60 feet East of said West line of the Southwest Quarter 412.82 feet to the Westerly extension of the South line of said Interstate Research Park; thence North 89° 34' 35" West along said Westerly extension 520.69 feet to the True Point of Beginning, encompassing 4.9 acres, more or less.

Said tract of land also being subject to any additional Right-of-Way along Mattis Avenue or Interstate Drive.

Signed and sealed this 23rd day of March, 2020

Stephen J. Peidl  
Illinois Professional Land Surveyor No. 3176  
License Expires 11/30/2020



P.I.N.  
12-14-35-301-010

P.I.N.  
41-14-35-304-003

LOT 1  
A.K. & L. SUBDIVISION  
P.I.N. 41-14-35-301-001

NOTE  
BEARINGS AND DIMENSIONS SHOWN ARE  
BASED ON LEGAL DESCRIPTION OF RECORD

File Name: S:\020 Projects\121 Doodle Company\12120203 Interstate and Mattis, Plating\CAD\12120203 annex.plt.dwg

DATE: 03/16/20	BY: JVP	PRECISION ENGINEERING GROUP, INC.	A PART SW 1/4 SEC. 35 T. 20N	12120020
FILED BOOK: ---	1 03/23/20	P.O. BOX 784 CHAMPAIGN IL 61824-0784	R. 8 E 3rd P.M	
ILLINOIS DESIGN FIRM REGISTRATION NO. 184007585		CIVIL ENGINEERING - LAND SURVEYING	CHAMPAIGN COUNTY, ILLINOIS	1 OF 1





**LEGAL DESCRIPTION - PIN: 03-20-33-200-007**

A part of the Northeast Quarter of Section 33, the Southeast Quarter of Section 28, and the Northwest Quarter of Section 34, Township 19 North, Range 8 East of the Third Principal Meridian, Champaign County, Illinois, more particularly described as follows:

The East 933.5 feet of the North 466.63 feet of Section 33, Township 19 North, Range 8 East of the Third Principal Meridian, in Champaign County, Illinois

**EXCEPTING THEREFROM**

The following described parcel as described in Warranty Deed recorded as Document Number 2007R03069 in the Office of the Recorder of Deeds for Champaign County, Illinois

Beginning at the Northeast corner of the above-described Section 33, Township 19 North, Range 8 East of the Third Principal Meridian; thence along the East line of said Section 33, South 00 degrees 24 minutes 37 seconds East 466.63 feet, thence North 89 degrees 19 minutes 59 seconds West 65.01 feet, thence parallel with and 65.00 feet westerly distant from said East line of Section 33, North 00 degrees 24 minutes 37 seconds West 387.95 feet, thence North 44 degrees 57 minutes 44 seconds West 42.76 feet, thence North 89 degrees 30 minutes 59 seconds West 86.70 feet, thence North 00 degrees 29 minutes 03 seconds East 49.05 feet, to the North line of aforesaid Section 33; thence along said North line, South 89 degrees 19 minutes 59 seconds East 160.95 feet, to the Point of Beginning, situated in Champaign County, Illinois and containing 0.837 of an acre, more or less.

**AND ALSO EXCEPTING THEREFROM**

The following parcel as described in a Warranty Deed recorded as Document Number 2006R07101 in the Office of the Recorder of Deeds for Champaign County, Illinois

Commencing at a found railroad spike at the Northeast corner of said Section 33, thence North 89 degrees 19 minutes 59 seconds West (Bearings based on Illinois State Plane Coordinates, East Zone NAD 83) 180.90 feet along the North line of the Northeast Quarter of said Section 33, said point being the Point of Beginning; thence South 0 degrees 40 minutes 01 second West 33.00 feet, to the existing Southerly Right-of-Way line of FAP Route 807 (Curtis Road); thence South 0 degrees 31 minutes 15 seconds West 15.95 feet, said line being perpendicular to the centerline of FAP Route 807; thence South 75 degrees 53 minutes 45 seconds West 158.42 feet, thence South 84 degrees 48 minutes 36 seconds West 201.00 feet, thence South 88 degrees 29 minutes 56 seconds West 340.21 feet; thence South 45 degrees 31 minutes 15 seconds West 57.98 feet; thence North 89 degrees 28 minutes 45 seconds West 15.21 feet, said line being parallel with and 173.00 feet southerly of the centerline of FAP Route 807 (Curtis Road) to the West line of a 10,000 acre parcel of land as described in Deed Book 2394 on Page 215 in the Champaign County Recorder's Office; thence North 0 degrees 21 minutes 45 seconds West 163.89 feet along said West line, to the North line of the Northeast Quarter of said Section 33; thence South 89 degrees 19 minutes 59 seconds East 752.11 feet along said North line, to the Point of Beginning.

More particularly described as follows with bearings based on Illinois State Plane Coordinate system, East Zone

Commencing at the northeast quarter of Section 33, Township 19 North, Range 8 East of the Third Principal Meridian, thence along the east line of the southeast quarter of Section 28, Township 19 North, Range 8 East of the Third Principal Meridian, North 0 degrees 32 minutes 41 seconds East 170.22 feet, thence South 89 degrees 27 minutes 19 seconds West 90.00 feet; thence South 0 degrees 48 minutes 12 seconds West 217.05 feet, to the POINT OF BEGINNING; thence along the northerly line of the above described tract of land, North 89 degrees 30 minutes 59 seconds West 86.70 feet; thence South 75 degrees 53 minutes 45 seconds West 158.42 feet, thence South 84 degrees 48 minutes 36 seconds West 201.00 feet; thence South 88 degrees 29 minutes 56 seconds West 340.21 feet; thence South 45 degrees 31 minutes 17 seconds West 57.98 feet; thence North 89 degrees 28 minutes 47 seconds West 15.56 feet, to the west line of the east 933.5 feet of the north 466.63 feet of the aforesaid Section 33; thence along said west line of the east 933.5 feet of the north 466.63 feet of Section 33, South 0 degrees 24 minutes 37 seconds East 302.73 feet, to the south line of the north 466.63 feet of the east 933.5 feet of said Section 33; thence along said south line of the north 466.63 feet of Section 33, South 89 degrees 19 minutes 59 seconds East 868.49 feet, to the westerly existing Duncan Road right of way line, thence along said westerly existing Duncan Road right of way line, North 0 degrees 24 minutes 37 seconds West 387.95 feet, thence north 44 degrees 57 minutes 44 seconds West 42.76 feet, to the POINT OF BEGINNING.

Annexation area encompassing 7.354 acres, more or less, which includes all of property PIN 03-20-33-200-007 all in Champaign County, Illinois

**ANNEXATION PLAT OF**

Friendship Lutheran Church  
Champaign, Illinois

City of Champaign  
Champaign County, Illinois  
Council Bill No.:  
Date Passed:

**ClarkDietz**

124 WEST CHURCH STREET  
CHAMPAIGN, IL 61820  
PHONE 317.373.8000 WWW.CLARKDIETZ.COM

**CERTIFICATE OF SURVEY**

THIS IS TO CERTIFY THAT I, DAVID L. MILAZZO, AM LICENSED PROFESSIONAL LAND SURVEYOR NUMBER 3137, AND THAT THIS SURVEY WAS MADE BY ME OR UNDER MY DIRECTION AND THAT THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MEASUREMENT STANDARDS FOR A BOUNDARY SURVEY MADE FOR THE CITY OF CHAMPAIGN, IL.

SURVEY COMPLETED THIS 2nd DAY OF APRIL, 2020A.D.



*David L. Milazzo*

ILLINOIS PROFESSIONAL LAND SURVEYOR  
NO. 3137  
LICENSE EXPIRES 11/30/2020  
PROFESSIONAL DESIGN FIRM  
REGISTRATION NO. 184-000450  
LICENSE EXPIRES 04/30/2021

**LEGAL DESCRIPTION - EXISTING RIGHT OF WAY**

A part of Southeast Quarter of Section 28 and the Northwest Quarter of Section 34, Township 19 North, Range 8 East of the Third Principal Meridian, being that portion of existing Curtis Road right of way and a portion of existing Duncan Road right of way which are contiguous with the Friendship Lutheran Church at 3601 South Duncan Road, PIN 03-20-33-200-007, in Champaign County, Illinois, more particularly described as follows:

**EXISTING CURTIS ROAD RIGHT OF WAY TO BE ANNEXED**

Commencing at the northeast quarter of Section 33, Township 19 North, Range 8 East of the Third Principal Meridian, thence along the east line of the southeast quarter of Section 28, Township 19 North, Range 8 East of the Third Principal Meridian, thence North 0 degrees 32 minutes 41 seconds East 170.22 feet, thence South 89 degrees 27 minutes 19 seconds West 90.00 feet, to the POINT OF BEGINNING, thence South 0 degrees 48 minutes 12 seconds West 217.05 feet, to the southerly existing Curtis Road right of way line, thence along said southerly right of way line, North 89 degrees 30 minutes 59 seconds West 88.70 feet, thence South 75 degrees 53 minutes 46 seconds West 158.42 feet, thence South 84 degrees 48 minutes 36 seconds West 201.00 feet, thence South 88 degrees 29 minutes 57 seconds West 340.21 feet, thence South 45 degrees 31 minutes 17 seconds West 57.98 feet, thence North 89 degrees 28 minutes 47 seconds West 15.56 feet, to the west line of the east 933.5 feet of the north 466.63 feet of the aforesaid Section 33, thence along said west line of the east 933.5 feet of the north 466.63 feet of Section 33 and its northerly extension, North 0 degrees 24 minutes 37 seconds West 351.57 feet, to the north line of the northerly existing Curtis Road right of way line, thence along said northerly Curtis Road right of way line, South 68 degrees 23 minutes 17 seconds East 452.29 feet, thence South 87 degrees 35 minutes 27 seconds East 303.45 feet, thence South 87 degrees 35 minutes 25 seconds East 67.96 feet, to the POINT OF BEGINNING.

Annexation area encompassing 5.370 acres, more or less, which includes all of existing Curtis Road right of way contiguous with property PIN 03-20-33-200-007, all in Champaign County, Illinois.

**EXISTING DUNCAN ROAD RIGHT OF WAY TO BE ANNEXED**

Commencing at the northeast quarter of Section 33, Township 19 North, Range 8 East of the Third Principal Meridian, thence along the east line of the southeast quarter of Section 28, Township 19 North, Range 8 East of the Third Principal Meridian, thence along the east line of aforesaid Section 33, South 0 degrees 24 minutes 37 seconds East 90.77 feet, to the POINT OF BEGINNING, thence South 78 degrees 50 minutes 6 seconds East 45.93 feet, to the existing easterly Duncan Road right of way line, thence along said easterly right of way line, South 0 degrees 24 minutes 37 seconds East 140.77 feet, thence North 89 degrees 18 minutes 45 seconds West 12.00 feet, thence South 0 degrees 24 minutes 36 seconds East 226.72 feet, thence North 89 degrees 19 minutes 59 seconds West 96.02 feet, to the existing westerly Duncan Road right of way line, thence along said westerly right of way line, North 0 degrees 24 minutes 37 seconds West 387.95 feet, thence South 78 degrees 50 minutes 6 seconds East 66.35 feet, to the POINT OF BEGINNING.

Annexation area encompassing 0.891 of an acres, more or less, which includes all of existing Duncan Road right of way contiguous with property PIN 03-20-33-200-007, all in Champaign County, Illinois.

Total existing Curtis Road and Duncan Road right of way to be annexed encompassing 6.261 acres, more or less, all in Champaign County, Illinois.

Grand Total of property PIN 03-20-33-200-007 and all contiguous existing Curtis Road and Duncan Road right of way encompassing 13.615 acres, more or less, all in Champaign County, Illinois.

**ANNEXATION PLAT OF**  
Friendship Lutheran Church  
Champaign, Illinois

City of Champaign  
Champaign County, Illinois  
Council Bill No.:  
Date Passed:

**Clark Dietz**

18 WEST CHAMPAIGN STREET  
CHAMPAIGN, ILLINOIS 61820  
PHONE: (312) 421-1800 WWW.CLARKDIETZ.COM

**CERTIFICATE OF SURVEY**

THIS IS TO CERTIFY THAT I, DAVID L. MILAZZO AM LICENSED PROFESSIONAL LAND SURVEYOR NUMBER 3137, AND THAT THIS SURVEY WAS MADE BY ME OR UNDER MY DIRECTION AND THAT THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY MADE FOR THE CITY OF CHAMPAIGN, IL.

SURVEY COMPLETED THIS 2ND DAY OF APRIL, 2020A D



*David L. Milazzo*  
ILLINOIS PROFESSIONAL LAND SURVEYOR  
NO. 3137  
LICENSE EXPIRES 11/30/2020  
PROFESSIONAL DESIGN FIRM  
REGISTRATION NO. 184-000450  
LICENSE EXPIRES 04/30/2021

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

**September 9, 2020**

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, September 9, 2020 at 7:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, and online due to President Hays' determination that an in-person meeting or a meeting conducted pursuant to the Open Meetings Act was not practical or prudent because of the COVID-19 disaster. The Regular Board Meeting occurred pursuant to published notice duly given. President Hays presided over the meeting. The five individuals identified below were physically present at the meeting with appropriate social distancing. Citizens were given the opportunity to participate in the teleconference at the web address: <https://us02web.zoom.us/j/89438812005?pwd=bIVFTkVyKzVOcHk4bkhOS3hFK3N3dz09> or by calling 312-626-6799. Citizens were also offered the opportunity to submit comments or questions by email prior to the meeting. Those comments were to be announced by President Hays during the public comment portion of the meeting. Email submissions were solicited from the public through a notice of intent to speak or comment to be submitted by noon on Wednesday, September 9, 2020 to be sent to the Executive Director of the Park District at: [joe.deluce@champaignparks.org](mailto:joe.deluce@champaignparks.org). There were no email comments or questions submitted by citizens for consideration by the Board.

Present in person: President Craig W. Hays, Joseph DeLuce, Executive Director, and Attorney Guy C. Hall.

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

Staff present in person: Tammy Hoggatt, Director of HR, Risk and IT, and Jarrod Scheunemann, Assistant to the Executive Director.

Staff present electronically: Andrea Wallace, Director of Finance, Andrew Weiss, Director of Planning, Jimmy Gleason, Director of Revenue Facilities, and Steven Bentz, Director of the Virginia Theatre.

**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**

None.

**Treasurer's Report**

Treasurer Lawson gave the report. Ms. Lawson reviewed the Treasurer's Report for the month of August 2020 and noted that the Park District had received its third installment of real estate taxes, but payments were behind when compared to previous years. She stated the Park District's finances had been reviewed and were found to be in appropriate order.

Vice President Miller made a motion to accept the Treasurer's Report for the month of August 2020. The motion was seconded by Commissioner Solon. Upon roll call vote, the vote was as follows: Commissioner Solon – yes, Commissioner McMahon – yes; Commissioner Kuhl – yes; Vice President Miller – yes; and President Hays – yes. The motion passed 5-0.

## **Executive Director's Report**

### General Announcements

Mr. DeLuce reported that staff were working on upgrading cameras and surveillance at the Park District parks and facilities. He asked Ms. Hoggatt to provide a report. She stated that a number of cameras had been installed throughout the Park District. She noted that a majority of the installation work had been completed by the Tech and Operations teams. There are plans to add more cameras at certain locations. Discussion ensued.

Mr. DeLuce requested clarification on where wireless internet networks had been installed in the Park District's parks. Ms. Hoggatt responded that Wi-Fi was now available at the Dog Park, Dodds Park, Zahnd Park, Hessel Park, and West Side Park. Discussion ensued.

President Hays inquired if signage had been installed to raise park visitor awareness of the new Wi-Fi features. Ms. Hoggatt verified that signage had been installed.

Commissioner Kuhl requested more information on the Park District's policies related to cameras and surveillance. Ms. Hoggatt provided further information.

## **Committee and Liaison Reports**

### Champaign Parks Foundation

Vice President Miller reported that the Foundation's September 14, 2020 meeting had not occurred. He stated there were no new updates to report.

## **Report of Officers**

### Attorney's Report

Attorney Hall reported on the legal counsel that he had provided related to various contracts, agreements, policy revisions, the sale of property, and FOIA requests. Discussion ensued.

Commissioner Solon inquired about the subject matter of recent FOIA requests. Attorney Hall responded that one request had been received from IBEW 601 related to prevailing wage for the sound project at the Virginia Theatre. He stated that an additional request had been received related to the Park District's plans and activities involving Canadian Geese.

President Hays requested clarification on the status of a request from the County Clerk to install secure voting ballot drop boxes at Park District locations. Attorney Hall responded that Public Act 101-642 contained a provision to allow for voting by secure ballot drop boxes. He reported the County Clerk has developed a preliminary agreement with the City of Champaign for secure ballot drop boxes and those two parties were investigating potential site locations. The Park District may coordinate a separate agreement with the County Clerk.

### President's Report

President Hays provided an update on the Martens Center. He reported on the potential timeline for development construction, bid documents, bids, groundbreaking, and the start of construction in June of 2021.

Commissioner Kuhl temporarily lost internet connection at 7:17 p.m.

## **Consent Agenda**

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

1. Approval of Minutes of the Regular Board Meeting, August 12, 2020
2. Approval of the Minutes of the Special Board Meeting, August 24, 2020

### 3. Approval of Minutes of the Special Board Meeting, August 26, 2020

Commissioner Solon made a motion to approve the Consent Agenda. The motion was seconded by Vice President Miller. Upon roll call vote, the vote was as follows: Commissioner McMahon – yes; Commissioner Solon – yes; President Hays – yes; and Vice President Miller – yes. The motion passed 4-0.

#### **New Business**

##### 1. Approval of Disbursements as of August 12, 2020

Staff recommended approval of the list of disbursements for the period beginning August 12, 2020 and ending September 9, 2020.

Vice President Miller made a motion to approve the list of disbursements for the period beginning August 12, 2020 and ending September 9, 2020. The motion was seconded by Commissioner Solon. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; President Hays – yes; Vice President Miller – yes; and Commissioner McMahon – yes. The motion passed 4-0.

Commissioner Kuhl returned to Board meeting via internet at 7:21 p.m.

##### 2. Approval of a Resolution Initiating the 2020 General Obligation Bond Issue

Ms. Wallace presented the report. She stated that staff recommended the approval of a resolution stating the Park District's need and intent to issue \$1,195,800 of General Obligation Bonds for FYE2021.

Commissioner Solon made a motion to approve a resolution stating the Park District's need and intent to issue \$1,195,800 of General Obligation Bonds for FYE2021. The motion was seconded by Commissioner McMahon. Upon roll call vote, the vote was as follows: Commissioner McMahon – yes; President Hays – yes; Commissioner Kuhl – yes; Commissioner Solon – yes; and Vice President Miller – yes. The motion passed 5-0.

##### 3. Approval of a Resolution Setting a Public Hearing on Proposed Bond Issue

Vice President Miller made a motion to approve a resolution to set a Public Hearing for Wednesday, October 14, 2019 at 7:00 p.m. at the Bresnan Meeting Center (which can be heard and participated in live by the public utilizing Zoom call in information that will be posted on the Champaign Park District's website) to address and discuss the intent to issue and sell \$1,195,800 of General Obligation Bonds for the purpose of providing funds for capital improvements and pay debt service on alternate bonds. Commissioner Kuhl seconded the motion. Upon roll call vote, the vote was as follows: Commissioner Kuhl – yes; President Hays – yes; Commissioner Solon – yes; Vice President Miller – yes; and Commissioner McMahon – yes. The motion passed 5-0.

##### 4. Approval of Agreement for Professional Services for Virginia Theatre HVAC Project

Mr. Bentz presented the report. He noted that in March of 2020 the Park District had contracted with GHR Engineers and Associates, Inc. to assess the Virginia Theatre's HVAC system. Mr. Bentz reported that staff had submitted an Illinois Department of Natural Resources (IDNR) Public Museum Capital grant application in May of 2020 for \$750,000 toward the replacement of the HVAC system at the Virginia Theatre pursuant to the study's recommendations. He stated that the closure of the Virginia Theatre for the duration of FY20 had created a unique opportunity to move forward with the architectural and engineering work despite not receiving notification of award from IDNR. Mr. Bentz noted that IDNR staff had been contacted and that architectural and engineering fees would still be considered reimbursable if the Park District moved forward with services prior to

an award notification. Discussion ensued.

Attorney Hall noted that contract amendments with GHR were still in process. He stated that the Board could approve the agreement provided that subsequent changes to the agreement were subject to approval of President Hays, Mr. DeLuce, and legal counsel. Discussion ensued.

President Hays requested clarification on the scope of the project.

Mr. DeLuce responded that the IDNR grant application for \$750,000 would cover the cost of the HVAC system upgrade. GHR's study also recommended several life safety upgrades, as well as updates to the cat walk. He noted that staff had asked GHR to complete 50% of the necessary drawings for the project in this agreement in anticipation that the final 50% would be developed upon an IDNR grant award notification. Discussion ensued.

Vice President Miller requested more information about contingency plans if the Park District does not receive the IDNR grant. Discussion ensued.

Mr. DeLuce responded that the Park District will need to finish or start over on the architectural and engineering plans if the grant is not received. He recommended completing the project in its entirety due to its high priority and need. Discussion ensued.

Commissioner Solon requested more information on the anticipated annual maintenance expenses for the new HVAC system. Discussion ensued. Mr. DeLuce responded that the new system should realize cost savings due to increased efficiency. He also stated staff would report on the expected annual maintenance expenses.

Vice President Miller made a motion to approve the agreement for \$71,879 with GHR Engineers and Associates, Inc. for professional services related to the Virginia Theatre HVAC project subject to subsequently satisfactorily approved amendments by the Board President, Executive Director, and legal counsel. The motion was seconded by Commissioner Solon. Upon roll call, the votes were as follows: Commissioner Kuhl – yes; Commissioner Solon – yes; Vice President Miller – yes; Commissioner McMahon – yes; and President Hays – yes. The motion passed 5-0.

#### 5. Approval of Agreement for Camera Wiring at the Virginia Theatre

Ms. Hoggatt presented the report. She reported that the Board had previously approved the rewiring of the network at the Virginia Theatre at the July 22, 2020 Special Board Meeting. Ms. Hoggatt noted that Consolidated Communications also quoted the installation of wiring for cameras, which would save the Park District money if completed concurrently with the network wiring project. She reported that the funds to complete the project are available in the Risk Management Capital Fund.

Commissioner Kuhl made a motion to approve board approve the addition of a security camera system at the Virginia Theatre for a cost up to \$16,199.61. The motion was seconded by Vice President Miller. Upon roll call vote, the vote was as follows: Vice President Miller – yes; Commissioner Solon – yes; Commissioner Kuhl – yes; President Hays – yes; and Commissioner McMahon – yes. The motion passed 5-0.

### **Old Business**

#### 1. Approval of Agreement Between MSA Professional Services and the Park District for Spalding Park OSLAD Improvements

Mr. Weiss presented the report. He reported that the Board had previously chosen to table this agreement at the 8/26/20 Special Board Meeting. Mr. Weiss noted that the Park District had received an OSLAD grant from IDNR to cover a variety of recreation amenities upgrades in

Spalding Park. Discussion ensued.

Mr. DeLuce commented that the enhanced pathway and lights portion of this project originally was in the intergovernmental agreement with the school district. However, it elected not to undertake the improvements and these upgrades are now included in the OSLAD award.

Attorney Hall noted that he and staff had worked with MSA to revise the current agreement and also develop an amendment.

Vice President Miller made a motion to approve the agreement with MSA for professional services totaling \$25,600 for the Spalding Park OSLAD project. Commissioner Solon seconded the motion. Upon roll call, the vote was as follows: Commissioner McMahon – yes; President Hays– yes; Commissioner Solon – yes; Vice President Miller – yes; and Commissioner Kuhl – yes. The motion passed 5-0.

**Comments from Commissioners**

None.

**Adjourn**

There being no further business to come before the Board, Commissioner Kuhl made a motion to adjourn the meeting. The motion was seconded by Vice President Miller. Upon roll call vote, the vote was as follows: Commissioner McMahon – yes; Commissioner Solon – yes; Commissioner Kuhl – yes; Vice President Miller – yes; and President Hays – yes. The motion passed 5-0 and the meeting was adjourned at 7:51 p.m.

Approved

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Craig W. Hays, President

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Guy C. Hall, Secretary

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

**September 23, 2020**

The Champaign Park District Board of Commissioners held a Special Board Meeting on Wednesday, September 23, 2020 at 5:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, and online due to President Hays' determination that an in-person meeting or a meeting conducted pursuant to the Open Meetings Act was not practical or prudent because of the COVID-19 disaster. The Special Board Meeting occurred pursuant to published notice duly given. President Hays presided over the meeting. The five individuals identified below were physically present at the meeting with appropriate social distancing. Citizens were given the opportunity to participate in the teleconference at the web address: <https://us02web.zoom.us/j/89438812005?pwd=bIVFTkVyKzVOcHk4bkhOS3hFK3N3dz09> or by calling 312-626-6799. Citizens were also offered the opportunity to submit comments or questions by email prior to the meeting. Those comments were to be announced by President Hays during the public comment portion of the meeting. Email submissions were solicited from the public through a notice of intent to speak or comment to be submitted by noon on Wednesday, September 23, 2020 to the Executive Director of the Park District at: [joe.deluce@champaignparks.org](mailto:joe.deluce@champaignparks.org). There were no email comments or questions submitted by citizens for consideration by the Board.

Present in person: President Craig W. Hays, Joseph DeLuce, Executive Director, and Attorney Guy C. Hall.

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

Staff present in person: Tammy Hoggatt, Director of HR, Risk and IT, and Jarrod Scheunemann, Assistant to the Executive Director.

Staff present electronically: Andrea Wallace, Director of Finance, Andrew Weiss, Director of Planning, Dan Olson, Director of Operations, Jameel Jones, Director of Recreation, and Jimmy Gleason, Director of Revenue Facilities.

County Clerk Aaron Ammons also attended the meeting electronically.

**Call to Order**

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

**Comments from the Public**

Clerk Ammons addressed the Board. He shared that the Champaign County Clerk's Office had been working with the Illinois State Board of Elections to establish early voting drop ballot locations. Clerk Ammons stated that he attended the Board meeting to answer any questions from the Board about the proposed agreement regarding this matter. Discussion ensued.

Commissioner McMahon requested clarification on the total number of boxes and their locations. Clerk Ammons responded that there would be seven drop box locations placed throughout the cities of Champaign and Urbana, with two (2) of them on Park District property.

**New Business**

1. Approval of Bid for Dodd's Park 3-Plex Restroom & Concessions Renovation

Mr. DeLuce gave the report. He presented the current fund balance and past spending for this project. He stated that of the \$157,354 that was budgeted, \$8,245 was allocated for construction

administration, and \$16,715 had been spent on design. He noted that the remaining balance of \$132,394 was available for construction. Mr. DeLuce reported that the recommended bid was \$23,701 over budget, however, funds were available in other accounts to cover the remaining balance. He highlighted recent use of the Dodds 3-plex for softball league play and that the project would incur additional expenses if delayed. Discussion ensued.

Commissioner Kuhl requested clarification about whether the Park District was required to accept the lowest responsible bid that included the base bid and alternate. Mr. DeLuce responded that the Board was not required to accept the alternate. Discussion ensued.

Vice President Miller requested clarification the scope of work. Mr. DeLuce responded that ADA related pathways and parking were also included that would leverage ADA funds for this project.

Mr. Weiss noted that bid alternate #1 was for the roof of the Dodd's 3-Plex Concessions and Restroom building. He stated that the roof was scheduled to be replaced in 2024 as part of the capital improvement plan. Discussion ensued.

President Hays requested more information on the status of the roof's condition. Mr. Gleason responded that there were no notable issues or concerns. Discussion ensued.

Commissioner Kuhl made a motion to approve the lowest base bid from Petry-Kuhne Company for \$142,300 with no alternates. The motion was seconded by Commissioner McMahon. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Kuhl – yes; Commissioner McMahon – yes; Vice President Miller – yes; and President Hays - yes. The motion passed 5-0.

## 2. Approval of a Ballot Box Master License Agreement with Champaign County

Mr. DeLuce presented the report. He stated that the Champaign County Clerk's Office would like to install early voting drop boxes at Sholem Aquatic Center and Douglass Park to give residents the opportunity to have a safe and accessible location to drop off their election ballots. Discussion ensued.

Attorney Hall noted that revisions were still expected for the agreement. He stated that if the Board were so inclined it could approve the agreement with direction to the legal counsel and Executive Director to reconcile the contract related to previously suggested modifications and any revisions requested by the Board. Attorney Hall stated that the Park District had received a Certificate of Insurance and it, along with usual additions, have been listed as an additional insureds. Discussion ensued.

Commissioner Solon and Commissioner Kuhl requested revisions and updates to the agreement. Attorney Hall noted that the agreement is a license that allows permission for the Champaign County Clerk's Office to place voter ballot drop boxes in the two (2) park locations for 180 days. Discussion ensued.

Commissioner Solon made a motion to authorize the Executive Director to execute a master license agreement with Champaign County subject to modifications requested to be undertaken. The motion was seconded by Vice President Miller. Upon roll call vote, the vote was as follows: Vice President Miller – yes; Commissioner McMahon – yes; Commissioner Kuhl – yes; Commissioner Solon – yes; and President Hays – yes. The motion passed 5-0.

Clerk Ammons departed the meeting at 5:59 p.m.

## Discussion

### 1. Strategic Plan Updates for Q1 FYE21.

Mr. Scheunemann provided the report. He shared an update on the plan's strategic initiatives, goals, and objectives. He highlighted the promotion of the new Park District app; the launch of the virtual fun Facebook page to host virtual events and programs; the completion of the budget book; the addition of Wi-Fi to several parks; the revision of multiple programs and services to meet pandemic protocols; and the progress of several capital projects.

### 2. Application for ITEP Grant – Gordon Food Area.

Mr. Weiss presented the report. He stated that the Illinois Transportation Enhancement Program (ITEP) had opened applications for grants to support trails that provide alternative transportation options for residential areas to connect with commercial zones. Mr. Weiss presented the North Champaign Trail as an option for the Park District's application. Discussion ensued.

Commissioner Solon requested more information on the scope of work. Mr. Weiss responded that the \$36,000 project estimate would include an 8-foot wide and 400-foot long extension of the trail. He noted the grant required a 20% match that would be available in the paths and trails fund. Mr. DeLuce added that the project had been listed in the FY22 section of the capital plan. Discussion ensued.

Commissioner Kuhl clarified the location of the North Champaign Trail. Mr. Weiss responded that the trail's northern terminus is located at Toalson Park and its southern terminus is located near Menards and Gordon Foods in the North Prospect shopping area. He noted that a small section of the trail remained incomplete. Discussion ensued.

Commissioner McMahon requested clarification on the status of an outstanding grant supported pedestrian bridge to cross Interstate 57. Discussion ensued. Mr. Weiss responded that the City had plans to install the bridge north of Curtis Road near the Carle at the Fields development. Discussion ensued.

The Board agreed to have staff proceed with preparing a recommendation for an ITEP application regarding the North Champaign Trail at the next Regular Board meeting.

### 3. Updates to Employee Handbook Policies and Board Policy Manual Policies

Mr. Scheunemann presented the report. He noted that several changes had been suggested by Commissioners and the revisions had been sent to the Board for review. Mr. Scheunemann noted that the Hiring of Relatives Policy and Romantic Relationships Policy had been presented to the Board for comparative purposes pursuant to the request from the Board at the August 26<sup>th</sup> Special Meeting. Discussion ensued. There were no additional revisions or updates to the Hiring of Relatives, Romantic or Sexual Relationships, Distribution of Board Material, Intergovernmental Cooperation, Meeting Agenda Format, and Overtime and Compensatory Time Policies requested.

The Board agreed to have staff proceed with preparing a recommendation to approve the six policies at the next Regular Board meeting.

#### 4. Property Tax Levy Discussion

Ms. Wallace presented the report. She stated that staff is seeking direction from the Board on the property tax levy due to uncertain impacts that the pandemic and minimum wage increase in 2021 will have on future budgeting and operations. Ms. Wallace noted that the current tax rate is .7193. Discussion ensued.

Vice President Miller noted the unpredictability of property tax revenue due to the possibility of empty apartments or storefronts. President Hays highlighted recent statistics that may lead to reductions in EAV in 2021. Commissioner Solon requested clarification on the number of TIF Districts that include the Park District. Mr. DeLuce responded that the Park District was included in two TIF Districts that are effective until 2037. Discussion ensued.

The Board agreed to have staff proceed with preparing a recommendation to keep the tax rate the same for FY22 at the next Regular Board meeting.

#### 5. Capital Plan Discussion

Mr. DeLuce presented the report. He reported on expected completion dates of current capital projects. Mr. DeLuce requested direction from the Board related to the purchase of equipment and completion of projects that had been previously redlined in the capital plan. Discussion ensued.

Mr. DeLuce revisited the possibility of renovating the tennis courts at Spalding Park, which was addressed at the Special Meeting on 8/26/20. Discussion ensued.

Commissioner McMahon requested more information on the number of pickleball courts that could fit on the surface of four tennis courts. Mr. DeLuce responded that eight pickleball courts would fit in the current tennis courts at Spalding Park.

Vice President Miller requested clarification on the scope of work. Mr. DeLuce responded that the lights could be replaced with LED upgrades. Mr. Olson noted that the courts are on schedule to be resurfaced and would need to be milled as part of the resurfacing process. Mr. Olson commented that the fencing may need to be reconfigured to change the access point due to recent upgrades to the park. Discussion ensued.

Commissioner Kuhl requested clarification on Unit 4 School District's role in replacing the courts. Mr. DeLuce responded that staff would communicate with to Unit 4. Discussion ensued.

Commissioner Kuhl requested more information on potential locations for the installation of new, stand-alone pickleball courts. Mr. DeLuce responded that staff have scheduled a visit to other Park Districts to learn more about the installation of stand-alone, outdoor pickleball courts and that the information gathered will help to develop site recommendations.

Mr. DeLuce requested direction from the Board on whether on not to proceed with the eight projects below the redline in the capital plan. Discussion ensued.

The Board directed the staff to move forward with the eight projects (8) below the redline in the capital plan with estimated costs of \$194,310.

#### **Comments from Commissioners**

Commissioner Kuhl requested the development of a policy to recover costs associated with legal fees to create agreements that have been requested by other governmental bodies.

**Adjourn**

There being no further business to come before the Board, Commissioner Kuhl made a motion to adjourn the meeting. The motion was seconded by Vice President Miller. Upon roll call vote, the vote was as follows: Vice President Miller – yes; Commissioner Solon – yes; Commissioner Kuhl – yes; President Hays – yes; and Commissioner McMahon – yes. The motion passed 5-0 and the meeting was adjourned at 6:59 p.m.

Approved

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Craig W. Hays, President

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Guy C. Hall, Secretary



**Distribution of Board Material Policy**

Board of Commissioners meeting material shall be mailed, emailed, posted to an electronic site, or delivered to Board members the Friday before the Board meeting to allow time for study of items on the agenda.

The material shall include the minutes of previous meetings, the agenda for the coming meeting, as well as reports and materials that will need advance study and matters which are proposed for action.

Meeting material may be accessed through the Park District's website or copies may be requested from the Executive Director's office.

Approved by Board of Commissioners	September 14, 2005
Revised by Board of Commissioners	July 13, 2011
Revised by Board of Commissioners	August 10, 2016
Revised by Board of Commissioners	October 14, 2020

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Craig W. Hays, President

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Joseph C. DeLuce, Executive Director



### Distribution of Board Material Policy

Board of Commissioners meeting material shall be mailed, emailed, posted to an electronic site, or delivered to Board members the Friday before the Board meeting to allow time for study of items on the agenda.

The material shall include the minutes of previous meetings, the agenda for the coming meeting, and as well as reports and ~~proposals materials~~ that will need advance study and matters which are proposed for action.

~~Upon request, local news media representatives and citizens may also obtain copies of Board materials from the Executive Director's office. Meeting material may be accessed through the Park District's website or copies may be requested from the Executive Director's office.~~

Approved by Board of Commissioners	September 14, 2005
Revised by Board of Commissioners	July 13, 2011
Revised by Board of Commissioners	August 10, 2016
<u>Revised by Board of Commissioners</u>	<u>October 14, 2020</u>

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Craig W. Hays, President

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Joseph C. DeLuce, Executive Director



## **Hiring of Relatives Policy**

The employment of relatives can be a positive experience for the Champaign Park District (Park District) and staff if structured in a proper manner. This policy is designed to reasonably assure that the best interests of the taxpayers, Park District, and other employees are well served when the Park District makes employment decisions involving relatives of its Commissioners, Executive Director, Department Directors and other current employees. In addition, the policy is designed to protect employees from having or being perceived to have a conflict of interest with respect to relatives who may become employed, reassigned, transferred or promoted by the Park District. With this understanding, it is also acknowledged that the employment of relatives can cause concern and unease in the workplace, including without limitation, charges or perceptions of favoritism, retaliation, fear of retaliation, conflict of interests, family discord, morale issues, and scheduling conflicts that may adversely affect the Park District and its employees. Recognizing these considerations, the Park District has adopted this policy.

### **Definitions**

For the purposes of this policy, Close Relative shall be defined to include the following relationships, whether established by consanguinity (blood relationship), marriage, or law: mother, father, spouse, civil union partner, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, step-parent, half-sibling, step-child, grandparent, grandchild, aunt, uncle, niece, nephew or legal guardian.

For the purposes of this policy, a prohibited conflict of interest shall exist when a Close Relative works in the direct line of supervision of another Close Relative or a Close Relative has the ability to influence the Park District's decision to hire, assign, transfer, promote or make other employment-related decisions affecting a Close Relative.

### **Conditions on Hiring of Relatives**

This policy shall be considered when hiring, assigning, transferring, promoting or setting compensation for an employee. Such employment-related decisions shall always be based on individual merit, and Close Relatives shall not be hired in lieu of a competitive recruitment effort or to the detriment of a better-qualified candidate. Accordingly, the Executive Director or his/her designee shall examine all hiring recommendations that involve an employee's Close Relative and shall make the decision whether to hire a particular person when a Close Relative is already employed. In making such a decision, the Executive Director shall be guided by and will not hire Close Relatives, if the employment relationship would result in any of the following Conditions:

1. Creating a supervisor/subordinate relationship with a Close Relative;
2. Resulting in Close Relatives working in the same department, with the exception of seasonal and part-time staff who have been approved by the Executive Director;
3. Having more than two Close Relatives working for the Park District simultaneously;
4. Having the potential for creating an adverse impact on work performance, morale or operations of other Park District employees; or
5. Creating either an actual, or the appearance of a conflict of interest prohibited by this policy.

Employees who become Close Relatives while employed by the Park District may continue employment as long as the relationship does not result in the development or creation of one of the aforementioned

Conditions in the workplace. In the event one of the Conditions does occur, the Executive Director, with the assistance of Director of Human Resources, will endeavor to find a suitable position within the Park District to which one of the employees may be transferred and for which the employee is qualified; provided that, the creation of a position shall not be required of the Park District or the Executive Director. If other suitable employment within the Park District is not feasible, then the employees in question may be permitted to determine which of them must resign from employment; provided that, the Executive Director determines, in his/her sole discretion, that granting such permission is in the best interests of the Park District. If the employees cannot make a decision, the Park District's Executive Director or his/her designee shall decide in his/her sole discretion who will remain employed.

Close Relatives of the Commissioners, Executive Director, or Department Directors shall not be employed by the Park District; provided that, the Park District may permit Close Relatives of Department Directors to be employed in seasonal positions as long as none of the Conditions identified herein exists.

In the event a current employee's Close Relative applies for employment with the Park District, that person shall be required to undergo the standard Park District hiring process, including without limitation, written application, interview, and reference and background checks.

Approved by the Board of Commissioners      September 9, 2015  
Revised by the Board of Commissioners      October 14, 2020

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

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Joseph C. DeLuce, Executive Director



## Hiring of Relatives Policy

The employment of relatives can be a positive experience for the [Champaign Park District \(Park District\)](#) and staff if structured in a proper manner. This policy is designed to reasonably assure that the best interests of the taxpayers, Park District, and other employees are well served when [the Park District makes employment decisions involving](#) relatives of [its Commissioners, Executive Director, Department Director and other](#) current employees. ~~are hired.~~ In addition, the policy is designed to protect [individual members of a family employees](#) from having or being perceived to have a conflict of interest with respect to relatives who may become employed, [reassigned, transferred or promoted](#) by the Park District. With this understanding, it is also acknowledged that the employment of relatives can cause concern and unease in the workplace, including without limitation, charges or perceptions of favoritism, retaliation, fear of retaliation, conflict of interests, family discord, morale issues, and scheduling conflicts that may ~~result in disadvantages to the~~ [adversely affect](#) Park District and its employees. Recognizing these considerations, the Park District has adopted this policy.

### Definitions

For the purposes of this policy, Close Relative shall be defined to include the following relationships, whether established by consanguinity (blood relationship), marriage, or ~~legal action.~~ [law](#): mother, father, spouse, civil union partner, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, step-parent, half-sibling, step-child, grandparent, grandchild, aunt, uncle, niece, ~~or,~~ nephew [or legal guardian](#).

[For the purposes of this policy, a prohibited conflict of interest shall exist when a Close Relative works in the direct line of supervision of another Close Relative or a Close Relative has the ability to influence the Park District's decision to hire, assign, transfer, promote or make other employment-related decisions affecting a Close Relative.](#)

### Conditions on Hiring of Relatives

This policy shall be considered when hiring, assigning, transferring, ~~or promoting~~ [or setting compensation for](#) an employee. [Such employment-related decisions shall always be based on individual merit, and Close Relatives shall not be hired in lieu of a competitive recruitment effort or to the detriment of a better-qualified candidate.](#) ~~The Accordingly, the~~ Executive Director or his/her designee shall examine all hiring recommendations that involve an employee's Close Relative. ~~Accordingly, the Executive Director and~~ shall make the decision whether to hire a particular person when a Close Relative is already employed. In making such a decision, the Executive Director shall be guided by and will not hire Close Relatives, if the employment relationship would result in any of the following ~~conditions~~ [Conditions](#):

1. Creating a supervisor/subordinate relationship with a Close Relative.;
2. Resulting in Close Relatives working in the same department, [with the exception of seasonal and part-time staff who have been approved by the Executive Director and are not in a supervisory role for their Close Relative.](#);
3. Having more than two Close Relatives working for the Park District simultaneously.;
4. Having the potential for creating an adverse impact on work performance, morale or operations of other Park District employees. ~~, or~~

5. Creating either an actual, or the appearance of a conflict of interest prohibited by this policy.

Employees who become Close Relatives ~~or establish a romantic relationship~~ while employed by the Park District may continue employment as long as the relationship does not result in the development or creation of one of the aforementioned Conditions in the workplace. In the event one of the Conditions does occur, the Executive Director, with the assistance of Director of Human Resources, will endeavor to find a suitable position within the Park District to which one of the employees may be transferred and for which the employee is qualified; provided that, the creation of a position shall not be required of the Park District or the Executive Director. If other suitable employment within the Park District is not feasible, then the employees in question may be permitted to determine which of them must resign from employment; provided that, the Executive Director determines, in his/her sole discretion, that granting such permission is in the best interests of the Park District. If the employees cannot make a decision, the Park District's Executive Director or his/her designee shall decide in his/her sole discretion who will remain employed.

Close Relatives of the Commissioners, Executive Director, or Department Directors shall not be employed by the Park District; provided that, the Park District may permit Close Relatives of Department Directors to be employed in seasonal positions as long as none of the Conditions identified herein exists.

In the event a current employee's Close Relative applies for employment with the Park District, that person shall be required to undergo the standard Park District hiring process, including without limitation, written application, interview, and reference and background checks.

Approved by the Board of Commissioners, September 9, 2015

Revised by the Board of Commissioners, ~~July 22, 2020~~ October 14, 2020

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Craig W. Hays, President

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Joseph C. DeLuce, Executive Director



## **Intergovernmental Cooperation Policy**

### **Intergovernmental Cooperation**

In order to promote and enhance efficient use of tax dollars and effective delivery of park, facility and recreation services, the Board of Commissioners and staff shall strive to develop intergovernmental cooperation agreements with local, state, and federal government agencies.

### **Lending of Equipment**

Lending and borrowing of equipment are common among governmental entities such as park districts, cities and school districts. The administrative staff will be empowered to both lend and/or borrow equipment when it is deemed necessary by administrative staff and approved by the Executive Director (Director). The Administrative staff and Director are similarly empowered to establish fair and equitable charges for lending specialized pieces of equipment and authorized to lend such equipment without charging the requesting governmental entity, which in turn, should reciprocate on a like basis at a later date. Appropriate written agreements should be developed, as applicable.

Approved by Board of Commissioners  
Revised by Board of Commissioners  
Revised by Board of Commissioners  
Revised by Board of Commissioners

November 9, 2005  
July 13, 2011  
August 10, 2016  
October 14, 2020

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Craig W. Hays, President

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Joseph C. DeLuce, Executive Director



**Intergovernmental Cooperation Policy**

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Approved by Board of Commissioners      November 9, 2005  
Revised by Board of Commissioners      July 13, 2011  
Revised by Board of Commissioners      August 10, 2016  
Revised by Board of Commissioners      October 14, 2020

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Craig W. Hays, President

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Joseph C. DeLuce, Executive Director



**Meeting Agenda Format Policy**

The Executive Director (Director) shall be responsible for preparing the agenda for each meeting, in cooperation with the President of the Board of Commissioners (Board). The agenda to be utilized, with supporting documentation, will be provided to the Board the Friday before the Board meeting.

Agenda changes shall be made by formal request to the Director. The Director shall confer with the Board President prior to amending the agenda. Additions may not be made to the agenda less than forty-eight (48) hours before the Board meeting, except in cases of emergency that are consistent with the Open Meetings Act.

Approved by Board of Commissioners	September 15, 2005
Revised by Board of Commissioners	July 13, 2011
Revised by Board of Commissioners	August 10, 2016
Revised by Board of Commissioners	October 14, 2020

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Craig W. Hays, President

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Joseph C. DeLuce, Executive Director



## Meeting Agenda Format Policy

The Executive Director (Director) shall be responsible for preparing the agenda for each meeting, in cooperation with the President of the Board of Commissioners (Board). The ~~final~~ agenda to be utilized, with supporting documentation, will be provided to the Board the Friday before the Bboard meeting.

Agenda changes shall be made by formal request to the ~~Executive Director~~, after conferring. The Director shall confer with the Board President prior to amending the agenda; ~~no~~ Aadditions may not be made to the agenda less than forty-eight (48) hours before the Board meeting, except in cases of emergency that are consistent with the Open Meetings Act.

Approved by Board of Commissioners	September 15, 2005
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Revised by Board of Commissioners	August 10, 2016
<u>Revised by Board of Commissioners</u>	<u>October 14, 2020</u>

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Craig W. Hays, President

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Joseph C. DeLuce, Executive Director



## Overtime and Compensatory Time Policy

The Champaign Park District (Park District) compensates all employees in accordance with the Fair Labor Standards Act (FLSA). In calculating overtime, the Park District exceeds the FLSA requirements.

### Definitions

**Exempt Employee** - An employee to whom the overtime provisions of FLSA do not apply.

**Non-Exempt Employee** - An employee subject to the overtime provisions of FLSA.

**Workweek** - The workweek begins at 12:00 a.m. Monday and ends at 11:59 p.m. the following Sunday.

### Eligibility

Non-exempt employees are entitled to overtime compensation or compensatory time off at the rate of one and one-half times their regular rate of pay for work in excess of 40 hours in a single workweek. The FLSA does not require leaves of absence such as vacation leave or sick leave to be considered as hours worked for overtime purposes. Exempt employees are not eligible for overtime pay. A non-exempt employee will be eligible for compensatory time off only if the Park District and non-exempt employee agree in writing to the accrual and use of compensatory time off before overtime work is performed.

### Overtime Obligations and Approval

Because of the nature of parks and recreation occupations and the public services to be rendered, employees may be required to work more than a number of standard hours per workweek. Depending on the Park District's work needs, employees may be required to work overtime with reasonable notice. Employees are required to work overtime when necessary, and any employee's unwillingness or refusal to do so may be cause for disciplinary action, up to and including termination.

For all non-exempt employees, prior written approval of the employee's immediate supervisor is required before any non-exempt employee works overtime. Employees working overtime without written approval may be subject to disciplinary action.

### Payment of Compensatory Time Off

Upon separation from employment, any employee who has accrued compensatory time off shall be paid for any unused compensatory time off in accordance with the FLSA and its implementing regulations.

Approved by Board of Commissioners  
Revised by Board of Commissioners  
Revised by Board of Commissioners

February 9, 2011  
August 10, 2016  
October 14, 2020

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Craig W. Hays, President

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Joseph C. DeLuce, Executive Director



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Approved by Board of Commissioners

Revised by Board of Commissioners

Revised by Board of Commissioners

February 9, 2011

August 10, 2016

October 14, 2020

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Craig W. Hays, President

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Joseph C. DeLuce, Executive Director

## **6-17 ROMANTIC OR SEXUAL RELATIONSHIPS**

Consenting “romantic” or sexual relationships between a supervisor/manager and an employee are contrary to the best interests of the Park District. Accordingly, the Park District strongly discourages such relationships and any conduct that may reasonably be expected to lead to the formation of such relationships.

The Park District does not intend to inhibit social interactions (such as, lunches or dinners or attendance at entertainment events) between employees, which are important aspects of the professional relationship between colleagues. The policy articulated herein is not to be relied upon as justification or excuse for a supervisor’s/manager’s refusal to engage in such social interactions with employees.

In the event a romantic or sexual relationship between a supervisor/manager and a subordinate employee develops, the employees shall promptly disclose the existence of the relationship to either employee’s department head or the Executive Director. If the disclosure is made to a department head, the department head shall inform the Executive Director of the relationship. The Executive Director or their designee shall be responsible for informing others with a need to know of the relationship, including all persons responsible for either employee’s work assignments. In the event the Executive Director enters into a romantic or sexual relationship with any Park District employee, the Executive Director shall promptly disclose the existence of such a relationship to the Board of Commissioners and Director of Human Resources.

Upon being informed or learning of the existence of such a relationship, the Park District shall take any actions it deems appropriate. However, regardless of whether further action is taken, the supervisor/manager and the employee shall not thereafter be permitted to work together on the same matters (including matters pending at the time the Park District learns of the relationship or the disclosure of the relationship is made). Moreover, the Park District will take immediate steps to terminate the supervisory relationship between the parties and implement an alternative means of supervision in order to prevent any reward or disadvantage to an employee with whom a supervisor/manager has or has had such an intimate relationship. A supervisor/manager shall not make any decisions relating to the hiring, evaluation, promotion, compensation, work assignments or discipline of an employee with whom he or she has had a romantic or sexual relationship.

In order for the Park District to deal effectively with any potentially adverse consequences such a relationship may have for the working environment, any person who believes that he or she has been adversely affected by such a relationship is encouraged to make his or her views about the matter known to the department head, the Director of Human Resources, or the Executive Director.

This policy shall apply without regard to the gender, gender identity or sexual orientation of the participants in a relationship of the kind described.

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The Park District does not intend to inhibit social ~~interaction~~interactions (such as lunches or dinners or attendance at entertainment events), ~~that) between employees, which are or should be an important part or extensions~~aspects of the ~~working environment; and the professional relationship between colleagues.~~The policy articulated ~~above~~herein is not to be relied upon as justification or excuse for a supervisor's/manager's refusal to engage in such social ~~interaction~~interactions with employees.

~~If in the event~~ a romantic or sexual relationship between a supervisor/manager and a subordinate employee ~~should develop, it shall be the responsibility and mandatory obligation of the supervisor/manager develops, the employees shall promptly to disclose the existence of the relationship to the either~~ employee's department head. ~~The employee may make or the Executive Director. If the disclosure as well, but the burden of doing so shall be upon the supervisor/manager. This made to a department head, the~~ department head shall inform the Executive Director ~~and of the relationship.~~ The Executive Director or their designee shall be ~~responsible for informing~~ others with a need ~~to know of the existence of the relationship,~~ including all persons responsible for ~~the either~~ employee's work assignments. ~~In the event the Executive Director enters into a romantic or sexual relationship with any Park District employee, the Executive Director shall promptly disclose the existence of such a relationship to the Board of Commissioners and Director of Human Resources.~~

Upon being informed or learning of the existence of such a relationship, the Park District ~~may~~shall take any ~~actions it deems~~ appropriate. ~~At a minimum, However, regardless of whether further action is taken, the supervisor/manager and the employee and supervisor/manager will~~shall not thereafter be permitted to work together on the same matters (including matters pending at the time ~~of the Park District learns of the relationship or the disclosure of the relationship is made), and the supervisor/manager must withdraw from participation). Moreover, the Park District will take immediate steps to terminate the supervisory relationship between the parties and implement an alternative means of supervision in activities or decisions (including but not limited to, hiring, evaluations, promotions, compensation, work assignments and discipline) that may order to prevent any reward or disadvantage any to an employee with whom the supervisor/manager has or has had such a relationship an intimate relationship. A supervisor/manager shall not make any decisions relating to the hiring, evaluation, promotion, compensation, work assignments or discipline of an employee with whom he or she has had a romantic or sexual relationship.~~

~~In addition, and in~~ order for the Park District to deal effectively with any potentially adverse consequences such a relationship may have for the working environment, any person who believes that he or she has been adversely affected by such a relationship is encouraged to make his or her views about the matter known to the department head, the Director of Human Resources, or the Executive Director.

This policy shall apply without regard to ~~the gender and without regard to the~~ gender identity or sexual orientation of the participants in a relationship of the kind described.

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# CHAMPAIGN PARK DISTRICT

## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** October 5, 2020

**SUBJECT:** Authorization to Solicit Bids for the 2020 General Obligation Bond Issue

### Background

Each year, the Board approves authorizing the Treasurer and Director of Finance to solicit bids for the issuance of bonds. This year, the amount of bonds will be \$1,195,800. The general purpose of these bonds is to provide funds to pay for the building, maintaining, improving, and protecting the parks and boulevards for the Park District and for the payment of expenditures incident thereto. Specifically, a portion of the funds will be used to pay for the principal and interest of the Alternative Revenue Bond issue.

### Prior Board Action

At the September 9, 2020 Board meeting, the Park Commissioners set the date for the public hearing as October 14, 2020 related to this bond issue.

### Budget Impact

None related to solicitation of bids other than the public notice, which is approximately \$80, and has been included in the FYE2021 budget.

### Recommended Action

Staff recommends Board approval authorizing the Treasurer and Director of Finance to solicit bids for the issuance of \$1,195,800 in General Obligation Bonds.

Prepared by:

Reviewed by:

Andrea N. Wallace, CPA  
Director of Finance

Joe DeLuce, CPRP  
Executive Director



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** October 4, 2020

**SUBJECT:** Approval of a Resolution Estimating Taxes to be Levied for FY2022

### Background

Each year, the Board is required to pass a Resolution setting the tax levy for the following fiscal year (FY) 2022 if the aggregate amount exceeds 105% of the prior year extended amount. Following the approval of the Resolution, staff will publish the Truth in Taxation notice, if required. Additionally, the District needs to hold a public hearing on its intent to adopt such an increased tax levy at the November Board meeting.

The estimated tax extension for revenue year (RY) 2020 was based on the limiting rate, rather than an estimate of the anticipated increases. Either way, the calculation for the estimated tax extension is an educated calculation based on estimated EAV and the consumer price index (CPI). The limiting rate allows for the extension for new construction and recovered enterprise zone EAV's which are not subject to tax caps in the initial year, to be maximized. The limiting rate is multiplied by the EAV estimate. This rate is calculated as follows:

**Numerator** – is the property taxes that we received last year multiplied by the CPI (2.3% for RY2020)

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

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

Staff calculated the extension for FY2022 with three options as follows:

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

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

Currently the Park District's tax rate is 0.7193/\$100 EAV, the first increase in three consecutive years. Should the Park District select scenario S2, there would be a rate increase of 0.0036//\$100 EAV, or 0.50%; which equates to \$3.00 annually for a property valued at \$250,000, or \$42.00 on a \$3,500,000 commercial building. This additional amount could be allocated to Martens Center capital project or maintenance of existing infrastructure or to offset minimum wage increases. Scenario S3 has no impact on the overall tax rate for this year at the requested amount.

The original rate calculated by the County for RY2019 was 0.7125, and was below the Board's not-to-exceed rate of 0.7225, so no additional decreases in the levy request were required in April. Staff's estimate of the RY2020 limiting rate is 0.6213, which is an increase over the prior year of 0.82%, and is used in scenario S2.

	RY2019 District Request	RY2019 Per County	RY2019 FINAL Rate	Variance (County-Final)
Estimated Limiting Rate per \$100	0.6194	0.6191	0.6162	(0.0032)
Non-capped Rate	0.1031	.1031	.1031	0.0000
<b>Overall Rate – Requested</b>	<b>0.7225</b>	<b>0.7215</b>	<b>0.7193</b>	<b>(0.0032)</b>
Not to exceed Rate	0.7225	<b>0.7225</b>		

Additional adjustments were made to various funds as noted:

- The Police Fund was increased over prior year to account for the use of park ambassadors in the future, in addition to the police services used for special events.
- The tax extension for Social Security fund was increased as the last several years the Park District has lowered the rate to utilize excess reserves. Projected fund balance to 4/30/2021 is estimated at \$160,000. With the annual \$1/hour increase to minimum wage effective each January, and potential for merit increases, the levy amount was increased and amount reduced in other funds as necessary to maintain the calculated limited rate.
- The tax extension for the debt service fund was based on the estimated 2020 general obligation bond issue plus projected interest to be paid November 2021.

Under scenario S2, the levy estimate is 105.32% increase in total EAV from the prior year. Since this amount is greater than CPI of 2.3% and exceeds 105% of the prior year extension, a Truth in Taxation notice is required to be published.

Budget Impact

None at this time, however this is an estimate for taxes to be levied and collected for FY2022.

Recommended Action

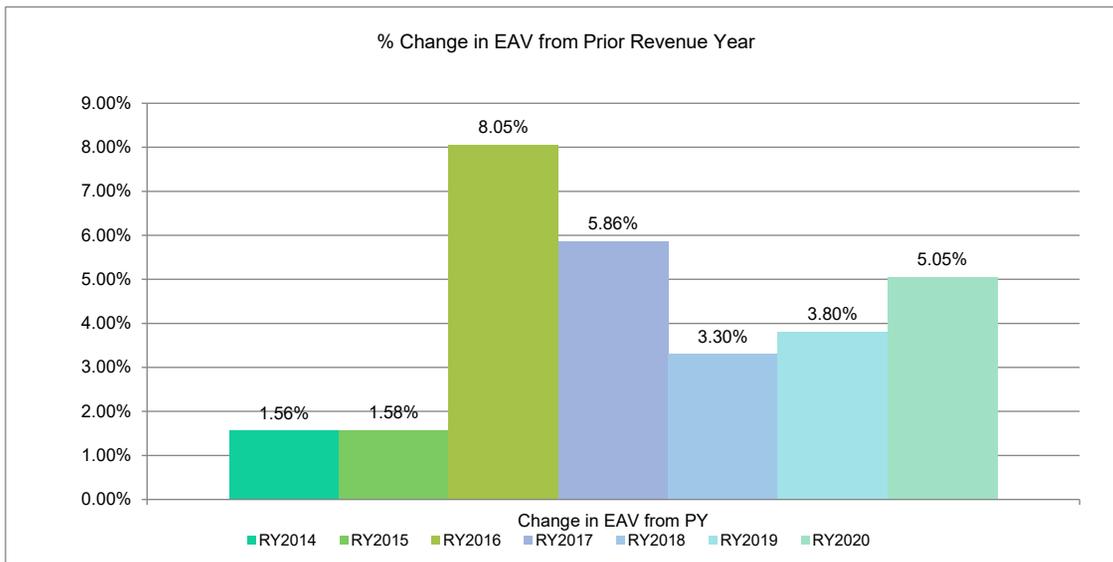
Staff recommend that the Board of Commissioners approve the proposed Resolution setting the tax levy for fiscal year beginning May 1, 2021 and ending April 30, 2022 at \$14,414,428, or an amount authorized by law, and schedule a public hearing on the Tax Levy Ordinance for Tuesday, November 10, 2020 at 7:00 p.m. as required by the Truth in Taxation Act.

Prepared by:  
Andrea N. Wallace, CPA  
Director of Finance

Reviewed by:  
Joe DeLuce, CPRP  
Executive Director

**Champaign Park District  
Tax Levy Information  
Fiscal Year Ended April 30, 2022**

Scenario options (S#)	Current (RY2019)			Levy Extension Amount			Levied Tax Rate			Adjusted for PTELL (Tax Caps)	
	Tax Revenue	Tax Rate	Maximum Tax Rate	Based on:			Based on:			Projected Tax Levy After Tax Caps	Levied Tax Rate after Tax Caps
				S1	S2	S3	S1	S2	S3		
				Calculated Capped Limited Rate	Last Year's Rate and Est EAV RY2020		Calculated Capped Limited Rate	Last Year's Rate and Est EAV RY2020			
EST EAV for RY2020	1,993,971,829			Maximum			Maximum			<b>NOT APPLICABLE FOR S2/S3</b>	
General	\$ 6,473,377	0.3402	0.3500	\$ 6,978,901	\$ 6,848,901	\$ 6,791,914	0.3500	0.3435	0.3406		0.0000
Recreation	2,317,629	0.1218	0.3700	2,484,517	2,435,402	2,404,517	0.1246	0.1221	0.1206		0.0000
Museum	1,752,493	0.0921	0.1500	1,878,686	1,847,771	1,860,686	0.0942	0.0927	0.0933		0.0000
Insurance	365,341	0.0192	-	391,648	380,241	383,648	0.0196	0.0191	0.0192		0.0000
IMRF	281,617	0.0148	-	301,895	301,895	301,895	0.0151	0.0151	0.0151		0.0000
Social Security	399,591	0.0210	-	428,365	424,638	424,365	0.0215	0.0213	0.0213		0.0000
Audit	24,737	0.0013	0.0050	26,518	25,000	25,231	0.0013	0.0013	0.0013		0.0000
Paving and Lighting	95,141	0.0050	0.0050	99,699	99,699	99,699	0.0050	0.0050	0.0050		0.0000
Police	15,223	0.0008	0.0250	25,000	25,000	25,000	0.0013	0.0013	0.0013		0.0000
Total Subject to Tax Cap	11,725,148	0.6162		12,615,229	12,388,547	12,316,955	0.6327	0.6213	0.6177		0.0000
Special Recreation	761,126	0.0400	0.0400	797,589	797,589	797,589	0.0400	0.0400	0.0400		0.0000
Debt Service	1,200,676	0.0631	-	1,228,292	1,228,292	1,228,292	0.0616	0.0616	0.0616		0.0000
Total Levy Amount	\$ 13,686,950	0.7193		\$ 14,641,110	\$ 14,414,428	\$ 14,342,836	0.7343	0.7229	0.7193	\$	- 0.0000
Increase (Decrease) from Current Year Levy for FY22				\$ 954,160	\$ 727,478	\$ 655,886	0.0150	0.0036	0.0000		
% Increase (Decrease) from Current Year Levy for FY22				6.97%	5.32%	4.79%	2.08%	0.50%	0.00%		
Lessor of: Truth in Taxation Public Notice Required (% > CPI)				YES	YES	YES					
Truth In Taxation Public Notice Required (%>105%)				YES	YES	NO					



Comments:

- A. The total overall Amount to be Levied in FYE2022 under option S1 is \$14,641,110 basing extension on estimated capped rate and represents an increase in total extension of \$954,160 (6.97%) before the capped amounts. The difference is \$226,682 more than option S2.
- B. Based on the County Assessor's office estimate for Revenue Year (RY) 2020, the EAV is expected to increase 5.05% over RY2019 actual EAV. While the estimated EAV received by the County Assessor in August did increase, it is highly probable that this value will change once the appeals filed with the Board of Review are finalized in early 2021. Based on discussions the change in original EAV used to calculate the estimated levy for FY22 has been factored in based on historical estimates. A decrease in EAV will increase our estimated tax rate, whereas an increase in EAV will reduce our tax rate.
- C. Estimated New Construction and Recovered Enterprise Zone EAV's are projected to increase 23.24% from RY 2019 as completed projects are added to the tax roll. The largest growth is in commercial markets with addition of Carle at the Fields property and campus housing. These values are exempt from tax caps in the initial year and will be subject to tax caps in future years.
- D. The EAV will change per comment B above. The County Clerk will re-calculate the legal extension based on the new limiting rate, which may vary from the estimated limiting rate used for the RY2020 calculations. The final extension is issued the first week in April. By keeping the limiting rate at an amount higher than the estimated limited rate calculated based on preliminary EAV data, it protects the District if the final adjustments reduce the overall EAV.

Champaign Park District  
 RY2020 Limiting Rate Calculation

Estimate

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

Divide by:

Total Assessed Valuation  
 Less Estimated Exemptions/reductions (BOR)  
 Less Historical overstatement to Final  
 Less (Estimates):  
 New Construction  
 New TIF  
 New Annexed Values  
 New EZ  
 Recovered TIF  
 Recovered Enterprise Zone (EZ)

Subtotal

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

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

Special Rec Extension  
 Bond Extension  
 Total Taxes Extended

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

**Estimated Levy**

	\$	11,725,148	
			1
			1.023
	\$	11,994,825.98	A
<hr/>			
	\$	1,998,971,829	per County Clerk
	\$	(5,000,000)	report received
			10/2/2020 - est. Plus
			add % Change in
	(60,538,100)		values for additional
	-		adjustments post
	(120,000)		January 2021
	-		
	-		
	(2,804,100)		from county
<hr/>			
		1,930,509,629	B
			11,994,826 A
			1,930,509,629 B
	<b>Calculated</b>	0.621329508	=A/B*100
	<b>Limiting Rate</b>		
		1,993,971,829	
		0.6213	
		12,388,547	
		797,589	
		1,228,292	
	\$	14,414,427.47	
		0.7229	
		0.7193	
		0.0036	

## RESOLUTION

### 2021-2022 TAX LEVY

WHEREAS, the Champaign Park District proposes to adopt an aggregate levy for the fiscal year commencing May 1, 2021 and ending April 30, 2022 in amounts more than 105% of the amount of property taxes (exclusive of election costs) extended by said District for the final aggregate levy of the preceding year; and

WHEREAS, it is required by law that in such circumstances, this Board of Commissioners of said District determine the amounts, exclusive of election costs, estimated to be necessary to be raised by taxes for said 2021-2022 fiscal year upon the taxable property in said District.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Champaign Park District does hereby determine and declare that the amount of money, exclusive of election costs, estimated to be necessary to be raised by taxation upon the taxable property in Park District for the fiscal year commencing May 1, 2021 and ending April 30, 2022 is \$14,414,428.00.

BE IT FURTHER RESOLVED that the District shall give public notice of and hold a public hearing on its intent to adopt a tax levy, as required by the Truth in Taxation Act, such hearing to be held on November 10, 2020 at 7:00 p.m. The hearing will be held by Zoom video or telephone conferencing, if preferred by utilizing the Zoom meeting information contained on the District's following website: <https://champaignparks.com> .

APPROVED by the President and Board of Commissioners of the Champaign Park District this 14<sup>th</sup> day of October 2020.

APPROVED:

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

ATTEST:

\_\_\_\_\_  
Guy Hall, Secretary

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

Excerpt from FY20 audit report

	Levy Year Fiscal Years	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
		2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
	Rate Limit if applicable										
Champaign Park District:											
General	0.3500	0.3374	0.3419	0.3497	0.3499	0.3500	0.3479	0.3345	0.3338	0.3359	0.3402
Recreation	0.3700	0.0549	0.1001	0.1114	0.1205	0.1259	0.1267	0.1224	0.1216	0.1206	0.1218
Museum	0.1500	0.0916	0.0648	0.0704	0.0808	0.0860	0.0866	0.0851	0.0904	0.0909	0.0921
IL Municipal Retirement Fund (IMRF)	N/A	0.0174	0.0186	0.0196	0.0246	0.0239	0.0215	0.0194	0.0188	0.0175	0.0148
Social Security	N/A	0.0206	0.0210	0.0220	0.0233	0.0237	0.0235	0.0209	0.0200	0.0193	0.0210
Audit	0.0050	0.0014	0.0012	0.0013	0.0014	0.0013	0.0013	0.0012	0.0012	0.0013	0.0013
Liability Insurance	N/A	0.0168	0.0174	0.0183	0.0210	0.0213	0.0195	0.0192	0.0187	0.0190	0.0192
Debt Service	N/A	0.0665	0.0677	0.0697	0.0964	0.0480	0.0710	0.0665	0.0642	0.0641	0.0631
Paving and Lighting	0.0050	0.0049	0.0048	0.0049	0.0050	0.0050	0.0050	0.0050	0.0049	0.0050	0.0050
Police	0.0250	0.0014	0.0014	0.0015	0.0016	0.0013	0.0013	0.0013	0.0013	0.0013	0.0008
Special Recreation	0.0400	0.0400	0.0400	0.0400	0.0400	0.0400	0.0400	0.0394	0.0400	0.0400	0.0400
		0.6529	0.6789	0.7088	0.7645	0.7264	0.7443	0.7149	0.7149	0.7149	0.7193
City of Champaign		1.2942	1.3084	1.3152	1.3152	1.3152	1.3152	1.3152	1.3152	1.3152	1.3152
Champaign County		0.7688	0.7841	0.8138	0.8511	0.8636	0.8672	0.8458	0.8481	0.8481	0.8189
Forest Preserve District		0.0817	0.0843	0.0880	0.0931	0.0944	0.0947	0.0923	0.0925	0.0925	0.0930
City of Champaign Township		0.0371	0.0385	0.0404	0.0467	0.0472	0.0419	0.0392	0.0393	0.0393	0.0401
Champaign-Urbana Public Health District		0.1075	0.1102	0.1163	0.1259	0.1290	0.1307	0.1267	0.1276	0.1276	0.1533
Parkland College		0.5064	0.5120	0.5191	0.5253	0.5259	0.5460	0.5436	0.5411	0.5411	0.5355
Champaign School District Unit 4		3.7238	3.8805	4.1185	4.3014	4.3884	4.4117	4.2704	5.0299	5.0299	5.0507
Champaign-Urbana Mass Transit District		0.2725	0.2831	0.2966	0.3198	0.3282	0.3332	0.3235	0.3274	0.3274	0.3343
<b>Total</b>		<b>7.4449</b>	<b>7.6800</b>	<b>8.0167</b>	<b>8.3430</b>	<b>8.4183</b>	<b>8.4849</b>	<b>8.2716</b>	<b>9.0360</b>	<b>9.0360</b>	<b>9.0603</b>

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

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



**REPORT TO PARK BOARD**

**FROM: Joe DeLuce, Executive Director**

**DATE: October 9, 2020**

**SUBJECT: Human Kinetics Park OSLAD Design Contract Amendment**

Background

Hitchcock Design Group has been working on Human Kinetics Park design related to the OSLAD Development grant. The attached contract Amendment accounts for additional design services required for project scope changes and for additional design services required for adding a splash pad to the project. The contract amendment requires IDNR approval which was granted in September. The initial request was higher but we asked to reduce their fees by \$2,500 to \$15,000.

Prior Board Action

*September 12, 2018 Regular Meeting*—Board approved \$400,000 OSLAD grant application for Human Kinetics Park.

*November 13, 2019 Regular Meeting*—Board awarded design contract.

Budget Impact

The Amendment adds \$15,000 to the design contract.

Timeline

Fall 2020—construction documents and bidding, Winter/Spring 2021—bid award and construction, May 2021—construction complete.

Recommended Action

Staff recommends authorizing Executive Director to sign Amendment 1 to the design contract with Hitchcock Design Group.

Prepared by:

Reviewed by:

Andrew Weiss  
Director of Planning

Joe DeLuce  
Executive Director



**APPROVED**

IL Department of Natural Resources  
Division of Grant Administration

By: Mary Jo Weller Date: 9/11/2020

**Professional Service Agreement  
Amendment Number 1**

Hitchcock Design, Inc., an Illinois corporation doing business as Hitchcock Design Group (HDG),

Mailing address: PO Box 5126 Office address: 22 E Chicago Avenue, Suite 200a  
Naperville, Illinois 60567-5126 Naperville, Illinois 60540

and the Champaign Park District (Client) are parties to a Professional Services Agreement (Agreement), dated November 1, 2019, for planning and design services for Human Kinetics Park, located in Champaign, Illinois. Both parties agree that changes to the Basic Services, Schedule, and Compensation and Payment require that the Agreement be amended on August 10, 2020 as follows:

**PART ONE: PROJECT DESCRIPTION**

This request is for the additional Conceptual Design Services provided and the design and specification of a water-to-waste Splash Pad.

**PART TWO: PROJECT TEAM**

No Changes.

**PART THREE: BASIC SERVICES**

The additional services include Conceptual Design and Splash Pad Design Services. The Splash Pad Design Services will include Design Development, Construction Plans, Specifications, water service and electrical service engineering.

**PART FOUR: SCHEDULE**

The schedule will be updated to include these changes.

**PART FIVE: COMPENSATION AND PAYMENT**

**Fee Type and Amount**

Client agrees to compensate HDG for the Amended Basic Services as follows:

Original Agreement	Fixed Fee.	\$70,000
Amendment 1	Fixed Fee.	\$15,000
<b>Amended Total Fees:</b>		<b>\$85,000</b>

**Reimbursable Expenses**

No Changes.

**ACCEPTANCE**

Unless specifically described in this Amendment, all other terms and conditions of the Agreement remain in effect. Please sign and return this Amendment Number 1. A countersigned agreement will be returned to you. This agreement may be modified or withdrawn unless written authorization to proceed has been received within 30 days.



August 10, 2020  
Champaign Park District – Human Kinetics Park  
Page 2

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Accepted: \_\_\_\_\_  
Joe DeLuce, Executive Director  
Champaign Park District

Accepted: \_\_\_\_\_  
Joseph Brusseau, Principal  
Hitchcock Design Group



# CHAMPAIGN PARK DISTRICT

## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** October 9, 2020

**SUBJECT:** North Champaign Trail ITEP Grant application

### Background

Illinois Transportation Enhancement Program (ITEP) is a program offered periodically by the Illinois Department of Transportation (IDOT) with the goal of providing alternate modes of transportation improving the quality of life for communities. Local agencies may apply up to \$2M projects, with the deadline for application submittals on November 2, 2020.

At the September 23, 2020 Special Meeting it was the Board's consensus and direction to apply for the ITEP Grant and approve a resolution of financial commitment at the October 14, 2020 Regular Board Meeting.

### Prior Board Action

No Prior Board Action.

### Budget Impact

The Park District would prepare construction documents in house and bid the work, estimated at \$36,000 construction cost. The grant, if awarded, will be during FYE22. The ITEP program is an 80% reimbursement of actual construction cost.

### Recommendation

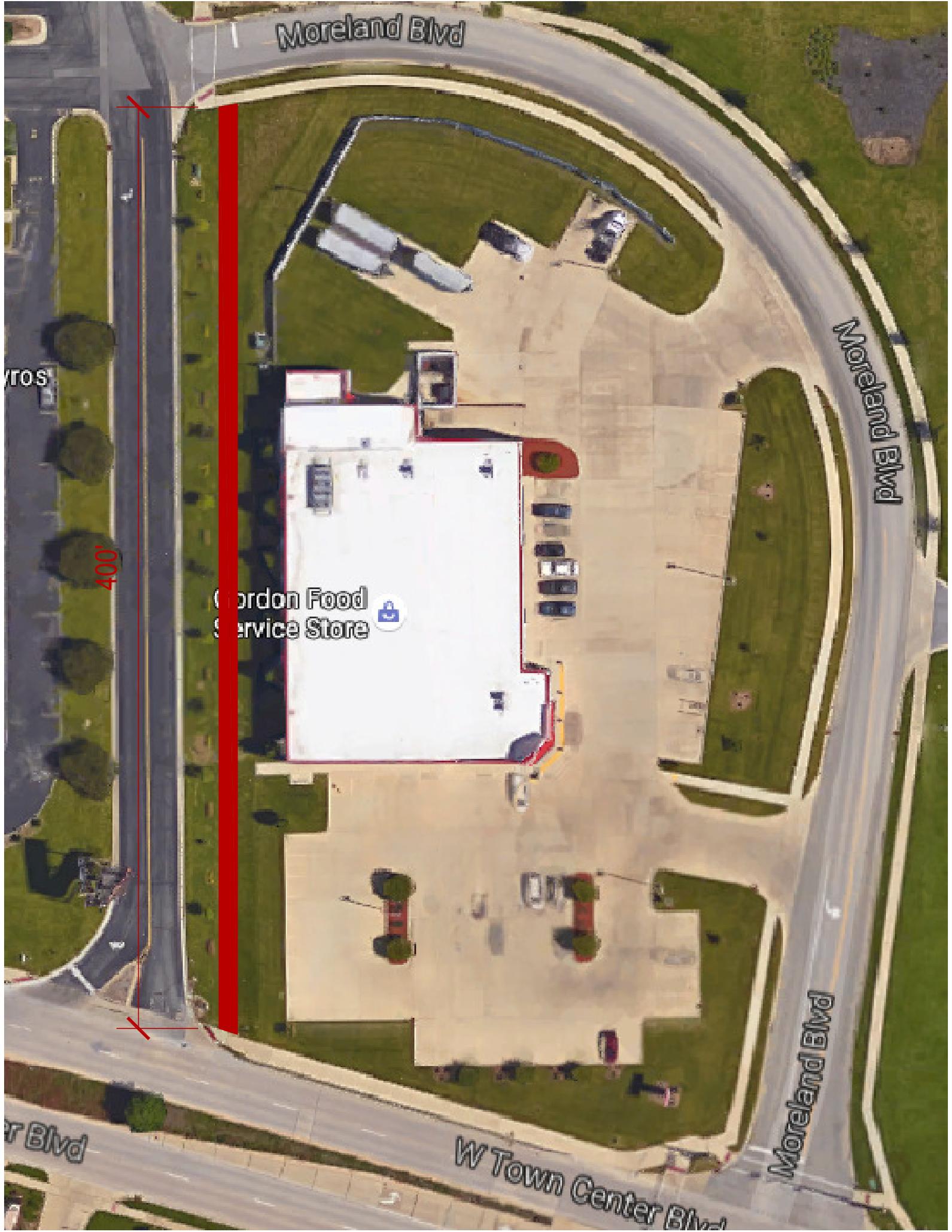
Staff recommends signing the attached resolution in order to apply for the ITEP grant for the North Champaign Trail segment.

Prepared by:

Reviewed by:

Andrew Weiss  
Director of Planning

Joe DeLuce  
Executive Director



Moreland Blvd

Moreland Blvd

Gordon Food Service Store

400'

Blvd

W Town Center Blvd

Moreland Blvd

**RESOLUTION**

**CHAMPAIGN PARK DISTRICT BOARD OF COMMISSIONERS**

**Application and Financial Commitment for  
Illinois Transportation Enhancement Program 2020**

WHEREAS, the Champaign Park District is a municipal corporation located in Champaign County, Illinois, and is a park district organized and operating pursuant to the provisions of the Park District Code (70 ILCS 1205/1-1 et seq.); and

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

WHEREAS, one of the current priorities of the Champaign Park District Board of Commissioners is future development of trails and pathways in and through the Champaign Park District; and

NOW, THEREFORE, BE IT REOLVED that the Board of Commissioners of the Champaign Park District hereby certifies and acknowledges that it has sufficient funds necessary to complete the proposed and pending Transportation Enhancement Program project in North Champaign within the timeframe of the Illinois Transportation Enhancement Program 2020 funding application period; and

BE IT FURTHER RESOLVED that the Champaign Park District shall be responsible for the project development, administration, and completion, including timely bid letting and oversight of the design and construction thereof; and

BE IT FURTHER RESOLVED that the Champaign Park District seeks to obtain an Illinois Transportation Enhancement Program grant in the amount of Thirty-Six Thousand Dollars (\$36,000.00) to assist with the costs and expenses associated with construction of the project; and

BE IT FURTHER RESOLVED that the Champaign Park District shall apply for such grant and certifies to the best of its knowledge that the information being provided with such application is true and correct.

APPROVED by the President and Board of Commissioners of the Champaign Park District this 14th day of October, 2020.

(SEAL)

APPROVED

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Guy C. Hall, Secretary

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Craig W. Hays, President



# CHAMPAIGN PARK DISTRICT

## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** October 5, 2020

**SUBJECT:** Authorization for Executive Director to Enter into an Agreement with Sourcewell

### Background

In the past, the Park District has participated in the State Purchasing and Omnia Partners Public Sector purchasing contracts. These programs allow the Park District to utilize the bid process of these procurement contracts and take advantage of these lower bid prices. Each procurement group utilizes a different set of vendors. Past practices have been to use the State Purchasing contract to acquire vehicles and purchase equipment and roofing materials through Omnia.

Staff were asked about participation in this procurement resource specifically related to sports equipment at the Martens Center. As such, Staff researched and met with Sourcewell, another procurement group that specializes to parks and recreation. Sourcewell, formerly known as National Joint Purchasing Alliance, is a government organization that has been in business for over 40 years. Once the District is registered with Sourcewell, companies like Porter Athletic Equipment can use Sourcewell's pricing to sell us basketball standards, rims, and court curtains since they have already been through the government bidding process.

For more information about the company and process please visit <https://www.youtube.com/watch?v=yrZJLXmqkeA> for a short video. Exhibit A has been included as a fact sheet with additional links to information. This organization is listed as a partner of Illinois Parks and Recreation Association (IPRA), and a portion of their annual earnings is given back to them and other partnering agencies.

Based on a cursory review of the vendor contracts already in place with Sourcewell, this purchasing agreement would complement the other purchasing options already available to the Park District. In addition, Sourcewell is listed as an approved cooperative agreement under the Illinois Chief Procurement Office at <https://www2.illinois.gov/cpo/general/Pages/Documents-Referenced-in-CPO-Notice-2018.04.aspx>

### Prior Board Action

None

### Budget Impact

There is no application fee or membership cost to the Park District.

### Recommended Action

Staff recommends approval of the resolution and an agreement to participate in the Sourcewell Purchasing Program.

Prepared by:  
Andrea N. Wallace, CPA  
Director of Finance

Reviewed by:  
Joe DeLuce, CPRP  
Executive Director

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

**RESOLUTION**

**Board of Commissioners  
Champaign Park District**

**WHEREAS**, the Champaign Park District, an Illinois municipal corporation, was formed and organized pursuant to the Illinois Park District Code, 70 ILCS 1205/1-1, *et seq.*;

**WHEREAS**, the Champaign Park District is a public agency within the meaning of the Illinois Intergovernmental Cooperation Act (Act), 5 ILCS 220/2, and is authorized by such Act to exercise any power or powers, privileges, functions, or authority which may be exercised by a public agency of the State of Illinois in combination, transfer or joint enjoyment with any other public agency of the State of Illinois and jointly with any public agency of any other state or the United States to the extent that the laws of such other state or the United States do not prohibit joint exercise or enjoyment, and except where specifically and expressly prohibited by law. 5 ILCS 220/3;

**WHEREAS**, the Champaign Park District, as such an authorized public agency, may from time to time be interested in entering into intergovernmental cooperative purchasing agreements through coordination with cooperative entities and with other suitable public agencies; and

**WHEREAS**, the Champaign Park District anticipates, expects and finds that by entering into intergovernmental cooperative purchasing agreements as it deems necessary for the public good and convenience, such agreements will be utilized to achieve efficiency and save taxpayer funds;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Park Commissioners of the Champaign Park District does hereby determine and find that it may from time to time enter into intergovernmental cooperative purchasing agreements as permitted by law, including without limitation, entering into agreements with lead and other public agencies whether within or outside the State of Illinois, such as Sourcewell. Entering into such agreements as it sees fit shall be for the public good, efficiency and best interests of the Champaign Park District; provided that, such agreements and actions are implemented and performed in compliance with the requirements of the Illinois Park District Code, Intergovernmental Cooperation Act and other applicable law.

**APPROVED** by the President and Board of Commissioners of the Champaign Park District this 14th day of October, 2020.

**APPROVED:**

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Craig W. Hays, President

**ATTEST:**

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Guy Hall, Secretary

# Cooperative Purchasing Reference Guide

Your guide for sourcing success



# Together, we are Sourcewell

## Cooperative purchasing

Cooperative purchasing is procurement conducted by, or on behalf of, one or more government units for use by other government units.



### Compliant

- Our process can be trusted to satisfy your bid requirements
- We are a government agency that works like you
- Achievement of Excellence in Procurement recipient



### Competitive

- Buying power of 50,000 members
- Contracts offer ceiling-based pricing and volume discounts



### Convenient

- More than 400 quality vendors holding competitively awarded contracts
- Full suite of options for a complete solution
- Easy, no-cost membership



## Become a member

Membership is free. Just fill out an online or paper application. A membership legal agreement is available if needed. After submitting your application, you will receive a Sourcwell member ID number electronically and a welcome packet by mail.

- Online at: [sourcewell-mn.gov/become-member](https://sourcewell-mn.gov/become-member)
- Through hard copy participation membership application (download from our website)
- Through “Joint Exercise of Powers” or “Interlocal” agreements

## Make a purchase

Browse our catalog of nationally awarded vendors online. Contact the vendor directly and inform them of your interest in using the Sourcwell contract, OR use our expertise — contact our membership team. We want to be your guide.

For more information, contact our membership team:

877-585-9706

[membership@sourcewell-mn.gov](mailto:membership@sourcewell-mn.gov)

# Our process

Cooperative purchasing connects buyers and sellers for efficiency and savings.

Our user-friendly process—the consistency of our documents, forms, and evaluation criteria—is among our greatest assets.

We continuously refine our efforts to meet the changing needs of our members. They value our North American competitive procurement process, which satisfies local procurement requirements.

Our members add value to these steps by understanding their local procurement requirements and assessing their ability to legally access and utilize Sourcewell contracts.

## Competitive procurement process

### 1. Scope of solicitation

We determine the scope of each competitive solicitation by identifying the needs of our members. This is accomplished through daily interactions and guidance from our members.

### 2. Authorization from Sourcewell Board of Directors

Before initiating a solicitation, we seek permission from the publicly elected Sourcewell Board of Directors.

### 3. Public notice and advertising

Upon approval from the board, we issue a public notice and advertisement. Refer to [sourcewell-mn.gov/process](http://sourcewell-mn.gov/process) for specific advertising locations.

### 4. Proposal receipt and opening

We accept web-based, digital submissions through the Sourcewell Procurement Portal. Responses through the portal are secure and inaccessible until after the published due date and time. We conduct a public-proposal opening time, date, and place as specified in the RFP. Prior to April 1, 2019, physical submissions were accepted with a time and date stamp upon receipt at our office in Staples, Minn.

### 5. Objective evaluation

At the proposal opening, we evaluate the responsiveness of each proposal received. The evaluation committee then presents its recommendations to the chief procurement officer (CPO) for final review and approval.

### 6. Official award

Upon approval by the CPO and ratification by the Sourcewell Board of Directors, we award the recommended vendor(s) a four-year contract with the potential for a one-year extension. The Procurement Department sends a Notice of Award or Non-Award to all respondents via email.

### 7. Posting and review of approved contract documents

Sourcewell maintains a complete procurement file, and contract documentation is posted on our website. We periodically review all awarded contracts for compliance and effectiveness. In addition, Sourcewell may review and approve price and product changes at the vendor's request.



4-time recipient of the Achievement of Excellence in Procurement award.

# The Sourcewell advantage

Sourcewell is a self-sustaining government organization. We partner with government, education, and nonprofit entities to empower community success.

## You can confidently partner with Sourcewell because we:

### Value independence

- As a government agency authorized by the state of Minnesota, we can enter into contracts and operate as our own cooperative purchasing lead agency. (See enabling legislation on page 6)
  - We adhere to competitive solicitation requirements of the Uniform Municipal Contracting Law.
- We award most contracts corporately, but you purchase from local dealers and providers.
- Contract terms allow you to propose supplemental terms and conditions.

### Lead the way

- Choice of high-quality equipment/products/services—400 North American vendor contracts and more than 500 construction contracts.
- We eliminate low-bid, low-quality issues. You capture lifecycle-cost savings.
- Our contracts are tailored to you with solutions-based solicitations.
  - Basic to fully customized solutions available when you choose from a suite of options.

### Read the fine print

- Proven procurement process, refined over 40 years. (See prior page.)
- Contracts competitively solicited on your behalf and awarded by our CPO and elected board.
- The documentation you need is right at your fingertips—with a complete procurement file posted on our website [sourcewell-mn.gov](http://sourcewell-mn.gov).

### Make purchasing easy

- Browse our catalog of awarded vendors online.
- Members can then contact the vendor directly and tell them you'd like to use the Sourcewell contract.
  - If not a member, check out how easy it is to join on page 3.
- Tap into our expertise by contacting our membership team: 877-585-9706 or [membership@sourcewell-mn.gov](mailto:membership@sourcewell-mn.gov).

# Frequently asked questions

Q. Who is Sourcewell?

A. Sourcewell, formerly National Joint Powers Alliance, is a local unit of government, a public corporation and agency under the Minnesota Constitution and its enabling law, Minnesota Statutes § 123A.21. Sourcewell employees are government employees.

Q. What is Sourcewell's primary purpose?

A. Sourcewell is a service cooperative created to provide programs and services to members in the government, education, and nonprofit sectors. Its statutory purpose is to assist members in meeting specific needs which are more efficiently delivered cooperatively than by an entity individually. Minn. Stat. § 123A.21, subd. 2.

Q. Is cooperative purchasing one of Sourcewell's authorized activities?

A. Sourcewell is authorized to establish cooperative purchasing contracts on behalf of itself and its members. Sourcewell follows the competitive contract law requirements under Minnesota Statutes § 471.345, to solicit, evaluate, and award these contracts.

Q. How is Sourcewell governed?

A. Sourcewell is governed by an eight-member Board of Directors made up of local elected officials including county commissioners, city council members, mayors, and school board members.

Q. Who is eligible for membership, and how much does it cost?

A. Membership is free and available to all government, education, and nonprofit entities.

Q. How do we join Sourcewell?

A. You can join by submitting an online membership application at: [sourcewell-mn.gov/join](https://sourcewell-mn.gov/join) or by submitting a paper application.

Q. What specific statute gives my agency the authority to participate?

A. Joint powers and cooperative purchasing laws authorize members to access Sourcewell cooperative purchasing contracts. Sourcewell members are responsible for ensuring compliance with state and local laws in their respective jurisdictions. A comprehensive list of state laws is included on the Sourcewell website on the "Compliance and Legal" page.

Sourcewell continuously monitors changing laws and regulations affecting cooperative purchasing. For questions about state-specific compliance or contract-use requirements, please contact [contract.administration@sourcewell-mn.gov](mailto:contract.administration@sourcewell-mn.gov).

Q. Can my agency use Sourcewell contracts without issuing our own solicitation?

A. Sourcewell contracts are competitively solicited on behalf of Sourcewell and its members. Individual members are free to determine whether the awarded contracts meet their needs.

# Frequently asked questions

**Q. Does Sourcewell's procurement process meet federal procurement standards, including the Office of Management and Budget Uniform Guidance (2 CFR Part 200)?**

A. Sourcewell's procurement process is continuously improved to ensure compliance with state and federal requirements affecting our members' ability to use cooperative purchasing contracts. Standard federal terms and conditions are included in Sourcewell solicitations and contracts. For specific compliance questions, please contact [contract.administration@sourcewell-mn.gov](mailto:contract.administration@sourcewell-mn.gov).

**Q. How do I obtain copies of the legal documents associated with each contract?**

A. Contracts and solicitation documents are available under the "Contract Documentation" tab on each vendor's page on the Sourcewell website. Please follow the instructions under each vendor's "Pricing" tab to access pricing for specific contracts. Due to pricing complexity, some pricing is only available upon request. Procurement files are also available upon request.

**Q. As a Sourcewell member, are we able to buy from other contracts?**

A. Sourcewell membership and contracts are nonexclusive with no obligation to purchase.

**Q. How is Sourcewell funded?**

A. Sourcewell is funded by administrative fees paid by vendors. When Sourcewell awards a contract, that vendor realizes substantial efficiencies in the form of thousands of sales opportunities. Vendors pay a percentage of those sales to Sourcewell to cover costs related to the procurement process and to offset general operating costs.

Material prepared and provided by Sourcewell is intended as informational and for reference purposes, but is not legal advice. We recognize your responsibility to ensure the Sourcewell procurement process complies with your local laws.



## Cooperative purchasing

Sourcewell creates cooperative contract purchasing solutions on behalf of its member agencies. Cooperative contracts offer both time and money savings for users by consolidating the efforts of numerous individually prepared solicitations into one, cooperatively shared process—taking advantage of the volume pricing generated by 50,000 members across North America.

### Join and purchase

Visit [sourcewell-mn.gov/cooperative-purchasing](https://sourcewell-mn.gov/cooperative-purchasing) or turn to page 3 for more details.

### We want to be your guide.

Contact our membership team:

877-585-9706

[membership@sourcewell-mn.gov](mailto:membership@sourcewell-mn.gov)

**SOURCEWELL AGREEMENT**

This Agreement, made effective on the date hereof, by and between Sourcewell (formerly known as National Joint Powers Alliance) and Champaign Park District (hereinafter referred to as the "Member").

**Agreement**

1. Sourcewell, a public entity whose creation was authorized by Minn. Stat. § 123A.21, has followed procurement procedures for products and services offered by this Agreement in accordance with Minn. Stat. § 471.345. Sourcewell is permitted to engage in cooperative purchasing pursuant to Minn. Stat. § 123A.21 Subd. 7(23).
2. It is the sole responsibility of each Member to follow state and local procurement statutes and rules as it pertains to cooperative purchasing or joint power Agreements with in-state or out-of-state public agencies.
3. Sourcewell makes cooperative purchasing contracts available to Members "as is," and is under no obligation to revise the terms, conditions, scope, price, and/or any other conditions of the contract for the benefit of the Member. Members are permitted to negotiate and agree to additional terms and conditions with Vendors directly.
4. Each party shall be responsible for its acts and the results thereof, to the extent authorized by law, and will not be responsible for the acts of the other party and the results thereof. The Member will be responsible for all aspects of its purchase, including ordering its goods and/or services, inspecting and accepting the goods and/or services, and paying the Vendor who will have directly billed the Member placing the order.
5. The use of each contract by the Member will adhere to the terms and conditions of the Sourcewell contract.
6. Any dispute which may arise between the Member and the Vendor are to be resolved between the Member and the Vendor.
7. This Agreement incorporates all Agreements, covenants and understandings between Sourcewell and the Member. No prior Agreement or understanding, verbal or otherwise, by the parties or their agents, shall be valid or enforceable unless embodied in this Agreement. This Agreement shall not be altered, changed or amended except by written amendment executed by both parties.

**Member Name**

By Joseph DeLuce  
Its Executive Director  
TITLE

DATE

**Sourcewell**

\_\_\_\_\_  
\_\_\_\_\_  
TITLE

DATE

**MEMBER INFORMATION**

Indicate an address to which correspondence may be delivered.

Organization Name*	<u>Champaign Park District</u>
Address*	<u>706 Kenwood Rd</u>
City	<u>Champaign</u>
State/Province Code	<u>IL</u> ZIP code* <u>61821</u>
Country	<u>USA</u>
Employer Identification Number	<u>37-6000474</u>
Website	<u>www.champaignparks.com</u>
Contact person* (First, Last)	<u>Andrea Wallace</u>
Job Title*	<u>Director of Finance</u>
Job Role*	<u>Purchasing</u>
E-mail*	<u>andrea.wallace@champaignparks.org</u>
Phone*	<u>217-819-3826</u>

**Organization Type:**

**Government**

- Federal
- State
- County
- Municipality
- Tribal
- Township
- Special District

**Education**

- Pre-K
- Public K-12
- Private K-12
- Public Higher Ed
- Private Higher Ed

**Non-Profit (Please include documentation demonstrating non-profit status)**

- Church
- Medical Facility
- Other

**REFERRED BY**

- Advertisement
- Colleague/Friend
- Vendor Representative
- Conference/Trade Show IPRA\_\_\_\_\_
- Search Engine/Web Search

**RETURN COMPLETED AGREEMENT TO:**

Sourcewell  
202 12<sup>th</sup> Street NE  
P.O. Box 219  
Staples, MN 56479

877-585-9706  
[membership@sourcewell-mn.gov](mailto:membership@sourcewell-mn.gov)

*\*Denotes required information*



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** October 16, 2020

**SUBJECT:** Ordinance No. 648: 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. 648, 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:

Dan Olson  
Director of Operations

Joe DeLuce  
Executive Director

**Attachment A  
ORDINANCE NO. 648**

**Ricoh Copier - Model MP C4000, Serial V1295701206**

Original purchase over 11 years ago for Leonhard Center.

**Ricoh Copier – Model MP C3501, Serial V9415500201**

Original purchase over 9 years ago for Operations and Maintenance building.

**Ricoh Copier – Model MP C4500, Serial L9083420013**

Purchased over 12 years ago for Springer.

**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.

**Volleyball 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.

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

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

**Bicentennial Center Air Conditioning System**

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

HVAC system will be replaced under new Bicentennial Center renovation.

**Sholem Aquatic Center 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.

**Exmark Walk Behind Mower with Velke ride-on – Model TT4817KAC, Serial 565234**

Original purchase price \$4,549.

**Kubota Utility Tractor w/ Cab 2006 – Model BX2230D**

Original purchase price \$8,300.

Loader bucket, snow plow, tiller, and salt spreader included.

**Bannerman Super-Ject Turf Cutter – Model BA-600-FT, Serial 62-1457**

Original purchase price and year unknown

**SnowEx Salt Spreader (hitch mount)**

Original purchase year and price unknown.

**Bicentennial Center Scoreboards (2)**

Original purchase price and year unknown.

**Wisegarver Park Baseball Field**

Outfield fencing, backstop, dugout, benches, scorer's table, and scoreboard.

Original installation and price unknown.

**Automated External Defibrillators (AED) (9 Units)**

5 Units of Philips HeartStart AED Model # FR2+ -Original purchase price unknown.

3 Units of Philips HeartStart AED Model # FRx -Original purchase price unknown.

1 Unit Agilent Technologies AED Model # FR2 -Original purchase price unknown.

**ORDINANCE NO. 648**

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

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

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

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

Section 1. The Board of Commissioners hereby authorizes that said 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 are listed in Attachment A.

**PASSED AND APPROVED** by three-fifths vote of the Board of Commissioners of the Champaign Park District this 14<sup>th</sup> day of October, 2020.

**APPROVED:**

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

**ATTEST**

\_\_\_\_\_  
Guy Hall, Board Secretary