



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 Tuesday, November 10, 2020, and sent to joe.deluce@champaignparks.org.

Tuesday November 10, 2020
7:00 p.m.

PUBLIC HEARING

A. OPEN PUBLIC HEARING

The Public Hearing is to receive comments on the proposed Property Tax Levy for the year commencing May 1, 2021 and ending April 30, 2022. A notice of the proposed 2021-2022 Tax Levy was published in *The News-Gazette* on October 30, 2020 in compliance with State Statute.

B. PUBLIC COMMENTS REGARDING TAX LEVY

C. CLOSE THE PUBLIC HEARING

REGULAR MEETING

A. CALL TO ORDER

A. PRESENTATION

1. FY20 Audit Report

B. COMMENTS FROM THE PUBLIC

C. COMMUNICATIONS

D. TREASURER'S REPORT

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

E. EXECUTIVE DIRECTOR'S REPORT

1. General Announcements

F. COMMITTEE REPORTS

1. Champaign Parks Foundation

G. REPORT OF OFFICERS

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

H. CONSENT AGENDA

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

1. Acceptance of the FY20 Audit Report as presented.
2. Approval of Minutes of the Public Hearing and Regular Board Meeting, October 14, 2020
3. Approval of Minutes of the Special Board Meeting, October 28, 2020
4. Approval of Meeting Dates for 2021
5. Approval inserting Craig Hays Delegate, Kevin Miller as 1st Alternate, Timothy McMahon as 2nd Alternate and Joe DeLuce as 3rd Alternate to serve as delegates to the Annual Business Meeting of the Illinois Association of Park Districts to be held on January 30, 2021 at 3:30 p.m.
6. Approval of payment of the 2019 bond issue in the amount of \$1,168,900 due by November 30, 2020
7. Approval of the low bid from CIBM Bank of 0.3% for the \$1,195,800 bond issue and to act as the bond registrar at no additional fee.
8. Approval of updates to the Board Policy Manual
 - a. Administrative Succession Policy
 - b. Compensation Policy
 - c. Executive Director and Park Board of Commissioners Relationship Policy
 - d. Media Policy
 - e. No-Trespass Policy
 - f. Social Media Policy

I. NEW BUSINESS

1. Approval of Disbursements as of October 14, 2020
Staff recommends approval of disbursements for the period beginning October 14, 2020 and ending November 11, 2020. **(Roll Call Vote)**
2. Approval of a Resolution to Authorize Updating Approved Signors on Bank and Investment Accounts
Staff recommends the Board approve the Resolution presented to remove Donna Lawson as an authorized signor on bank and investment accounts held by the Park District. **(Roll Call Vote)**
3. Approval of Appointment of Treasurer
Staff recommends that the Board appoint a Treasurer to the Board. **(Roll Call Vote)**
4. Approval of Adoption of Ordinance No. 649: Tax Levy Ordinance
Staff recommends adoption of Ordinance No. 649: An Ordinance to Levy Property Taxes in the amount of \$14,342,836 for fiscal year beginning May 1, 2021 and ending April 30, 2022. **(Roll Call Vote)**

Regular Board Meeting

November 10, 2020

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5. Approval of Adoption of Ordinance No. 650: Bond Ordinance
Staff recommends adoption of Ordinance No. 650: an ordinance authorizing the issuance of General Obligation Park Limited Bonds, SERIES 2020, of the Champaign Park District, Champaign County, Illinois, and providing the details of such bonds and for the levy of direct annual taxes to pay such bonds, and related matters. **(Roll Call Vote)**
6. Approval of a New Ticketing System for the Virginia Theatre
Staff recommends authorizing the Executive Director to enter into a three-year agreement with the Accesso company's ShoWare Division of Fresno, California, for exclusive ticketing software services at the Virginia Theatre. **(Roll Call Vote)**
7. Approval of Professional Services Agreement for Masonry and Fire Escape Repairs at the Virginia Theatre
Staff recommends the Park Board authorize the Executive Director to enter into an agreement with Farnsworth Group in the amount of \$16,350.00 to provide architectural and engineering services for the Virginia Theatre masonry and fire escape repairs project. **(Roll Call Vote)**
8. Approval of Bids for 2021 Bedding Plants
Staff recommends accepting the bids and authorizing the Executive Director to execute contracts to purchase 2021 bedding plants for each order to the respective lowest responsible bidders as follows: Park Flower Program Order with 2,214 flats to Ropp's Flower Factory for a total of \$49,502 and Flower Island Order with 1,804 flats to Connie's Country Greenhouse for a total of \$52,058. The total cost of the two recommended orders for 2021 will be \$101,560 with funds allocated in the FY21-22 operating budget. **(Roll Call Vote)**
9. Approval of Bid for the Purchase of Scoreboards for Zahnd Park
Staff recommends accepting the responsible bid that meets all specifications and authorizing the Executive Director to purchase two (2) new baseball/softball scoreboards from Nevco Sports, LLC at the total quoted price of \$7,000.58. **(Roll Call Vote)**
10. Approval of Purchase of Communications Radios
Staff recommends purchasing a communications radio system from Beck Tech, which includes setup, programming, FCC license, and charging ports for a total of \$21,470. **(Roll Call Vote)**

J. DISCUSSION ITEMS

1. Spalding Tennis Courts
2. Department of Revenue Facilities Report - no formal presentation, but staff will answer any questions
3. Cultural Arts Report - no formal presentation, but staff will answer any questions

K. COMMENTS FROM COMMISSIONERS

L. ADJOURN



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: November 3, 2020

SUBJECT: Recommend Acceptance of the FY20 Audit Report

Background

The Park District is required by law to hire a licensed public accountant or firm to conduct a financial audit annually. The audit for the fiscal year ended April 30, 2020 was conducted by Martin Hood (MH). Representatives of MH will be present to review the audit report and answer any questions. Staff have reviewed the report and is recommending board action to accept the report as presented.

Prior Board Action

The Board approved MH as the auditor for the fiscal year FY2020-2022, with an option to renew for 3 additional years at the March 11, 2020 regular meeting.

Budget Impact

The audit for FY20 is \$20,800, of which \$16,480 has been paid through October 14, 2020.

Recommended Action

Staff recommends the Board accept the FY20 audit report as presented.

Prepared by:

Reviewed by:

Andrea N. Wallace, CPA
Director of Finance

Joe DeLuce, CPRP
Executive Director

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

October 14, 2020

PUBLIC HEARING

The Champaign Park District Board of Commissioners held a Public Hearing on Wednesday, October 14, 2020 at 7:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, and also 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 due to the COVID-19 disaster. The Regular Board Meeting occurred pursuant to published notice duly given. President Hays presided over the meeting. The six 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 following 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, October 14, 2020 to be sent to the Executive Director of the Park District at: 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, Jane L. Solon, Timothy P. McMahon, and Treasurer Donna Lawson.

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

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

Open the Public Hearing

President Hays opened the Public Hearing at 7:00 p.m.

General Obligation Bonds

President Hays stated that the purpose of the public hearing was to discuss and receive comments on the intent to issue \$1,195,800 in General Obligation Bonds. A notice of the public hearing was published in *The News-Gazette* on October 2, 2020 in compliance with state law.

Public Comments

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

Close the Public Hearing

Commissioner McMahon made a motion to adjourn the Public Hearing. The motion was seconded by Vice President Miller. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner McMahon – yes; Vice President Miller – yes; and President Hays – yes. The motion passed 4-0. The Public Hearing was adjourned at 7:02 p.m.

REGULAR BOARD MEETING

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, October 14, 2020 immediately following the Public Hearing 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 six 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, October 14, 2020 to be sent to the Executive Director of the Park District at: 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, Jane L. Solon, Timothy P. McMahon, and Treasurer Donna Lawson.

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

Staff present electronically: Andrea Wallace, Director of Finance, Andrew Weiss, Director of Planning, Dan Olson, Director of Operations, Jameel Jones, Director of Recreation, 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 7:02 p.m.

Comments from the Public

There were no comments from the public.

Communications

None.

Treasurer's Report

Treasurer Lawson presented the report. Ms. Lawson reviewed the Treasurer's Report for the month of September 2020 and noted that the Park District's monthly outflow (not including capital) had averaged \$700,000 per. Monthly outflow including capital averaged \$915,000. She stated that \$6,300,000 had been received in real estate taxes with \$1,100,000 outstanding and expected to be received later in the calendar year. She stated the Park District's finances had been reviewed and were found to be in appropriate order. Discussion ensued.

Commissioner McMahon requested more information on Park District investments. Ms. Wallace explained Park District investment strategies based on recent research, interest rates, risk and insurance, and advantages and disadvantages of each investment opportunity. Discussion ensued.

Jean Flood of the League of Women's Voters joined the meeting electronically at 7:04 p.m.

Commissioner Solon made a motion to accept the Treasurer's Report for the month of September 2020. The motion was seconded by Commissioner McMahon. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner McMahon – yes; Vice President Miller – yes; and President Hays – yes. The motion passed 4-0.

Chelsea Norton, Director of Marketing and Communications electronically joined the meeting at 7:09 p.m.

Executive Director's Report

Mr. DeLuce reported that staff were meeting with Unit 4 to negotiate the renovation and expansion of the tennis courts at Spalding Park.

Committee and Liaison Reports

Champaign Parks Foundation

Vice President Miller reported that the Foundation had reviewed a new opportunity for fundraising through a four-day virtual sale of popcorn in December. He stated that proceeds would support scholarships for Champaign-Urbana Special Recreation.

Report of Officers

Attorney's Report

Attorney Hall presented a report on Ordinance No. 646. Mr. Hall reported that Ordinance No. 646 is to annex three properties: (1) 1703 W. Interstate Dr., (2) 3701 Biltmore Dr., and (3) 3601 S. Duncan Road. Attorney Hall noted a slight variance existed between the City's annexation of 3601 S. Duncan Road when compared to the Park District's ordinance. He stated that two surveys had been completed for the same property and the Park District chose the larger delineated boundary. He recommended approval of Ordinance No. 646.

Commissioner Solon made a motion to approve Ordinance No. 646, Annexing Territory Pursuant to Petition (1703 W. Interstate Dr., Champaign, 3701 Biltmore Dr., Champaign, Illinois, and 3601 S. Duncan Rd., Champaign). The motion was seconded by Vice President Miller. Upon roll call vote, the vote was as follows: Vice President Miller – yes; President Hays – yes; Commissioner McMahon – yes; and Commissioner Solon – yes. The motion passed 4-0.

President's Report

President Hays presented Commissioner Solon with a plaque that had been received from the Illinois Association of Park Districts to commemorate her 15 years of service as a Park Board Member. He also provided an update on the Martens Center. He reported that two roofing details would be included in the base bid instead of being listed as alternates. Discussion ensued.

Commissioner Solon requested the Board receive copies of the final plans for the Martens Center before going to bid.

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 addressed separately.

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

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

New Business

1. Approval of Disbursements as of September 9, 2020

Staff recommended approval of the list of disbursements for the period beginning September 9, 2020 and ending October 14, 2020. Discussion ensued.

Commissioner Solon advised Park District staff to spend with caution moving forward due to the uncertainty related to the pandemic and economy.

Vice President Miller made a motion to approve the list of disbursements for the period beginning September 9, 2020 and ending October 14, 2020. The motion was seconded by Commissioner Solon. 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.

2. Approval to Solicit Bids for Issuance of General Obligation Bonds

Commissioner Solon made a motion to approve and confirm 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. 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 McMahon – yes; and President Hays – yes. The motion passed 4-0.

3. Approval of a Resolution Estimating Taxes to be Levied for FY21-22

Ms. Wallace presented the report. She reported that the Board is required to pass a resolution setting the tax levy for the following fiscal year (FY) 2022. Ms. Wallace noted increases in the Police Fund to cover costs for the Park Ambassadors Program and an increase to the Social Security Fund due to minimum wage increases. She stated that the staff will publish the Truth in Taxation notice, if required. Ms. Wallace presented three tax levy options for consideration. Mr. DeLuce noted that if the Board did not capture the new growth in Equalized Assessed Valuation during this tax levy, then it will never be allowed to capture the same growth in the following years.

Vice President Miller requested clarification on the total amount needed to cover the overall minimum wage increase. Mr. DeLuce responded that for 2022 the Park District anticipates spending \$150,00 per year for increases related to minimum wage. This does not include compression related to other employee's wages. Discussion ensued.

After the discussion, Commissioner Solon made a motion to maintain the existing tax rate of 0.7193 for a total tax levy of \$14,342,836. The motion was seconded by Commissioner McMahon. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; President Hays – yes; Commissioner McMahon – yes; and Vice President Miller – yes. The motion passed 4-0.

4. Approval of Appointment of Board Secretary

Commissioner Solon made a motion to appoint Jarrod Scheunemann as Board secretary. Vice President Miller seconded the motion. Upon roll call, the vote was as follows: Commissioner McMahon– yes; Vice President Miller – yes; Commissioner Solon – yes; and President Hays – yes. The motion passed 4-0.

Tom Gilbert departed the meeting at 7:51 p.m.

5. Approval of PSA amendment to the design of Human Kinetics Park

Mr. Weiss presented the report. He stated that Hitchcock Design Group had requested an amendment to its professional services agreement totaling \$15,000 for this project.

Commissioner Solon reiterated the Park District's priority to remain within budget for this project. Mr. DeLuce responded that the architect had been encouraged to stay within budget.

Vice President Miller made a motion to approve the authorization of the Executive Director to sign Amendment 1 for \$15,000 to the design contract with Hitchcock Design Group. The motion was seconded by Commissioner McMahon. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Vice President Miller – yes; President Hays – yes; and Commissioner McMahon – yes. The motion passed 4-0.

6. Approval of Resolution to Commit Funds for ITEP Grant Application

Mr. Weiss presented the report. He stated that the Park District would apply by November 2, 2020 for a \$36,000 grant to extend the North Champaign Trail. He noted the Park District would need to provide 20% in matching funds if the grant is awarded.

Vice President Miller made a motion to approve a resolution of financial commitment to apply for the ITEP grant for the North Champaign Trail segment. Commissioner Solon seconded the motion. Upon roll call vote, the vote was as follows: Commissioner McMahon – yes; Commissioner Solon – yes; Vice President Miller – yes; and President Hays – yes. The motion passed 4-0.

Commissioner Kuhl electronically joined the meeting at 7:57 p.m.

7. Approval of a Resolution and Agreement Regarding Sourcewell Purchasing Program

Mr. DeLuce reported that staff were first connected with the Sourcewell Purchasing Program during their investigation of equipment for the Martens Center. He noted that Sourcewell's extensive membership allows its organization to negotiate reduced pricing on a variety of products and services for its members. Ms. Wallace added that Sourcewell would be another tool for the Park District to compare pricing for an assortment of needs.

Commissioner Solon made a motion to approve a resolution and agreement to participate in the Sourcewell Purchasing Program. The motion was seconded by Vice President Miller. Upon roll call vote, the vote was as follows: Vice President Miller – yes; Commissioner Kuhl – yes; President Hays – yes; Commissioner McMahon – yes; and Commissioner Solon – yes. The motion passed 5-0.

8. Approval of an Ordinance Declaring Personal Property as Surplus

Mr. Olson presented the report. He stated that the approval of this ordinance was a standard procedure for the Board twice per year. He noted the long list of items to surplus due in part to the renovation of the Bicentennial Center. Discussion ensued.

Commissioner Solon made a motion to adopt Ordinance No.648, an ordinance providing for the disposal of personal property owned by the Champaign Park District. Vice President Miller seconded the motion. Upon roll call vote, the vote was as follows: Commissioner Kuhl – yes; Commissioner Solon – yes; Commissioner McMahon – yes; Vice President Miller – yes; and President Hays – yes. The motion passed 5-0.

Comments from Commissioners

Commissioner McMahon shared several photos of a variety of amenities in Spalding Park in use during a recent visit. He commended the Board and staff for implementing the vision to begin the restoration of the park to encourage use of the Spalding Park site.

President Hays noted that a number of visitors that he spoke with in his recent visits to Park District parks were visitors from out of town.

Adjourn

There being no further business to come before the Board, Commissioner McMahon made a motion to adjourn the meeting. The motion was seconded by Vice President Miller. Upon roll call vote, the vote was as follows: Vice President Miller – yes; Commissioner McMahon – yes; President Hays – yes; Commissioner Solon – yes; and Commissioner Kuhl – yes. The motion passed 5-0 and the meeting was adjourned at 8:10 p.m.

Approved

Craig W. Hays, President

Jarrod Scheunemann, Secretary

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

October 28, 2020

The Champaign Park District Board of Commissioners held a Special Board Meeting on Wednesday, October 28, 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 three 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, October 28, 2020 to the Executive Director of the Park District at: 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 and Jarrod Scheunemann, Assistant to the Executive Director / Secretary.

Present electronically: Vice President Kevin J. Miller, Commissioners Barbara J. Kuhl, Jane L. Solon, Timothy P. McMahon; Joseph DeLuce, Executive Director, Attorney Guy C. Hall, and Treasurer Donna Lawson.

Staff present in person: Tammy Hoggatt, Director of HR, Risk and IT.

Staff present electronically: Andrea Wallace, Director of Finance, Chelsea Norton, Director of Marketing and Communications, Dan Olson, Director of Operations, Jameel Jones, Director of Recreation, Jimmy Gleason, Director of Revenue Facilities, Steven Bentz, Director of the Virginia Theatre, Amanda Carrington, Hays Recreation Center Receptionist, Bret Johnson, Grounds & Maintenance Supervisor, Brittany Fairfield, Aquatics & Fitness Manager, Joe Kearfott, Risk Manager, and Nathan Massey, Special Projects Supervisor.

Jean Flood from the League of Women's Voters also attended the meeting electronically.

Call to Order

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

Comments from the Public

None.

New Business

1. Approval of Staff Bonuses for FY21

Vice President Miller made a motion to approve \$75,000 for one-time bonuses for qualified staff to be issued by check during the month of November 2020. The motion was seconded by Commissioner Kuhl. Upon roll call vote, the vote was as follows: Commissioner Kuhl – yes; Commissioner McMahon – yes; Commissioner Vice President Miller – yes; Commissioner Solon – yes; and President Hays - yes. The motion passed 5-0.

2. Approval to Allow or Rescind Election Day Holiday

Ms. Hoggatt presented the report. She shared an update from the Illinois Association of Park Districts which provided its opinion that the State's public act declaring November 3rd, 2020 (Election Day) as a holiday for government offices did not apply to local government entities such as Park Districts. Discussion ensued.

Attorney Hall reported that a public act had been passed declaring Election Day on November 3, 2020 as a one-time holiday for government offices and in the absence of a definition pursuant to the language of the public act he had put forward an opinion that the Park District offices should be closed for November 3, 2020. Attorney Hall noted that the Board has discretion to choose to continue with the Park District's observation of the Election Holiday as approved by the Board on August 26, 2020 or rescind that approval pursuant to a recent court decision regarding the language of the act. Discussion ensued.

Commissioner McMahon requested clarification on how other local government bodies were interpreting the language of the public act. Discussion ensued.

Commissioner Kuhl made a motion to approve rescinding the Election Day holiday on November 3, 2020. The motion was seconded by Commissioner Solon. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Vice President Miller – yes; President Hays – yes; Commissioner Kuhl – yes; and Commissioner McMahon – yes. The motion passed 5-0.

Discussion

1. Review of Board Policies.

President Hays reported that seven policies from the Board Policy Manual had been reviewed and revised by staff and legal counsel. He stated that the policies have now been added to this agenda as discussion items for the Board to consider. The Board did not request any updates or revisions to the Administrative Succession Policy, the Media Policy, and the Social Media Policy.

Commissioner Hays and Commissioner Solon requested updates to the Compensation Policy related to staff salaries, new hires, and new job titles. Commissioner Kuhl addressed the approval process. Attorney Hall noted that the attorney section contained a job description section that could otherwise be located in the contract for legal counsel. Discussion ensued.

Commissioner Kuhl requested the striking of a reference to the Board supporting the approved actions of the Executive Director from the Executive Director and Park Board of Commissioners Relationship Policy due to support being implied in the Board's vote of approval of action items.

Commissioner Kuhl questioned if the Primary Functions of the Park District Board Policy was comprehensive in outlining the Commissioner's roles. Discussion ensued. It was concluded that additional research was necessary to determine if new language should be added to this policy.

President Hays requested clarification about whether drones needed to be included in the No Trespassing Policy. Attorney Hall and Ms. Hoggatt noted that drones were covered in a different policy. Discussion ensued.

2. Facility and Program Plan through 8/21.

Mr. DeLuce reported that the Board had requested updates on programming. He stated that the Recreation and Revenue Facilities departments had been working to develop safe and innovative

programs and special events during the pandemic.

Mr. Jones highlighted programs and classes related to SAT prep, pottery, virtual art, virtual theatre, mentoring, and quilting. He noted a joint special event with the Urbana Park District, the Masquerade Car Parade, that was being held that evening. Mr. Jones reported that CUSR had been hosting virtual programs; fit club being the most popular, and also had restarted programs with the Healing Horses Stable. He also highlighted the CUSR virtual 5k that is being held from October 23rd to November 1st.

Mr. Gleason reported on the Dodds Tennis Center, sport programs, ballfield rentals, the Leonhard Recreation Center, Project Athletes, Pickleball, the Dog Park, Sholem Aquatic Center, and Group Fitness. His highlights included many successful adjustments to hours and offerings despite widely varying pandemic guidelines. Tennis lessons, soccer clinics, hitting and pitching lessons, and Special Olympics basketball skills programs were a few of many programs that were new or modified to accommodate in-person protocols. Tennis groups, softball leagues, group fitness, One Week Boutique, and day camps were group, rentals, or team activities that continued despite COVID-19 modifications. Future plans pending pandemic restrictions include eight softball tournaments, reopening Sholem Aquatic Center and Prairie Farm in 2021, and the Frozen 5k. Mr. Gleason also reported that the Dog Park continued to see a rise in memberships, almost doubling the total number of dog members when compared to 2019's numbers.

3. Updates on CUSR and Douglass Day Camps

Mr. Jones recognized staff members for their efforts to prioritize the care, welfare, safety, and security of marginalized and at-risk residents and users during the pandemic. He highlighted the individual efforts of Nikita Snyder, Ja'Nice Baker, Steven Lewis, and Aushinett Pierce, who made the summer day camps at Douglass a success despite challenging circumstances.

Comments from Commissioners

Commissioner Kuhl and Vice President Miller shared their appreciation for staff's creativity and persistence in keeping the community engaged despite limited in-person opportunities. Commissioner McMahon concurred. Commissioner Solon requested special recognition for the leaders of the Douglass day camps for their work during the pandemic. President Hays noted the resignation of Donna Lawson as Treasurer and thanked her for her years of service to the Park District and Foundation.

Adjourn

There being no further business to come before the Board, Vice President Miller made a motion to adjourn the meeting. The motion was seconded by Commissioner McMahon. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner McMahon – yes; President Hays – yes; Vice President Miller – yes; and Commissioner Kuhl – yes. The motion passed 5-0 and the meeting was adjourned at 6:34 p.m.

Approved

Craig W. Hays, President

Jarrod Scheunemann, Secretary



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: November 2, 2020

SUBJECT: Setting Dates and Times of Meetings in 2021

Background

In accordance with the Open Meetings Act, notice of the schedule of regular meetings must be given at the beginning of each calendar or fiscal year and must state the regular dates, times and places of such meetings.

The Champaign Park District Board of Commissioners meet twice a month to conduct business affairs of the Park District. The Regular Board meetings are held on the second Wednesday of each month at 7:00 p.m. and Study Sessions are held on the fourth Wednesday of each month at 5:30 p.m., unless otherwise posted. All meetings are held at the Bresnan Meeting Center, 706 Kenwood Road, unless otherwise posted. From time to time special meetings of the Board may be called to discuss special or emergency issues.

Prior Board Action

None.

Budget Impact

None.

Recommended Action

Staff recommends Board approval of the meeting dates attached for 2020. Please note we have recommended that the January study session be held as normal due to the virtual nature of the IPRA/IAPD Soaring to New Heights Conference. Also, note that no study sessions are being proposed for November 2021 nor December 2021 due to the holidays.

Prepared by:

Reviewed by:

Jarrod Scheunemann
Assistant to the Executive Director

Joe DeLuce
Executive Director



**CHAMPAIGN PARK DISTRICT
2021 Regular Board Meeting and Study Session Meeting Dates**

REGULAR BOARD MEETINGS Wednesdays at 7 p.m.	STUDY SESSION MEETINGS Wednesdays at 5:30 p.m.
January 13, 2020	January 27, 2020
February 10, 2020	February 24, 2020
March 10, 2020	March 24, 2020
April 14, 2020	April 28, 2020
**May 12, 2020	May 26, 2020
June 9, 2020	June 23, 2020
July 14, 2020	July 28, 2020
August 11, 2020	August 25, 2020
September 9, 2020	September 23, 2020
October 13, 2020	October 27, 2020
November 10, 2020	--
December 8, 2020	--

**Annual Meeting immediately followed by the Regular Board Meeting

CREDENTIALS CERTIFICATE

This is to certify that at a meeting of the Governing Board of the
Champaign Park District

_____ held at
Bresnan Meeting Center on 11/10/2020 at 7:00 p.m.
(Location) *(Name of Agency)* *(Month/Day/Year)* *(Time)*

the following individuals were designated to serve as delegate(s) to the Annual Business Meeting of the ILLINOIS ASSOCIATION OF PARK DISTRICTS to be held on **Saturday, January 30, 2021 at 3:30 p.m.:**

	<u>Name</u>	<u>Title</u>	<u>Email</u>
Delegate:	Craig Hays	President	craig.hays@champaignparks.org
1st Alternate:	Kevin Miller	Vice President	kevin.miller@champaignparks.org
2nd Alternate:	Tim McMahon	Commissioner	tim.mcmahon@champaignparks.org
3rd Alternate:	Joe DeLuce	Executive Director	joe.deluce@champaignparks.org

This is to certify that the foregoing is a statement of action taken at the board meeting cited above.

Affix Seal: _____
Signed: _____
(President of Board)

Attest: _____
(Board Secretary)

Return this form to: Illinois Association of Park Districts
211 East Monroe Street
Springfield, IL 62701-1186
Email: iapd@ilparks.org



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: November 3, 2020

SUBJECT: Approval to pay off 2019 General Obligation Bond

Background

The general obligation (GO) limited bond is issued annually with the payment due in lump sum with interest on November 30, 2020. Interest due for the 2019 GO bond is \$16,608.12 which is \$9,652.76 less than in the prior year. Interest is calculated through November 12, 2020.

Prior Board Action

Board approved the 2019 bond issue on November 13, 2019 in the amount of \$1,168,900 plus interest at 1.5%.

Budget Impact

The bond payment plus interest is included in the FYE21 budget and will be paid out of property tax revenues.

Recommended Action

Staff recommends that the Board approve payment of \$1,185,508.12 to Hickory Point Bank to pay off the 2019 bond issue. The payment for the \$1,168,900 bond issue plus interest is due no later than November 30, 2020.

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: November 4, 2020

SUBJECT: Approval to Accept Bid to Issue the 2020 General Obligation Bond

Background

As directed by the Board of Commissioners at the October 14, 2020 meeting, bids were solicited from sixteen local banks on October 16, 2020. Bids were due no later than 10:00 a.m. CST on October 30, 2020. The prior year GO Bond (2019) was awarded to Hickory Point Bank at an interest rate of 1.50%.

Bids were received from five (5) local banks for the purchase of \$1,195,800 General Obligation Bonds. The results were as follows:

<u>Bank</u>	<u>Interest Rate</u>	<u>Serve as Bond Registrar</u>	<u>If Yes, Fee Charged</u>
cibm Bank	0.30%	Yes	\$ -
Illinois National Bank	0.61%	Yes	\$ -
Commerce Bank	0.85%	Yes	\$ -
Hickory Point Bank	0.86%	Yes	\$ -
Prospect Bank	1.49%	Yes	\$ 350.00

Prior Board Action

September 9, 2020 – Board of Commissioners set the date for the public hearing and approved a resolution noting the intent to issue.

October 14, 2020 – Public Hearing held on the proposed bond issue.

October 14, 2020 – Board of Commissioners authorized the Treasurer and Director of Finance to solicit bids.

Budget Impact

The legal fees and interest related to the 2020 bond issue is included in the FYE21 budget.

Recommended Action

Staff recommends that the Board accept the low bid from cibm Bank of 0.30% for the \$1,195,800 bond issue and to act as the bond registrar at no additional fee.

Prepared by:

Andrea N. Wallace, CPA
Director of Finance

Reviewed by:

Joe DeLuce, CPRP
Executive Director

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



Temporary Administrative Succession Procedure Policy

In the absence of the Executive Director (Director), this procedure provides for the orderly appointment of an authorized replacement substitute to act on his/her behalf of the Director. In the absence of the ~~Executive~~ Director for a period longer than one working day, ~~he/she~~ the Director shall designate a Department Director as Acting ~~Executive~~ Director to carry on his/her ~~the~~ administrative and executive responsibilities of the Park District in order to ensure continuity in the management of ~~Park District~~ its affairs. The ~~Executive~~ Director shall provide the Park District Board of Commissioners (Board) and executive staff with notice of the dates when such absence will commence and ~~when he/she shall return~~ end. Assumption of duties by the designated Acting ~~Executive~~ Director will occur on the dates of absence and continue until the start of business on the day the ~~Executive~~ Director returns. The Acting ~~Executive~~ Director shall have all the responsibilities and follow all the policies and procedures of the Park District. In the event the ~~Executive~~ Director is incapacitated or otherwise unable to perform his/her duties such administrative and executive responsibilities, then the Board shall appoint an Acting ~~Executive~~ Director to serve until such time as the ~~Executive~~ Director can resume his/her duties such responsibilities or a successor is appointed, as the case may be.

Similarly, each Department Director will be responsible for the development and implementation of a temporary succession plan for their respective department operations. In all cases when the Department Director is absent from work for more than one day, an Acting Department Director will be designated to ensure that the day to day management of that department continues in an uninterrupted manner.

Approved by Board of Commissioners	September 14, 2005
Revised by Board of Commissioners	July 13, 2011
Revised by Board of Commissioners	October 12, 2016
<u>Revised by Board of Commissioners</u>	<u>November 10, 2020</u>

Craig W. Hays, President

Joseph C. DeLuce, Executive Director



Temporary Administrative Succession Policy

In the absence of the Executive Director (Director), this procedure provides for the orderly appointment of an authorized substitute to act on behalf of the Director. In the absence of the Director for a period longer than one working day, the Director shall designate a Department Director as Acting Director to carry on the administrative and executive responsibilities of the Park District in order to ensure continuity in the management of its affairs. The Director shall provide the Park District Board of Commissioners (Board) and executive staff with notice of the dates when such absence will commence and end. Assumption of duties by the designated Acting Director will occur on the dates of absence and continue until the start of business on the day the Director returns. The Acting Director shall have all the responsibilities and follow all the policies and procedures of the Park District. In the event the Director is incapacitated or otherwise unable to perform such administrative and executive responsibilities, then the Board shall appoint an Acting Director to serve until such time as the Director can resume such responsibilities or a successor is appointed, as the case may be.

Similarly, each Department Director will be responsible for the development and implementation of a temporary succession plan for their respective department operations. In all cases when the Department Director is absent from work for more than one day, an Acting Department Director will be designated to ensure that the day to day management of that department continues in an uninterrupted manner.

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

September 14, 2005
July 13, 2011
October 12, 2016
November 10, 2020

Craig W. Hays, President

Joseph C. DeLuce, Executive Director



Compensation ~~of Officers and Employees~~ Policy

The purpose of this policy is for the Champaign Park District Board of Commissioners (Board) and Executive Director (Director) to document criteria relating to compensation of employees and other officers, All Board members serve without compensation, although they may be reimbursed for authorized expenses.

Officers

The Board shall annually appoint a Treasurer, a Secretary, and an Assistant Secretary to the Board. Those officers shall serve at the pleasure of the Board. The Secretary, Assistant Secretary, and Treasurer positions may be held with or without minimal compensation as determined by the Board. Such officers may be reimbursed for authorized expenses.

Attorney

The Board, ~~upon a majority vote,~~ may employ and fix the compensation of the Park District attorney who shall undertake prescribed duties and other legal matters as may be deemed necessary. The Park District attorney shall attend regular monthly Park Board meetings and, when requested to do so, special meetings, ~~when requested to do so, and~~ Such attorney shall have charge of legal matters and of the prosecution and defense of all litigation in which the Park District is interested, as determined by the Board.

~~The Park District attorney shall review and recommend approval of all ordinances, resolutions and other instruments required by the Board; perform any work incident to bond issues; negotiate and prepare documents in connection with the purchase, sale, lease or other disposition of Park District property; and provide opinions on all questions referred by the Board, an officer, or the Executive Director under the direction of the Board.~~

Executive Director

The ~~Executive~~ Director is appointed by the Board. The Board shall determines the ~~Executive~~ Director's compensation and benefits. Annual adjustments may be given at the beginning of each fiscal year in accordance with the policies set forth in the personnel manual.

Employees

The Board shall determines the starting compensation range for all positions pursuant to criteria recommended by the ~~Executive~~ Director. Except at the discretion of the Board, Any decision to compensate a new employee above the starting compensation range must have the prior approval of the ~~Executive~~ Director. The Director may approve other compensation adjustments; provided that, the adjustments are within the overall budget and employee compensation ranges approved by the Board.

The Director shall determine the compensation of all subordinate directors, department heads, and other employees; provided that, such compensation shall be in consultation with the Board President. The Director may recommend the establishment of additional management positions or titles, which shall be subject to Board approval.

The Board may approve an annual ~~dollar~~ amount for merit pool compensation as recommended by the ~~Executive~~ Director in connection with the annual budget process, when funds are available as determined by the Board. The compensation program shall be in accordance with the Personnel Manual and applicable law.

~~The Executive Director may approve other salary adjustments, provided that the adjustments are within the overall budget and compensation ranges approved by the Board for employee compensation.~~

Approved by Board of Commissioners	April 14, 1999
Revised by Board of Commissioners	September 14, 2005
Revised by Board of Commissioners	September 12, 2007
Revised by Board of Commissioners	October 12, 2011
Revised by Board of Commissioners	October, 12, 2016
<u>Revised by Board of Commissioner</u>	<u>November 10, 2020</u>

Craig W. Hays, President

Joseph C. DeLuce, Executive Director



The purpose of this policy is for the Champaign Park District Board of Commissioners (Board) and Executive Director (Director) to document criteria relating to compensation of employees and other officers, All Board members serve without compensation, although they may be reimbursed for authorized expenses.

Officers

The Board shall annually appoint a Treasurer, a Secretary, and an Assistant Secretary to the Board. Those officers shall serve at the pleasure of the Board. The Secretary, Assistant Secretary, and Treasurer positions may be held with or without minimal compensation as determined by the Board. Such officers may be reimbursed for authorized expenses.

Attorney

The Board may employ and fix the compensation of the Park District attorney who shall undertake prescribed duties and other legal matters as may be deemed necessary. The Park District attorney shall attend regular monthly Park Board meetings and, when requested to do so, special meetings. Such attorney shall have charge of legal matters and of the prosecution and defense of all litigation in which the Park District is interested, as determined by the Board.

Executive Director

The Director is appointed by the Board. The Board shall determine the Director's compensation and benefits. Annual adjustments may be given at the beginning of each fiscal year in accordance with the policies set forth in the personnel manual.

Employees

The Board shall determine the starting compensation range for all positions pursuant to criteria recommended by the Director. Except at the discretion of the Board, any decision to compensate a new employee above the starting compensation range must have the prior approval of the Director. The Director may approve other compensation adjustments; provided that, the adjustments are within the overall budget and employee compensation ranges approved by the Board.

The Director shall determine the compensation of all subordinate directors, department heads, and other employees; provided that, such compensation shall be in consultation with the Board President. The Director may recommend the establishment of additional management positions or titles, which shall be subject to Board approval.

The Board may approve an annual amount for merit pool compensation as recommended by the Director in connection with the annual budget process, when funds are available as determined by the Board. The compensation program shall be in accordance with the Personnel Manual and applicable law.

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

April 14, 1999
September 14, 2005
September 12, 2007
October 12, 2011
October, 12, 2016
November 10, 2020

Craig W. Hays, President

Joseph C. DeLuce, Executive Director



Executive Director and Park Board of Commissioners Relationship Policy

The Champaign Park District Board of Commissioners (~~Commissioners~~Board) recognizes and respects the delegation of authority and responsibility granted to the Executive Director (~~Director~~) to carry out its policies and directions. ~~Commissioners~~The Board shall consult directly with the ~~Executive~~ Director regarding the affairs of the Park District. Suggestions for new policies, from Commissioners or staff, shall be referred to the ~~Executive~~ Director for study, evaluation, and final recommendation.

Complaints shall be referred to the ~~Executive~~ Director for investigation and disposition, or for recommendation to the ~~Commissioners~~Board for disposition. ~~Commissioners shall support the approved actions of the Executive Director.~~

Approved Board of Commissioners	May 28, 1998
Revised by Board of Commissioners	June 8, 1998
Revised by Board of Commissioners	September 14, 2005
Revised by Board of Commissioners	October 12, 2011
Revised by Board of Commissioners	October 12, 2016
<u>Revised by Board of Commissioners</u>	<u>November 10, 2020</u>

Craig W. Hays, President

Joseph C. DeLuce, Executive Director



**Executive Director and Park Board of
Commissioners Relationship Policy**

The Champaign Park District Board of Commissioners (Board) recognizes and respects the delegation of authority and responsibility granted to the Executive Director (Director) to carry out its policies and directions. The Board shall consult directly with the Director regarding the affairs of the Park District. Suggestions for new policies, from Commissioners or staff, shall be referred to the Director for study, evaluation, and final recommendation.

Complaints shall be referred to the Director for investigation and disposition, or for recommendation to the Board for disposition.

Approved Board of Commissioners	May 28, 1998
Revised by Board of Commissioners	June 8, 1998
Revised by Board of Commissioners	September 14, 2005
Revised by Board of Commissioners	October 12, 2011
Revised by Board of Commissioners	October 12, 2016
Revised by Board of Commissioners	November 10, 2020

Craig W. Hays, President

Joseph C. DeLuce, Executive Director



Media Policy

The Champaign Park District (Park District) seeks to establish and maintain a high level of public confidence and support in the conduct of its activities. Providing clear communications through the media is essential for sharing information with citizens. Long term success requires the Park District to provide complete, accurate, and timely information to the public through the media. The Park District believes that the best communication occurs when staff is well-trained and encouraged to openly respond to appropriate media inquiries.

The Executive Director (Director) is the official spokesperson for the Park District. In the absence of the ~~Executive~~ Director, the spokesperson shall be the President of the Board of Commissioners, ~~or~~ the Director of Marketing and Communications, or their appointee. In the event a media representative communicates with other staff, ~~they such staff~~ are to respond as follows: "I'm sorry, but I am not the best person to ~~answer~~ address that question. You may want to speak with the Park District's Executive Director, President of the Board of Commissioners, ~~or~~ Director of Marketing and Communications".

Approved by Board of Commissioners

June 8, 2011

Revised by Board of Commissioners

August 10, 2016

Revised by Board of Commissioners

November 10, 2020

Craig W. Hays, President

Joseph C. DeLuce, Executive Director



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

June 8, 2011
August 10, 2016
November 10, 2020

Craig W. Hays, President

Joseph C. DeLuce, Executive Director



It is the policy of the Champaign Park District Board of Commissioners (Board) that the Executive Director (Director) may issue No-Trespass notices to persons arising out of certain conduct, including without limitation, the following:

1. Violation of Federal, State, and local laws;
2. Threats or actions against the Park District, Board members, employees, volunteers, and patrons;
3. Any violation of Park District ordinances or policy and/or noncompliance with District rules, guidelines, or direction from District Staff;
4. Criminal or violent activity on Park District property, programs, or special events;
5. Possession, delivery, or use of illegal drugs on or within 1,000 feet of Park District property;
6. Possession, discharge, or use of weapons or guns on or within 1,000 feet of Park District property;
7. Gang activity on Park District property, or at Park District programs, or special events;
8. Assault or battery on Park District property, or at Park District programs or special events;
9. Vandalism, damage, or destruction of Park District property;
10. Robbery, theft or burglary on Park District property, or at Park District programs or special events;
11. Inciting a riot and/or interfering with official police business on Park District property;
12. Gambling on Park District property, or at Park District programs or special events;
13. Consumption of alcoholic beverages on Park District property, or at Park District programs or special events, except where permitted pursuant to a license or permit issued by the City of Champaign; and
14. Use of obscene, offensive or abusive language, or fighting.

Upon being issued a No-Trespass Notice, the person(s) may not enter upon park lands or facilities for any reason whatsoever, All Park District staff and police officers of the City of Champaign are hereby authorized to issue verbal notice to the applicable individual to leave the property owned and operated by the Park District. Following such notice, the individual must promptly leave the property or face arrest and be subject to prosecution for Criminal Trespass to Property or any other applicable offense pursuant to the laws of the State of Illinois and ordinances of the City of Champaign and Park District.

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

July 14, 1999
September 14, 2005
August 24, 2011
November 9, 2016
November 10, 2020

Craig W. Hays, President

Joseph C. DeLuce, Executive Director



It is the policy of the Champaign Park District Board of Commissioners (Board) that the Executive Director (Director) may issue No-Trespass ~~n~~Notices to persons arising out of certain conduct, including without limitation, the following:

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3. Any violation of Park District ordinances or policy and/or noncompliance with District rules, guidelines, or direction from District Staff;
4. Criminal or violent activity on Park District property, programs, or special events;
5. Possession, delivery, -of or use of illegal drugs on or within 1,000 feet of Park District property;
6. Possession, discharge, -of or use of weapons or guns on or within 1,000 feet of Park District property;
7. Gang activity on Park District property, programs, or special events;
8. ~~Aggravated Assault or~~ battery on Park District property, or at Park District programs or special events;
9. Vandalism, damage, or destruction of Park District property;
10. Robbery, theft or burglary on Park District property, - or at Park District programs or special events;
11. Inciting a riot and/or interfering with official police business on Park District property;
12. ~~Public-g~~Gambling on Park District property, or at Park District programs or special events;
13. ~~Public drinking or fighting~~ Consumption of alcoholic beverages on Park District property, or at Park District programs or special events, except where permitted pursuant to a license or permit issued by the City of Champaign; and
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Approved by Board of Commissioners	July 14, 1999
Revised by Board of Commissioners	September 14, 2005
Revised by Board of Commissioners	August 24, 2011
Revised by Board of Commissioners	November 9, 2016
<u>Revised by Board of Commissioners</u>	<u>November 10, 2020</u>

Craig W. Hays, President

Joseph C. DeLuce, Executive Director



Social Media is defined as: blogs, other types of self-published online journals, and collaborative ~~W~~web-based discussion forums including, but not limited to, LinkedIn, Facebook, Instagram, Snapchat and Twitter.

General Rules and Guidelines

The following rules and guidelines apply to the use of social media, whether such use is for the Champaign Park District (Park District) on Park District time, for personal use during non-work time, outside the workplace, or during working time while using Park District owned equipment. These rules and guidelines apply to all employees and volunteers.

- A. Employees are prohibited from discussing through social media personal and/or confidential information about elected officials, other employees, volunteers, residents, and/or patrons. For purposes of this policy, personal and/or confidential information includes information exempt from disclosure under the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq., as well as “private information” as defined under said Act.
- B. Employees cannot use social media to harass, threaten, libel or slander, bully, defame, or discriminate against elected officials, other employees, residents, patrons, volunteers, and vendors, suppliers, or other organizations associated or doing business with the Park District, including Web site visitors who post comments. The Park District’s anti-harassment and EEO policies apply to use of social media in the workplace.
- C. This policy is not intended, nor shall it be applied, to restrict employees from discussing their wages, hours and working conditions with co-workers.

Park District-Sponsored Social Media

Park District-sponsored social media generally is used to convey information about the Park District and its services, to raise awareness of activities in the Park District, to issue or respond to breaking news or public emergencies, and to provide public access to information regarding the Park District.

All such Park District-related social media is subject to the following rules and guidelines, in addition to rules and guidelines set forth above:

- A. Only employees designated and authorized by Park District can prepare content for or delete, edit, or otherwise modify content on Park District-sponsored social media.
- B. Employees cannot post any copyrighted information where written reprint permission is not obtained in advance.
- C. Designated employees are responsible for ensuring that the Park District-sponsored social media conform to all applicable rules and guidelines. These employees are authorized to remove immediately and without advance warning any content, including offensive content such as pornography, obscenities, profanity, and/or material that violates the Park District’s Equal Employment Opportunity and/or anti-harassment policies.

Personal Use of Social Media

The following rules and guidelines, in addition to the rules and guidelines set forth above, apply to employee use of social media on the employee's personal time.

- A. Employees ~~should~~ shall abide by the Park District's policy concerning personal use of the Park District's computer system and related equipment.
- B. Employees who utilize social media and choose to identify themselves as employees of Park District ~~may~~ shall not represent themselves as ~~a~~ spokespersons for the Park District. Accordingly, when the context is such that it may appear that an employee is acting or speaking in ~~his/her~~ their capacity as a Park District employee, ~~he/she is~~ they are ~~strongly encouraged~~ to state explicitly, clearly, and in a prominent place on the site, that their views are their own and not those of the Park District or of any person or organization affiliated or doing business with Park District.
- C. Employees ~~should~~ shall respect all copyright and other intellectual property laws. For the Park District's protection, as well as ~~your~~ their own, it is ~~critical that you~~ important to demonstrate show proper respect for all the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including the Park District's own copyrights, trademarks, and brands.
- D. Employees ~~may~~ shall not engage in unauthorized advertisement or selling Park District services through social media.

Monitoring

The Park District reserves the right to monitor employees' public use of social media, including ~~but not limited~~ without limitation, to statements/comments posted on the Internet, in blogs, and other types of openly accessible forums, diaries, and personal and business discussion forums.

Employees ~~should~~ have no expectation of privacy while using Park District computer equipment and facilities for any purpose, including the use of social media. The Park District reserves the right to monitor, review, and block content that violates the Park District's rules and guidelines.

Violations

The Park District ~~will~~ shall investigate and respond to all reports of violations of the Park District's rules and guidelines or related policies or rules. ~~Employees are urged to report any violations of this policy to the~~ Executive Director. A violation of this policy may result in discipline up to and including dismissal from employment.

Approved by Board of Commissioners

November 10, 2020

Craig W. Hays, President

Joseph C. DeLuce, Executive Director



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- B. Employees who utilize social media and choose to identify themselves as employees of Park District shall not represent themselves as spokespersons for the Park District. Accordingly, when the context is such that it may appear that an employee is acting or speaking in their capacity as a Park District employee, they are to state explicitly, clearly, and in a prominent place on the site, that their views are their own and not those of the Park District or of any person or organization affiliated or doing business with Park District.
- C. Employees shall respect all copyright and other intellectual property laws. For the Park District's protection, as well as their own, it is important to demonstrate show proper respect for all the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including the Park District's own copyrights, trademarks, and brands.
- D. Employees shall not engage in unauthorized advertisement or selling Park District services through social media.

Monitoring

The Park District reserves the right to monitor employees' public use of social media, including without limitation, to statements/comments posted on the Internet, in blogs, and other types of openly accessible forums, diaries, and personal and business discussion forums.

Employees have no expectation of privacy while using Park District computer equipment and facilities for any purpose, including the use of social media. The Park District reserves the right to monitor, review, and block content that violates the Park District's rules and guidelines.

Violations

The Park District shall investigate and respond to all reports of violations of the Park District's rules and guidelines or related policies or rules. Employees are urged to report any violations of this policy to the Director. A violation of this policy may result in discipline up to and including dismissal from employment.

Approved by Board of Commissioners

November 10, 2020

Craig W. Hays, President

Joseph C. DeLuce, Executive Director



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: November 5, 2020

SUBJECT: Authorization to update approved signors on bank and investment accounts

Background

Since the current Treasurer has resigned effective October 29, 2020 and is no longer serving in this capacity for the Champaign Park District, all applicable bank and investment account authorized signatures need to be updated. A resolution to remove Donna Lawson as a signatory on accounts must be approved in order to make this change applicable. Per the district policy and ordinance, the authorized signors will consist of the Executive Director, Director of Finance, and Treasurer.

Once a new Treasurer is appointed, then a new resolution will be drafted to update the signors as required.

Prior Board Action

December 13, 2017 Donna Lawson was appointed as Treasurer, to be sworn into office on January 10, 2018.

Recommended Action

Staff recommends the Board approve the Resolution presented to remove Donna Lawson as an authorized signor on bank and investment accounts held by the Park District.

Prepared by:

Reviewed by:

Andrea N. Wallace, CPA
Director of Finance

Joe DeLuce, CPRP
Executive Director

RESOLUTION

WHEREAS, the Board of Commissioners of the Champaign Park District, an Illinois municipal corporation, is required to update authorized signators at financial institutions from time to time for investment and banking purposes;

WHEREAS, Donna Lawson is no longer employed as the Treasurer for the Champaign Park District, effective October 29, 2020, and should be removed as an authorized signator on any of the Champaign Park District's accounts;

WHEREAS, the Board of Commissioners of the Champaign Park District has previously determined that the Executive Director, Treasurer and Director of Finance are authorized to sign for disbursements and transact business, including without limitation, savings, checking, investment and other accounts;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Champaign Park District hereby authorizes the Director of Finance to remove Donna Lawson as an authorized signator from all investment and banking accounts, and keep the Director of Finance and Executive Director as authorized signators at such institutions holding Champaign Park District savings, checking, investment and other accounts in order to process disbursements and transact all other applicable Champaign Park District business.

APPROVED by the President and Board of Commissioners of the Champaign Park District this 10th day of November 2020.

APPROVED:

Craig W. Hays, President

ATTEST:

Jarrod Scheunemann, Secretary of the Board
Champaign Park District



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: November 4, 2020

SUBJECT: Adoption of Ordinance No. 649: An Ordinance to Levy Property Taxes in the amount of \$14,342,836 for Fiscal Year Beginning May 1, 2021 and Ending April 30, 2022

Background

Each year, the Board is required to pass a Resolution setting the tax levy for the following fiscal year (FY) 2022. Following the approval of the Resolution, staff published the Truth in Taxation notice which ran in *The News-Gazette* on October 30, 2020. Additionally, the District needs to hold a public hearing on its intent to adopt such an increased tax levy at the November Board meeting and then adopt an Ordinance on the tax levy to file with the Champaign County Clerk. The Ordinance must be filed no later than the last Tuesday in December.

Prior Board Action

On October 14, 2020, the Board adopted a Resolution setting the estimated tax levy for FY2021-22 at \$14,342,836.00 and set the public hearing for November 10, 2020.

Budget Impact

The estimated levy approved will be incorporated into the fiscal year ended April 30, 2021 budget.

Recommended Action

Staff recommends adoption of Ordinance No. 649: An Ordinance to Levy Property Taxes in the amount of \$14,342,836.00 for fiscal year beginning May 1, 2021 and ending April 30, 2022. **(ROLL CALL VOTE REQUIRED)**

Prepared by:

Reviewed by:

Andrea N. Wallace, CPA
Director of Finance

Joe DeLuce, CPRP
Executive Director

TAX LEVY ORDINANCE NO. 649

**AN ORDINANCE TO LEVY THE ANNUAL TAX FOR THE FISCAL
YEAR BEGINNING MAY 1, 2021 AND ENDING APRIL 30, 2022**

**BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE CHAMPAIGN PARK DISTRICT,
CHAMPAIGN COUNTY, ILLINOIS AS FOLLOWS:**

Pursuant to authority vested in them by the Park District Code, Article Five, the Commissioners of the Champaign Park District in meeting assembled do hereby find and declare that there will be required to be raised by general taxation in the amounts hereinafter set forth to be levied upon all of the taxable property in said Champaign Park District, in order to meet and defray all the necessary expenses and liabilities of the Champaign Park District as required by statute or voted by the people for uses and purposes as follows, to wit:

FUND	CLASSIFICATION	2021-22 LEVY
Fund 01 - GENERAL CORPORATE		
	SALARIES AND WAGES	\$ 2,500,000
	FRINGE BENEFITS	430,000
	CONTRACTUAL	800,000
	COMMODITIES/SUPPLIES	340,000
	UTILITIES	200,000
	ROUTINE/PERIODIC MAINTENANCE	225,000
	TRANSFERS TO OTHER FUNDS FOR CAPITAL OUTLAY	2,296,914
	TOTAL AMOUNT IS HEREBY LEVIED AS - FUND 01 GENERAL CORPORATE	6,791,914
Fund 02 - RECREATION		
	SALARIES AND WAGES	1,600,000
	FRINGE BENEFITS	100,000
	CONTRACTUAL	200,000
	COMMODITIES/SUPPLIES	235,000
	UTILITIES	225,000
	ROUTINE/PERIODIC MAINTENANCE	44,517
	TOTAL AMOUNT IS HEREBY LEVIED AS - FUND 02 RECREATION	2,404,517
Fund 03 - MUSEUM		
	SALARIES AND WAGES	750,000
	FRINGE BENEFITS	98,000
	CONTRACTUAL	450,000
	COMMODITIES/SUPPLIES	100,000
	UTILITIES	120,000
	ROUTINE/PERIODIC MAINTENANCE	25,000
	TRANSFERS TO OTHER FUNDS FOR CAPITAL	317,686
	TOTAL AMOUNT IS HEREBY LEVIED AS - FUND 03 MUSEUM	1,860,686

Fund 04 - LIABILITY INSURANCE	
SALARIES AND WAGES	53,000
FRINGE BENEFITS	14,000
CONTRACTUAL	3,648
COMMODITIES/SUPPLIES	9,000
INSURANCE	265,000
CAPITAL OUTLAY	39,000
TOTAL AMOUNT IS HEREBY LEVIED AS - FUND 04 LIABILITY INSURANCE	383,648
Fund 06 - IMRF FUND	
FRINGE BENEFITS	301,895
TOTAL AMOUNT IS HEREBY LEVIED AS - FUND 06 IMRF	301,895
Fund 08 - AUDIT FUND	
CONTRACTUAL	25,231
TOTAL AMOUNT IS HEREBY LEVIED AS - FUND 08 AUDIT	25,231
Fund 09 - PAVING AND LIGHTING FUND	
ROUTINE/PERIODIC MAINTENANCE	99,699
TOTAL AMOUNT IS HEREBY LEVIED AS - FUND 09 PAVING AND LIGHTING	99,699
Fund 14 - SOCIAL SECURITY FUND	
FRINGE BENEFITS	424,365
TOTAL AMOUNT IS HEREBY LEVIED AS - FUND 14 SOCIAL SECURITY	424,365
Fund 15 - SPECIAL RECREATION FUND	
SALARIES AND WAGES	285,000
FRINGE BENEFITS	27,100
CONTRACTUAL	87,920
COMMODITIES/SUPPLIES	21,489
UTILITIES	15,000
INSURANCE	12,180
ROUTINE/PERIODIC MAINTENANCE	25,000
CAPITAL OUTLAY	323,900
TOTAL AMOUNT IS HEREBY LEVIED AS - FUND 15 SPECIAL RECREATION	797,589
Fund 19 - POLICE PROTECTION	
CONTRACTUAL	25,000
TOTAL AMOUNT IS HEREBY LEVIED AS - FUND 19 POLICE PROTECTION	25,000
Fund 21 - BOND AMORTIZATION FUND	
TRANSFERS TO OTHER FUNDS	1,228,292
TOTAL AMOUNT IS HEREBY LEVIED AS - FUND 21 BOND AMORTIZATION	1,228,292

TAX LEVY SUMMARY

The following are the total taxes to be levied for:

Fund 01 - GENERAL	\$	6,791,914
Fund 02 - RECREATION		2,404,517
Fund 03 - MUSEUM		1,860,686
Fund 04 - LIABILITY INSURANCE		383,648
Fund 06 - IMRF FUND		301,895
Fund 08 - AUDIT FUND		25,231
Fund 09 - PAVING AND LIGHTING FUND		99,699
Fund 14 - SOCIAL SECURITY FUND		424,365
Fund 15 - SPECIAL RECREATION FUND		797,589
Fund 19 - POLICE PROTECTION		25,000
Fund 21 - BOND AMORTIZATION FUND		1,228,292
TOTAL AMOUNT IS HEREBY LEVIED AS - ALL FUNDS	\$	14,342,836

Making the aggregate sum of Fourteen Million, Three Hundred Forty-Two Thousand, Eight Hundred Thirty-Six Dollars (\$14,342,836) to be raised by taxation and levied on all of the taxable property in said Park District for the fiscal year beginning May 1, 2021 and ending April 30, 2022, in order to meet and defray all necessary expenses and liabilities of the Park District as required by statute of voted by the people in accordance with law, provided that the levy of such amounts does not cause the property tax rate to exceed 0.7193. If the levy amount of \$14,342,836 produces a tax rate higher than 0.7193, then the amount to be levied and collected for all funds shall be reduced to an amount which produces the 0.7193 tax rate for all funds.

The Secretary of the Champaign Park District shall file with the County Clerk of the County of Champaign, State of Illinois, a certified copy of this Ordinance, no later than the last Tuesday of December 2020.

This Ordinance shall be in full force and effect immediately on and after its passage and approval.

Adopted this 10th day of November 2020, pursuant to a roll call vote as follows:

Ayes:

Absent:

Nays:

Abstain:

Craig W. Hays, President
Champaign Park District
Board of Commissioners



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: November 4, 2020

SUBJECT: Adoption of Ordinance No. 650: An Ordinance Authorizing the Issuance of General Obligation Park Limited Bonds, Series 2020, of the Champaign Park District, Champaign County, Illinois and Providing the Details of Such Bonds and For the Levy of Direct Annual Taxes to Pay Such Bonds, and Related Matters

Background

Each year the Champaign Park District issues General Obligation Bonds in order to fund necessary improvements and repairs to Park District property and to make the payment of debt service on outstanding alternate revenue bonds issued to build Sholem Aquatic Center. Last year the Board authorized the issuance of \$1,168,900 of General Obligation Bonds. CPI increased 2.3% allowing the District the authority to add that percent to the prior year issuance thereby increasing the new bond issue to \$1,195,800. As a reminder, the interest rate for the current bond issue was 1.50%.

Prior Board Action

September 9, 2020 – the Board approved a resolution stating the Park District’s need and intent to issue \$1,168,900 of General Obligation Bonds for FYE21 and approved a resolution setting the public hearing for October 14, 2020.

October 14, 2020 – The Board authorized the Treasurer and Director of Finance to solicit bids, and public hearing on proposed bond issue was held.

Budget Impact

The GO Bond issuance has been included in the FYE21 budget for payment on the alternate revenue bonds as well as capital improvement purchases.

Recommended Action

Staff recommends adoption of Ordinance No. 650: An Ordinance authorizing the issuance of General Obligation Park Limited Bonds, Series 2020, of the Champaign Park District, Champaign County, Illinois, and providing the details of such Bonds and for the levy of direct annual taxes to pay such bonds, and related matters.

Prepared by:

Reviewed by:

Andrea N. Wallace, CPA
Director of Finance

Joe DeLuce, CPRP
Executive Director

ORDINANCE NO. 650

AN ORDINANCE AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION PARK LIMITED BONDS, SERIES 2020, OF THE CHAMPAIGN PARK DISTRICT, CHAMPAIGN COUNTY, ILLINOIS, AND PROVIDING THE DETAILS OF SUCH BONDS AND FOR THE LEVY OF DIRECT ANNUAL TAXES TO PAY SUCH BONDS, AND RELATED MATTERS

WHEREAS, the Board of Park Commissioners (sometimes herein, the “**Corporate Authorities**”) of the Champaign Park District, in Champaign County, Illinois (the “**Issuer**”), has determined that it is advisable, necessary and in the Issuer’s best interests to provide for the maintenance, improvements, and protection of lands, buildings and parks, including land acquisition and related design, facilities, improvements and costs (the “**Project**”) (also including related costs and expenses and the payment of debt service (i.e., the “**Refunding**”) on certain outstanding obligations); and

WHEREAS, the Issuer is a park district and special district under the provisions of Section 8 of Article VII (Local Government) of the Constitution of the State of Illinois and has the applicable authority under The Park District Code (Section 1205/1-1 *et seq.* of Chapter 70 of the Illinois Compiled Statutes, as supplemented and amended, including by the Registered Bond Act, the Bond Replacement Act, the Bond Authorization Act, and the Local Government Debt Reform Act (including particularly, but without limitation, Section 15.01 concerning “**Limited Bonds**”), collectively, the “**Act**”); and

WHEREAS, pursuant to and in accordance with the Act and this ordinance, the Issuer is authorized to issue its General Obligation Park Limited Bonds, Series 2020, up to the aggregate principal amount of \$1,195,800 (the “**Bonds**”) for the purpose of providing funds to pay the costs of the Project and related costs and expenses; and

WHEREAS, the Bonds so authorized shall be issued as “**limited bonds**” under the provisions of Section 15.01 of the Local Government Debt Reform Act of the State of Illinois, 30 ILCS 350/15.01, as amended (the “**Debt Reform Act**”), and as such it is not necessary to submit the proposition of the issuance of the Bonds to the voters of the Issuer for approval; and

WHEREAS, pursuant to and in accordance with the Bond Issue Notification Act, with the required notice having been duly published on October 2, 2020 in *The News-Gazette*, the Issuer on October 14, 2020 held, conducted and concluded the required public hearing; and

WHEREAS, pursuant to arrangements made on behalf of the Issuer, CIBM Bank, Champaign, Illinois (including its assigns, the “**Purchaser**”) in response to the Issuer’s request for proposals has agreed by a letter term sheet (the “**Purchase Agreement**”) to purchase the Bonds; and

WHEREAS, for convenience of reference only this ordinance is divided into numbered sections with headings, which shall not define or limit the provisions hereof, as follows:

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NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE CHAMPAIGN PARK DISTRICT, CHAMPAIGN COUNTY, ILLINOIS, as follows:

Section 1. Authority and Purpose. This ordinance is adopted pursuant to the Act for the purpose of financing the Project.

Section 2. Authorization and Terms of Bonds. For the purposes described above in Section 1, there is hereby allocated the sum of \$1,195,800, to be derived from the proceeds of the Bonds. For such purposes, Bonds of the Issuer shall be issued and sold in an aggregate principal amount of not to exceed \$1,195,800, shall each be designated “**General Obligation Park Limited Bonds, Series 2020**”, and shall be issuable in the denominations of \$100.00 each or any authorized integral multiple thereof. The Bonds shall be numbered consecutively from 1 upwards in order of their issuance and may bear such identifying numbers or letters as shall be useful to facilitate the registration, transfer and exchange of the Bonds.

Unless otherwise determined in an order to authenticate the Bonds, not inconsistent herewith, each Bond shall be dated as of the date of issuance thereof. The Bonds shall mature in the principal amount on November 30 in the year and bear interest at the rate percent per annum, as follows:

<u>Year</u>	<u>Principal Amount(\$)</u>	<u>Interest Rate (%)</u>
2020	1,195,800	0.30

Each Bond shall bear interest from its date, or from the most recent interest payment date to which interest has been paid, computed on the basis of a 360-day year consisting of twelve 30-day months, and payable in lawful money of the United States of America at maturity on November 30, 2021, at the rate percent per annum above set forth. The principal of and premium, if any, on the Bonds shall be payable in lawful money of the United States of America upon presentation and surrender thereof at the office of CIBM Bank, Champaign, Illinois, the Paying Agent for the Bonds (including its successors, the **“Paying Agent”**). Interest on the Bonds shall be payable on each interest payment date to the registered owners of record appearing on the registration books maintained by CIBM Bank, through its designated office in Champaign, Illinois, the Bond Registrar on behalf of the Issuer for such purpose (including its successors, the **“Bond Registrar”**), as of the close of business on the fifteenth (15th) day (whether or not a business day) of the calendar month of the interest payment date. Interest on the Bonds shall be paid by check or draft mailed to such registered owners at their addresses appearing on the registration books therefor. The Bond Registrar shall not be required to transfer or exchange any Bond during a period commencing the fifteenth (15th) day next preceding each interest payment date and ending on such interest payment date.

The Bonds shall not be subject to optional call for redemption prior to their stated maturities.

The Bonds shall have such terms and provisions supplemental to, in addition to or modified and revised with respect to, those as provided herein, as long as the aggregate principal amount of the Bonds does not exceed \$1,195,800 and the tax levies in Section 9 are not exceeded, as may be set forth in a Bond Order. For purposes of the foregoing and otherwise in this ordinance, the term **“Bond Order”** shall mean a certificate signed by the President and attested by the Secretary and under the seal of the Issuer, setting forth and specifying details of the Bonds, including but not limited to, as the case may be, identification of the Bond Registrar and Paying Agent and Bond purchaser or purchasers (each a **“Purchaser”**), final rates, optional and mandatory call provisions, insurance provisions and the final maturity schedule. The Bonds shall be conformed to any Bond Order.

Section 3. Sale and Delivery. All acts and things done by officers of the Issuer in connection with the sale of the Bonds shall be and they are hereby in all respects ratified, confirmed and approved. The sale of the Bonds to CIBM Bank, Champaign, Illinois, as the Purchaser shall be and is hereby authorized and approved.

The President, Secretary, Treasurer and other officials of the Issuer are hereby authorized and directed to do and perform, or cause to be done or performed, for or on behalf of the Issuer each and every thing necessary for the issuance of the Bonds, including the due and proper execution, delivery and performance of this ordinance, the Purchase Agreement and all related and incidental agreements, certificates, receipts and opinions, upon payment of the full purchase price of the Bonds, an amount equal to 100% of par.

Section 4. Execution and Authentication. Each Bond shall be executed in the name of the Issuer by the manual or authorized facsimile signature of its President and the corporate seal of the Issuer, or a facsimile thereof, shall be thereunto affixed or otherwise reproduced thereon and attested by the manual or authorized facsimile signature of its Secretary and countersigned by the manual or authorized facsimile signature of its Treasurer.

In case any officer whose signature, or a facsimile of whose signature, shall appear on any Bond shall cease to hold such office before the issuance of such Bond, such Bond shall nevertheless be valid and sufficient for all purposes, the same as if the person whose signature, or a facsimile thereof, appears on such Bond had not ceased to hold such office. Any Bond may be signed, sealed or attested on behalf of the Issuer by any person who, on the date of such act, shall hold the proper office, notwithstanding that at the date of such Bond such person may not hold such office. No recourse shall be had for the payment of any Bonds against the President or any member of the Corporate Authorities or any officer or employee of the Issuer (past, present or future) who executes the Bonds, or on any other basis.

Each Bond shall bear thereon a certificate of authentication executed manually by the Bond Registrar. No Bond shall be entitled to any right or benefit under this ordinance or shall be valid or obligatory of any purpose until such certificate of authentication shall have been duly executed by the Bond Registrar. Such certificate of authentication shall have been duly executed by the Bond Registrar by manual signature, and such certificate of authentication upon any such Bond shall be conclusive evidence that such Bond has been authenticated and delivered under this ordinance. The certificate of authentication on any Bond shall be deemed to have been executed by the Bond Registrar if signed by an authorized officer of the Bond Registrar, but it shall not be necessary that the same officer sign the certificate of authentication on all of the Bonds issued hereunder.

Section 5. Transfer, Exchange and Registration. The Bonds shall be negotiable, subject to the provisions for registration of transfer contained herein. Each Bond shall be transferable only upon the registration books maintained by the Bond Registrar on behalf of the Issuer for that purpose at the principal corporate trust office of the Bond Registrar, by the registered owner thereof in person or by such registered owner's attorney duly authorized in writing, upon surrender thereof together with a written instrument of transfer satisfactory to the Bond Registrar and duly executed by the registered owner or such registered owner's duly authorized attorney. Upon the surrender for transfer of any such Bond, the Issuer shall execute and the Bond Registrar shall authenticate and deliver a new Bond or Bonds registered in the name of the transferee, of the same aggregate principal amount, maturity and interest rate as the surrendered Bond. Bonds, upon surrender thereof at the office of the Bond Registrar, with a written instrument satisfactory to the Bond Registrar, duly executed by the registered owner or

such registered owner's attorney duly authorized in writing, may be exchanged for an equal aggregate principal amount of Bonds of the same maturity and interest rate and of the denominations of \$100.00 each or any authorized integral multiple thereof, less previous retirements.

For every such exchange or registration of transfer of Bonds, the Issuer or the Bond Registrar may make a charge sufficient to reimburse it for any tax, fee or other governmental charge required to be paid with respect to such exchange or transfer, which sum or sums shall be paid by the person requesting such exchange or transfer as a condition precedent to the exercise of the privilege of making such exchange or transfer. No other charge shall be made for the privilege of making such transfer or exchange. The provisions of the Bond Replacement Act shall govern the replacement of lost, destroyed or defaced Bonds.

The Issuer, the Bond Registrar and the Paying Agent may deem and treat the person in whose name any Bond shall be registered upon the registration books as the absolute owner of such Bond, whether such Bond shall be overdue or not, for the purpose of receiving payment of, or on account of, the principal of, premium, if any, or interest thereon and for all other purposes whatsoever, and all such payments so made to any such registered owner or upon such registered owner's order shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid, and neither the Issuer nor the Bond Registrar or the Paying Agent shall be affected by any notice to the contrary.

Section 6. Bond Registrar and Paying Agent. The Issuer covenants that it shall at all times retain a Bond Registrar and Paying Agent with respect to the Bonds and shall cause to be maintained at the corporate trust office of the Bond Registrar a place where Bonds may be presented for registration of transfer or exchange, that it will maintain at the designated corporate trust office of the Paying Agent a place where Bonds may be presented for payment, that it shall require that the Bond Registrar maintain proper registration books and that it shall require the Bond Registrar and Paying Agent to perform the other duties and obligations imposed upon them by this ordinance in a manner consistent with the standards, customs and practices concerning municipal securities. The Issuer may enter into appropriate agreements with the Registrar and Paying Agent in connection with the foregoing, including as follows (in any event (a) - (e) below shall apply to the Bond Registrar and Paying Agent):

(a) to act as Bond Registrar, authenticating agent, Paying Agent and transfer agent as provided herein;

(b) to maintain a list of registered owners of Bonds as set forth herein and to furnish such list to the Issuer upon request, but otherwise to keep such list confidential;

(c) to cancel and/or destroy Bonds which have been paid at maturity or submitted for exchange or transfer;

(d) to furnish the Issuer at least annually upon request a certificate with respect to Bonds cancelled and/or destroyed; and

(e) to furnish the Issuer at least annually an audit confirmation of Bonds paid, Bonds outstanding and payments made with respect to interest on the Bonds.

The Bond Registrar and Paying Agent shall signify their acceptances of the duties and obligations imposed upon them by this ordinance. The Bond Registrar by executing the certificate of authentication on any Bond shall be deemed to have certified to the Issuer that it has all requisite power to accept, and has accepted, such duties and obligations not only with respect to the Bond so authenticated but with respect to all of the Bonds. The Bond Registrar and Paying Agent are the agents of the Issuer for such purposes and shall not be liable in connection with the performance of their respective duties, except for their own negligence or default. The Bond Registrar shall, however, be responsible for any representation in its certificate of authentication on the Bonds.

The Issuer may remove the Bond Registrar or Paying Agent at any time. In case at any time the Bond Registrar or Paying Agent shall resign or shall be removed or shall become incapable of acting, or shall be adjudged a bankrupt or insolvent, or if a receiver, liquidator or conservator of the Bond Registrar, or of its property, shall be appointed, or if any public officer shall take charge or control of the Bond Registrar or Paying Agent or of their respective properties or affairs, the Issuer covenants and agrees that it will thereupon appoint a successor Bond Registrar or Paying Agent, as the case may be. The Issuer shall mail or cause to be mailed notice of any such appointment made by it to each registered owner of Bonds within twenty (20) days after such appointment. Any Bond Registrar or Paying Agent appointed under the provisions of this Section 6 shall be a bank, trust company, national banking association or other qualified professional with respect to such matters, maintaining its office in the State of Illinois.

Section 7. General Obligations/Limited Tax Bonds. The Bonds shall be issued as “**limited bonds**” under the Act. The full faith and credit of the Issuer are hereby irrevocably pledged to the punctual payment of the principal of and interest on the Bonds. The Bonds shall be direct and general obligations of the Issuer, and the Issuer shall be obligated to levy ad valorem taxes upon all the taxable property in the Champaign Park District for the payment of the Bonds and the interest thereon, without limitation as to rate but limited as to amount. Although this Bond constitutes a general obligation of the Issuer and no limit exists on the rate of such direct annual tax, the amount of such tax is limited by the provisions of the Property Tax Extension Limitation Law of the State of Illinois, as amended (the “**Law**”). The Law provides that the annual amount of the taxes to be extended to pay the issue of Bonds of which this Bond is one and all other limited bonds (as defined in the Local Government Debt Reform Act of the State of Illinois, as amended) hereafter issued by the Issuer shall not exceed the debt service extension base (as defined in the Law) of the Issuer (the “**Base**”) less the amount extended to pay certain other referendum bonds heretofore and hereafter issued by the Issuer, as more fully described in the proceedings of the Issuer providing for the issue of this Bond. The Issuer is authorized to issue from time to time additional limited bonds payable from the Base and additional referendum bonds payable from property taxes unlimited as to rate or amount, as permitted by law, and to determine the lien priority of payments to be made from the Base to pay the Issuer’s limited bonds.

Notwithstanding any other provision of this ordinance, the annual amount of the taxes to be extended by the County Clerk to pay the Bonds and all other limited bonds (as defined in the Debt Reform Act) hereafter issued by the Issuer shall not exceed the Base of the Issuer, based upon the Issuer's 1996 levies for its General Obligation Park Bonds, Series 1993 (\$536,985), 1995 (\$97,600) and 1996 (\$364,000), with "cpi" adjustments. No limit, however, exists on the rate of the direct annual tax levied herein, and the Bonds shall constitute a general obligation of the Issuer.

Section 8. Form of Bonds. Subject to the Purchaser accepting typewritten Bonds, as hereby provided, the Bonds shall be issued as fully registered Bonds conforming to the industry customs and practices of printing, including part on the front and part on the reverse of the certificates, as appropriate, the blanks to be appropriately completed when the Bonds are delivered; and the Bonds shall be prepared in compliance with the National Standard Specifications for Fully Registered Municipal Securities prepared by the American National Standards Institute and, with appropriate insertions and modifications, including in respect of the Policy and the Insurer, shall be in substantially the form, as follows (CUSIPs optional):

[The remainder of this page is intentionally left blank.]

**UNITED STATES OF AMERICA
STATE OF ILLINOIS
COUNTY OF CHAMPAIGN
CHAMPAIGN PARK DISTRICT
GENERAL OBLIGATION PARK LIMITED BOND
SERIES 2020**

REGISTERED NO. _____ **REGISTERED \$** _____

INTEREST RATE: _____ **MATURITY DATE:** _____ **DATED DATE:** _____ **CUSIP:** _____

Registered Owner:

Principal Amount:

KNOW ALL BY THESE PRESENTS that the Champaign Park District, a general park district situated in The County of Champaign, in the State of Illinois (the “**Issuer**”), acknowledges itself indebted and for value received hereby promises to pay to the Registered Owner identified above, or registered assigns, the Principal Amount set forth above on the Maturity Date specified above, and to pay interest on such Principal Amount from the later of the Dated Date hereof or the most recent interest payment date to which interest has been paid, as the case may be, at the Interest Rate per annum set forth above, computed on the basis of a 360-day year consisting of twelve 30-day months and payable in lawful money of the United States of America on November 30, 2021, by check or draft mailed to the Registered Owner of record hereof as of the fifteenth (15th) day (whether or not a business day) of the calendar month of such interest payment date, at the address of such Registered Owner appearing on the registration books maintained for such purpose at the designated office of CIBM Bank, in Champaign, Illinois, as Bond Registrar (including its successors, the “**Bond Registrar**”). This Bond, as to principal and premium, if any, when due, will be payable in lawful money of the United States of America upon presentation and surrender of this Bond at the payment office of CIBM Bank, through its designated office in Champaign, Illinois, as Paying Agent (including its successors, the “**Paying Agent**”). The full faith and credit of the Issuer, including the power to levy taxes without limit as to rate but limited as to amount as “**limited bonds**” under Section 15.01 of the Local Government Debt Reform Act, are irrevocably pledged for the punctual payment of the principal of and interest on this Bond according to its terms.

This Bond is issued in the aggregate principal amount of \$1,195,800, which is authorized and issued under and pursuant to the Constitution and laws of the State of Illinois and pursuant to and in accordance with an authorizing ordinance adopted by the Board of Park Commissioners of the Issuer on November 10, 2020, and entitled: “An Ordinance Authorizing the Issuance of General Obligation Park Limited Bonds, Series 2020, of the Champaign Park District, Champaign County, Illinois, and Providing the Details of Such Bonds and for the Levy of Direct Annual Taxes To Pay Such Bonds, and Related Matters”. The Bonds are issued to finance the building, maintaining, improving and protecting the Issuer’s parks and boulevards and to pay debt service on certain outstanding obligations, and related costs and expenses.

The Bonds are not subject to optional redemption prior to their stated maturities.

This Bond is transferable only upon the registration books therefor by the Registered Owner hereof in person, or by such Registered Owner's attorney duly authorized in writing, upon surrender hereof at the office of the Bond Registrar in Champaign, Illinois, together with a written instrument of transfer satisfactory to the Registrar duly executed by the Registered Owner or by such Registered Owner's duly authorized attorney, and thereupon a new registered Bond or Bonds, in the authorized denominations of \$100.00 or any authorized integral multiple thereof and of the same aggregate principal amount as this Bond, shall be issued to the transferee in exchange therefor. In like manner, this Bond may be exchanged for an equal aggregate principal amount of Bonds of any authorized denomination.

The Bond Registrar shall not be required to exchange or transfer any Bond during the period from the fifteenth (15th) day preceding the interest payment date and ending on such interest payment date. The Issuer or the Bond Registrar may make a charge sufficient to reimburse it for any tax, fee or other governmental charge required to be paid with respect to the transfer or exchange of this Bond. No other charge shall be made for the privilege of making such transfer or exchange.

The Issuer, the Bond Registrar and the Paying Agent may treat and consider the person in whose name this Bond is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal, premium, if any, and interest due hereon and for all other purposes whatsoever, and all such payments so made to such Registered Owner or upon such Registered Owner's order shall be valid and effectual to satisfy and discharge the liability upon this Bond to the extent of the sum or sums so paid, and neither the Issuer nor the Bond Registrar or the Paying Agent shall be affected by any notice to the contrary.

No recourse shall be had for the payment of any Bonds against the President, any member of the Board of Park Commissioners or any other officer or employee of the Issuer (past, present or future) who executes any Bonds, or on any other basis. The Issuer may remove the Bond Registrar or Paying Agent at any time and for any reason and appoint a successor.

This Bond shall not be valid or become obligatory for any purpose until the certificate of authentication hereon shall have been duly executed by the Bond Registrar.

The Issuer has designated the Bonds as **“qualified tax-exempt obligations”** under Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

It is hereby certified, recited and declared that all acts, conditions and things required to be done, exist and be performed precedent to and in the issuance of this Bond in order to make it a legal, valid and binding general obligation of the Issuer have been done, exist and have been performed in regular and due time, form and manner as required by law, and that the series of Bonds of which this Bond is one, together with all other indebtedness of the Issuer, is within every debt or other limit prescribed by law.

IN WITNESS WHEREOF, the Champaign Park District, in Champaign County, Illinois, by its Board of Park Commissioners has caused this Bond to be executed in its name and on its behalf by the manual or facsimile signature of its President, and its corporate seal, or a facsimile thereof, to be hereunto affixed or otherwise reproduced hereon and attested by the manual or facsimile signature of its Secretary and countersigned by the manual or facsimile signature of its Treasurer, all as of the Dated Date set forth above.

CHAMPAIGN PARK DISTRICT

(SEAL)

Attest:

President

Secretary

Countersigned:

Treasurer

CERTIFICATE OF AUTHENTICATION

Dated: _____

This Bond is one of the General Obligation Park Limited Bonds, Series 2020, described in the within mentioned ordinance.

CIBM BANK,
Champaign, Illinois, as Bond Registrar

By _____
Authorized Signer

Bond Registrar CIBM Bank
and Paying Agent: Champaign, Illinois

ASSIGNMENT

For value received the undersigned sells, assigns and transfers unto _____

[Name, Address and Tax Identification Number of Assignee]
the within Bond and hereby irrevocably constitutes and appoints _____
_____ attorney to transfer the within Bond on the books kept for
registration thereof, with full power of substitution in the premises.

Dated _____
_____ Signature

Signature Guarantee:

Notice: The signature on this assignment must correspond with the name of the Registered Owner as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

Section 9. Levy and Extension of Taxes. For the purpose of providing the money required to pay the interest on the Bonds when and as the same falls due and to pay and discharge the principal thereof as the same shall mature, there shall be levied upon all the taxable property within the Champaign Park District, Champaign County, Illinois, in each year while any of the Bonds shall be outstanding, a direct annual tax for the year 2020 sufficient for that purpose, in addition to all other taxes, and in the amount for such year, as follows:

<u>For the Year</u>	<u>A Tax Sufficient to Produce the Sum of (\$):</u>
2020	1,199,388 for interest and principal

Interest or principal coming due at any time when there shall be insufficient funds on hand to pay the same shall be paid promptly when due from current funds on hand in advance of the collection of the taxes herein levied; and when such taxes shall have been collected, reimbursement shall be made to such fund or funds from which such advance was made in the amounts thus advanced.

After this ordinance becomes effective and before the issuance under this ordinance of any Bonds, a copy hereof certified by the Secretary, which certificate shall recite that this ordinance has been duly adopted, shall be filed with the County Clerk of Champaign County, Illinois, who is hereby directed to ascertain the rate per cent required to produce the aggregate tax hereinabove provided to be levied for the year 2020 and to extend the same for collection on the tax books in connection with other taxes levied in such year in and by the Issuer for general corporate purposes of the Issuer, and in such year such annual tax shall be levied and collected in like manner as taxes for general corporate purposes for such year are levied and collected and, when collected, such taxes shall be used solely for the purpose of paying the principal of and interest on the Bonds herein authorized as the same become due and payable or reimbursing the Issuer for any funds advanced therefor.

The Issuer covenants and agrees with the registered owners of the Bonds that so long as any of the Bonds remain outstanding, unless and to the extent funds are irrevocably on deposit in the Debt Service Fund established in Section 10 below, the Issuer will take no action or fail to take any action which in any way would adversely affect the ability of the Issuer to levy and collect the foregoing taxes, and the Issuer and its officers will comply with all present and future applicable laws in order to assure that the foregoing taxes will be levied, extended and collected as provided herein and deposited in the Debt Service Fund established in Section 10 below to pay the principal of and interest on the Bonds.

Section 10. Debt Service Fund. Moneys derived from taxes herein levied are hereby directed to be set aside for the sole purpose of paying principal of and interest on the Bonds when and as the same come due. All of such moneys, and all other moneys to be used for the payment of the principal of and interest on the Bonds, including sufficient cash on hand in an existing bond and interest fund, which cash is hereby pledged, shall be deposited in the “**Debt Service Fund**”, and further identified to the series of related Bonds, which is hereby established as a special fund of the Issuer and shall be administered as a bona fide debt service fund under the Internal Revenue Code of 1986, as amended. At the time of issuance of the Bonds accrued interest, if any, received upon the issuance of the Bonds shall be deposited in the Debt Service Fund, and applied to pay interest on the Bonds.

Section 11. Bond Proceeds Fund. All of the proceeds of the sale of the Bonds (exclusive of accrued interest as provided above in Section 10) shall be deposited in the “**Bond Proceeds Fund**”, and further identified to the series of related Bonds, which is hereby established as a special fund of the Issuer. Within such fund there shall be a “**Refunding Account**” related to holding Bond proceeds to currently pay debt-service on outstanding alternate bonds issued to finance park facilities, and a “**Project Account**” for any excess proceeds for the Project. Moneys in the Bond Proceeds Fund, upon appropriation by proceedings supplemental to this ordinance, shall be used for the purposes specified in Section 1 of this ordinance, including for the payment of costs of issuance of the Bonds, but may thereafter be reappropriated pursuant to applicable law and used for other lawful purposes of the Issuer. Before any such reappropriation shall be made, upon request there shall be filed with the Secretary an opinion of Gilmore & Bell, P.C., Champaign, Illinois, or other nationally recognized bond counsel (“**Bond Counsel**”) to the effect that such reappropriation will not adversely affect the tax-exempt status of the Bonds under Section 103 of the Internal Revenue Code of 1986, as amended.

Section 12. Arbitrage Rebate. The Issuer does not reasonably expect to issue more than \$5,000,000 of tax-exempt obligations in the calendar year of the issuance of the Bonds within the meaning of the small issuer exception under Section 148(f)(4)(D) of the Internal Revenue Code of 1986, as amended. The Issuer shall comply with the provisions of Section 148(f) of the Internal Revenue Code of 1986, as amended, relating to the rebate of certain investment earnings at periodic intervals to the United States of America to the extent that there shall have been filed with the Secretary an opinion of Bond Counsel to the effect that such compliance is necessary to preserve the exclusion from gross income for federal income tax

purposes of interest on the Bonds under Section 103 of the Internal Revenue Code of 1986, as amended.

Section 13. Investment Regulations. No investment shall be made of any moneys in the Debt Service Fund of 2020 or the Bond Proceeds Fund of 2020 except in accordance with the tax covenants and other covenants set forth in Section 14 of this ordinance. All income derived from such investments in respect of moneys or securities in any fund or account shall be credited in each case to the fund or account in which such moneys or securities are held.

Any moneys in any fund or account that are subject to investment yield restrictions, including in respect of the Escrow Agreement, may be invested in United States Treasury Securities, State and Local Government Series, pursuant to the regulations of the United States Treasury Department, Bureau of Public Debt. The Issuer's President or Treasurer and agents designated by such officers are hereby authorized to submit, on behalf of the Issuer, subscriptions for such United States Treasury Securities and to request redemption of such United States Treasury Securities.

Section 14. Non-Arbitrage and Tax-Exemption. One purpose of this Section 14 is to set forth various facts regarding the Bonds and to establish the expectations of the Corporate Authorities and the Issuer as to future events regarding the Bonds and the use of Bond proceeds. The certifications and representations made herein and at the time of the issuance of the Bonds are intended, and may be relied upon, as certifications and expectations described in the Income Tax Regulations dealing with arbitrage and rebate (the "**Regulations**"). The covenants and agreements contained herein, and at the time of the issuance of the Bonds, are made for the benefit of the registered owners from time to time of the Bonds. The Board of Park Commissioners and the Issuer agree, certify, covenant and represent as follows:

(1) The Bonds are being issued to pay the costs described in Section 1 above, and all of the amounts received upon the sale of the Bonds, plus all investment earnings thereon (the "**Proceeds**") are needed for the purpose for which the Bonds are being issued.

(2) The Issuer will apply proceeds of the Bonds to the costs in (1) above concurrently with the issuance of the Bonds, with respect to which not less than 5% will be incurred and paid within 6 months of issuance of the Bonds.

(3) The Issuer has on hand no funds which could legally and practically be used for the purposes hereof which are not pledged, budgeted, earmarked or otherwise necessary to be used for other purposes. Accordingly, no portion of the Proceeds will be used (i) directly or indirectly to replace funds of the Issuer or any agency, department or division thereof that could be used for such purposes, or (ii) to replace any proceeds of any prior issuance of obligations by the Issuer. No portion of the Bonds is being issued solely for the purpose of investing the Proceeds at a Yield higher than the Yield on the Bonds. For purposes of this Section 14, "**Yield**" means that yield (that is, the discount rate) which when used in computing the present worth of all payments of principal and

interest to be paid on an obligation (using semi-annual compounding on the basis of a 360-day year) produces an amount equal to its issue price, including accrued interest, and the purchase price of the Bonds is equal to the first offering price at which more than 10% of the principal amount of each maturity of the Bonds is sold to the public (excluding bond houses, brokers or similar persons or organizations acting in the capacity of underwriters or wholesalers).

(4) All principal proceeds of the Bonds, upon due appropriation, will be deposited in the Bond Proceeds Fund for the purposes described in Section 1 above, and accrued interest, if any, and premium, if any, received on the delivery of the Bonds will be deposited in the Debt Service Fund and used to pay the first interest due on the Bonds. Earnings on investment of moneys in any fund or account will be credited to that fund or account. Costs for the purposes described in Section 1 above, including issuance costs of the Bonds, are to be paid from the Bond Proceeds Fund, and no other moneys are expected to be deposited therein. Interest on and principal of the Bonds are to be paid from the Debt Service Fund. No Proceeds will be used more than 30 days after the date of issue of the Bonds for the purpose of paying any principal or interest on any issue of bonds, notes, certificates or warrants or on any installment contract or other obligation of the Issuer or for the purpose of replacing any funds of the Issuer used for such purpose.

(5) The Debt Service Fund is established to achieve a proper matching of revenues and earnings with debt service in each Bond year. Other than any amounts held to pay principal of matured Bonds that have not been presented for payment, it is expected that any moneys deposited in the Debt Service Fund will be spent within the 12-month period beginning on the date of deposit therein. Any earnings from the investment of amounts in the Debt Service Fund will be spent within a one-year period beginning on the date of receipt of such investment earnings. Other than any amounts held to pay principal of matured Bonds that have not been presented for payment, it is expected that the Debt Service Fund will be depleted at least once a year, except for a reasonable carryover amount not to exceed the greater of (i) one-year's earnings on the investment of moneys in the Debt Service Fund, or (ii) in the aggregate, one-twelfth (1/12th) of the annual debt service on the Bonds.

(6) Other than the Debt Service Fund, no funds or accounts have been or are expected to be established, and no moneys or property have been or are expected to be pledged (no matter where held or the source thereof) which will be available to pay, directly or indirectly, the Bonds or restricted so as to give reasonable assurance of their availability for such purposes. No property of any kind is pledged to secure, or is available to pay, obligations of the Issuer to any credit enhancer or liquidity provider.

(7) (a) All amounts on deposit in the Bond Proceeds Fund or the Debt Service Fund and all Proceeds, no matter in what funds or accounts deposited ("**Gross Proceeds**"), to the extent not exempted in (b) below, and all amounts in any fund or account pledged directly or indirectly to the payment of the Bonds which will be available to pay, directly or indirectly, the Bonds or restricted so as to give reasonable assurance of their availability for such purpose contrary to the expectations set forth in

(6) above, shall be invested at market prices and at a Yield not in excess of the Yield on the Bonds.

(b) The following may be invested without Yield restriction:

(i) amounts invested in obligations described in Section 103(a) of the Internal Revenue Code of 1986, as amended (but not specified private activity bonds as defined in Section 57(a)(5)(C) of the Code), the interest on which is not includable in the gross income of any registered owner thereof for federal income tax purposes (“**Tax-Exempt Obligations**”);

(ii) amounts deposited in the Debt Service Fund of 2020 that are reasonably expected to be expended within 13 months from the deposit date and have not been on deposit therein for more than 13 months; and

(iii) all amounts for the first 30 days after they become Gross Proceeds (in general the date of deposit in any fund or account securing the Bonds);

(iv) all amounts in the Project Account of the Bond Proceeds Fund for the applicable 3-year temporary period from the date of issue of the Bonds, subject to applicable expenditure requirements; and

(8) Subject to (17) below, once moneys are subject to the Yield limits of (7)(a) above, such moneys remain Yield restricted until they cease to be Gross Proceeds.

(9) As set forth in Section 148(f)(4)(D) of the Internal Revenue Code of 1986, as amended, the Issuer is excepted from the required rebate of arbitrage profits on the Bonds because the Issuer is a governmental unit with general taxing powers, none of the Bonds is a “**private activity bond**” as defined in Section 141(a) of the Internal Revenue Code of 1986, as amended, all the net proceeds of the Bonds are to be used for the local government activities of the Issuer, and the aggregate face amount of all Tax-Exempt Obligations (other than “**private activity bonds**” as defined in Internal Revenue Code of 1986, as amended) issued by the Issuer and all subordinate entities thereof during the calendar year of issuance of the Bonds, is not reasonably expected to exceed \$5,000,000.

(10) None of the Proceeds will be used, directly or indirectly, to replace funds which were used in any business carried on by any person other than a state or local governmental unit.

(11) The payment of the principal of or the interest on the Bonds will not be, directly or indirectly (A) secured by any interest in (i) property used or to be used for a private business activity by any person other than a state or local governmental unit, or (ii) payments in respect of such property, or (B) derived from payments (whether or not

by or to the Issuer), in respect of property, or borrowed money, used or to be used for a private business activity by any person other than a state or local governmental unit.

(12) None of the Proceeds will be used, directly or indirectly, to make or finance loans to persons other than a state or local governmental unit.

(13) No user of facilities in respect of the Bonds other than a state or local government unit will use the Project on any basis other than the same basis as the general public, and no person other than a state or local governmental unit will be a user of the Project as a result of (i) ownership, or (ii) actual or beneficial use pursuant to a lease or a management or incentive payment contract, or (iii) any other similar arrangement.

(14) Beginning on the 15th day prior to the Bond sale date, the Issuer will not have sold or delivered, and will not sell or deliver, (nor will it deliver within 15 days after the date of issue of the Bonds) any other obligations pursuant to a common plan of financing, which will be paid out of substantially the same source of funds (or which will have substantially the same claim to be paid out of substantially the same source of funds) as the Bonds or will be paid directly or indirectly from Proceeds.

(15) No portion of facilities in respect of the Bonds is expected to be sold or otherwise disposed of prior to the last maturity of the Bonds.

(16) The Issuer has not been notified of any disqualification or proposed disqualification of it by the Internal Revenue Service as a bond issuer which may certify bond issues under the Regulations.

(17) The Yield restrictions contained in (7) above or any other restriction or covenant contained herein may be violated or changed if the Issuer receives an opinion of Bond Counsel to the effect that such violation or change will not adversely affect the tax-exempt status of interest on the Bonds to which it is otherwise entitled.

(18) The Issuer acknowledges that any changes in facts or expectations from those set forth herein may result in different Yield restrictions or rebate requirements from those set forth herein and that Bond Counsel should be contacted if such changes do occur.

(19) The Corporate Authorities have no reason to believe the facts, estimates, circumstances and expectations set forth herein are untrue or incomplete in any material respect. On the basis of such facts, estimates, circumstances and expectations, it is not expected that the Proceeds or any other moneys or property will be used in a manner that will cause the Bonds to be arbitrage bonds within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended, and of the Regulations. To the best of the knowledge and belief of the Corporate Authorities, such expectations are reasonable, and there are no other facts, estimates and circumstances that would materially change such expectations.

The Issuer also agrees and covenants with the registered owners of the Bonds from time to time outstanding that, to the extent possible under Illinois law, it will comply with whatever federal tax law is adopted in the future which applies to the Bonds and affects the tax-exempt status of the Bonds.

The Corporate Authorities hereby authorize the officials of the Issuer responsible for issuing the Bonds, the same being the President, Secretary and Treasurer of the Issuer, to make such further covenants and certifications as may be necessary to assure that the use thereof will not cause the Bonds to be arbitrage bonds and to assure that the interest in the Bonds will be excluded from gross income for federal income tax purposes. In connection therewith, the Issuer and the Corporate Authorities further agree: (a) through the officers of the Issuer, to make such further specific covenants, representations as shall be truthful, and assurances as may be necessary or advisable; (b) to consult with Bond Counsel approving the Bonds and to comply with such advice as may be given; (c) to pay to the United States, as necessary, such sums of money representing required rebates of excess arbitrage profits relating to the Bonds; (d) to file such forms, statements, and supporting documents as may be required and in a timely manner; and (e) if deemed necessary or advisable, to employ and pay fiscal agents, financial advisors, attorneys, and other persons to assist the Issuer in such compliance.

Section 15. Bank Qualified Bonds. Pursuant to Section 265(b)(3) of the Internal Revenue Code of 1986, as amended, the Issuer hereby designates the Bonds as “**qualified tax-exempt obligations**” as defined in such Section 265(b)(3). The Issuer represents that the reasonably anticipated amount of tax-exempt obligations that will be issued by the Issuer and all subordinate entities of the Issuer during the calendar year in which the Bonds are issued will not exceed \$10,000,000 within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended. The Issuer covenants that it will not so designate and issue more than \$10,000,000 aggregate principal amount of such tax-exempt obligations in such calendar year. For purposes of this Section 15, the term “**tax-exempt obligations**” includes “**qualified 501(c)(3) Bonds**” (as defined in the Section 145 of the Internal Revenue Code of 1986, as amended) but does not include other “**private activity bonds**” (as defined in Section 141 of the Internal Revenue Code of 1986, as amended).

Section 16. Ordinance to Constitute a Contract and Severability. The provisions of this ordinance shall constitute a contract between the Issuer and the registered owners of the Bonds. Any pledge made in this ordinance and the provisions, covenants and agreements herein set forth to be performed by or on behalf of the Issuer shall be for the equal benefit, protection and security of the registered owners of any and all of the Bonds. All of the Bonds, regardless of the time or times of their issuance, shall be of equal rank without preference, priority or distinction of any of the Bonds over any other thereof except as expressly provided in or pursuant to this ordinance. This ordinance and the Act shall constitute full authority for the issuance of the Bonds, and to the extent that the provisions of this ordinance conflict with the provisions of any other ordinance or resolution of the Issuer, the provisions of this ordinance shall control. If any section, paragraph or provision of this ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this ordinance.

Section 17. Conflict and Repeal. All ordinances, resolutions or parts thereof in conflict herewith be and the same are hereby repealed to the extent of such conflict, and this ordinance shall be in full force and effect forthwith upon its adoption.

Section 18. Effective Date. This ordinance shall become effective immediately upon its passage, approval and publication in pamphlet form, and prior to the issuance of the Bonds this ordinance shall be filed with the County Clerk of Champaign County, Illinois.

Upon motion by Commissioner _____, seconded by Commissioner _____, adopted this 10th day of November, 2020, by roll call vote as follows:

Ayes (names): _____

Nays (names): _____

Absent (names): _____

(SEAL)

Attest:

Secretary

President

STATE OF ILLINOIS)
THE COUNTY OF CHAMPAIGN) SS.
CHAMPAIGN PARK DISTRICT)

CERTIFICATION OF ORDINANCE

I, the undersigned, do hereby certify that I am the duly selected, qualified and acting Secretary of the Champaign Park District, Champaign County, Illinois (the “**Issuer**”), and as such official I am the keeper of the records and files of the Issuer and of its Board of Park Commissioners (the “**Corporate Authorities**”).

I do further certify that the foregoing constitutes a full, true and complete excerpt from the proceedings of the regular meeting of the Corporate Authorities held on the 10th day of November, 2020, insofar as same relates to the adoption of Ordinance No. _____, entitled:

AN ORDINANCE AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION PARK LIMITED BONDS, SERIES 2020, OF THE CHAMPAIGN PARK DISTRICT, CHAMPAIGN COUNTY, ILLINOIS, AND PROVIDING THE DETAILS OF SUCH BONDS AND FOR THE LEVY OF DIRECT ANNUAL TAXES TO PAY SUCH BONDS, AND RELATED MATTERS,

a true, correct and complete copy of which ordinance (the “**Ordinance**”) as adopted at such meeting appears in the transcript or the minutes of such meeting and is hereto attached. The Ordinance was adopted and approved by the vote and on the date therein set forth.

I do further certify that the deliberations of the Corporate Authorities on the adoption of such Ordinance were taken openly, that the adoption of such Ordinance was duly moved and seconded, that the vote on the adoption of such Ordinance was taken openly and was preceded by a public recital of the nature of the matter being considered and such other information as would inform the public of the business being conducted, that such meeting was held at a specified time and place convenient to the public, that notice of such meeting was duly given to all of the news media requesting such notice, that the agenda for the meeting was duly posted on the Park District website and at the Park District offices taped to a glass window or door with all pages continuously visible and readable at street level 24/7 at least 48 hours prior to the meeting, that such meeting was called and held in strict compliance with the provisions of the open meeting laws of the State of Illinois, as amended, and The Park District Code, as amended, and that the Corporate Authorities have complied with all of the applicable provisions of such open meeting laws and such Code and their procedural rules in the adoption of such Ordinance.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the Champaign Park District, Champaign County, Illinois, this _____ day of November, 2020.

Secretary

(SEAL)



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: November 10, 2020

SUBJECT: Virginia Theatre Ticketing Software

Background

On September 2, 2020, the park district was notified by Patron Technology, parent company of the Virginia Theatre's cloud-based ticketing software, Seat Advisor Box Office ("SABO"), that the software would be discontinued January 1, 2021. No ticket purchases, refunds, or reports of any kind will be possible using SABO after that time. With fall 2021 shows currently available for sale at the Virginia box office (by phone and email) and also on the theatre's website, staff immediately began researching options for a new ticketing software platform.

The Virginia Theatre has used SABO under consecutive three-year agreements first executed with the park district in August, 2013. In that same year, the district concluded its previous agreement with Choice (now ChoiceCRM), the theatre's ticketing software platform from 2011. Over the past seven years, Virginia staff have found SABO to be reliable, feature-rich, affordable software. "Crashes" have been rare, and the sales interface has been comparatively simple to use for both patrons purchasing online and staff working in the box office. The company has also been responsive to requests for technical support, providing strong customer service and remaining open to suggestions for software improvements. These were among the qualities that staff was considering in the initial research of roughly 300 different online ticketing software platforms.

Virginia Theatre Ticketing Software Replacement Process & Timeline

9/9/20	Initial questionnaires to qualified ticketing software companies
10/9/20	Formal RFP to qualified ticketing software companies
10/20/20	Deadline for RFP responses to be received
10/22/20	Ticketing company interviews and online software demonstrations
11/4/20	Requests for information and price negotiations with qualified finalists
11/10/20	Recommendations to Board / Board vote
11/11/20	Approved software company notified; contracting completed
11/18/20	Agreement executed; begin software configuration and data migration
12/7/20	Software training
12/31/20	Replace SABO with new ticketing software online and at box office
1/1/21	"Soft Opening": announce ticketing software to current ticketholders, subscribers
1/11/21	Announce new ticketing software to public

Responses to Request for Proposals

On Tuesday, October 20, 2020, the park district received seven ticketing software proposals, as indicated in the chart below. After evaluating all seven proposals for features and pricing, two leading companies, Accesso ("ShoWare") and "TicketMaster", were given further review and asked to host additional product demonstrations and negotiate with staff on pricing and terms.

Ticketing Software:	ShoWare	Ticketmaster	Showpass	AudienceView Pro	Theatre Manager	Tix	VBO Tickets
Set-Up Fees:	No charge (Fees waived)	No charge (Fees waived)	No charge (Fees waived)	No charge (Fees waived)	\$550	No charge (Fees waived)	No charge (Fees waived)
Flat Fees/Upfront Platform Costs:	N/A	N/A	N/A	N/A	\$7,500 per year (Sales Level 6) plus \$1,095 Emergency Support	N/A	N/A
Term of Agreement:	3 years	5 years	4 years	5 years	5 years	Not included	Not included
Licensing Fees:	N/A	\$0	N/A	\$0	\$3,195 annual User License Fee (9 users max)	\$0	\$0
Per-Ticket Fees:	25 cents at the Box Office; \$1 Online (75 cents after 20k tickets annually); 50 cents online donations above \$5 (B/O donations are free)	50 cents Films; \$1.50 Festival Pass; \$1.50 House; \$4.50 Concerts -- add 10 cents biennially	35 cents (through 7/31/21) and 75 cents (after July, 2021), all POS.	50 cents; all POS, all product lines	N/A (Flat Fees apply)	25 cents Box Office; \$1 Online (under \$10 ticket); \$1.50 (over \$10 ticket)	65 cents
Per-Comp Fees:	\$0 up to 10% of total gross ticketed, per monthly basis	\$0	\$0 up to 10% of total gross ticketed	\$0	\$0	10 cents	\$0 up to 15% of gross ticketed
Per-Order Fees:	\$0	\$1.50, all events -- add 10 cents biennially	\$0	\$0	\$0	\$0	\$0
Mailing Fees:	No charge to venue, which can charge patrons its own fees	\$5/order when TM mails; no charge to venue if we mail	No charge to venue, which can charge patrons its own fees as needed	No charge to venue, which can charge patrons its own fees	No charge to venue, which can charge patrons its own fees	\$3/order when TIX mails; no charge to venue if we mail	No charge to venue, which can charge patrons its own fees
Ticket Printer(s):	Will work with existing BOCA printers	\$5,972 -- Waived (FREE)	Will work with existing BOCA printers	Will work with existing BOCA printers	Will work with existing BOCA printers	Will work with existing BOCA printers	Will work with existing BOCA printers
Ticket Scanner(s):	8 Saveo scanning packages at \$768 ea -- Waived (FREE)	\$7,332 -- Waived (FREE)	Will work with existing iPhone/Linea scanners	\$4,160 for 8 scanners; software may also eventually work with existing scanners.	\$3,200 one-time App License fee (works with 8 existing scanners)	Will work with existing iPhone/Linea scanners	Will work with existing iPhone/Linea scanners
Dedicated Computers:	N/A	\$4,684 -- Waived (FREE)	N/A	N/A	N/A	N/A	N/A
Patron-Facing Monitor Screen(s):	N/A	TBD	They would support venue-purchased hardware	N/A, but may be purchased from 3rd party vendors	N/A	\$400 each	N/A
Ticket Stock:	\$0 from ticketing company (venue just purchases through BOCA, as needed)	RFID stock would only apply to TM-mailed tickets (that's why \$5 is charged for mail); their B/O hard stock is free.	\$0 from ticketing company (venue just purchases through BOCA, as needed)	\$0 from ticketing company (venue just purchases through BOCA, as needed)	\$0 from ticketing company (venue just purchases through BOCA, as needed)	\$0 from ticketing company (venue just purchases through BOCA, as needed)	\$0 from ticketing company (venue just purchases through BOCA, as needed)
Training:	\$0	\$0	\$0	\$0	\$5,400	\$0	\$0
Product Upgrades:	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Hosting Fees:	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Credit Card Fees:	Venue would use current Auth.net gateway or switch to Freedom Pay (\$460/swiper)	3%, through the TM gateway with Chase Bank. We'd also have to sign up w/Chase for B/O sales	2.5% for online sales via their gateway	2.5% through CardConnect	Venue would use current Auth.net gateway	5% but only if Tix merchant account is used by venue. Otherwise, usual our Auth.net fees would apply	Not included
Guarantee (min ticket sales):	\$6,500.00 for year 1, \$15,000.00 for each subsequent year	N/A	N/A	N/A	N/A	N/A	N/A
Data Migration:	\$0	\$0	\$0	\$0	\$3,200	5 cents per sales record; patron profiles are free	10 cents per record after first two hours free
Other Fees:	Call Center patron calls are charged \$4 order fee + \$4 fulfillment fee	\$3,500 annual fee for Email Marketing solution; etc. (see proposal for added services)	5 cents per SMS message, 1 cent per email via software	N/A	N/A	N/A	N/A

Of the two finalists, ShoWare emerged as the most qualified, affordable solution for ticketing software at the Virginia, as noted in the following comparison chart (which sampled the theatre's sales in calendar year 2017, due to its robust schedule).

A third company, ShowPass, also initially showed promise but was eliminated due to pricing and not meeting the full list of software specifications provided in the RFP.

Annual Per-Ticket Gross Fee Expenses, compared:

Year	SABO (Actual)	Ticketmaster (Estimated)	Showare (Estimated)	ShowPass (Estimated)
2017	\$25,705	\$59,558	\$30,636	\$38,558

The ShoWare platform has the programming features that SABO did, with significant improvements over SABO in the online patron experience, sales reporting, ease of use at the box office and in building events, marketing tools, and CRM.

Its low front-end cost (the park district will be able to continue using its own ticket printers, and new scanners are included in the proposal), exceptional current user references, and solid customer service focus, combined with the lowest overall per-ticket price in the field to make ShoWare an attractive ticketing solution for the Virginia Theatre.

Prior Board Action

None.

Budget Impact

The park district's FY21 budget includes funds already allocated for the payment of ticketing software fees at the Virginia. Since those fees were projected for the year at SABO's current rates, staff expect a modest cost increase with the ShowWare platform, with a budget impact of less than \$5,000.00 in per-ticket fees that are ultimately passed along to the patron as online upcharges.

Optional marketing features available in the new software will be evaluated and adopted as needed, with funding to come out of the theatre's current event marketing budgets.

Recommended Action

Staff recommends the park board authorize the Executive Director to execute a three-year agreement with the Accesso company's ShoWare Division of Fresno, California, with the option to renew for an additional three years if mutually agreeable, for exclusive ticketing software services at the Virginia Theatre.

Prepared by:

Steven Bentz
Director of the Virginia Theatre

Reviewed by:

Joe DeLuce, CPRP
Executive Director



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: November 10, 2020

SUBJECT: Professional Services Agreement—VT Masonry & Fire Escape Repairs

Background

Park District staff worked with engineering and architecture firm, Farnsworth Group, to develop a task order for this project at the Virginia Theatre. The project consists primarily of tuckpointing the facility's eastern brick façade along with evaluation and repairs to the eastern steel fire escape. The mortar joints on the Virginia's eastern facade (facing Randolph Avenue) are cracking, eroding, and separating from the brick. These conditions are seriously compromising the waterproofing capability of the wall. The area to be re-pointed is roughly 3,000 square feet. The fire escape is located on the same wall as the proposed tuckpointing. A few of the steel members of that fire escape show signs of structural failure, including buckling and joint separation. In this project, the fire escape will be completely removed from the side of the building for evaluation and repair (or possible replacement) and then reattached following completion of repairs to the brick facade. Staff is hopeful that this project can be completed while the Theatre is closed to the public due to COVID-19 restrictions.

Prior Board Action

At the August 26, 2020, study session, the Park Board authorized staff to proceed with tuckpointing and fire escape repairs on the eastern side of the Virginia Theatre.

Budget Impact

Farnsworth Group has provided a proposal for this work in the amount of \$16,350.00. The scope of Architectural and Engineering services ("A&E") detailed in the proposal includes preparation of construction documents, bidding administration, and construction administration. The proposed A&E expense is not currently included in the district's FY21 budget. Funds would be allocated from Bond Proceeds (Fund 22-01-001-61508), for FY21.

Recommendation

Staff recommends the Park Board authorize the Executive Director to enter into an agreement with Farnsworth Group in the amount of \$16,350.00 to provide architectural and engineering services for the Virginia Theatre masonry and fire escape repairs project.

Prepared by:

Reviewed by:

Bret Johnson
Grounds & Maintenance Supervisor

Steven Bentz
Director, Virginia Theatre



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: November 4, 2020

SUBJECT: Bids for 2021 Bedding Plants

Background

A bid request for the 2021 Bedding Plants was published in the in the October 18th *News Gazette*. Additionally, the bid packet was sent directly to fifteen greenhouses, and advertised on the Park District website. The bid packet specifies that we are seeking separate bids for the Park Flower Program and the Flower Island Program and that each program will be awarded to two separate vendors.

Below is a comparison of the combined flower orders total costs and numbers listed by year:

YEAR	NUMBER OF FLATS	COSTS	AVG COST/FLAT
2014	5644	\$81,933.25	\$14.52
2015	5590	\$84,609.00	\$15.14
2016	5693	\$96,018.25	\$16.87
2017	5245	\$94,575.00	\$18.03
2018	4795	\$93,655.40	\$19.53
2019	4488	\$92,619.50	\$20.64
2020	4,431	\$93,962.00	\$21.21
2021	3,928	\$101,560.00	\$25.86

Prior Board Action

None.

Bid Results

Bids were opened and read aloud on November 4th. Two businesses submitted two bids each. One bid for the Park Flowers and one for the Flower Islands. The bid results are tabulated below.

Bidder	PARK FLOWER (2124 flats)	FLOWER ISLAND (1804 flats)
Ropp's Flower Factory, Gibson City, IL	\$49,502.00	\$45,385.00
Connie's Country Greenhouse, Latham, IL	\$58,920.00	\$52,058.00

Budget Impact

Based on the recommended bids, the total cost of the two bedding plant orders for 2021 will be \$101,560.00 or \$25.86 per flat. This is an increase of \$4.65 (18%) per flat over last year. Funds will be allocated in the FY 2021-2022 operating budget. The current fee for the Flower Island Program is \$13.00 per square foot.

Recommended Action

Staff recommends awarding the contract for each bid to the respective low bidders as follows:
Park Flower Program bid for a total of \$49,502.00 to Ropp's Flower Factory and,
Flower Island Program bid for a total of \$52,058.00 to Connie's Country Greenhouse.

Prepared by:

Reviewed by:

Erin Dietmeier
Horticulture and Natural Areas Supervisor

Daniel Olson
Director of Operations



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: November 10, 2020

SUBJECT: Zahnd Scoreboard Replacements - Quotation

Background

The district requested quotations, from vendors, for the purchase of (2) new baseball/softball scoreboards. These will replace the outdated scoreboards currently installed at Zahnd Park.

Quote Results

Quotes were solicited, and the results are tabulated below.

Vendor	Quote
Nevco Sports, LLC. Greenville, IL	\$7,000.58
Daktronics, Inc. Brooking, SD	\$6,678.00
BSN Sports Dallas, TX	Did Not Meet Specifications
Correct Digital Displays, Inc. Sheridan, IL	No Quote

Prior Board Action

The Board approved the FY 2020/2021 Capital Improvement Plan, with red line priorities, at the April 22, 2020 Special Board Meeting. At the time of approval, scoreboards were below red line. Board consented to bringing scoreboards above red line at the September 23rd Board Meeting.

Budget Impact

\$16,000 has been budgeted in the 2020/2021 Capital Improvement Plan for Scoreboard Replacement(s).

Recommended Action

Although Nevco, LLC is \$322.58 more, by purchasing these two scoreboards, all outdoor boards will be from the same manufacturer which will assist in any troubleshooting issues and/or parts replacement. Therefore, staff recommends accepting the responsible quote that meets all specifications, and authorizing the Executive Director to purchase two (2) new baseball/softball scoreboards from Nevco Sports, LLC at the total quoted price of \$7,000.58.

Prepared by:

Nathan Massey
Special Projects Supervisor

Reviewed by:

Dan Olson
Director of Operations



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuca, Executive Director

DATE: October 27, 2020

SUBJECT: Communication Radios

Background

At the September 23, 2020 meeting, the Board of Commissioners approved the purchase of communication radios as part of the Capital Projects requested to be completed in FY21. The radios will be assigned permanently at the Virginia Theatre and others will be used for special events, fitness events, tournaments, and at Sholem Aquatic Center.

The quote for the radios (\$15,110) was completed in August of 2019, with Beck Tech, a Barbeck Company. The staff at Beck Tech were willing to honor that quote at this time. The staff at Beck Tech is also working with Sourcewell on the purchase. Upon advice from Corporate Counsel, IT technology services are an exception to bidding requirements and may be awarded without bidding.

Since the approval of the purchase, staff have researched a new technology, a UHF and VHF system that utilizes digital and analog systems to fit into any future system, which would be helpful for expanding a radio system into other departments of the Park District, such as operations. Beck Tech includes all setup, programming, and the needed FCC license for the system. The cost is \$4,325 more than the standard UHF radio system. In addition, staff recommend the purchase of 9 six port charging stations for \$2,025.

Prior Board Action

The Board of Commissioners approved the purchase of communication radios as part of the Capital Projects requested to be completed in FY21. The amount approved by the board at that time was \$15,110.

Budget Impact

This item was budgeted at \$15,110. The quote recommended by staff with Beck Tech and the total impact to the FY21 budget is \$21,470. There are funds from bond proceeds that can be used to cover the additional \$6,360.

Recommendation

Staff recommends purchasing a communications radio system from Beck Tech, which includes setup, programming, FCC license, and charging ports for a total of \$21,470.

Prepared by:

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

Reviewed by:

Joe DeLuca, CPRP
Executive Director



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: November 5, 2020

SUBJECT: Spalding Park Tennis Courts

Background

An outstanding item within the Spalding Park Intergovernmental Agreement (IGA) with Unit 4 School District involves the fate of the Tennis Courts. Unit 4 was unable to award the bid to expand the facilities to eight courts; since that time a few scenarios have been considered, but without a definitive outcome. After speaking with Unit 4 about the possibility of sharing costs with a scaled down scope, staff prepared an initial study for consideration.

Prior Board Action

No prior Board Action.

Discussion

The attached drawing and cost estimate show a possible layout with corresponding development cost. Design and Engineering fees are not included. It's worth noting that with the imminent OSLAD construction on the horizon, adding the tennis courts to the scope of work would be a fitting opportunity.

Prepared by:

Reviewed by:

Andrew Weiss
Director of Planning

Joe DeLuce
Executive Director



Scale: 1" = 50'-0"

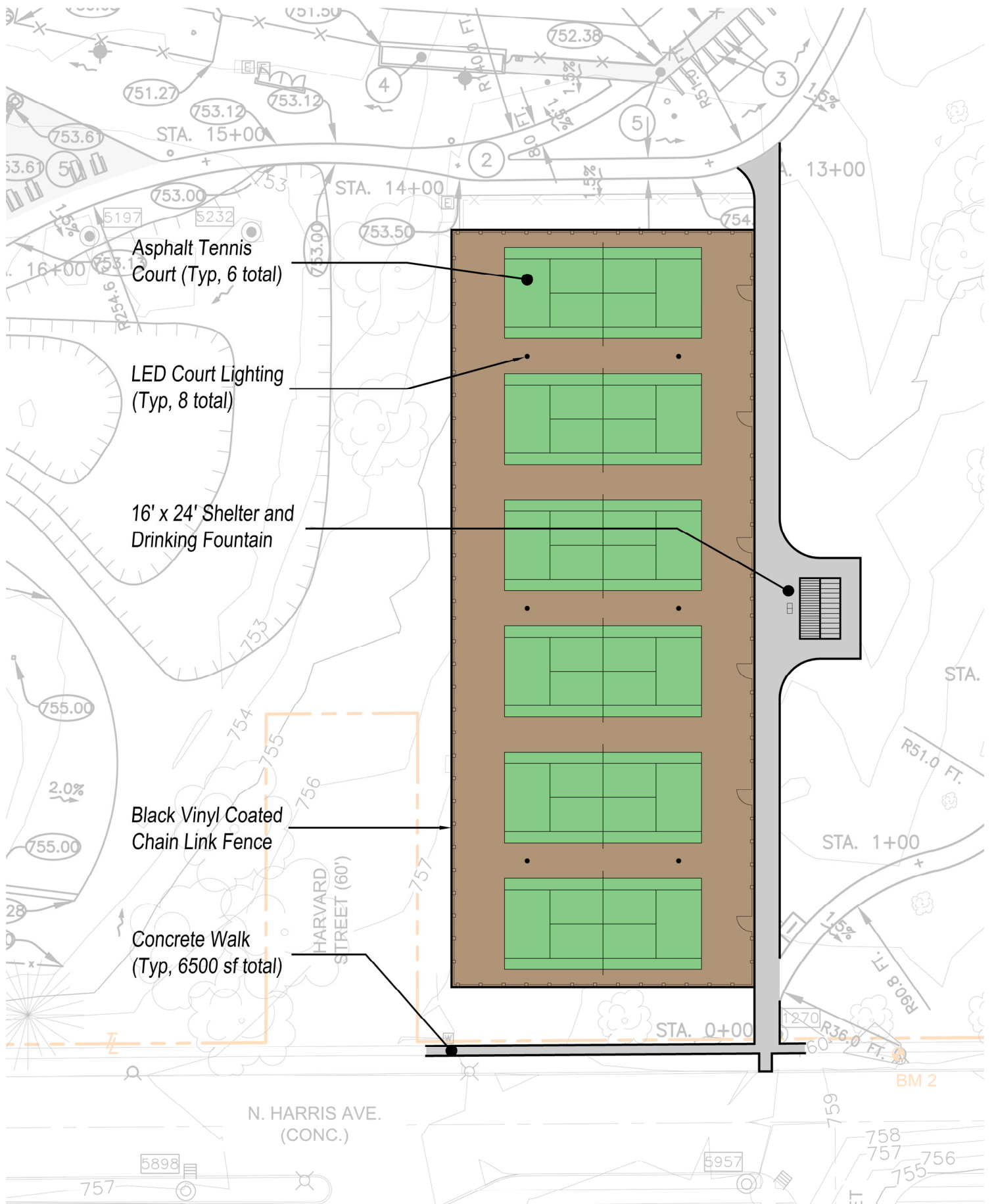
November 2020

Champaign Park District

Spalding Park Tennis Court Study



Page 1 of 2



Scale: 1" = 50'-0"

Champaign Park District



November 2020

Spalding Park Tennis Court Study

Champaign Park District
Spalding Park Tennis Court Study
Initial Construction Cost Estimate

Project Item	Cost (\$)
Site Demolition	40,000.00
Earthwork, Grading	40,000.00
Striped Tennis Courts on Asphalt	200,000.00
Concrete Walks	78,000.00
Fencing with Six Gates	80,000.00
LED Court Lighting	120,000.00
Shelter	42,000.00
Total	600,000.00



CHAMPAIGN
PARK DISTRICT

Revenue Facilities Summer Report

COVID-19 Successes





TENNIS

In the midst of a global pandemic, outdoor tennis courts opened for singles play on May 5 and Doubles on May 29 with safety guidelines. All 24 courts were heavily utilized this summer.

COURTS ARE OPEN FOR SINGLES USE ONLY (NO DOUBLES)

- All players must have their own equipment including individual balls for serves.
- Players shall not touch opponent's served balls, but return their opponent's balls by use of racquet.
- Social distancing of 6 ft must be observed.
- Champaign Park District programs and private lessons have priority usage of courts.



TENNIS & PICKLEBALL RULES

SINGLES AND DOUBLES ALLOWED

- Any players with any symptoms of COVID-19 should not play.
- Avoid playing on adjacent courts when possible.
- Players should not congregate in groups before or after play.
- Players shall maintain adequate physical distancing from each other.
- Players should stay on their side of the court and avoid changing sides during match play.
- Bring your own tennis racquet and tennis balls.
- Using new balls on a very regular basis is highly encouraged.
- Replace all balls if someone suspected to have COVID-19 comes in contact with them.
- Bring hand sanitizer with you and use during and after match.
- No handshaking.
- Champaign Park District programs and private lessons have priority usage of courts.

SUGGESTIONS ON TENNIS BALL USE

- MATCH PLAY: Tennis players should each bring a new can of balls to a match, different brands or same brand/different numbers and only serve with your tennis balls. If playing pickleball, use different color balls.
- Players should use their racquet/foot to push balls back and/or hit them to their opponent to avoid using hands and touching the balls.



The Morrissey courts opened to the public on July 3 after the installation of a Premier Court System surface and new nets.



Court Rentals

- With the Atkins Center closed this summer the CPD helped support extra USTA Leagues.
- Shortly after opening the Morrissey courts were used for several United States Tennis Association (USTA) Adult 55 & Over 8.0 women's league matches scheduled.
- Additionally, the USTA rented the Lindsay courts for a 7.5 Mixed Combo league in October.

With the Illinois High School Association's (IHSA) approval of a modified sports schedule for the 2020-2021 school year, girls tennis practice began on August 10.

- As in previous years, Centennial and Central High Schools used the Lindsay tennis courts for practices and home matches.
- Mahomet-Seymour High School also rented courts at Lindsay and Spalding Park for practices.
- The High School of Saint Thomas More rented the Spalding Park tennis courts for practices and seven home matches.

INTERNAL PROGRAMMING

Private Lessons

- Head Tennis Pro, Yuri Sohn, started Private Lessons on May 11th
- Taught 15-20 privates per week, depending on weather
- Each lesson brought in \$45/hr
- Each week brought in \$675-\$900

Leagues

- Singles leagues
 - 5 progressive leagues including Sunday, Bronze, Silver, Gold and Platinum
 - 2 sessions starting week of May 17th – week of August 16th
 - Fee was \$40/resident and \$60/non-resident
 - Total revenue of \$3,300
- Doubles leagues
 - 3 leagues including Gold/Platinum, Silver/Bronze, and Mixed
 - 1 session
 - Fee was \$20/resident and \$30/non-resident
 - Total revenue of \$1,800

Clinics

- One Summer session from week of July 20th – week of August 10th
- 19 students enrolled
- Fee was \$40/resident and \$60/non-resident
- Total revenue of \$840

Labor Day Tournament

- September 6th-7th Labor Day Tournament
 - Singles
 - 25 adult participants
 - 6 junior participants
 - Paid \$25 each
 - Doubles
 - 26 adult participants
 - Paid \$20 each
- Total revenue of \$1,300



FITNESS

Group Fitness and COVID Regulations

- While in phase 3, outdoor recreation guidelines restricted group size to 10.
- Phase 3 also required for 10 feet between participants
- Once we moved to phase 4, our outdoor recreation group sizes were increased to 15 per the instructor's wishes and we were allowed 6 feet between participants

Boot Camp in the Park

- 6/15-7/10: 9 spots max; filled all 9
- 7/13-8/21: 15 spots max; filled 12
- 8/24-10/2: 15 spots max; filled 8

Hatha Yoga in the Park

- 6/16-7/7: 9 spots max, filled 9
- 6/18-7/9: 9 spots max, filled 9
- 7/14-8/18: 15 spots max, filled 15
- 7/16-8/20: 15 spots max, filled 15



LEONHARD

Leonhard Recreation Center Re-Opening

- Was utilized for Leonhard Day Camp June – August
- Held One Week Boutique 8/11 – 8/18 after day camp concluded and right before we opened to members
- Leonhard Re-opened on August 24
- We were able to hire back 5 Receptionists
- Cleaning procedures dictated that we hire more BSWs and have them in the building at all times when Leonhard is open in any capacity



Signage was placed around the building



The lobby was marked and partitions were put out to help members stay socially distanced

Leonhard Re-Opening to Members

- 8/24 – 9/18, LRC was open M-F 8AM-5PM
- Time slots were required for members for the walking track and weight room
- Time slots could be reserved online, or members could call Leonhard to have our receptionists reserve their spots

August 24 – September 18 numbers

- Hours: 8 AM – 5 PM Monday to Friday
- Total numbers of members: 421
- Total numbers of track users: 269
- Total number of weight room users: 152

- Average members per day: 21.5

September 21 – October 18

- 6AM-830PM Monday-Friday
- 8AM-6PM Saturday
- 12PM-530PM Sunday
- Still requiring reservations for the walking track and weight room

September 21 – October 18 numbers

- Total numbers of members: 1017
- Total numbers of track users: 812
- Total number of weight room users: 205

- Average members per day: 36.3

Leonhard- Summer Adventures @ Home



- Leonhard provided a virtual summer camp program in a bag for the first 5 weeks of summer.
- Shannon Walter prepared each of the bags, delivered them to front porches and completed the lesson planning. Justice Miller and Brittany Fairfield helped with the zoom sessions when Shannon was absent.
- The bags were offered weekly from May 29-June 26 (5 weeks total).
- We provided a basic supplies bags for kids who may need supplies used on a weekly basis.
- We had 11 participants total. We had activities to do on your own and activities that were led by an instructor on Zoom on T/Th for the 6/7/8 age group and W/F for the 9/10/11 age group from 2-3p.
- Parents expressed how excited they were to see what was in the bags each week and it gave children something to look forward to during the stay at home order.

Leonhard SYP

- Leonhard offered in person Summer Youth Programs with a maximum of 18 participants from ages K-5th grade from June 22-August 7.
- Shannon Walter developed the lesson plans, created the staff schedule, and communicated with parents. Brittany Fairfield also helped with director responsibilities throughout the summer.
- Masks were required and tables were placed 6 feet apart. Staff ensured participants wore masks properly at all times.
- COVID-19 health screenings were done prior to drop off each day outside the facility. We did not allow any back packs this summer and only allowed disposable containers for lunch.
- We received wonderful feedback from parents on the camp and how the kids thoroughly enjoyed it, even though there were so many restrictions.



Leonhard SYP Employees



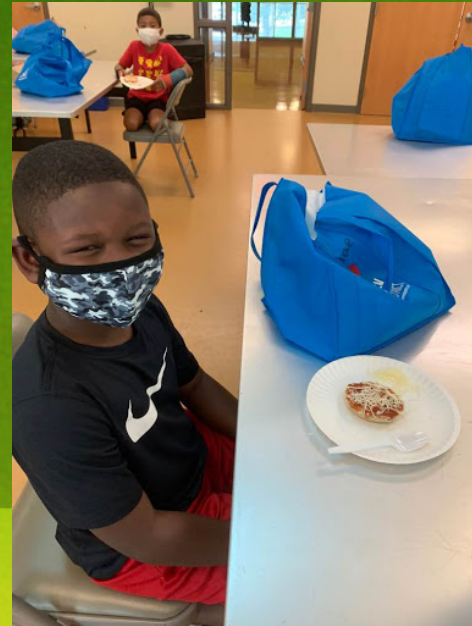
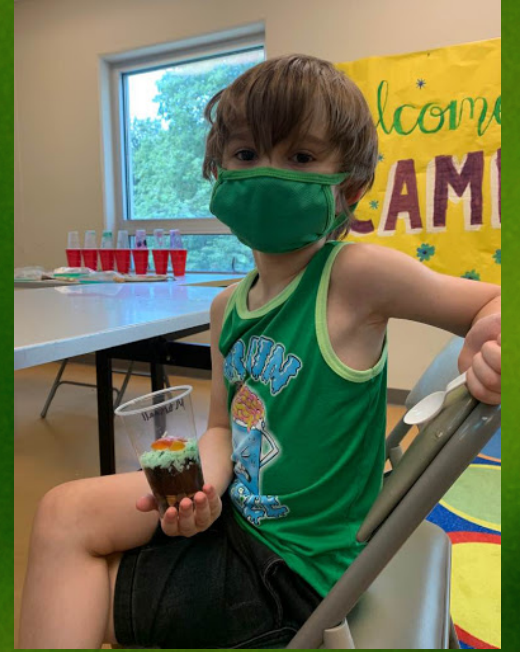
- In order to abide by the Public Health Guidelines and allow for social distancing in our building, we employed 6 leaders this summer.
- The leaders were: Chelsie Nunez, Natea Fisher, DJ Luckett, Skyler Musson, Mindy Baker, and Dakota Harmon.
- All leaders were experienced Champaign Park District rehires and were trained on COVID-19 guidelines.
- Leaders were responsible for each participants' well-being and safety.
- Leaders duties included but were not limited to: reading over the daily schedule, setting up items each day, completing roll call, checking first-aid bags, ensuring that each area was sanitized before and after use and that all participants were using proper hygiene/mask etiquette.

Leonhard SYP Participants



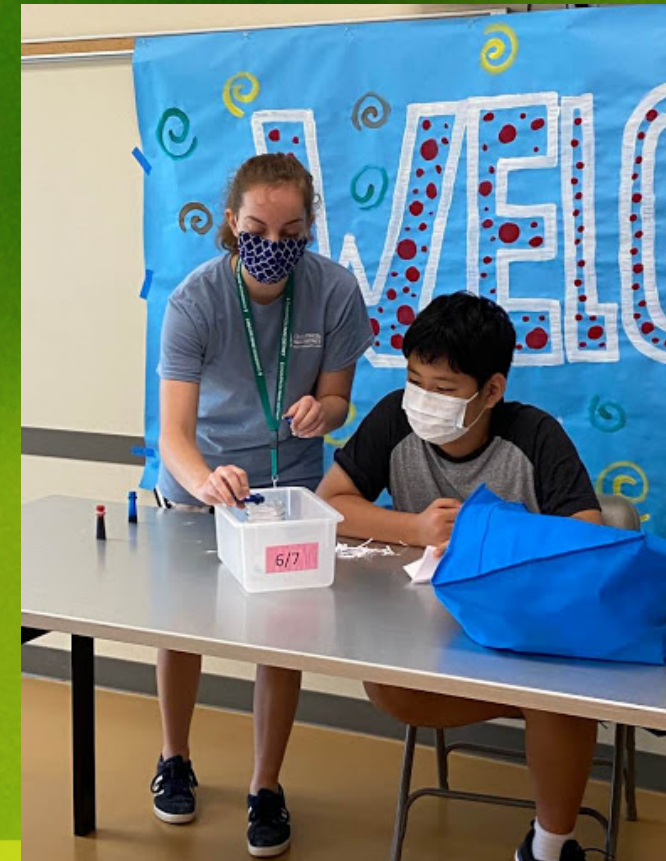
- We had a total of 83 participants enrolled.
- During SYP all participants were able to play recreational games, make new friends and learn new concepts.
- Leonhard SYP was a community service this summer, but was an amazing outlet for kids during a difficult time.
- I thought the kids would miss field trips and swimming, but it literally was never mentioned during the summer.



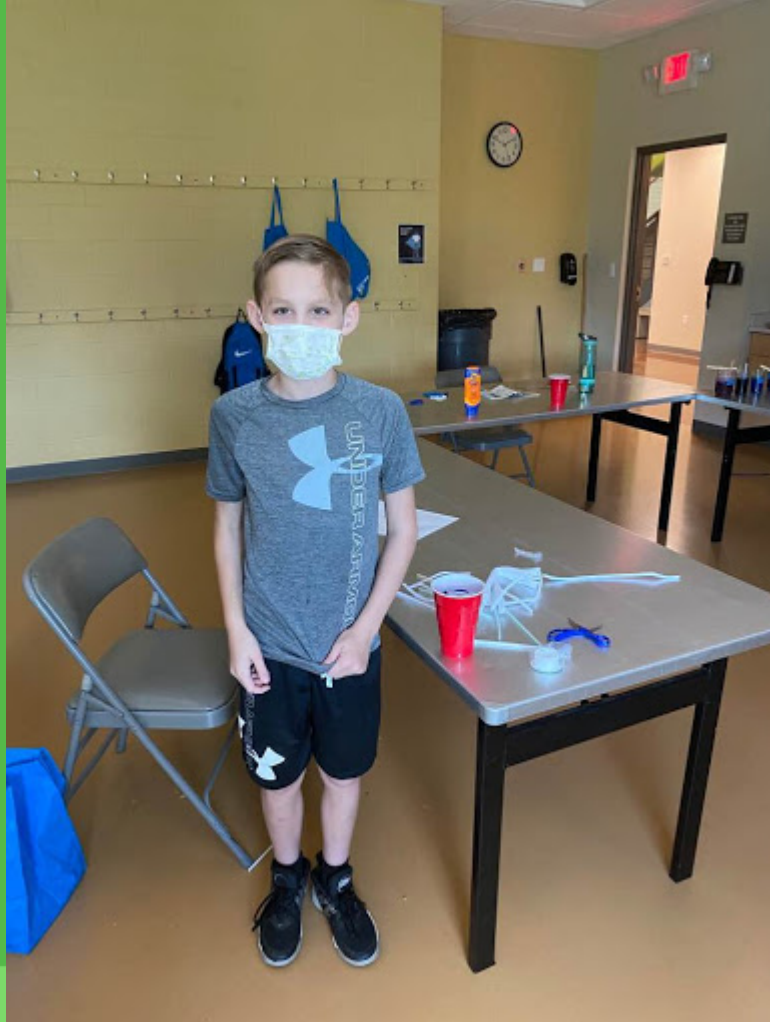


Leonhard Summer Breakfast and PM Snack – provided by CUPHD

- The Leonhard Recreation Center SYP worked with CUPHD once again to provide a morning breakfast and a PM snack.
- Staff completed a count every time breakfast and snack was served. These count sheets are picked up by CUPHD every week.
- CUPHD serves to all participants and staff who are 18 years old and younger.
- Although the day was shortened this summer, it was still important to provide the a breakfast and a PM snack to all participants, as we serve some families who struggle with food insecurity.



Leonhard SYP- COVID-19



- English and Spanish COVID-19 signage was placed at the Leonhard Recreation Center, as well as Phase 4 Restore Illinois signage.
- COVID-19 information was presented to all staff and placed in all staff binders.
- Handwashing was completed before and after every activity.
- Areas were sanitized before, in-between, and after use.
- We had a cleaner/BSW on shift throughout all operating hours.
- Covid-19 Health Screenings were done prior to entry and throughout the day. Masks were required for all staff and participants. Personal items were not allowed.
- Masks were required for all staff and participants. Social distancing was also enforced. Drive up and pick up only was provided and the public was not allowed in the building.

Sports



Youth Softball Hitting & Defensive Clinic



- The Clinic was offered for ages 6-14
- Participants met twice a week over 4 weeks from August 11- September 3
- The Clinic had 11 participants registered
- COVID 19 Health Screening were performed upon drop off of the clinic Masks were required at all times by participants and instructors
- Sports Manager Justice Miller developed all lesson plans and instructed all clinic sessions
- Survey Monkey results indicated above average program quality and safety measurements & all participants relayed their interest in attending the indoor winter clinics at LRC

Youth Softball Private Hitting & Pitching Lessons



- This NEW program was offered for ages 7-14 from July-August to improve specific softball skills with individual attention
- Lessons were held outdoors at the Zahnd Outdoor Batting Cage and were instructed by Sports Manager, Justice Miller
- Lessons brought in a total of 7 participants and a total profit of \$1,030
- Covid-19 Health Screenings were done prior to entry. Masks were required by instructors & participants when unable to maintain 6 ft social distancing

A photograph of three children playing soccer on a grassy field. In the foreground, a boy in a grey t-shirt with 'JIMMY JOHN'S' on the back is kicking a blue and white soccer ball. To his left, another boy in a green and orange jersey is watching. To his right, a girl in a dark blue jersey and a red face mask is also watching. The background shows a line of trees and a clear sky.

Illinois FC Micro & Youth Soccer Clinics

- Offered for Ages 3-14 from July 14-August 18th
- This program is partnered with Illinois Futbol Club & they provided the instructors for all sessions
- These clinics were held at the Kenwest Soccer Field during the construction at Dodds Soccer Complex
- A total of 60 participants were registered and brought in a total profit of \$754.60 for CPD
- COVID_19 Health Screening were performed upon drop off of the clinic Masks were required at all times by instructors

Ball Field Rentals

- Ball field rentals consisted of fields at Zahnd, Dexter & Dodds 3 & 4 plex.
- Fields were rented for practices starting in June during phase 3 of the Governors COVID-19 plan.
- Starting in Phase 4 which started in July we also allowed game rentals to local teams. Rentals lasted until October 31st.
- Fields were rented to 12 different teams & totaled over 150 practice & game rentals with a total profit of \$2414.08
- All renters were required to sign an addendum prior to being able to rental field space stating they would comply with all COVID-19 safety regulations. Separate addendums were written for Phase 3 & 4 and all rentals were required to sign both
- Spectators were allowed at ball field rental games, but all spectators and participants were required to sign in with Site Supervisors & we kept a log of everyone in attendance



Adult Softball League

- Summer softball was pushed back into an elongated Fall Adult Softball season. Single header leagues were offered for Church, Men's & Coed
- The league ran from August 17- October 22 with a total of 34 teams in the league
- Covid-19 self-health screenings were completed before each game & all players had to sign roster log forms to track attendance
- Masks were required by officials, staff & participants when unable to maintain 6 ft social distancing and not playing
- Park District staff were present during all games to ensure COVID-19 safety measures such as: roster sign-ins, social distancing in dugouts, bathroom/dugout cleaning procedures were all followed

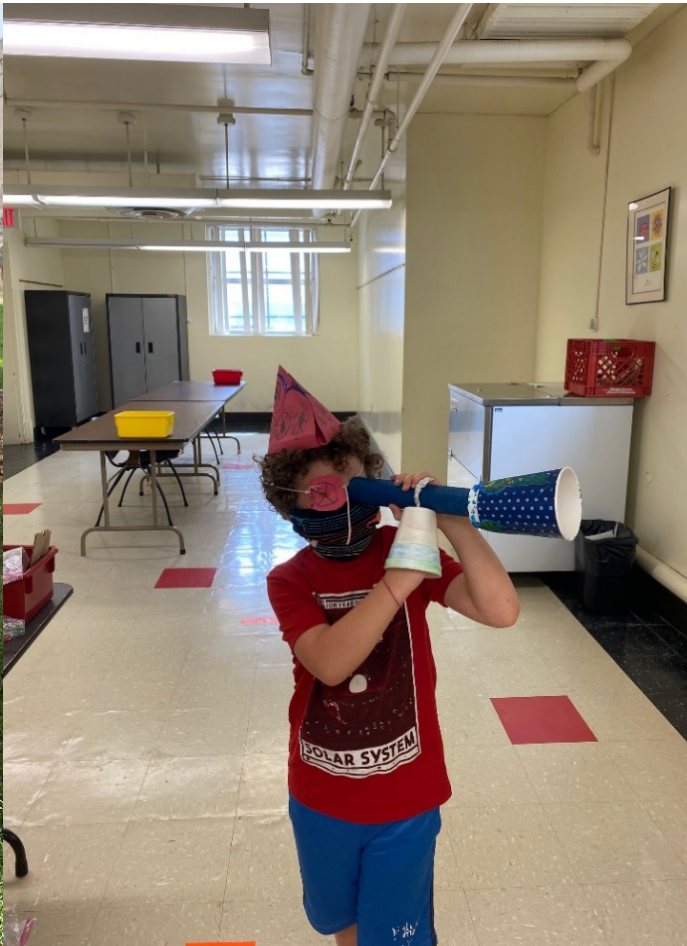


Cultural Arts Division

Summer 2020



Mask Up, Social Distance, Have Fun!



Summer Youth Programs in a Bag

- The Douglass Community Center, Springer Cultural Center, and Community Matter combined efforts in providing virtual Summer Youth Programs in a bag
- Staff from each site divided up the lesson planning and the preparation of the bags
- We offered pick up at the Douglass Community Center and the Springer Cultural Center
- The bags were offered weekly from May 29-July 27
- 51 bags were purchased
- Parents expressed how excited they were to see what was in the bags each week

Preschool in a Bag

- Bags were prepared by the Preschool Supervisor, Michelle Horvat
- The bags were offered weekly from June 1- July 31
- The bags were picked up on Monday Mornings beginning at 9:00-11:00 a.m. from the Springer Cultural Center Porch
- No contact drive up pick up was provided
- The bags included the activities for arts and crafts and virtual activities provided by Michelle Horvat
- 47 bags were purchased over the summer
- Parents feedback was very positive and thankful for the program

Pottery-Advanced and Intermediate Wheel Throwing and Studio Ceramics

- In person pottery was offered with a limit of 5 patrons to effectively social distance 6 feet in the studio, masks were required, enrollment was at max., 4 on wait list
- Patrons purchased their own tools to be left in the studio over the 6 week session
- Kristi Emilsson taught on Tuesday nights and Liza Wynette taught on Thursday nights
- Liza fired the pieces and there was a drive through no contact pick up provided to the patrons
- Patrons expressed positive feedback on the classes and safety

Summer Youth Programs

Creative Kids

- Creative Kids offered the in person Summer Youth Program with a limit of 18 patrons ages 5/6 (completed Kindergarten) -12 years old from June 22-August 7
- We employed 3 leaders and 2 floaters to abide by the Public Health Guidelines and allow for social distancing in our building Chloe Pence, Kathryn Snyder, Alana Bailey, Bailee Schweighart, and Stephanie Bailka were all Champaign Park District experienced rehires
- We had a total of 85 patrons enrolled
- Public Health partnered with us and we served a total of 772 free breakfasts and afternoon snacks
- Chloe Pence, a floater worked with Melanie Kahler to develop lesson plans and newsletters for the parents
- X markings were created outside the facility, near the restrooms and in the classroom's to enforce social distancing, masks were required, tables were placed 6 ft. apart for art activities, 6 feet loops on a rope for walking, lunches and breaks were held outdoors, games were adjusted for social distancing, drive up and pick up only was provided, no public allowed in the building unless enrolled in classes, online registration only.
- Covid-19 Health Screenings were done prior to entry and mid day and masks were required, no back packs or lunch boxes (disposable containers only) were allowed, water bottles were allowed
- Parent evaluations revealed that they were very impressed by our safety precautions and very thankful for the in person activities that were provided

Virtual Dance Classes

Condition, Primary Ballet B and C, Pre-Professional, Intermediate Modern, Advanced Adult and Intermediate Ballet, Tap

- Dance classes were taught by Kyle Ayers, Jessica Bengston, Anneka Vetter, and Tanya Picard
- Kyle offered a preconditioning video to be purchased prior to the class offerings
- 42 patrons were enrolled in our virtual dance classes
- Tanya prepared tap videos to patrons and taught through zoom as well
- The smartboard that was purchased through our donor fund has been a great asset
- The patrons were so excited and again the feedback was very positive

Town and Country Virtual Art Show

- The show consisted of 123 total entries, 38 Adults and 85 Youth
- 19 Adults and 47 Youth had entries, some participants had more than one entry
- Marketing videoed the show, Paula McCarty installed the show, judged and critiqued
- 2 best of show ribbons were awarded, 1 Youth, 1 Adult
- 40 blue ribbons were awarded
- The show was posted on the Champaign Park District Website and the link was sent to each participant
- The staff provided the artist's with a no contact drop off and pick up at the Springer Cultural Center