



**AGENDA**  
**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=b0dtNHNmelpYit1cTg1cXdISXRUZz09>

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

Meeting ID: 849 0494 6682

Password: 938149

Alternatively, the meeting may be accessed by telephone at:

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

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

Password: 938149, followed by the # symbol

Citizens will be offered an opportunity to speak to the Board during the public comment portion. To facilitate this and not have individuals speaking over one another, the Park District kindly requests that individuals wishing to address the Board via the conference line during public comment notify the Park District via email, as noted below, of their intent to address the Board. Alternatively, citizens may submit public comments by email prior to the Board meeting, to be announced by the Park Board President during the public comment portion of the meeting. Email submissions (notice of intent to speak or comment via email) should be submitted by Noon on Wednesday, January 13, 2021, and sent to [joe.deluce@champaignparks.org](mailto:joe.deluce@champaignparks.org).

**Wednesday, January 13, 2021**  
**7:00 P.M.**

**A. CALL TO ORDER**

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

**C. COMMUNICATIONS**

**D. TREASURER'S REPORT**

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

**E. EXECUTIVE DIRECTOR'S REPORT**

1. General Announcements

**F. COMMITTEE REPORT**

1. Champaign Parks Foundation

**G. REPORT OF OFFICERS**

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

**H. CONSENT AGENDA**

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

1. Approval of Minutes of the Joint CPD/UPD Board Meeting, December 3, 2020
2. Approval of Minutes of the Regular Board Meeting, December 9, 2020

**I. NEW BUSINESS**

1. Approval of Disbursements as of December 11, 2020  
Staff recommends approval of disbursements for the period beginning December 11, 2020 and ending January 13, 2021. **(Roll Call Vote)**
2. Approval of Health Insurance Rates for 2021-2022  
Staff recommends approval of the health insurance rates for 2021/2022. The plan was approved by the Benefits Advisory Committee and the Champaign City Council in December 2020. **(Roll Call Vote)**
3. Approval of Bids for Human Kinetics Park  
Staff recommends accepting Base Bid and Alternates 2 (concrete courts) and 3 (electrical service credit) from the lowest responsible bidder, Duce Construction for a contract amount of \$655,282 and authorizing the Executive Director to enter into the contract. **(Roll Call Vote)**
4. Approval of Bids for the Martens Center  
Staff recommends the approval of the lowest responsible bid from Broeren Russo Contractors for the construction of the new Martens Center with a base bid of \$9,246,000. Staff recommends the Park Board approve the following alternates submitted by Broeren Russo: Alternates No. 1, 2, 3, 5, and 6 in the amount of \$217,800 with a total fee of \$9,463,800 and authorize the Executive Director to execute the construction contract with Broeren Russo Contractors. **(Roll Call Vote)**
5. Approval of a Temporary Easement for the International Preparatory Academy Project  
Staff recommends granting a temporary construction easement to Unit 4 School District for the International Preparatory Academy renovation upon final review of Park District legal counsel and receipt of easement fee to commence in the spring of 2021 and ending with park site renovation in July of 2022. **(Roll Call Vote)**
6. Approval of Reclassification of FT2 Administrative Assistant in Finance Department to an FT1  
Staff recommends the Board authorize the reclassification of the Administrative Assistant in Finance from an FT2 to an FT1. **(Roll Call Vote)**
7. Approval of Modification to GHR Agreement for the Virginia Theatre HVAC Project  
Staff recommends the Park Board authorize the Executive Director to modify the existing agreement with GHR Engineers and Associates to provide additional professional services in the amount of \$62,415.00 for the completion of the Virginia Theatre HVAC project. **(Roll Call Vote)**
8. Approval of an Ordinance Declaring Personal Property as Surplus  
Staff recommends that the Board adopt Ordinance No.651, an ordinance providing for the disposal of personal property owned by the Champaign Park District of Champaign County. **(Roll Call Vote)**

**J. DISCUSSION ITEMS**

1. Tennis and Pickleball Courts

**K. COMMENTS FROM COMMISSIONERS**

**L. ADJOURN**

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS  
 CHAMPAIGN PARK DISTRICT BOARD OF COMMISSIONERS  
 MINUTES – CHAMPAIGN-URBANA SPECIAL RECREATION JOINT BOARD MEETING  
 THURSDAY, DECEMBER 3, 2020  
 5:30 PM  
 REMOTE MEETING VIA ZOOM**

The Champaign-Urbana Special Recreation (CUSR) Joint Board Meeting of the Urbana Park District Board of Commissioners and Champaign Park District Board of Commissioners was held Thursday, December 3, 2020 online via Zoom at 5:30 pm. The notice and agenda of the meeting were posted at the park district administrative office and at the location of the meeting. Copies of the notice and agenda were received by each commissioner of the district and by local newspapers, radio, and television stations at least forty-eight hours before the meeting in compliance with the Open Meetings Act of the State of Illinois. A copy of the notice and agenda is attached to the minutes.

UPD COMMISSIONERS	PRESENT	ABSENT
President Michael Walker	X	
Vice-President Nancy Delcomyn	X	
Commissioner LaShaunda Cunningham		X
Commissioner Roger Digges	X	
Commissioner Meredith Blumthal	X	

CPD COMMISSIONERS	PRESENT	ABSENT
President Craig Hays	X	
Vice-President Kevin Miller	X	
Commissioner Jane Solon	X	
Commissioner Barbara Kuhl	X	
Commissioner Tim McMahon	X	

Also present were:

- Tim Bartlett, Executive Director, UPD;
- Corky Emberson, Recreation Superintendent, UPD;
- Joe DeLuca, Executive Director, CPD;
- Jameel Jones, Director of Recreation CPD;
- Grace Tissier, Manager; CUSR;
- Cherish McMullen, Adult Programs & Event Coordinator, CUSR;
- Amanda Carrington, Hayes Recreation Receptionist;
- Andrea Wallace, Director of Finance;
- Carlie Provow, CUSR Youth & Teen Coordinator;
- Dan Olson, Director of Operations;
- Elsie Hedgspeth, Outreach and Wellness Manager;
- Jarrod Scheunemann, Assistant to the Executive Director;
- Brenda Timmons, CPD Board Treasurer;

Brett Peugh;  
Allison Jones served as Recorder.

**A. CALL TO ORDER**

Vice-President Miller called the meeting to order at 5:39 PM.  
President Walker called the meeting to order at 5:39 PM.

**B. INTRODUCTIONS**

1. Introduction of CUSR staff
2. Introduction of Board Members

Staff and Board Members introduced themselves.

**C. PUBLIC COMMENTS**

There were no comments from members of the public.

**D. CUSR FACILITY UPDATE**

Director DeLuce provided an update on the renovation of the former Leonhard Recreation Center, which is being redone to provide for the accessibility and programming needs of CUSR. He noted that it is on target to be completed in April 2021, to be opened for the summer. Next, Dan Olson noted that the location of the facility is in an ideal location in Centennial Park, close to the pool, playground equipment, and the new Leonard Recreation Center.

**E. PRESENTATIONS**

1. CUSR Year In Review

CUSR staff reviewed multiple areas of CUSR operations for 2020, including strategic plan accomplishments, upcoming goals for 2021, the CUSR Covid-19 Response Plan, inclusion service usage, youth & teen programming, Mustang Athletics, volunteer support, adult programming, transportation information, participant numbers, scholarships, partnerships, special events, fundraising events, and 2019-2020 Participant Awards.

**F. NEW BUSINESS**

1. Approval of setting December 2, 2021 at 5:30 PM as the date and time for the next Joint Champaign & Urbana Park Districts Board Meeting.

**COMMISSIONER SOLON MADE A MOTION WITH A SECOND BY COMMISSIONER MCMAHON TO APPROVE THE JOINT BOARD MEETING DATE FOR 2021. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

**COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO APPROVE THE JOINT BOARD MEETING DATE FOR 2021. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

**G. COMMENTS FROM COMMISSIONERS**

Commissioner Miller and Commissioner Kuhl praised CUSR staff in light of the many challenges

this year.

Commissioner McMahon commented that he was pleased with the CUSR Year-In-Review presentation.

President Hays and Commissioner Solon thanked everyone for their hard work and noted excitement for the new CUSR facility.

Commissioner Delcomyn noted that the cities of Champaign-Urbana need to see the unique, special program that is CUSR.

Commissioner Blumthal commented that she was pleased with the presentation and is also excited to see the new facility take shape.

Commissioner Digges and President Walker commented on the perseverance and success of staff during the covid-19 crisis.

**H. ADJOURN**

**COMMISSIONER MCMAHON MADE A MOTION WITH A SECOND BY COMMISSIONER SOLON TO ADJOURN THE MEETING. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

President Walker adjourned the meeting at 6:27 PM.

**URBANA PARK DISTRICT**

\_\_\_\_\_  
Michael W. Walker, President  
Urbana Park District

\_\_\_\_\_  
Tim Bartlett, Secretary  
Urbana Park District

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

**CHAMPAIGN PARK DISTRICT**

\_\_\_\_\_  
Craig Hays, President  
Champaign Park District

\_\_\_\_\_  
Jarrod Scheunemann, Secretary  
Champaign Park District

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

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

**December 9, 2020**

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, December 9, 2020 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 four 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 December 9, 2020 to be sent to the Executive Director of the Park District at: [joe.deluce@champaignparks.org](mailto:joe.deluce@champaignparks.org). There were no email comments or questions submitted by citizens for consideration by the Board.

Present in-person: President Craig W. Hays, Joseph DeLuce, Executive Director, and Jarrod Scheunemann, Secretary and Assistant to the Executive Director.

Present electronically: Vice President Kevin J. Miller, Commissioners Jane L. Solon, Timothy P. McMahon, and Barbara J. Kuhl, Treasurer Brenda Timmons, and Attorney Guy C. Hall.

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

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, Steven Bentz, Director of the Virginia Theatre, and Justice Miller, Sports Manager.

Casey Angst, a Sales Representative from Paycom was also in attendance electronically. Additionally, citizens who virtually attended the meeting included Don Block, Tim Brummett, Jack Kammerer, Rod Johnson, Stu Meacham, and Brett Peugh.

**Call to Order**

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

**Comments from the Public**

Mr. Don Block from 2201 Misty Meadow Place addressed the Board about the sport, pickleball and his interest in more stand-alone pickleball courts in Champaign. He highlighted the local, national, and international history of the sport. Mr. Block noted that the sport is played by all ages and he estimated that Champaign has upwards of seven hundred (700) pickleball players. He offered his support to the development of dedicated pickleball courts in Champaign.

Mr. Stu Meacham also shared comments supporting the need for stand-alone pickleball courts in Champaign. He noted that costs for all levels of players to enjoy this sport were reasonable, which encourages multigenerational play. He stated that Zahnd Park was his preferred location to develop a stand-alone pickleball complex with fencing and windscreens.

Mr. Jack Kamerer also addressed the Board about pickleball. He stated that he plays pickleball on an almost daily basis. Mr. Kamerer noted the growth of the sport, the popularity of tournaments, and the increase in the development of stand-alone pickleball courts nationally. He requested assistance from the Board to support the needs of pickleball players in Champaign.

Mr. Brett Peugh requested more information on the socio-economic status of pickleball players.

### **Communications**

President Hays stated that the Board had received and reviewed the communications.

### **Treasurer's Report**

Treasurer Timmons presented the Treasurer's Report for the month of November 2020. She stated the Park District's finances had been reviewed and were found to be in appropriate order.

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

### **Executive Director's Report**

#### General Announcements

Mr. DeLuce stated that six (6) bids were received for the Human Kinetics Park project and that the final bid tabulations had been distributed to the Board. He noted that the Martens Center bid opening would be held on December 16, 2020 at 2:00 p.m. He stated that staff members are targeting the Regular Board meeting on January 13, 2021 to award a contract for the Martens Center project.

Mr. DeLuce congratulated staff on receiving a grant award letter from the Illinois Department of Natural Resources Museum Capital Grant program for \$750,000 to support the replacement of the Virginia Theater's HVAC system. He also highlighted the success of the Winter Nights holiday light trail at Porter Park and thanked staff members for their efforts to make it possible.

### **Committee and Liaison Reports**

#### Champaign Parks Foundation

Vice President Miller presented the report. He congratulated the Foundation and CUSR staff for their efforts in the Doublegood Popcorn fundraiser for CUSR scholarships. He noted the group sold nearly \$8,000 in popcorn, with half of that revenue being returned to CUSR for scholarship donations. Mr. Jones was the top seller with over \$1,400 in sales.

### **Report of Officers**

#### Attorney's Report

Attorney Hall reported that he had been working on several routine matters for the Park District, including review of the General Obligation Bond, Human Kinetics Park grant related matters, and the ticketing agreement for the Virginia Theatre.

#### President's Report

President Hays clarified the pandemic protocol for Board meeting attendance as outlined in the Governor's Executive Orders and Public Act 101-0640.



President Hays also noted that a long-time donor of the Virginia Theatre, Jill Knappenberger, had passed away at the age of 102. He commended her dedicated service to the United States during World War II with the Red Cross, her commitment to the local community, and the Virginia Theatre in particular.

### **Consent Agenda**

President Hays stated that all items on the Consent Agenda are considered routine and shall be acted upon by one motion.

1. Approval of Minutes of the Regular Board Meeting, November 10, 2020.

Commissioner Solon made a motion to approve the Consent Agenda. The motion was seconded by Vice President Miller. Upon roll call vote, the vote was as follows: Commissioner McMahon – yes; Vice President Miller – yes; President Hays – yes; Commissioner Solon – yes; and Commissioner Kuhl – yes. The motion passed 5-0.

### **New Business**

1. Approval of Disbursements as of November 11, 2020

Staff recommended approval of disbursements for the period beginning November 11, 2020 and ending December 9, 2020.

Commissioner Kuhl made a motion to approve the list of disbursements for the period beginning November 11, 2020 and ending December 9, 2020. The motion was seconded by Vice President Miller. Upon roll call vote, the vote was as follows: President Hays – yes; Commissioner Solon – yes; Vice President Miller – yes; Commissioner Kuhl – yes; and Commissioner McMahon – yes. The motion passed 5-0.

2. Approval of Updates to Minimum Wage Rates Effective January 1, 2021

Mr. DeLuce reported that minimum wage would increase to \$11.00 per hour on January 1, 2021 and to \$12.00 per hour on January 1, 2022. He noted that staff members are recommending an increase for the 2021 calendar year.

Ms. Hoggatt stated that they had reviewed the schedule for the minimum wage increase and also the differential between supervisory and non-supervisory positions and made recommendations to the Board that reflect their research.

Mr. DeLuce noted that it will be difficult to determine what facilities will be open in 2021 due to the pandemic, but a competitive market for youth and seasonal employees increases pressure on when the Park District needs to begin the hiring process.

President Hays stated the increases were appropriate for the differential.

Commissioner McMahon requested clarification on the budget will be impacted by the proposed wage increases and Commissioner Kuhl asked about how the budget will be impacted by the hiring timeline for seasonal staff. Ms. Hoggatt confirmed that most seasonal staff are hired each year by the end of May, with the exception of Operations seasonal staff being hired by the end of March. Ms. Wallace stated that budget projections were difficult to determine due to pandemic related shutdowns. Discussion ensued.

President Hays responded that the five-year plan originally projected a budget increase of \$900,000 to \$1,000,000. Ms. Hoggatt noted the supervisor differential was not included in those projections.

President Hays noted it would be difficult to estimate the budget impact of the minimum wage increase without knowing if and when the Public Health District will allow facilities to open in 2021.

Vice President Miller requested clarification on the \$0.15 wage increase for returning staff. Ms. Hoggatt responded that the increase had previously been \$0.25 per hour, but was frozen in 2008. She noted the program was reinstated four years ago at a rate of \$0.15 per hour. Discussion ensued.

Commissioner Kuhl clarified that seasonal staff from 2019 would be considered returning staff due to the pandemic related hiring freeze in 2020. Ms. Hoggatt confirmed that matter.

Commissioner Kuhl made a motion to approve updates to the minimum wage rates for FY20 and FY21, as well as a \$0.15 cent per hour increase for returning staff. The motion was seconded by Commissioner Solon. Upon roll call vote, the vote was as follows: Vice President Miller – yes; Commissioner Solon – yes; Commissioner Kuhl – yes; Commissioner McMahon– yes; and President Hays – yes. The motion passed 5-0.

### 3. Approval of Bid for Fencing at Dodds Park 3-Plex

Mr. Olson presented the report. He stated that the project would replace the 3-Plex ballfield alleyway fencing that had aged and no longer meets current height standards. Mr. Olson noted that the installation would expand programming at this location.

Commissioner Solon made a motion to approve accepting the bid and authorized the Executive Director to enter into a contract with the lowest responsible bidder, Main Street Construction, in the amount of \$35,900 for the purchase and installation of ballfield fencing at the Dodds Park 3-Plex. The motion was seconded by Vice President Miller. Upon roll call vote, the vote was as follows: Commissioner Kuhl – yes; President Hays – yes; Commissioner McMahon – yes; Vice President Miller - yes; and Commissioner Solon – yes. The motion passed 5-0.

### 4. Approval of Bid for the Purchase of Two (2) Vehicles

Mr. Olson presented the report. He stated that staff recommends the Board approve the lowest responsible bid that meets all specifications and to authorize the purchase of one (1) new 2020 Chevy Express Cutaway Van from Vermilion Chevy, in the amount of \$43,860 and one (1) new 2021 Chevy Traverse LS from Vermilion Chevy, in the amount of \$28,815 for a total cost of \$72,675. Discussion ensued.

Vice President Miller requested more information on the vehicle warranty differentiation by brand. President Hays confirmed that the warranties were comparable.

Commissioner Solon requested clarification on the model and color of the vehicles that were being replaced and purchased. Mr. Olson responded that the Mini-Van would be replaced with a white Chevrolet Traverse and a white Cutaway Van would be replacing the Truck.

Commissioner Solon made a motion to approve the lowest responsible bid that meets all specifications and authorize the purchase of one (1) new 2020 Chevy Express Cutaway Van from Vermilion Chevy, in the amount of \$43,860 and one (1) new 2021 Chevy Traverse LS from Vermilion Chevy, in the amount of \$28,815 for a total cost of \$72,675. The motion was seconded by Vice President Miller. 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.

5. Approval of Agreement with Paycom for Payroll and Applicant Software

Mr. DeLuce reported that Ms. Wallace and Ms. Hoggatt had investigated a variety of different software providers to assist staff with payroll and job applications and had found Paycom to be the preferred vendor. He noted that restructuring positions in the finance department could alleviate the new expenses from purchasing the software by eliminating one FT-2 position.

Ms. Hoggatt presented the report. She stated that Paycom offers more robust software when compared to the competition. The Park District's current payroll software will not be supported after May 1, 2021. She stated that Paycom would include applicant tracking, time clock with geo-fencing, enhanced payroll reporting, and a self-service portal. Discussion ensued.

Commissioner Solon requested clarification on the employee's ability to clock-in or clock-out remotely. Ms. Hoggatt responded that employees could choose to clock-in or clock-out remotely by smart phone app and that the Park District will not incur additional expenses for employee phone coverage due to not requiring app use.

Commissioner Kuhl requested more information about how Park District employees receive compensation. Ms. Hoggatt responded that all Park District staff receive direct deposit. Discussion ensued.

Commissioner Kuhl clarified that the Paycom estimate was based on paying 150 employees per month, which is a lower number than average because of the pandemic. Ms. Hoggatt responded that the Park District would be charged \$6.15 per employee, per paycheck.

Commissioner Kuhl made a motion to approve a monthly agreement with Paycom for payroll and applicant software. The motion was seconded by Commissioner McMahon. Upon roll call vote, the vote was as follows: President Hays – yes; Vice President Miller – yes; Commissioner McMahon – yes; Commissioner Kuhl - yes; and Commissioner Solon – yes. The motion passed 5-0.

6. Approval of Renewal of PDRMA Property/Casualty Program

Mr. DeLuce reported that PDRMA's three-year agreement was subject to review and renewal in the near future. He noted that staff has investigated IPARKS as an alternative vendor and received a quote.

Ms. Hoggatt explained the differing philosophies and benefits of each property/casualty program. She noted that staff enjoy working with PDRMA and that it offers extensive trainings and proactive service. Ms. Hoggatt shared that PDRMA had agreed to reduce its price by \$16,112 per year to provide for the next three years.

Commissioner Solon requested more information on the impact of the rate limit ceiling for each year. Ms. Hoggatt stated that the rate limit ceiling was based on actuarial calculations of the membership as a whole. President Hays added that the number includes the average claims per year, which should be reduced in light of the pandemic.

Commissioner Solon made a motion for the Park District to continue its PDRMA membership for three years, beginning May 1, 2021. The motion was seconded by Vice President Miller. 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.

7. Approval of Ratification of the Contract Amendment with Broeren Russo

Mr. DeLuce reviewed the history of the renovation of the Bicentennial Center, including the Board's previous approval of a construction manager agreement with Broeren Russo. He explained that the Board had made this decision to test the viability of construction manager agreements for future projects.

Ms. Wallace presented the report. She noted that staff is bringing this to the Board to ensure that everyone is familiar with the construction management agreement and the guarantee not to exceed project price of \$876,551. She stated that the project is estimated to cost less than the minimum, at which time the Park District would expect a deduct change order to the final price. Ms. Wallace reported that the agreement has a preapproved contingency amount. Discussion ensued.

Commissioner Solon requested clarification on the approval of the construction management agreement, the purpose of contingency requests, and change order requests. Mr. DeLuce noted that this was the first construction management agreement for the Park District and staff were seeking direction from the Board on the approval process for contingency requests.

Mr. Olson added that a construction management agreement with a guaranteed maximum price gives flexibility to the construction manager to make decisions related to change orders. Attorney Hall noted that the predetermined minimum of \$876,551 for the guaranteed maximum price was higher than the actual bids totaling \$720,000. President Hays commented that a construction manager at risk agreement preapproves latitude for decision making to speed up the construction process. He reiterated that the project is expected to be under budget and a deduct change order is expected. Discussion ensued.

Commissioner Solon requested the total for the architect's fees. Ms. Wallace responded that the architect's fees had totaled \$48,386. Discussion ensued.

Vice President Miller requested clarification on the construction manager's fees. Ms. Wallace responded that Broeren Russo's fees were based on the guaranteed maximum price and that invoicing will only occur for completed work. Discussion ensued.

Commissioner Solon requested clarification on the purpose for ratifying the agreement. Ms. Wallace responded that authorization was needed to demonstrate to the auditors that the total matches the pay request.

Mr. Olson noted that contingency requests need to be approved by himself before the work begins. Commissioner Solon requested that the Board approve all contingency requests over \$5,000. Commissioner Kuhl requested monthly financial reports on all major projects. Commissioner Solon concurred. Discussed ensued.

Vice President Miller made a motion to ratify the contract amendment with Broeren Russo Builders in the amount of \$876,551.00. 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.

8. Approval of Contingency Use Requests and Change Order Requests for the Bicentennial Center Renovation Project

Mr. Olson presented the report. He stated that CON 1 and CON 2 were requests from Broeren Russo to use the contingency funds that were within its discretion. Mr. Olson also highlighted COR 1 and COR 2 change order requests that were beyond the scope of the original contract. Discussion ensued.

Commissioner Solon requested more information on the content of each request. Mr. Olson responded to each item. Discussion ensued.

Commissioner Kuhl asked if the change order requests would increase the total project cost. Commissioner Solon inquired if the change order requests would increase the general conditions and construction management fees. Mr. Olson responded that the increase in total cost will not be reflected in the construction manager fees. President Hays and Commissioner Solon encouraged staff to specify these terms in a written agreement. Discussion ensued.

Commissioner Kuhl made a motion to authorize the Executive Director to execute CON #1 and CON #2 dated November 18, 2020 in the amounts of \$2,215.00 and \$3,539.00, respectively, and COR #1 and COR #2 dated November 24, 2020 in amounts of \$1,392.00 and \$3,447.00, respectively, with Broeren Russo Builders, Inc. The motion was seconded by Vice President Miller. Upon roll call vote, the vote was as follows: Commissioner McMahon – yes; President Hays - yes; Commissioner Kuhl – yes; Vice President Miller – yes; and Commissioner Solon – yes. The motion passed 5-0.

9. Approval of Quote for Two (2) New Sets of Soccer Goals at Dodds Park

Mr. Olson presented the report. He emphasized that this was a quote and that the replacement of soccer goals at Dodds Park had been previously approved in the capital improvement plan.

Commissioner Kuhl requested clarification on the number of goals being replaced. President Hays asked if Park District staff would install the goals. Mr. Olson responded that only two goals will be replaced and that Park District staff will complete the installation. He also noted that staff had developed a three-year replacement plan for the aging soccer goals at Dodds Park.

Commissioner Solon made a motion to accept the quote that meets all specifications, and to authorize the Executive Director to purchase two (2) new sets of 8”H x 24’W Kwik Goal Fusion soccer goals from Pioneer Athletics at the price of \$9,900.00. The motion was seconded by Vice President Miller. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Kuhl – yes; President Hays – yes; Vice President Miller - yes; and Commissioner McMahon – yes. The motion passed 5-0.

10. Approval of Paying Part-Time and Full-Time Staff through January 24, 2021

Mr. DeLuce presented the report. The pandemic continues to impact and limit Park District services. Many part-time employees had been called back and scheduled to work, but were not able to come in at times because of closures. He noted that the Board’s support would help to alleviate the fears of staff and provide more security for employees. Discussion ensued.

Commissioner Solon and Commissioner Kuhl commented that it is an opportunity for the Park District’s management team to proactively engage staff and limit revenue losses.

Commissioner Hays requested a report applying hours worked by staff to associated projects and Commissioner Solon requested more time to review the reports and prepare questions.

Vice President Miller made a motion to continue to pay full-time and part time staff that are currently on payroll and scheduled to work through January 24, 2021 (end of the payroll period). 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; Vice President Miller – yes; and Commissioner Kuhl - yes. The motion passed 5-0.

## **Discussion Items**

### **1. Tennis & Pickleball Courts**

Mr. DeLuce reported that he had spoken with Linda Matkowski and Unit 4 was still discussing partnering with the Park District to refinish and expand the tennis courts at Spalding Park. He expected its decision within two weeks.

Mr. DeLuce reviewed staff's research on pickleball and recommended stand-alone courts throughout the community, but requested the Board's direction. He addressed Hessel Park, Spalding Park, Centennial Park, Zahnd Park, and Eisner Park as potential locations for pickleball. Commissioner Solon responded that working with Parkland College to refurbish its tennis courts into pickleball courts could be an option. Discussion ensued.

Commissioner Kuhl suggested utilizing Morrissey Park to increase use at the park despite its lack of restrooms and potential noise. She shared concerns about overdevelopment at Centennial or Hessel Park and recommended that staff develop a proposal.

Commissioner Solon requested clarification on court resurfacing expenses and whether the number of pickleball players in the community justified the investment.

Commissioner McMahon supported exploring options to aid this growing sport and its players.

Vice President Miller supported renovating the tennis courts at Eisner Park into pickleball courts. He supported testing new courts with the possibility of expansion after evaluating use patterns.

President Hays commented that Hessel Park was nearing capacity and preferred Zahnd Park for the installation of pickleball courts because of its existing infrastructure, such as a pavilion and restrooms. He also stated that any construction related to Spalding Park's tennis courts would depend on the arrangement with Unit 4.

Mr. Don Block requested the opportunity to make a comment. President Hays noted that public comment was only available at the beginning of the meeting and that staff would connect with him for additional discussion.

Don Block, Tim Brummett, Jack Kammerer, Stu Meacham, and Rod Johnson departed the meeting at 8:50 p.m.

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

Ms. Wallace presented the report. She reported that total revenues were down \$31,000 from prior year to date due to the Virginia Theatre's closure and reduced investment and interest income. Total expenditures were \$172,000 less than the previous year due to Martens Center project spending. Ms. Wallace noted that the Foundation's net assets were \$5,620,412 at the end of October, 2020.

Commissioner Kuhl requested an update on the Jimmy John's scholarships. Ms. Wallace responded that all donations had been received, but the agreement was not yet renewed.

### 3. Champaign Park District – 2<sup>nd</sup> Quarter Financial Update

Ms. Wallace reported that 95% of tax revenue had been collected and she anticipates collecting the balance by the end of January, 2021. She noted that year-to-date revenue and expenses were less than budgeted due to the limited number of in-person programs because of the pandemic. Ms. Wallace also highlighted the current status of funding for the Martens Center.

#### **Comments from Commissioners**

The Commissioners thanked staff for their work and wished their fellow Park Board Members and staff a happy holiday season.

#### **Adjourn**

There being no further business to come before the Board, Commissioner Kuhl made a motion to adjourn the meeting. The motion was seconded by Commissioner Solon. The motion passed 5-0 and the meeting was adjourned at 9:04 p.m.

Approved:

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Craig W. Hays, President

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Jarrod Scheunemann, Secretary



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** January 8, 2021

**SUBJECT:** Health Insurance 2021/2022

### Background

The Champaign Park District partners with the City of Champaign to increase the bargaining power and risk pool for health insurance rates. The Benefit Advisory Committee (BAC) is comprised of City HR professionals, and representatives from bargaining units including the library, the Park District and Sanitary Districts. The group meets to discuss broad perspective expenditures within the plan, possible plan changes or options, member concerns, and other relevant topics.

This year the BAC was able to negotiate with Health Alliance to maintain the current rates and plan design. This would also include a second-year rate cap of 6% increase if no changes are made to the plan design. Next year, the BAC plans to recommend some plan changes including the introduction of a deductible that will decrease rates by a projected 14%.

The current and proposed rates including the City's 1.7% administrative fee are:

	Current Plan Rates			Proposed 2021/2022 Monthly Rates				
	Premium	CPD Cost	Employee Cost	Premium	CPD Cost FT 1 Staff	FT1 Staff Cost	CPD Cost FT2 Staff	FT2 Staff Cost
Employee	\$667.15	\$667.15	\$0.00	\$667.15	\$667.15	\$0.00	\$667.15	\$0.00
Employee + Spouse	\$1,579.40	\$1,032.05	\$547.35	\$1,579.40	\$1,032.05	\$547.35	\$667.15	\$912.25
Employee + Children	\$1,237.69	\$895.37	\$342.32	\$1,237.69	\$895.37	\$342.32	\$667.15	\$570.54
Family	\$1,648.56	\$1,059.71	\$588.85	\$1,565.44	\$1,059.71	\$588.85	\$667.15	\$981.41

The Park District recognizes the importance of offering competitive employee health care benefits to recruit and retain a talented and productive workforce. This plan was approved by the Champaign City Council at their December 2020 meeting.

The proposed rates include the CPD practice of paying for the employee only coverage and 40% of the dependent coverage. It is the practice of the District to allow full-time I and full-time II employees to waive the health insurance coverage if they can be covered elsewhere on a qualified health insurance plan. Those employees receive an annual \$2,000 stipend.

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



Prior Board Action

History of increases over the last twelve years is as follows:

<b>Plan Year</b>	<b>% Increase</b>	<b>Comments</b>
2009	12.75%	Dropped PPO option, increased out of pocket costs to employees and option is now an HMO only plan
2010	8.95%	No change to plan
2011	6.48%	No change to plan
2012	4.4%	No change to plan
2013	0.0%	Used risk share agreement to keep plan the same
2014	4.5%	No change to plan and used revenue share to drop original proposed increase of 11% proposed increase down to 4.5%
2015	0.5%	Changes to the plan and use of risk share
2016	0.0%	No change to the plan and use of a portion of the risk share
2017	4.9%	Increased employee paid copays for Doctor
2018	-2.64%	Decrease with no changes to the plan
2019	0.0%	No changes to the plan or cost, no risk share used.
2020	5.0%	No changes to the plan, nothing added to risk share
2021	0.0%	No changes to the plan or cost. (2 <sup>nd</sup> year rate cap of 6% if there are no changes to the plan)

Budget Impact

The proposed rates would maintain the health insurance rates over the current fiscal year and therefore would not increase the budget for this expense.

Recommended Action

Staff recommend the Board approve the Health Insurance rates for 2021/2022 pending approval from the Champaign City Council.

Prepared by:

Reviewed by:

Tammy Hoggatt, SPHR, SHRM-SCP  
Director of HR, IT and Risk

Joe DeLuce, CPRP  
Executive Director



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** January 8, 2021

**SUBJECT:** Human Kinetics Park Development Bid Results

### Background

The Park District hired Hitchcock Design Group (HDG) to design and engineer Human Kinetics Park Development with a total project cost of \$800,000. HDG prepared construction documents which went out to bid in November of 2020. Bids were opened December 8, 2020, for the Human Kinetics Park Development construction contract. Three Alternates were included: Alt. One was for a masonry seating wall by the park entrance, Alt. Two was for using cast concrete instead of asphalt for the basketball and futsal courts, and Alt. Three was for installing electrical service to the splash pad from the Martens Center Building should the opportunity present itself through construction schedule and permitting.

### Prior Board Action

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

### Bid Results

Bids were opened at BMC/zoom public meeting on December 8, 2020; six contractors offered bids as shown in the attached bid tab.

### Budget Impact

The \$800,000 project added \$50,000 for the splash pad which was not included in the OSLAD development but was offered from a donation.

### Recommendation

Staff recommends accepting Base Bid and Alternates 2 (concrete courts) and 3 (electrical service credit) from Duce Construction for a contract amount of \$655,282 and authorizing the Executive Director to enter into the contract.

Prepared by:

Andrew Weiss  
Director of Planning

Reviewed by:

Joe DeLuce  
Executive Director

**IDNR OSLAD GRANT FOR OUTDOOR AMENITIES @ HK PARK**

ESTIMATED AT 12/21

Pledges for Outdoor amenities

Pledges	70,000.00
Balance from CPD	398,729.72
Grants Awarded	400,000.00

Total Pledged	<u>868,729.72</u>	calculated annually for audit
Less Discount on pledges outstanding, est.	-	

Pledged Funds received

Park District funds	
Pledges Received	\$ 70,000.00
Grant Funds Received in Advance	200,000.00
Others (pledge form on file)	
Pledged Funds Received	<u>270,000.00</u>
	<u>\$598,729.72</u> Outstanding

Interest Earned on Advanced Grant Funding	1,270.28
Funds Received - Not Pledges	30,056.88

Construction Draws

Prior period	\$ 76,619.46
Current approved	\$ <u>3,541.50</u>
Total paid on project	\$ 80,160.96

Funds available BEFORE commitments 819,895.92 - proof - s/b \$0

Total Funds committed to date	\$ 824,167.06
Funds remaining AFTER commitments	\$ (4,271.14)

<b>Donor/Grant Restricted for:</b>	
<b>Outdoor Amenities</b>	<b>\$ (4,271.14)</b>

- proof - s/b \$0

**IDNR OSLAD GRANT FOR OUTDOOR AMENITIES @ HK PARK**

Payee	F = Foundation D=District	Budget Category	Description	Approved bid	Prior Payments	Current Request	Total PAID	Balance Outstanding	Notes:
Hitchcock Design Group	D	A&E	Architectural Services	\$ 70,000.00	\$ 61,120.00	\$ -	\$ 61,120.00	\$ 8,880.00	50% grant
Hitchcock Design Group	D	A&E	Change Order 1-splashpad	\$ 15,000.00	\$ 15,000.00	\$ -	\$ 15,000.00	\$ -	50% grant
Hitchcock Design Group	D	Professional Fees	Reimbursables	\$ 1,000.00	\$ 214.94	\$ -	\$ 214.94	\$ 785.06	non-grant reimbursable
<i>Hitchcock Design Group</i>	<i>D</i>	<i>Professional Fees</i>	<i>Not yet Approved</i>	<i>\$ 5,500.00</i>			<i>\$ -</i>	<i>\$ 5,500.00</i>	<i>construction admin, testing &amp; permits</i>
<i>5% Contingency estimated by Hitchcock</i>	<i>D</i>	<i>Construction</i>	<i>Not yet Board Approved</i>	<i>\$ 33,770.00</i>			<i>\$ -</i>	<i>\$ 33,770.00</i>	
<i>Duce Construction</i>	<i>D</i>	<i>Construction</i>	<i>Not yet Board Approved</i>	<i>\$ 655,282.00</i>			<i>\$ -</i>	<i>\$ 655,282.00</i>	<i>Base bid + Alts 2&amp;3</i>
<i>Various</i>	<i>D</i>	<i>Equipment</i>	<i>Not yet Board Approved</i>	<i>\$ 116,950.00</i>			<i>\$ -</i>	<i>\$ 116,950.00</i>	<i>not included in Duce contract</i>
<i>Martin Hood</i>	<i>D</i>	<i>Agreed-Upon- Procedures</i>	<i>ESTIMATE-for 50% and 100% grant submissions for reimbursement</i>	<i>\$ 3,000.00</i>			<i>\$ -</i>	<i>\$ 3,000.00</i>	<i>for OSLAD grant requirements</i>
Dean's Blueprints	D	Printing		\$ 455.87	\$ 214.37	\$ 241.50	\$ 455.87	\$ -	non-grant reimbursable
Illinois Environmental Protection Agency	D	Professional Fees	Permit Fee	\$ 250.00	\$ -	\$ 250.00	\$ 250.00	\$ -	non-grant reimbursable
Midwest Engineering & Testing	D	Professional Fees	Geotechnical Service	\$ 3,050.00	\$ -	\$ 3,050.00	\$ 3,050.00	\$ -	
Rogards		Postage	Grant application supplies	\$ 70.15	\$ 70.15	\$ -	\$ 70.15	\$ -	non-grant reimbursable
<b>Project Total</b>				<b>\$ 904,328.02</b>	<b>\$ 76,619.46</b>	<b>\$ 3,541.50</b>	<b>\$ 80,160.96</b>	<b>\$ 824,167.06</b>	

December 2020

1. Total funds for the project through grants, Park District funds, and donations:	\$	900,056.88
2. Total funds still to be collected for the project:	\$	200,000.00
3. Total project cost:	\$	904,328.02
4. Funds spent to date on the project:	\$	80,160.96
! Balance of funds needed to complete the project:	\$	4,271.14
{ Additional amount the Park District must fund to complete the project:	\$	4,271.14
: Total amount the Park District must carry until all the donations and grants are received:	\$	603,000.86

## IDNR OSLAD GRANT FOR OUTDOOR AMENITIES @ HK PARK

<u>Signed Pledge on File</u>	<u>Naming Right</u>	<u>Pledge</u>	<u>Pledge Pymt</u>	<u>Non-Pledge Contributions</u>
Emmie Fisher	Emmie Fisher and Andy Lee Community Garden	\$ 10,000.00	\$ 10,000.00	\$ 56.88
Illinois American Water Co.	Outdoor Splash Pad Sponsored by Illinois American Water	\$ 50,000.00	\$ 50,000.00	\$ -
Patrick Harrington	Outdoor Sports Field	\$ 10,000.00	\$ 10,000.00	\$ -
Champaign West Rotary	Outdoor Sports Field (Center Field)			\$10,000.00
Kiwanis	Kiwanis -Outdoor Sports Fields			\$10,000.00
Champaign Rotary	Rotary - Outdoor Fields			\$10,000.00
		<u>\$ 70,000.00</u>	<u>\$ 70,000.00</u>	<u>\$ 30,056.88</u>



December 11, 2020

Mr. Andrew Weiss  
Director of Planning  
Champaign Park District  
706 Kenwood Road  
Champaign, IL 61821

**RE: Human Kinetics Park**

Dear Andrew,

After attending the virtual bid opening for Human Kinetics Park and reviewing the bids received, Duce Construction Company is the apparent low bidder that meets the experience requirements as outlined in the project specifications. See the attached table for the bid results.

We contacted Duce Construction Company's references and asked the following questions.

*Communications*

1. Were they easy to communicate with?
2. Did they initiate communications when problems arose?
3. Were they good problem solvers, did they want to be involved in the solution?
4. Did they follow standard procedures for RFIs, payout applications, etc.?

*Quality*

1. Would you describe their work as detailed oriented?
2. Were there any quality/craftsmanship issues with their or their sub-contractors work?
3. Was any work removed and re-done due to poor quality or non-passing test results?

*Budget/Schedule*

1. Did they initiate a lot of change orders?
2. Was their pricing for Owner requested change orders reasonable?
3. Did they meet the project deadline? If no, why not?

*Miscellaneous*

1. If given the opportunity to hire or recommend them, would you?

Our conclusions, after reviewing Duce Construction Company's bid and based on their references:

1. It appears that Duce Construction Company has completed many projects that feature good quality construction.
2. It appears that Duce Construction Company has good problem-solving skills and is good at coordinating and communicating with all the involved parties.
3. It appears that Duce Construction Company consistently completes their work on time.

Based on our review of the bids, we recommend accepting the Base Bid and Alternates 2 and 3 resulting in a contract amount of \$655,282.00.

We have reviewed the bid forms and found everything in order. Duce Construction Company has produced reasonable references and has met the bidding and experience requirements.

Please review the enclosed reference responses and advise us of your decision so we may schedule the pre-construction meeting.

22 E. Chicago Avenue  
Suite 200 A  
Naperville, Illinois 60540  
630.961.1787

hitchcockdesigngroup.com



Page 2

Sincerely,  
**Hitchcock Design Group**

Joseph Brusseau  
Principal



## Bid Tabulation

Date: December 8, 2020  
 RE: Human Kinetics Park

Bidder	Base Bid	Alternate #1 - Masonry Seat Wall	Alternate #2: Concrete Courts	Alternate #3: Electrical Service	Addendum 1	Bid Security
Duce Construction	\$ 662,500.00	\$ 19,981.00	\$ -	\$ (7,218.00)	X	X
Fuetz Contractors	\$ 866,347.47	\$ 23,815.00	\$ (7,839.00)	\$ (4,835.00)	X	X
Integral Construction	\$ 697,320.00	\$ 24,640.00	\$ 39,368.00	\$ (5,000.00)	X	X
Mid-Illinois Concrete and Excavating	\$ 845,453.00	\$ 21,840.00	\$ 44,672.00	\$ (8,430.00)	X	X
Petry-Kuhne	\$ 1,072,422.00	\$ 17,000.00	\$ 11,272.00	\$ (8,253.00)	X	X
Stark Excavating	\$ 722,308.00	\$ 18,200.00	\$ (8,183.00)	\$ (5,600.00)	X	X
DG Cost Opinion	\$ 675,395.00	\$ 4,350.00	\$ 42,900.00	\$ (4,000.00)		





## Bid Reference Check Questionnaire

Date: December 09, 2020  
Time: 1:30 PM  
Participants: Jon Hasselbring, University of Illinois / Phone: (219) 224-0482  
Jackson McGee, Hitchcock Design Group (HDG)

**RE: Human Kinetics Park**

### Communications

1. Were they easy to communicate with?  
Yes, they are very responsive.  
\_\_\_\_\_  
\_\_\_\_\_
2. Did they initiate communications when problems arose?  
Absolutely, very quickly.  
\_\_\_\_\_  
\_\_\_\_\_
3. Were they good problem solvers, did they want to be involved in the solution?  
Yeah this is a tricky project, with tight deadlines. They committed to doing whatever it takes to get the project done on time.  
\_\_\_\_\_  
\_\_\_\_\_
4. Did they follow standard procedures for RFIs, payout applications, etc?  
Yes.  
\_\_\_\_\_  
\_\_\_\_\_

### Quality

1. Would you describe their work as detailed oriented?  
Yes.  
\_\_\_\_\_  
\_\_\_\_\_
2. Were there any quality/craftsmanship issues with their or their sub-contractors work?  
No, they are putting in the work and asking questions ahead of time to make sure



they get things right.

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3. Was any work removed and re-done due to poor quality or non-passing test results?

No, not thus far.

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**Budget/Schedule**

1. Did they initiate a lot of change orders?

No, only one change order so far and it was for electrical work, and thus under a different contractor.

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2. Was their pricing for Owner requested change orders reasonable?

They have not been involved in a change order yet.

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3. Did they meet the project deadline? If no, why not?

They are on schedule to meet the deadline.

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**Miscellaneous**

1. If given the opportunity to hire or recommend them would you?

Absolutely. This is the second project in a row with them and they are great.

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cc: Joe Brusseau, HDG  
Lacey Lawrence, HDG



## Bid Reference Check Questionnaire

Date: December 09, 2020  
Time: 2:30 PM  
Participants: Lou Braghini / Phone: (217) 403-4700  
Jackson McGee, Hitchcock Design Group (HDG)

**RE: Human Kinetics Park**

### Communications

1. Were they easy to communicate with?

Yes. \_\_\_\_\_  
\_\_\_\_\_

2. Did they initiate communications when problems arose?

Yes. \_\_\_\_\_  
\_\_\_\_\_

3. Were they good problem solvers, did they want to be involved in the solution?

Yes to both. \_\_\_\_\_  
\_\_\_\_\_

4. Did they follow standard procedures for RFIs, payout applications, etc?

They didn't initiate any, but yes. \_\_\_\_\_  
\_\_\_\_\_

### Quality

1. Would you describe their work as detailed oriented?

Yes. \_\_\_\_\_  
\_\_\_\_\_

2. Were there any quality/craftsmanship issues with their or their sub-contractors work?

If there was the took care of it immediately. \_\_\_\_\_  
\_\_\_\_\_

3. Was any work removed and re-done due to poor quality or non-passing test results?

Yes. \_\_\_\_\_  
\_\_\_\_\_



**Budget/Schedule**

1. Did they initiate a lot of change orders?

No.

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2. Was their pricing for Owner requested change orders reasonable?

Everything is cost plus based on hours, so yes.

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3. Did they meet the project deadline? If no, why not?

They met it.

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**Miscellaneous**

1. If given the opportunity to hire or recommend them would you?

Yes.

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cc: Joe Brusseau, HDG  
Lacey Lawrence, HDG



## Bid Reference Check Questionnaire

Date: December 10, 2020  
Time: 1:45 PM  
Participants: Sean Widener / Phone: (217) 373-8947  
Jackson McGee, Hitchcock Design Group (HDG)

**RE: Human Kinetics Park**

### Communications

1. Were they easy to communicate with?

Yes. \_\_\_\_\_  
\_\_\_\_\_

2. Did they initiate communications when problems arose?

Yes. \_\_\_\_\_  
\_\_\_\_\_

3. Were they good problem solvers, did they want to be involved in the solution?

Yes. \_\_\_\_\_  
\_\_\_\_\_

4. Did they follow standard procedures for RFIs, payout applications, etc?

N/A \_\_\_\_\_  
\_\_\_\_\_

### Quality

1. Would you describe their work as detailed oriented?

Yeah. \_\_\_\_\_  
\_\_\_\_\_

2. Were there any quality/craftsmanship issues with their or their sub-contractors work?

There were some concrete strength issues. However, this is an issue with the concrete plant not the contractor. \_\_\_\_\_

3. Was any work removed and re-done due to poor quality or non-passing test results?



No.

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**Budget/Schedule**

1. Did they initiate a lot of change orders?

No.

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---

2. Was their pricing for Owner requested change orders reasonable?

yes

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3. Did they meet the project deadline? If no, why not?

Yes, they met it.

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**Miscellaneous**

1. If given the opportunity to hire or recommend them would you?

Yes.

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cc: Joseph Brusseau, HDG  
Lacey Lawrence, HDG



## **REPORT TO PARK BOARD**

**FROM: Joe DeLuce, Executive Director**

**DATE: January 13, 2021**

**SUBJECT: Martens Center Project Discussion**

### **Background**

#### **Bids**

The bids for the Martens Center were opened on December 16, 2020 at the Bresnan Meeting Center with Ryan Hinz, Ratio Architects and District Staff present. The bid opening was also broadcast on Zoom. 14 firms submitted bids for the project. A copy of the bid tab is attached for your information. The apparent low bidder is Broeren Russo from Champaign with a base bid of \$9,246,000.00 and an overall bid including all alternates with a bid of \$9,504,800.00.

The next lowest bid is from PJ Hoerr with a bid of \$9,439,000.00 and an overall bid including all alternates of \$9,681,000.00.

The District has worked with Jim Lopez of Broeren Russo on numerous projects including the current work on the old Leonhard Recreation Center, the Virginia Theatre renovations, and the gazebo at West Side Park. Staff has been very pleased with their work to date. Ratio Architects worked closely with Broeren Russo as well, notably on the Stephens Family YMCA in Champaign.

Staff has submitted two different grants for this project but the State has failed to take any action on these grants and we delayed the bid opening for the Martens Center in hopes of receiving notification on the grants. The District has been working on this project for several years and it is time to move forward with the low bid and complete the project.

#### **Bid Alternates**

Detailed information on the bid alternates was sent to all board members for their review. Board members discussed these alternates and base bid at a special Study Session on 1/06/21. Additionally, Barb and Craig, along with staff, met with Ratio Architects and discussed each of the alternates in detail. The committee agreed with all the alternates, but we do have some concerns with Alternate No. 4 (Shaded colored paving) in front of the Martens Center for various reasons.

<b>Alternate</b>	<b>Description</b>	<b>Price</b>
Alternate No. 1	Exterior Metal Shrouds	<b>\$25,300.00</b>
Alternate No. 2	Architectural Metal Grille	<b>\$48,000.00</b>
Alternate No. 3	Heavy-duty Concrete Pavement, in lieu of heavy-duty Asphalt in the parking lot and service drive	<b>\$62,300.00</b>
Alternate No. 4	Integral Color Concrete Pavement	<b>\$41,400.00</b>
Alternate No. 5	Acoustic Ceiling Suspended Baffles	<b>\$25,200.00</b>
Alternate No. 6	Light Duty Concrete Paving	<b>\$56,600.00</b>

Alternates No. 1 and No.2 add colors and details to the front of the building, which we feel is very important with the concrete walls to make sure the building is welcoming to the community members.

Alternates No.3 and No.6 replaces the asphalt with concrete in the front driveway and the parking lot. This will save the District thousands of dollars in future repairs.

Alternate No.5 provides the gym with sound reducing baffles, which will help to reduce noise in the large gym and running track.

Alternate No.4 provides shaded colored stripes in the front of the building in the driveway.

**Recommendation**

Staff is recommending the Park Board approve the low bidder Broeren Russo Contractors for the construction of the new Martens Center with a base bid of \$9,246,000. Staff recommends the Park Board approve the following alternates submitted by Broeren Russo: Alternates No. 1, 2, 3, 5, and 6 in the amount of \$217,800 with a total fee of \$9,463,800 and authorize the Executive Director to execute the construction contract with Broeren Russo Contractors.

Prepared by:

Joe DeLuce, CPRP  
Executive Director



Bidder (Name, Address, City, State, Zip)	BID PRICES									PRELIMINARY RESULTS		FINAL RESULTS			Comments
	Acknowledges Receipt of Addenda: No. 1 - 4 (Y/N)	Calculated Bond Amount based on 10% of Bid	Base Bid	Alternates						Total Base Bid + All Alternates	Apparent Low Bidder (Y/N)	BEP Amount %	Total Base Bid + Owner Accepted Alternates	Lowest Responsible & Responsive Bidder	
				1	2	3	4	5	6						
Bowa Construction	Y	Y	\$12,100,000.00	\$52,707.00	\$189,340.00	\$96,048.00	\$21,747.00	\$16,311.00	\$184,846.00	\$12,660,999.00				\$105/ CUBIC YD	
Broeren Russo Builders Inc.	Y	Y	\$9,246,000.00	\$25,300.00	\$48,000.00	\$62,300.00	\$41,400.00	\$25,200.00	\$56,600.00	\$9,504,800.00				\$58.5/ CUBIC YD	
C.E. Gleeson Constructors	Y	Y	\$9,645,000.00	\$45,000.00	\$69,000.00	\$175,000.00	\$12,000.00	\$23,000.00	\$64,000.00	\$10,033,000.00				\$120/ CUBIC YD	
Carlson Brothers Inc.	Y	Y	\$10,425,000.00	\$62,640.00	\$129,600.00	\$85,320.00	\$19,440.00	\$77,280.00	\$165,240.00	\$10,964,520.00				\$102.60/ CUBIC YD	
CCC Holdings, Inc.	Y	Y	\$9,636,566.00	\$41,486.00	\$55,066.00	\$64,831.00	\$43,176.00	\$21,426.00	\$58,893.00	\$9,921,444.00				\$60/ CUBIC YD	
Christy-Foltz, Inc.	Y	Y	\$10,589,000.00	\$51,629.00	\$61,515.00	\$88,231.00	\$19,439.00	\$26,202.00	\$251,034.00	\$11,087,050.00				\$60/ CUBIC YD	
Dodds Company PO Box 6449, Interstate Research Park, Champaign, IL 61826	Y	Y	\$9,914,602.00		\$53,427.00	\$114,193.00	\$13,921.00	\$14,820.00	\$175,662.00	\$10,286,625.00				\$85/ CUBIC YD	
Femley-Dickerson Co.	Y	Y	\$10,240,000.00	\$37,000.00	\$65,000.00	\$20,000.00	\$19,000.00	\$17,000.00	\$1,000.00	\$10,399,000.00				\$105/ CUBIC YD	
Grunloh Building	Y	Y	\$10,085,490.00	\$29,180.00	\$64,768.00	\$15,161.00	\$19,524.00	\$23,990.00	\$18,862.00	\$10,256,975.00				\$104/ CUBIC YD	
Grunloh Construction Inc	Y	Y	\$9,474,000.00	\$28,000.00	\$51,000.00	\$65,000.00	\$43,000.00	\$25,000.00	\$59,000.00	\$9,745,000.00				\$70/ CUBIC YD	
Madison Construction 5657 South 70th Court Orland Park, IL 60462	Y	Y	\$9,737,000.00	\$40,559.00	\$59,931.00	\$79,645.00	\$37,863.00	\$27,997.00	\$88,536.00	\$10,071,531.00				\$120/ CUBIC YD	
Petry-Kuhne	Y	Y	\$9,757,000.00	\$47,500.00	\$57,000.00	\$64,800.00	\$43,200.00	\$24,400.00	\$59,000.00	\$10,052,900.00				\$65/ CUBIC YD	
PJ Hoerr	Y	Y	\$9,439,000.00	\$33,000.00	\$53,000.00	\$60,000.00	\$17,000.00	\$23,000.00	\$56,000.00	\$9,681,000.00				\$110/ CUBIC YD	
Williams Brothers	Y	Y	\$9,860,000.00	\$45,000.00	\$52,000.00	\$11,000.00	\$20,000.00	\$22,000.00	\$25,000.00	\$10,035,000.00				\$100/ CUBIC YD	
										\$0.00					
										\$0.00					
										\$0.00					

Alternate Price(s) Description:

Alternate No. 1	Exterior Metal Shrouds
Alternate No. 2	Architectural Metal Grille
Alternate No. 3	Heavy-duty Concrete Pavement, in lieu of heavy-duty Asphalt in the parking lot and service drive
Alternate No. 4	Integral Color Concrete Pavement
Alternate No. 5	Acoustic Ceiling Suspended Baffles
Alternate No. 6	Light Duty Concrete Paving



**REPORT TO PARK BOARD**

**FROM: Joe DeLuce, Executive Director**

**DATE: January 8, 2021**

**SUBJECT: Wisegarver Park Temporary Construction Easement**

Background

Champaign Unit 4 School District (Unit 4) plans to expand their International Prep Academy (IPA) on Kirby Avenue, directly north of Wisegarver Park, and hired local architects BLDD to design the new building. The IPA building site is relatively tight, and are therefore requesting a temporary construction easement be granted for Wisegarver Park from the Park District. The temporary construction easement would provide additional area on site for dirt stockpile while construction of the new school is underway; the stockpile would allow students to use the sports field on IPA's site, close to the existing school, while maintaining a safe distance away from construction operations of the new building. Unit 4 plans to start construction in spring of this year with building and Wisegarver Park site restoration complete by July of 2022. A draft of the easement and exhibits is attached, which are currently being reviewed by CPD Attorney.

Prior Board Action

No prior Board action.

Budget Impact

The easement fee will be calculated pursuant to ordinance 459, including Attorney's fees.

Recommended Action

Pending final review of CPD Attorney and upon receipt of easement fee, staff recommends granting Unit 4 the temporary construction easement at Wisegarver Park.

Prepared by:

Andrew Weiss  
Director of Planning

Reviewed by:

Joe DeLuce  
Executive Director

## EASEMENT AGREEMENT

(Wisegarver Park)

KNOW ALL MEN BY THESE PRESENTS, this \_\_\_\_\_ day of \_\_\_\_\_, 2021, that CHAMPAIGN PARK DISTRICT, an Illinois municipal corporation, its successors and assigns whether one or more and whether an individual, individuals, a corporation, or other legal entity (hereinafter "Grantors"), for and in consideration of the sum of One and No/100ths Dollars (\$1.00) and other valuable consideration in hand paid, the receipt of which is hereby acknowledged, do hereby agree as follows with and grant unto the CHAMPAIGN UNIT 4 SCHOOL DISTRICT, an Illinois municipal corporation, its successors, assigns, licensees, contractors and sub-contractors (hereinafter "Grantee"), a temporary construction easement to enter, re-enter, occupy and use the hereinafter described property for use of construction operations and material storage related to the construction of the International Prep Academy on the property adjacent to Wisegarver Park in, through, over and across the following described land, to wit:

Property Description of Temporary Construction Easement: See Attached Exhibits A and Exhibit B

together with all rights to the exercise and enjoyment of said easement rights, including without limitation the right of ingress and egress over, across, to and upon the above described easement area and premises of Grantor(s) adjoining the same, for all purposes herein stated; together with the right to slightly regrade areas of said easement area and of the premises of Grantor(s) adjoining the same deemed by Grantee to provide proper drainage of all lawn areas. The Grantee shall protect all existing trees within said easement.

The purpose of the Temporary Construction Easement is for ingress and egress over the described property to transport materials supplies, equipment, machinery during the construction of The International Prep Academy. The rights granted pursuant to the Temporary Construction Easement shall automatically terminate upon the earlier of: (a) the Grantee's completion of the International Prep Academy, or (b) twenty-four (24) months from the date of this Easement Agreement. All work performed by the Grantee, its employees, agents, contractors, or subcontractors hereunder shall be done in a good, workmanlike, and diligent manner. All such work shall be completed within the time set forth above after commencement thereof; provided that, a further reasonable time for completion may be permitted, and not unreasonably withheld, by Grantor in the event a force majeure prevents completion within the period stated above. Such force majeure for the purposes hereof shall mean a delay or failure by Grantee in performing its obligations hereunder due to causes beyond its control, including without limitation, acts of God, public enemy, major equipment failures, inability to obtain materials or services, wars, explosions, accidents, riots, strikes, civil commotion, fires, pestilence, natural catastrophes or disasters, economic fluctuations, and non-availability of electric power. In the event of such failure or delay, the date of completion shall be extended for a period not to exceed the duration of such delay or failure; provided that, the Grantee is utilizing commercially reasonable efforts to mitigate or eliminate the cause of such delay or its effects. Grantee shall promptly notify Grantor in

writing of any delay or failure in and the effect on its performance. All such work shall be performed in compliance with all applicable governmental statutes, ordinances and regulations, and specifically in accordance with Grantor's ordinances, policies and regulations, and shall be at the Grantee's sole cost and expense. Upon completion of any work related to the aforesaid purposes, the Grantee shall cause all vehicles, equipment, tools and implements used in connection with such work, and all materials not incorporated therein, to be removed from the Temporary Construction Easement Area and the surface thereof restored to its condition immediately prior to the commencement of such work.

Grantee shall be responsible for all damages occurring on the herein described property as a result of the construction, operation, maintenance or repair of Grantee's facilities and shall reimburse the Grantor(s) thereof for such loss or damages.

Grantee may quietly enjoy the premises for the period and purposes herein stated, and Grantor(s) shall not create or permit any building or other obstruction or condition of any kind or character upon the premises that will interfere with the Grantee's exercise and enjoyment of the easement rights hereinabove conveyed for the period set forth herein.

Except as specifically provided otherwise herein, Grantor(s), for themselves and any successors and assigns, hereby expressly reserve the right to use and enjoy the remainder of the easement area for any purpose, provided such use and enjoyment shall not interfere with the use thereof by Grantee as permitted in this Agreement.

This easement shall terminate upon Grantee's uncured breach of any condition or uncured default in the performance of any of its covenants or agreements herein set forth. In the event of Grantee's breach of any condition or default hereunder, Grantor shall provide Grantee written notice of such breach or default. If Grantee fails to cure such breach or default within sixty (60) days after written notice of such breach or default, then Grantor(s) shall have the right, upon written notice of termination to Grantee, to terminate this Easement Agreement, except that when the nature of Grantee's obligation is such that more than sixty (60) days are reasonably required for its performance, then Grantee shall not be deemed in default if it commences performance within the sixty (60) day period and thereafter diligently pursues the cure to completion as determined within the sole good faith discretion of Grantor, but in any event not more than one hundred twenty (120) days from the commencement of performance. Upon termination of this Easement Agreement, all rights herein granted shall revert to Grantor(s), their respective successors or assigns, and, if requested, Grantee shall forthwith execute and deliver to such Grantor or successors or assigns, any instrument of termination or release and take such other and further action as may be reasonably required to evidence and memorialize such termination and reversion of all rights afforded pursuant to this Easement Agreement. Notwithstanding such termination of this Easement Agreement, Grantee shall remain liable to Grantor(s), and such successors and assigns, for all of Grantee's covenants and obligations which expressly survive such termination of this easement as provided herein.

Upon completion of the International Prep Academy Grantee shall, at Grantee's sole cost and expense, restore and replace the surface of the easement area to a condition as near as possible to that condition which existed prior to the commencement of such construction, including surface grading and seeding.

Grantee shall inspect regularly the backfill area and repair within a reasonable time any sinkholes, soil erosion, sloughing, impairment to natural drainage or similar occurrence of whatsoever kind or character.

Grantee covenants and agrees that it shall be solely responsible for, and shall reimburse and pay Grantor(s), and any successors and assigns, for all losses and damages incurred on the easement area, areas of ingress and egress or any other property of Grantor(s) caused by Grantee's exercise of its rights herein granted, including without limitation, any damage to land, trees, or other property by reason of the initial installation, improvement, repair, removal, operation and maintenance of the improvement, and the terms and conditions hereinabove set forth shall be binding upon the successors and assigns of the Grantee.

The Grantee shall indemnify and hold the Grantor(s) and any successors and assigns harmless from any and all claims for damages to person or property made by any third party arising out of any act or omission on the part of Grantee's employees, contractors, subcontractors, agents or representatives, and in connection therewith, shall provide Grantor(s) with satisfactory evidence of commercial general liability insurance with limits of not less than \$2,000,000.00 naming the Grantor(s) and its commissioners, officers, employees, representatives, agents and volunteers as endorsed additional insureds thereon. Grantee and its successors or assigns shall maintain such insurance for the duration of the term hereof and any subsequent renewals, if applicable.

Grantee covenants and agrees that Grantee shall not permit any liens or encumbrances to be attached to or filed against the easement area or any other portion of the land, or any improvements thereon which result from or arise out of any act or work performed by Grantee or any of Grantee's employees, contractors, subcontractors, agents or representatives in the construction, installation, operation, maintenance, repair, relocation, replacement or removal of the line(s) and other improvements and appurtenances associated therewith, or in the performance of any other right or obligation of Grantee arising hereunder. In the event any such lien is attached to or filed against the easement area or any other portion of Grantor(s) land or any improvement thereon, then, in addition to any other right or remedy of Grantor(s) at law or equity, Grantor(s) may, but shall not be obligated to, discharge the same. Any amount paid by Grantor(s) for any of the aforesaid purposes shall be paid by Grantee to Grantor(s) immediately on demand. Any lien or encumbrance attached to or filed against the easement area, or any other portion of the real estate, or any improvement thereon as a result of Grantee's operations hereunder shall be immediately paid, released or bonded over by Grantee in a manner acceptable to Grantor(s). Grantee shall be responsible for reasonable attorney's fees incurred by the Grantor(s) in obtaining the removal of any lien which results from the activities and operations of Grantee.

All notices and demands to be given or served shall be made in writing and shall be given or served by hand delivery or by depositing such notice in the United States mail, certified or registered, return receipt requested, postage prepaid, addressed to the party to be notified, at the following addresses:

If to Grantor(s) at:      Champaign Park District  
                                  Attn: Executive Director  
                                  706 Kenwood Road  
                                  Champaign, IL 61821

With a Copy to:

If to Grantee:             Champaign Unit 4 School District  
                                  Attn: Sandra Roesler  
                                  502 W. Windsor Road  
                                  Champaign, IL 61820

With a Copy to:         Champaign Unit 4 School District  
                                  Attn: Elizabeth Stegmeier  
                                  502 W. Windsor Road  
                                  Champaign, IL 61820

or to an address to be designated in writing within fourteen (14) days of the execution of this Agreement by all parties or to such other address as either party may designate to the other in writing from time to time. The day upon which such notice is delivered or mailed by certified or registered mail shall be treated as the date of service. An additional copy of such notice shall be sent by regular U.S. mail.

If any term or provision of this Agreement, or the application thereof, to any person or circumstance shall, to any extent, be deemed by any court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced as permitted by law.

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

Each person executing this Agreement on behalf of any entity represents that he or she is authorized to execute this Agreement on behalf of such entity.

This Agreement and the rights and obligations of the parties hereto shall be interpreted, construed and enforced in accordance with the laws of the State of Illinois, without giving effect to the principles of conflict of laws, and the venue for any claim or cause of action brought to enforce or determine the rights and obligations of either party arising hereunder shall be the state court of competent jurisdiction located in Champaign County, Illinois.

The terms and provisions of this Agreement shall be binding upon and inure to the benefit of Grantor(s) and Grantee and their respective successors and assigns. This Agreement together with Exhibits A and B attached hereto and incorporated by reference herein embodies the entire agreement among the parties hereto with respect to the subject matter contained herein, and supersedes any and all agreements, representations, warranties, or statements which may have been made among the parties prior to the date hereof, whether express, implied, written, or verbal, concerning the subject matter hereof, and this Agreement shall not be modified or amended except by written instrument executed by each party hereto.

IN WITNESS WHEREOF, the Grantors and Grantee have caused this instrument to be executed effective as of the \_\_\_\_ day of \_\_\_\_\_, 2021.

GRANTOR:

GRANTEE:

Champaign Park District, an Illinois

Champaign Unit 4 School District

Municipal corporation

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

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

\_\_\_\_\_

\_\_\_\_\_

Its \_\_\_\_\_

Its \_\_\_\_\_

ATTEST:

ATTEST:

By: \_\_\_\_\_  
\_\_\_\_\_, Secretary

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

STATE OF ILLINOIS            )  
  ) SS.  
COUNTY OF CHAMPAIGN    )

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, DO HEREBY CERTIFY that \_\_\_\_\_ and \_\_\_\_\_, personally known to me to be the President and Secretary of Champaign Park District, an Illinois municipal corporation, and the same persons whose names are subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that they signed, sealed and delivered the said instrument as their respective free and voluntary act, for and on behalf of the aforementioned entity and for the uses and purposes therein set forth.

GIVEN under my hand and Notarial Seal, this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Notary Public

STATE OF ILLINOIS            )  
  ) SS.  
COUNTY OF CHAMPAIGN    )

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, DO HEREBY CERTIFY that \_\_\_\_\_ and \_\_\_\_\_, personally known to me to be the Board President and Clerk of Urbana & Champaign Sanitary District, an Illinois municipal corporation, and the same persons whose names are subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that they signed, sealed and delivered the



said instrument as their respective free and voluntary act, for and on behalf of the aforementioned entity and for the uses and purposes therein set forth.

GIVEN under my hand and Notarial Seal, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public

\_\_\_\_\_

DRAFT

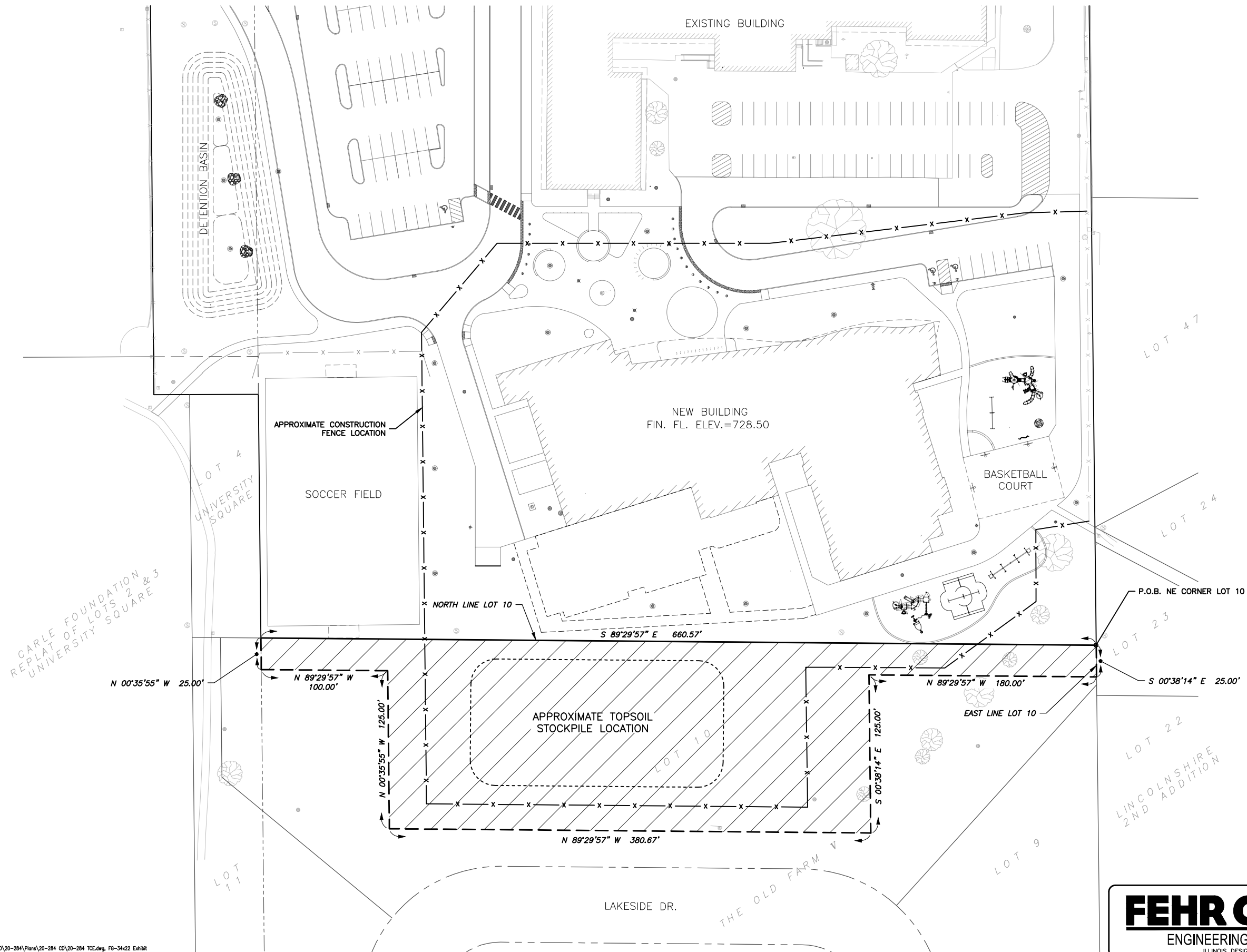
# EXHIBIT A

## TEMPORARY CONSTRUCTION EASEMENT



### LEGEND

- EXISTING PROPERTY LINE
- EXISTING RIGHT-OF-WAY
- PROPOSED TEMPORARY CONSTRUCTION EASEMENT
- PROPOSED CONSTRUCTION FENCE
- P.O.B. POINT OF BEGINNING
- TEMPORARY CONSTRUCTION EASEMENT FROM CHAMPAIGN PARK DISTRICT 1.47 ACRES



**FEHR GRAHAM**  
ENGINEERING & ENVIRONMENTAL  
ILLINOIS DESIGN FIRM NO. 184-003525

ILLINOIS  
IOWA  
WISCONSIN

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EXHIBIT B

A TRACT OF LAND BEING PART OF LOT 10 OF THE OLD FARM V AS RECORDED IN PLAT BOOK BB, AT PAGE 33, AS DOCUMENT NUMBER 1989R24027 IN THE OFFICE OF THE CHAMPAIGN COUNTY RECORDER OF DEEDS, SAID TRACT BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF SAID LOT 10, THENCE SOUTH 00° 38' 14" EAST ALONG THE EAST LINE OF SAID LOT 10 25.00 FEET; THENCE NORTH 89° 29' 57" WEST 180.00 FEET; THENCE SOUTH 00° 38' 14" EAST 125.00 FEET; THENCE NORTH 89° 29' 57" WEST 380.67 FEET; THENCE NORTH 00° 35' 55" WEST 125.00 FEET; THENCE NORTH 89° 29' 57" WEST 100.00 FEET; THENCE NORTH 00° 35' 55" WEST 25.00 FEET TO THE NORTH LINE OF SAID LOT 10; THENCE SOUTH 89° 29' 57" EAST ALONG SAID NORTH LINE 660.57 FEET TO THE POINT OF BEGINNING, ENCOMPASSING 1.47 ACRES, MORE OR LESS, SITUATED IN THE CITY OF CHAMPAIGN, CHAMPAIGN COUNTY, ILLINOIS.



# CHAMPAIGN PARK DISTRICT

## REPORT TO PARK BOARD

**TO:** Joe DeLuce, Executive Director

**DATE:** January 4, 2021

**SUBJECT:** Request to change Administrative Assistant in Finance from an FT2 to FT1

### Background

Prior to November 2020, there were 5.5 full-time equivalents (FTE) in Finance (4 FT1 and 2 FT2 positions). In November 2020, the Accounting Assistant II position (FT1) was vacated. This position was solely responsible for maintaining the RecTrac registration software performing programming the system, software updates, and training with additional key personnel throughout the District to assist. The majority of the recreation software responsibilities are now being handled by multiple staff throughout the District's Recreation Department. Finance will continue to process refunds and general ledger coding or items relating to the importing of financial information into the accounting software. The former position has been replaced with an Accounting and Procurement Clerk position to only include processing of RecTrac refunds and reporting. All other responsibilities will be transferred to Tech and Recreation. Daily cash receipt processing and tracking of procurement contracts has been included in this position.

The above change modified the number of FT2 positions in Finance down to one. Staff recommends that the current FT2 position, Administrative Assistant in Finance, be upgraded to a FT1. Additional responsibilities to be added to the position would include the following:

- Participation on the *hiring team*
- Attendance and recording of minutes for the Foundation board meetings
- Assisting with onboarding and other employment paperwork
- Backup for RecTrac registration and payment processing questions
- Assist HR with coordination of District-wide events for staff
- Maintain and update fixed assets from BS&A and enter into PDRMA's tracking system

With these changes Finance will have eliminated a 0.75 FTE position bringing the total down to 4.75 FTE's. During peak summer months, Finance will utilize a part-time or seasonal position if needed to keep up with increased demands should those arise. The overall net savings of these changes is a reduction of \$33,000 annually.

### Recommended Action

Staff recommends the Board authorize the reclassification of the Administrative Assistant in Finance from an FT2 to an FT1.

Prepared By:

Andrea N. Wallace, CPA  
Director of Finance

Reviewed By:

Joe DeLuce, CPRP  
Executive Director



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** January 13, 2021

**SUBJECT:** GHR Engineers Agreement Modification, Virginia Theatre HVAC Project

### Background

In May, 2020, Park District staff applied for a Public Museum Capital Grant in the amount of \$750,000.00 from the State of Illinois Department of Natural Resources (IDNR) to support the Virginia Theatre HVAC project.

On November 18, 2020, IDNR notified the Park District that it had been awarded the Public Museum Capital Grant in the full amount of \$750,000.00. IDNR subsequently forwarded a grant agreement which the Park District signed and returned along with 50% design drawings for the Illinois Historic Preservation Association (IHPA) to review. Once IHPA has approved the proposed design, the Park District will receive the fully executed agreement back from IDNR. Staff is confident that there will not be any objections at IHPA concerning this project.

The instructions in the original Public Museum Capital Grant application indicated that “No project costs can be incurred until after IDNR approval, except for preliminary engineering and design costs”. For this reason, the Park District initially contracted with GHR Engineers only for professional design services up to and including 50% contract documents, and no further. Following the announcement of the IDNR grant award, the Park District asked GHR to provide a new modified quote to encompass all the professional services needed to move forward with completing the Virginia’s HVAC project.

### Prior Board Action

On March 11, 2020, the Park Board authorized staff to apply for an IDNR Public Museum Capital Grant in the amount of \$750,000.00 to support the Virginia Theatre HVAC project.

On September 9, 2020, the Park Board approved GHR Engineers’ fee proposal for professional services up to and including 50% contract documents.

### Budget Impact

The original Park District agreement with GHR for professional services was for \$67,879.00. The proposed fee modification—for 100% construction documents, bidding assistance, and contract administration—adds \$62,415.00 to that agreement amount.

Ultimately, the total modified expense of \$130,294.00 for GHR’s professional services would be reimbursable by the IDNR grant.

### Recommendation

Staff recommends the Park Board authorize the Executive Director to modify the existing agreement with GHR Engineers and Associates to provide additional professional services in the amount of \$62,415.00 for the completion of the Virginia Theatre HVAC project.

Prepared by:

Steven Bentz  
Director, Virginia Theatre

Reviewed by:

Joe DeLuce, CPRP  
Executive Director

JW Aquino, AIA  
President January 6, 2021

LE McGill, PE, LEED AP, BD+C  
Executive Vice President

JN Gleason, PE, LEED AP  
Vice President

KM Siuts  
Secretary-Treasurer

Associates  
GW Gaither, CET  
TL Hinton, PE  
DB White, CDT/CCCA

Mr. Bret Johnson  
Grounds and Maintenance Supervisor  
Champaign Park District  
Operations Facility  
2311 West John Street  
Champaign, IL 61821

SUBJECT: 7251 Virginia Theatre Auditorium HVAC System  
Fee Modification

Dear Bret:

This is submitted per our January 5, 2021 phone conversation.

The District has opted to include replacement of RTU-1 in this project. Based on a Vendor quote for a high capability replacement, this will add \$65,000 to the construction cost estimate.

Attached is a revised project cost estimate with the replacement cost of RTU-1 incorporated.

You'll see the project budget becomes just under 1.3 million and the fixed basic fee becomes \$130,294.

The fee arrangement currently in place between GHR and the District only carried services through 50% CD. Now that the Construction Grant has been awarded, we proposed extending our basic services to cover:

100% CD  
Bidding  
Contract Administration

The "new" fee with RTU replacement is \$130,294. Since we're already under contract for \$67,879, we propose to increase our basic fee by \$62,415 to that new total.

The Terms and Conditions (dated October 6, 2020) will be unchanged other than to add the following as Basic Services on page 6:

100% Construction Documents  
Bidding Assistance  
Contract Administration

and the following to Additional Services on page 6:

- Assistance with Act-On-Energy Incentives
- Site Observation
- Change to Previously-Accepted Documentation
- Change Orders that are not Engineer-Requested

At this point, we will try and stay on the original schedule dated October 21, 2020. Since we now need to engage structural expertise related to the RTU-1 installation, we may have to add a couple weeks to the schedule. This will come into focus at the 50% CD review meeting. We submit January 19, 2021 and should schedule a review on or before January 26, 2021.

If this is acceptable, please sign and return one copy for our records.

Proposed By:

Accepted By:



James N. Gleason, PE  
Vice President

\_\_\_\_\_  
Name \_\_\_\_\_ Title \_\_\_\_\_  
Date \_\_\_\_\_  
Champaign Park District

JNG/smh

Attachment:

Revised Project Cost Estimate January 6, 2021

Revised January 6, 2021 (Add RTU-1)  
 Revised December 24, 2020  
 November 17, 2020

GHR No. 7251

HVAC Study - Virginia Theatre  
 Champaign Park District

Revised Project Cost Estimate	Was	DD	Revised
Construction Cost Estimate. Base Bid plus Alternates. All Work.	\$839,000	\$868,000	\$933,000
Design Contingency 6.325% (was 10%)	\$83,900	\$54,901	\$61,401
Subtotal "A"	\$922,900	\$922,901	\$994,401
Bid Contingency 5%	\$46,145	\$46,145	\$49,720
Subtotal "B"	\$969,045	\$969,046	\$1,044,121
Construction Contingency 10%	\$96,905	\$96,905	\$104,412
Subtotal "C"	\$1,065,950	\$1,065,951	\$1,148,533
A/E Fees (CDB Group 1R) 12% Applied to Subtotal B plus 5,000 for PA	\$116,285	\$121,285	\$130,294
Reimbursable Expenses			
Structural Analysis - Allowance	\$7,000	\$7,000	\$10,000
Printing - Allowance	\$1,000	\$1,000	\$1,000
Advertising	\$1,000	\$1,000	\$1,000
Site Observation - Based on 12 Weeks Construction	\$5,000	\$5,000	\$5,000
Total	\$1,196,235	\$1,201,236	\$1,295,827



Revised January 6, 2021 (Add RTU-1)  
Revised December 24, 2020  
November 17, 2020

GHR No. 7251

HVAC Study - Virginia Theatre  
Champaign Park District

Estimated Ameren Incentives	
Demand Controlled Ventilation	\$1,649
Gas Boilers	\$7,000
VFD on Motors	\$2,812
Gas Boiler controls	\$1,500
Unitary and Split Air Conditioning System	\$1,600
RTU	\$900
Total	\$15,461

Notes:

1. Used design contingency to fund increase in construction cost estimate.
2. The PA fee of \$5,000 increased the basic fee beyond the 12% figure.



## **REPORT TO PARK BOARD**

**FROM:** Joe DeLuce, Executive Director

**DATE:** December 21, 2020

**SUBJECT:** Approval of Ordinance No. 651 - Providing for the Disposal of Personal Property Owned by the Champaign Park District of Champaign County

### Background

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

CPD's standard suggests that items valued over \$1,000 at the time of their original purchase be declared surplus by the Board prior to disposal. Items with an unknown original purchase price may also be included in the request.

### Prior Board Action

None

### Budget Impact

Any proceeds received from the sale of these items will be put back into the Capital Improvement Fund as special receipts.

### Recommended Action

Staff recommends the Board adopt Ordinance No. 651 - An Ordinance providing for the disposal of personal property owned by the Champaign Park District of Champaign County, which will allow for the disposal of equipment as listed on Attachment A.

Prepared by:  
Dan Olson  
Director of Operations

Reviewed by:  
Nate Massey  
Special Projects Supervisor



## **ATTACHMENT A**

### **Fair Play Baseball/Softball Scoreboards – Quantity 2**

Original Purchase - \$4,734.00 each

At Zahnd Park, replaced old and updated with new LED Scoreboards – Same brand and controller as all other District Scoreboards, except for Zahnd football.

### **2002 C25 Chevrolet Silverado w/ utility bed (3/4 ton)**

Original Purchase - \$26,100. Used by Operations throughout the District. Fair condition. Replaced.

### **2009 Dodge Grand Caravan**

Original Purchase - \$20,885. Used by Administrative employees throughout the District. Fair condition.

### **2010 Suretrac Trailer**

Original Purchase - \$4,950. Used by Operations throughout the District. Fair condition.

### **Pottery Wheel – Brent Model J**

Original Purchase - \$400 approx.

Used for programming at Springer Cultural Center. Needs work and already at capacity for room.

### **Two Metal Tables – One folding.**

Original Purchase - Unknown

Used for Springer Cultural Center programming and storage. Folding table is unsafe and non-folding is no longer needed and taking up space where equipment can be stored.

### **Vacuums (Qty. 2) – Minute Man MPV and Castelite Trac**

Original Purchase – Unknown but most likely over \$1,000. In poor condition and have been replaced. Used for Springer Cultural Center janitorial.

**ORDINANCE NO. 651**

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

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

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

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

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

Section 2. The items of personal property to be conveyed, sold, or disposed of are listed in Attachment A.

**PASSED AND APPROVED** by three-fifths vote of the Board of Commissioners of the Champaign Park District this 13<sup>th</sup> day of January, 2021.

**APPROVED:**

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

**ATTEST**

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

Printed Name



## **REPORT TO PARK BOARD**

**FROM:** Joe DeLuce, Executive Director

**DATE:** January 13, 2021

**SUBJECT:** Pickleball and Tennis Court Discussion

### **Background**

The District currently has twenty-four (24) outdoor tennis courts with pickleball court lines added to eleven (11) tennis courts and one stand-alone pickleball court at Hessel Park. The demand for stand-alone pickleball courts is growing with more players using our outdoor courts. The District has also added three (3) indoor pickleball courts to the Leonhard Recreation Center, in addition to the six (6) indoor tennis courts at the Dodds Tennis Center.

Staff toured local area pickleball courts in Normal, Bloomington and Morton. Each of these cities had in the last few years added outdoor stand-alone pickleball courts. These Departments or Park Districts converted tennis courts to pickleball courts as two (2) tennis courts can be converted to six (6) individual pickleball courts. Bloomington converted its roller hockey rink into eight (8) stand-alone pickleball courts and was the only agency that included a shelter in its design. Staff from Normal and Morton have received requests to add a shelter at their court locations. Each of the staff from these communities confirmed the increase in pickleball players when these courts were added to their parks.

### **Court Recommendations**

#### **Spalding Park**

The park currently has four (4) tennis courts which are in very poor condition. Staff have been working with Unit 4 to partner on adding two (2) additional tennis courts and on resurfacing the current four courts along with new fencing and lights.

- Recommendation: Renovate the four (4) existing courts and Unit 4 has agreed to share the cost to add two additional courts so the Central Tennis Team would move from Lindsay Courts to Spalding Park Courts. The estimated costs for the additional courts and resurfacing the existing four courts, installing a new fence around six courts and adding new lights is \$500,000 to \$600,000.

#### **Hessel Park**

The park currently has four (4) tennis courts and one pickleball court. Public restrooms and a shelter are located next to the current courts.

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

- Recommendation: The current stand-alone pickleball court can be expanded into two (2) stand-alone pickleball courts. The tennis practice wall would be moved to the last west court to make room for the pickleball court expansion. One (1) of the existing tennis courts could be converted into four (4) pickleball courts which would potentially establish six (6) pickleball courts at Hessel Park. We would not be adding any additional asphalt to the site but would increase the number of pickleball courts, repaint the existing pickleball court and the tennis court next to it, add a fence in the middle of the 6 courts, add new nets and standards for pickleball, and the overall cost should be under \$20,000 to \$30,000.
  - Adding the additional courts at Hessel would meet the immediate need for additional pickleball courts and would allow more time to develop additional courts as they are needed.

### **Parkland College Tennis Courts**

Parkland College currently has six (6) asphalt tennis courts that are fenced in but do not have lights.

- The courts are in very poor condition and would need resurfacing, color coating for pickleball, and the installation of new pickleball nets and standards for eighteen (18) to twenty (20) courts. The fence may need some repairs and we would want to add windscreen on the fencing to help prevent the wind from affecting the pickleball. The cost to renovate the six (6) courts and set up for pickleball would cost approximately \$300,000 to \$400,000
- Parkland College staff has shown interest in a possible partnership and we will be meeting over the next few weeks to discuss the possibilities for the use of the tennis courts for our residents.

**OR**

### **Zahnd Park**

This park offers parking spaces, restrooms, and a small shelter nearby.

- The space would allow for nine (9) to twelve (12) pickleball courts or possibly one (1) tennis court due to the lack of tennis courts in southwest Champaign.
- The possible location would be situated south of the parking lot between the parking lot and the football field.
- The estimated cost to construct new courts at Zahnd Park would be \$300,000 to \$400,000.

### **Comments from local pickleball court players on the additional courts at Hessel Park and possible new courts at Parkland College**

- *“Thanks Joe, we would support the courts at Parkland as long as there are bathrooms, a pavilion of some sort would be nice but bathrooms are essential. 6*

*courts at Hessel also sounds good. I have played on courts laid out as you describe and they work fine. Would be glad to look at final proposed layout when available.”*

*-Don Block*

- *“Sounds great. I will send you an email from Bonita Bay showing the problems. They are building 4 new courts.” -Jack Kameron*
- *“With lots of wind shields!! Parkland does have parking lot (not sure about restrooms always being open) similar to Zahnd Park, which is essential. I’ll defer to my mentor and fellow pickleball player (although we didn’t get to play today when we’re at Hessel Park over the lunch hour!) for his thoughts.”*

### **Park Board Direction**

1. Staff is seeking direction on working with Unit 4 on the six (6) tennis courts at Spalding Park.
2. Staff is seeking direction on expanding the pickleball courts at Hessel Park without adding any new asphalt.
3. Staff is seeking direction on a plan to add pickleball courts at Parkland College or Zahnd Park.

Prepared by:

Joe DeLuce, CPRP  
Executive Director