



**AGENDA
REGULAR BOARD MEETING
REMOTE MEETING HELD VIA TELECONFERENCE**

(As permitted by Governor Pritzker's Executive Order 2020-07, reissued and extended in 2021-11, 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=b0dtNHNmelpiYit1cTg1cXdISXRUZz09>

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, June 9, 2021, and sent to joe.deluce@champaignparks.org.

**Wednesday, June 9, 2021
7:00 P.M.**

A. CALL TO ORDER

B. COMMENTS FROM THE PUBLIC

C. COMMUNICATIONS

D. TREASURER'S REPORT

1. Consideration of Acceptance of the Treasurer's Report for the Month of May 2021

E. EXECUTIVE DIRECTOR'S REPORT

1. General Announcements

F. COMMITTEE AND LIAISON REPORTS

1. Champaign Parks Foundation

G. REPORT OF OFFICERS

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

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.

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 Annual and Regular Board Meetings, May 12, 2021
2. Approval of Minutes of the Special Board Meeting, May 26, 2021
3. Approval of ESS Agreement for Janitorial Services at Dodds Tennis Center

I. NEW BUSINESS

1. Approval of Disbursements
Staff recommends approval of the list of disbursements for the period beginning May 12, 2021 and ending June 9, 2021. **(Roll Call Vote)**
2. Approval of an Agreement with the Central Illinois Youth Football League (CIYFL)
Staff recommends approval of a three-year agreement with CIYFL to coordinate the youth football league. **(Roll Call Vote)**
3. Evaluation of Proposal by City of Champaign Regarding Sidewalk Adjacent to the Martens Center (Action)
Staff recommends accepting the offer from the City of Champaign to pay \$15,000 towards a new five-foot sidewalk in front of the new Martens Center. **(Roll Call Vote)**

J. OLD BUSINESS

1. Approval of Resolution Ratifying Change Order No 2 for the Martens Center Construction
Staff recommends approval of a resolution ratifying Change Order 2 to the Broeren Russo construction contract for the Martens Center in the amount not to exceed \$60,000.00. **(Roll Call Vote)**

K. DISCUSSION ITEMS

1. Strategic Plan – 4th Quarter Updates

L. COMMENTS FROM COMMISSIONERS

M. ADJOURN

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

May 12, 2021

The Champaign Park District Board of Commissioners held the Annual Meeting and Regular Board Meeting on Wednesday, May 12, 2021 at 7:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, and online due to President Hays' determination that an in-person meeting or a meeting conducted pursuant to the Open Meetings Act was not practical or prudent because of the COVID-19 disaster. The Regular Board Meeting occurred pursuant to published notice duly given. President Hays presided over the meeting prior to the election of officers and President Miller presided over the meetings following the election of officers. The seven 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 Miller 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, May 12, 2021 to be sent to the Executive Director of the Park District at: joe.deluce@champaignparks.org. There were no email comments or questions submitted by citizens for consideration by the Board.

Present in person: President Craig W. Hays, Commissioners Barbara J. Kuhl and Jane L. Solon, Attorney Guy C. Hall, Treasurer Brenda Timmons, Joseph C. DeLuce, Executive Director, and Jarrod Scheunemann, Secretary and Assistant to the Executive Director,

Present electronically: Vice President Kevin J. Miller, Commissioners Barbara J. Kuhl and Timothy P. McMahon.

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, Jimmy Gleason, Director of Revenue Facilities, Steven Bentz, Director of the Virginia Theatre, and Katherine Hicks, Douglass Park Manager.

Jean Flood from the League of Women's Voters was also electronically in attendance.

Call to Order

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

Swearing-in of New Commissioners

The certification of election results was provided to the Board. Attorney Hall administered the Oath of Office to elected Park Board Commissioners Craig W. Hays and Jane L. Solon.

Election of Officers

Election of President

Commissioner Kuhl made a motion to nominate and elect Kevin J. Miller for the office of President. The motion was seconded by Commissioner Hays. There were no other nominations. Upon roll call, the vote was as follows: Commissioner McMahon – yes; President Hays– yes; Vice President Miller – yes; Commissioner Solon – yes; and Commissioner Kuhl – yes. The motion passed 5-0.

Election of Vice President

Commissioner Solon made a motion to nominate and elect Craig W. Hays for the office of Vice President. The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; President Miller– yes; Commissioner Solon – yes; Commissioner McMahon – yes; and Commissioner Hays – yes. The motion passed 5-0.

Appointment of Officers

Appointment of Secretary, Assistant Secretary, and Treasurer

Vice President Hays made a motion that Jarrod Scheunemann be appointed as Secretary of the Champaign Park District. The motion was seconded by Commissioner Kuhl. There were no other nominations. Upon roll call, the vote was as follows: Commissioner McMahon – yes; Vice President Hays– yes; Commissioner Solon – yes; Commissioner Kuhl – yes; and President Miller – yes. The motion passed 5-0.

Commissioner Solon made a motion that Joseph C. DeLuce be appointed as Assistant Secretary of the Champaign Park District. The motion was seconded by Vice President Hays. There were no other nominations. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Commissioner McMahon – yes; Vice President Hays – yes; Commissioner Solon – yes; and President Miller – yes. The motion passed 5-0.

Commissioner Kuhl made a motion that Brenda Timmons be appointed as Treasurer of the Champaign Park District. The motion was seconded by Commissioner Solon. There were no other nominations. Upon roll call, the vote was as follows: Vice President Hays – yes; Commissioner Kuhl – yes; Commissioner Solon – yes; Commissioner McMahon – yes; and President Miller – yes. The motion passed 5-0.

Attorney Hall then administered the Oaths of Office to Secretary Jarrod Scheunemann, Assistant Secretary Joseph C. DeLuce, and Treasurer Brenda Timmons.

Appointment of Board Member to Boards and Committees

Commissioner Solon made a motion to nominate President Miller to the Champaign Parks Foundation Board. The motion was seconded by Vice president hay. There were no other nominations. Upon roll call, the vote was as follows: Commissioner Solon – yes; Commissioner Kuhl – yes, Vice President Hays – yes; Commissioner McMahon – yes; and President Miller – yes. The motion passed 5-0.

Adjourn

There being no further business to come before the meeting, Vice President Hays made a motion to adjourn the meeting. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; President Miller – yes; Commissioner McMahon – yes; Vice President Hays – yes; and Commissioner Solon – yes. The motion passed 5-0. The Annual Meeting was adjourned at 7:09 p.m.

Approved:

Kevin J. Miller, President

Jarrod Scheunemann, Secretary

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

May 12, 2021

The Champaign Park District Board of Commissioners held the Annual Meeting and Regular Board Meeting on Wednesday, May 12, 2021 at 7:09 p.m. immediately following the Annual Meeting at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, and online due to President Miller's 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 Miller presided over the meeting. The seven 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 Miller 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, May 12, 2021 to be sent to the Executive Director of the Park District at: joe.deluce@champaignparks.org. There were no email comments or questions submitted by citizens for consideration by the Board.

Present in person: Vice President Craig W. Hays. Commissioners Barbara J. Kuhl and Jane L. Solon, Attorney Guy C. Hall, Treasurer Brenda Timmons, Joseph DeLuce, Executive Director, and Jarrod Scheunemann, Secretary and Assistant to the Executive Director,

Present electronically: President Kevin J. Miller, Commissioners Barbara J. Kuhl and Timothy P. McMahon.

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, Jimmy Gleason, Director of Revenue Facilities, Steven Bentz, Director of the Virginia Theatre, Amanda Carrington, CUSR Center Receptionist, and Katherine Hicks, Douglass Park Manager.

Jean Flood from the League of Women's Voters was also electronically in attendance.

Call to Order

President Miller called the meeting to order at 7:09 p.m.

Comments from the Public

None.

Communications

President Miller called attention to the communications, which had been distributed to the Board members by email.

Treasurer's Report

Ms. Timmons presented the Treasurer's Report for the month of April 2021. She highlighted several items, including a \$960,000 transfer of previously received donations from the Parks Foundation to address Martens Center construction expenses, the receipt of a check for \$472,000 from the Illinois Department of Natural Resources to fulfill half of its grant award for the sound system upgrade at the Virginia Theatre, and other routine matters.

Vice President Hays requested clarification on the purpose of the transfer from the Parks Foundation. Ms. Wallace responded that the transfer of previously received donations for the Martens Center would be utilized to pay contractors for the construction of the Martens Center.

Commissioner Solon made a motion to accept the Treasurer's Report for the month of April 2021. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Commissioner McMahon – yes; President Miller – yes; Commissioner Kuhl – yes; Commissioner Solon – yes; and Vice President Hays – yes. The motion passed 5-0.

Executive Director's Report

General Announcements

Mr. DeLuce encouraged Park Board members and staff to attend the Martens Center Ground Breaking Ceremony at 4:00 p.m. on Thursday, May 20, 2021.

Mr. DeLuce stated that staff are working on a brief update about the Heritage Lake shoreline stabilization project. He noted that water levels had risen and that Mr. Weiss is working with the contractor on plant and landscaping maintenance.

Mr. DeLuce reported that staff is anticipating an announcement from the Governor about moving the State of Illinois into the Bridge Phase of COVID-19 mitigation. He noted that staff is diligently working to hire and train seasonal lifeguards, day camp leaders, and operations team members according to current protocols.

Committee and Liaison Reports

Champaign Parks Foundation

President Miller reported that the Foundation Board has appointed three new Directors, which fills all vacant Parks Foundation seats.

Report of Officers

Attorney's Report

Mr. Hall reported that he was in the process of revising several contracts and policies. He stated he had recently finalized an agreement with Reliable Plumbing for the Virginia Theatre's HVAC system upgrade. Overall, he noted many ongoing Park District matters that the firm is addressing.

President's Report

President Miller deferred his report to Vice President Hays due to his new appointment in the President's role. Vice President Hays reported that staff had sent a letter to the City requesting a distribution from its American Rescue Plan Act funds. Vice President Hays also provided an update on recent meetings with City staff to discuss a sidewalk replacement waiver related to the Martens Center project.

Consent Agenda

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

1. Approval of Minutes of the Regular Board Meeting, April 14, 2021.
2. Approval of Minutes of the Special Board Meeting, April 28, 2021.
3. Approval of Updates to the Recording and Disposal of Closed Session Minutes Policy

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

New Business

Approval of Disbursements

Commissioner Solon made a motion to approve the list of disbursements for the period beginning April 14, 2021 and ending May 12, 2021. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: President Miller – yes; Commissioner Kuhl – yes; Commissioner McMahon – yes; Vice President Hays – yes; and Commissioner Solon – yes. The motion passed 5-0.

Approval of Bid for Playground Surfacing

Mr. DeLuce presented the report. He stated that staff recommended accepting the lowest responsible bid and authorize the Executive Director to proceed with purchasing playground surfacing mulch from J & L Morris Trucking, LLC at a bid price of \$17.50 per cubic yard, or \$35,000 using the bid multiplier.

Commissioner Solon made a motion to approve accepting the lowest responsible bid and authorize the Executive Director to purchase playground surfacing mulch from J & L Morris Trucking, LLC at a bid price of \$17.50 per cubic yard, or \$35,000 using the bid multiplier. The motion was seconded by Commissioner Kuhl. Upon roll call, the vote was as follows: Commissioner McMahon – yes; Vice President Hays – yes; Commissioner Kuhl – yes; Commissioner Solon – yes; and President Miller – yes. The motion passed 5-0.

Approval of Entering into an Agreement for Dental and Life Insurance Benefits

Ms. Hoggatt presented the report. She indicated that staff received a proposal from Mutual of Omaha and Principal Financial Group. Life insurance bids between the two providers offered the same estimated price and services. Ms. Hoggatt noted that Principal Financial Group submitted a dental insurance proposal that would reduce Park District expenses for dental insurance by six (6) percent. She also explained that the Board's recent approval of the conversion of FT2 positions to FT1 status increases the number of employees receiving dental and life insurance coverage. Therefore, staff recommended the Board approve a one (1) year agreement with Principal Financial Group for dental and life insurance benefits beginning June 1, 2021 through May 31, 2022 for an estimated cost savings of \$423.

Commissioner Kuhl requested clarification on the Park District's dental and life insurance premium payments. Ms. Hoggatt responded that the Park District provides dental and life premium coverage for its employees only. Staff are responsible for 100% of the dental premium for spouses and dependents, and they have the option to purchase additional life insurance coverage for themselves or partial life insurance coverage for spouses and dependents.

Commissioner Kuhl asked if IMRF offered life insurance benefits. Ms. Hoggatt responded that she would investigate and report back to the Board. Discussion ensued.

Commissioner Solon requested clarification about the portability of the life insurance plan. Ms. Hoggatt responded that it is portable with a supplemental rate increase.

Commissioner Solon made a motion to approve entering into a one (1) year agreement with Principal Financial Group for dental and life insurance benefits beginning June 1, 2021 through May 31, 2022. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; President Miller – yes; Vice President Hays – yes; Commissioner Solon – yes; and Commissioner McMahon – yes. The motion passed 5-0.

Discussion Items

Spalding Tennis Courts

Mr. DeLuce presented the report. He stated that staff are working with Unit 4 on an amendment to the Park District's intergovernmental agreement with Unit 4 at Spalding Park to include the tennis courts project. Mr. DeLuce highlighted the terms of the draft amendment and requested Park Board member feedback. Discussion ensued.

Commissioner Kuhl requested that a not to exceed limitation be added to the agreement. Discussion ensued.

President Miller and Vice President Hays requested that future maintenance expenses and shared use of the tennis courts be defined in the agreement. Discussion ensued.

The Commissioners came to consensus that Attorney Hall will proceed with developing a new intergovernmental agreement with Unit 4 for the Spalding Tennis Courts project.

Pickleball Complex

Mr. DeLuce proposed several locations to install a pickleball complex within the community. He offered the advantages and disadvantages of six (6) potential sites: near Dodds Park 4-Plex, Dodds Park Soccer Complex, Seaman Field at Centennial Park, Zahnd Park, Carle at the Fields in partnership with the YMCA, Morrissey Park, and at Parkland College's tennis courts. Discussion ensued.

Mr. DeLuce added that staff has bid the resurfacing of Hessel Park's tennis courts to include two stand-alone pickleball courts with striping for two additional courts. The local pickleball club would purchase and maintain portable nets to use with the newly striped courts. He noted that the Hessel Park courts would now include six stand-alone and four combination pickleball courts. Discussion ensued.

Mr. DeLuce requested that the Board determine its priority locations in order for staff to develop cost estimates. Discussion ensued.

The Commissioners came to consensus for staff to investigate cost estimates for the installation of a pickleball complex at Parkland College's tennis courts, Carle at the Fields in partnership with the YMCA, and Seaman Field at Centennial Park.

Comments from Commissioners

Commissioner Solon welcomed President Miller as the new Board President and recognized Vice President Hays for his years of service as President of the Park Board.

Vice President Hays congratulated President Miller on his election as President.

Commissioner McMahan congratulated Commissioner Solon and Vice President Hays for being elected to serve on the Park Board for another term.

Adjourn

There being no further business to come before the Board, Vice president hay made a motion to adjourn the meeting. The motion was seconded by Commissioner McMahan. Upon roll call, the vote was as follows: Commissioner Solon – yes; Commissioner Kuhl – yes; President Miller – yes; Commissioner McMahan – yes; and Vice President Hays – yes. The motion passed 5-0. The Annual Meeting was adjourned at 8:24 p.m.

Approved:

Kevin J. Miller, President

Jarrod Scheunemann, Secretary

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

May 26, 2021

The Champaign Park District Board of Commissioners held a Special Board Meeting on Wednesday, May 26, 2021 at 5:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, and online due to President Miller's determination that an in-person meeting or a meeting conducted pursuant to the Open Meetings Act was not practical or prudent because of the COVID-19 disaster. The Special Board Meeting occurred pursuant to published notice duly given. President Miller presided over the meeting. The seven 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 Miller 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, May 26, 2021 to the Executive Director of the Park District at: joe.deluce@champaignparks.org. There were no email comments or questions submitted by citizens for consideration by the Board.

Present in person: Vice President Craig W. Hays, Commissioners Barbara J. Kuhl and Jane L. Solon, Attorney Guy C. Hall, Joseph DeLuce, Executive Director, and Jarrod Scheunemann, Assistant to the Executive Director / Secretary.

Present electronically: Vice President Kevin J. Miller, Commissioner Timothy P. McMahon, and Treasurer Brenda Timmons.

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

Jean Flood of the League of Women's Voters was also electronically in attendance.

Call to Order

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

Comments from the Public

None.

New Business

1. Approval of Bids for Tuckpointing and Emergency Exit Replacement at the Virginia Theatre
Mr. Johnson presented the report. He explained the location of and reasons for tuckpointing and emergency exit repairs. Mr. Johnson summarized staff's recommendation to decline alternate #1, which would subtract the allowed coating system for a standard coating system for the emergency exit. He also shared that only one bid was received for this project despite strong attendance at the pre-bid meeting.

Commissioner Solon made a motion to approve awarding the bid to the sole bidder that meets all required specifications, Grunloh Construction, Effingham, IL, for the base bid amount, of \$149,000, to reject the alternate bid, and authorize the Executive Director to enter into the contract. The motion was seconded by Commissioner Kuhl. Upon roll call, the vote was as follows:

Commissioner McMahon – yes; Vice President Hays – yes; Commissioner Kuhl – yes; Commissioner Solon – yes; and President Miller – yes. The motion passed 5-0.

2. Approval of Bids for the Renovation of Lindsay Tennis Courts

Mr. Olson reported that the renovation of the Lindsay Tennis Courts would include the replacement of the subbase material and asphalt surface, which is standard practice when a tennis court reaches the end of its twenty-five (25) year life expectancy. He noted that two bids were received from paving companies listed subcontractors for the final surfacing of the eight (8) courts. Mr. Olson added that the project bids exceeded the allocation in the capital budget by \$75,819 and the overage would be accounted for with bond proceeds if approved by the Board. Ms. Wallace highlighted requirements to spend the annual accumulation of bond funds by the end of November, 2021. Discussion ensued.

Commissioner Solon asked for more information about the project timeline and its impact on local tennis programs and tournaments. Mr. DeLuce responded that staff were working to shift impacted programs and rentals to other Park District facilities.

Commissioner Kuhl requested clarification about the bid specifications related to gate upgrades. Mr. Olson verified that the project included upgrades to four gates that are located within the tennis complex's interior. Discussion ensued.

Commissioner McMahon made a motion to approve accepting the low, responsible bid and authorize the Executive Director to enter into a contract with Open Road Paving for a total of \$546,819.24. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Vice President Hays – yes; Commissioner Solon – yes; and President Miller – yes; and Commissioner McMahon -yes. The motion passed 5-0.

3. Approval of Bid for Resurfacing Pickleball Courts at Hessel Park

Mr. Olson presented an overview of the project, highlighting the pickleball court locations on a map of the Hessel Park tennis courts. He stated that the project would modify the existing stand-alone pickleball court into two stand-alone pickleball courts including a fence to separate the two courts. Mr. Olson added that lines would be painted for two additional stand-alone pickleball courts and that the local pickleball players would supply portable pickleball nets to temporarily convert these tennis courts into two additional stand-alone pickleball courts when needed.

Discussion and clarifications ensued about the district-wide tennis court construction schedule and redirecting play, programming, and rentals during construction.

Commissioner McMahon made a motion to approve accepting the low, responsible bid and authorize the Executive Director to enter into a contract with All Weather Courts for a total of \$27,837. The motion was seconded by Commissioner Kuhl. Upon roll call, the vote was as follows: Vice President Hays – yes; Commissioner Solon – yes; Commissioner Kuhl – yes; President Miller – yes; and Commissioner McMahon - yes. The motion passed 5-0.

4. Approval of Change Order No 2 for the Martens Center Construction

Mr. DeLuce presented the report. He stated that the Board and staff are working with Ratio, Broeren Russo, Duce Construction, and Midwest Engineering and Testing, Inc. (MET) on continued unsuitable soil conditions at the Martens Center construction site. Mr. DeLuce expressed Board and staff concerns about the lack of communication from the general contractor and the need to adhere to the Park District's contractual change order requirements. Discussion ensued.

Commissioners Hays and Solon requested more information from the architect, general contractor, and MET. Mr. DeLuce stated that staff would schedule a follow up meeting. Discussion ensued.

Commissioner Kuhl requested clarification about Ratio and Broeren Russo's reporting process, schedule for on-site meetings, and review of work. Mr. Weiss responded that Broeren Russo provides weekly reports and that Ratio and MET are frequently on-location. Discussion ensued.

Commissioner Kuhl requested a letter be sent to the general contractor addressing the Board's concerns. Vice President Hays addressed the need for Broeren Russo's acknowledgement of the terms in writing. Discussion ensued.

Vice President Hays made a motion to table the approval of Change Order No 2 for the Martens Center Construction. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Commissioner Solon – yes; President Miller – yes; Commissioner McMahan – yes; and Vice President Hays - yes. The motion passed 5-0.

5. Approval of an Agreement with Nyhart for Actuarial Valuation Services for FY21-FY22

Ms. Wallace presented the report. She stated that offering health insurance to retirees and their spouses at cost is a requirement of participating in IMRF. Ms. Wallace noted that the Park District is required to conduct a complete valuation in year one and a partial evaluation in year two of the agreement.

Commissioner Kuhl requested more information on the requirements and obligations of the Park District. Discussion ensued.

Vice President Hays made a motion to approve authorizing the Executive Director to execute the Service Agreement with The Howard E Nyhart Company for actuarial services for the two fiscal years ending April 30, 2021 and 2022. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Commissioner McMahan – yes; President Miller – yes; Commissioner Kuhl – yes; Vice President Hays – yes; and Commissioner Solon - yes. The motion passed 5-0.

Discussion

1. New Policy – Telecommuting Policy and Procedure

Mr. Scheunemann presented the report. He requested feedback and direction from the Board related to the Telecommuting Policy and Procedure it had previously discussed at the January 27, 2021 Special Board Meeting.

Commissioner Kuhl asked Mr. DeLuce for his assessment of remote work during the pandemic. Mr. DeLuce responded that staff had risen to the challenge, but in-person interactions have distinct advantages.

President Miller requested updates related to staff's internet connectivity at home and clarification on staff's associated expenses. Discussion ensued.

The Board agreed to review the policy and procedure and provide additional comments if necessary.

Comments from Commissioners

Commissioner Solon requested correct updated photos be sent to the news media, and she was happy to see the Sholem Aquatic Center would be opening soon.

Vice President Hays anticipates increased park usage this summer and encourages staff to prepare for the extra trash and litter. He also mentioned a request he had received for mile markers at Porter Park.

President Miller thanked the Board and staff for a successful Martens Center Ground Breaking Ceremony.

Adjourn

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

Approved

Kevin J. Miller, President

Jarrod Scheunemann, Secretary



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: June 1, 2021

SUBJECT: Dodds Tennis Center Janitorial Service Contract Renewal

Background

In 2019 the Board approved a two (2) year contract with the option to renew for one (1) additional year with ESS Clean, Inc., for Dodds Tennis Center janitorial service.

The bid amount and amount spent for this service is detailed below:

Contract Year	Base Bid Annual Amount	Alternate 1 Capet Cleaning	Alternate 1 Fabric Covered Furniture Cleaning	Alternate 1 West Wall Dusting	Alternate 2 Additional Services Rate	Actual Amount Spent
2019-20	\$21,130.00	\$175.00	\$175.00	\$150.00	\$20.00/hour	\$18,167.45
2020-21	\$21,130.00	\$175.00	\$175.00	\$150.00	\$20.00/hour	\$16,260.85
2021-22	\$22,176.50	\$184.00	\$184.00	\$157.00	\$21.00/hour	TBD

The actual amount spent for both years was lower than anticipated due to the coronavirus pandemic and facility closures. ESS Clean, Inc., was very accommodating when it came to prorating the cost of service.

ESS Clean, Inc., has confirmed that they would renew the agreement for the additional one (1) year. They have requested an increase of roughly 5 percent to the base bid and each alternate to help cover the increasing minimum wage. The highlighted row above are the new proposed rates.

Prior Board Action

At the August 14, 2019 Regular Board Meeting, the Board authorized the Executive Director to enter the Champaign Park District into a contract with ESS Clean, Inc., of Urbana, Illinois, in the annual base bid amount of \$21,130.00 with Alternate 1 Carpet Cleaning of \$175.00, Alternate 1 Fabric Covered Furniture Cleaning of \$175.00 and Alternate 1 West Wall Dusting of \$150.00 for a total of \$21,630.00. Also accepting and approving Alternate 2 Additional Services Rate of \$20.00/hour on an as needed basis.

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.

Budget Impact

The amount of \$20,872.00 has been allocated for this expenditure in the Service Contracts-Facilities line item of the FY21-22 Dodds Tennis Center budget in addition to \$184.00 for Alternate 1 Carpet Cleaning, \$184.00 for Alternate 1 Fabric Covered Furniture Cleaning and \$157.00 for Alternate 1 West Wall Dusting. The amount of \$1,304.50 will be allocated to the FY22-23 budget.

Recommended Action

Staff recommends Board approval of the one-year renewal option with ESS Clean, Inc., for Dodds Tennis Center janitorial service in 2021-22 with an annual base amount of \$22,176.50 with Alternate 1 Carpet Cleaning of \$184.00, Alternate 1 Fabric Covered Furniture Cleaning of \$184.00 and Alternate 1 West Wall Dusting of \$157.00. Also accepting and approving Alternate Services Rate of \$21.00/hour on an as needed basis.

Prepared by:

Reviewed by:

Stacey A. Cornell, CPRP
Tennis Manager

Jimmy Gleason
Director of Revenue Facilities

CLEANING SERVICE AGREEMENT

CUSTOMER:

**Champaign Park District
Dodds Tennis Center**

CONTRACTOR:

ESS Clean, Inc.

I. SCOPE OF WORK

Contractor agrees to furnish all materials, labor, and equipment in accordance with the contract documents including the attached 2019 Instructions to Bidders, Terms and Conditions, General Scope of Work, Schedule of Janitorial Service and Specifications and Frequencies for the cleaning and maintenance of the Champaign Park District Dodds Tennis Center at 2802 Farber Drive in Champaign, Illinois.

II. CUSTOMER'S RESPONSIBILITY

- A. Submission in writing to the Contractor the names of Park District personnel that will have authority to make changes or additions to the contracted items. Changes or additions made by anyone other than Park District authorized personnel will not be accepted or paid for the by the Park District.
- B. Provide training assistance to Contractor's staff in security protocols and procedures.
- C. Supply all consumable supplies for restrooms to include hand soaps, paper towels, toilet tissue, and trash bags and/or can liners.
- D. Provide storage space for the Contractor to store any necessary supplies, materials and equipment.
- E. Provide such light, water and electricity as are necessary to perform the service. Contractor will use these sparingly.
- F. Establish time and frequency of direct meetings and facility inspections with the Contractor's Project Manager (minimum of one per month).

III. CONTRACTOR'S RESPONSIBILITY

- A. Conduct criminal background investigations on employees hired to perform janitorial service for the Park District.
- B. Provide a Project Manager who shall be responsible for the performance of the contract and remain the Contractor's contact person for the duration of the contract.
- C. Furnish all supplies, materials and equipment necessary for the performance of the janitorial service. Supplies and materials include but are not limited to brooms, brushes, dust cloths, wet and dry mops, sponges, squeegees, disinfectants, glass cleaner, floor polish, waxes, sealant, stripper, metal and furniture polish, and any other compounds necessary to properly maintain the premises. The Contractor shall not use any material or supplies which the Park District determines would be unsuitable for the purpose, or offensive or harmful to any part of the facility, its contents, equipment, employees, or patrons.
- D. Provide all necessary cleaning equipment including, but not limited to, buffing machines, industrial type vacuum cleaners, carpet extractors, and the like needed for the performance of the work of this contract.
- E. Provide to the Park District Safety Data Sheets (SDS) for all chemicals used in the building.
- F. Provide hazardous chemical communications training to the Contractor's personnel.
- G. Properly store all chemicals away from the reach of children and others.
- H. Maintain supplies in a neat and orderly manner in storage room.
- I. Provide adequate field supervision to ensure janitorial staff arrives at assigned post on time and perform their duties throughout their assigned shift.

- J. Report supply needs to Park District staff.
- K. Report any needed repairs to Park District staff on a daily basis.
- L. Report vandalism and/or damage of the facility to Park District staff immediately upon discovery.
- M. Proper use of key and security code of the facility. Responsible for securing facility each time entering or exiting the facility.
- N. Responsible for any breakage, damage or loss by any of the Contractor's employees and agents.
- O. Perform reference and background checks on employees in order to determine, as well as possible, their honesty.
- P. Post in the storage room, rules and regulations governing the Contractor's employees and agents while in the building, and a copy of the cleaning schedule.

IV. INSURANCE PROTECTION

Contractor will keep in effect at all times the following insurance coverage:

- A. Commercial General Liability Insurance with a limit of not less than \$1,000,000 each occurrence
- B. Business Auto Liability Insurance with a limit of not less than \$1,000,000 each accident
- C. Worker's Compensation Insurance
- D. Commercial Umbrella and/or Employers Liability Insurance

Limits of Liability	\$1,000,000	each accident for bodily injury by accident
	\$1,000,000	each employee for bodily injury by disease
	\$2,000,000	aggregate
- E. Contractor shall furnish Park District with Certificate(s) of Insurance naming the Park District as an additional insured before commencement of work.

V. CHANGES IN SPECIFICATIONS

The Customer reserves the right to change the specifications at any time. In this event, Contractor and Customer shall negotiate to determine what price adjustments are to be made.

VI. PAYMENT

Contractor shall submit invoice to the Park District by the 1st Wednesday of the month. Payment will be monthly after Park District Board of Commissioners approval of bills, which is the 2nd Wednesday of each month.

VII. PERIOD OF CONTRACT

Service will commence on **August 28, 2019** and continue until **May 17, 2021** at which time the contract may be renewed for an additional one (1) year. In the event the Contractor fails to perform any of the obligations required or fails to provide the required service in a good workmanlike manner, the Customer may terminate the contract with thirty (30) days written notice.

VIII. SUBSEQUENT EMPLOYMENT

Customer agrees that during the period of ninety (90) days following the termination of this agreement, or any extension thereof, not to employ as maid, matron, night watchman, porter, janitor, janitor foreman or supervisor, any person provided by the Contractor for the performance of this agreement, nor during such ninety (90) day period, knowingly permit or allow any firm, corporation or individual that might be engaged to furnish services of any kind furnished by the Contractor, to employ on Customer's premises any person provided by the Contractor for the performance of this agreement.

IX. CHANGES IN PRICE

Contractor shall provide janitorial services at the bid prices in his/her response to this solicitation for the full term of the contract. Sixty (60) days prior to the expiration of the contract, if both parties

agree to an additional 8½ month contract, the Contractor shall be entitled to negotiate an increase in price.

X. **SERVICE AREA**

The service area includes the entire Dodds Tennis Center facility at 2802 Farber Drive in Champaign, Illinois. Service shall be provided seven (7) days a week (Sunday through Saturday) in accordance with the Specifications and Frequencies (Section V) of the Bid document.

XI. **COST OF SERVICE**

Service will be rendered in accordance with the Specifications and Frequencies (Section V) for a price of:

\$2,485/month

West Wall Dusting (As Needed)

\$150/cleaning

Carpet Cleaning (As Needed)

\$175/cleaning


Fabric Covered Furniture Cleaning (As Needed)

\$175/cleaning

Any additional services requested shall be provided at a rate of **\$20** per hour.

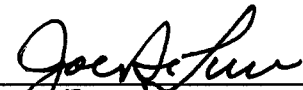
CONTRACTOR

ESS Clean, Inc.
P.O. Box 17067
Urbana, IL 61803-7067


Signed: 
Print: Paul Taylor
Title: President
Date: August 20, 2019

CUSTOMER

Champaign Park District
706 Kenwood Road
Champaign, IL 61821-4112

Signed: 
Print: Joe DeLuca
Title: Executive Director
Date: 8/20/19

ATTEST:

Signed: 
Print: Cindy Harvey
Title: Board Secretary
Date: 8/20/19



REPORT TO PARK BOARD

FROM: Jimmy Gleason, Director of Revenue Facilities

DATE: June 2, 2021

SUBJECT: Central Illinois Youth Football (CIYFL) Contract

Introduction

This contract serves to identify the relationship between to the Champaign Park District (CPD) and CIYFL. CIYFL uses Zahnd football field for games/practices and various neighborhood parks for practices.

Prior Board Action

The last board action was to approve the previous contract which expired June 13th, 2019. It was then amended in April of 2019 and approved by the Board. During Covid the contract then lapsed and was not renewed in 2020 due to cancellation of the league.

Background

The area's youth football league, first known as the Champaign Pee Wee Football program, began with four teams in 1960. The league expanded to five teams in 1967 and to six teams in 1970. In 1977 the league expanded by offering a program for children in the 8th grade and included players from Urbana. Also, in that year, the organization became known as the Champaign-Urbana Youth Football League.

Football games were held at a variety of fields within the community until 1999, when league supporters and the CPD partnered to create CIYFL's home football field at Zahnd Park. The next surge of growth began in 2002 changing the name to the Central Illinois Youth Football League and in 2008, the league further expanded with the addition of a pee wee (3rd & 4th Grade) division.

CPD is responsible for the basic maintenance (mowing, irrigation, fertilizer, trash pickup) of all practice fields and the game field at Zahnd Park. However, CIYFL is directly responsible for all field preparation for game usage at Zahnd Park. All expenses for supplies and labor are coordinated and paid directly by their league. CIYFL communicates with the Sports Division when there are problems, issues, repairs, etc., either beyond their realm of upkeep or those that pertain to the park. Outside of simple administration and agreement logistics, there is very little CPD staff time associated with the CIYFL Program.

Revisions

The substantive changes in the contract from the previous amended contract in April of 2019 include:

- Revised section 4 to include language from section 7 that, "CIYFL shall supply all field preparation labor, equipment, and paint necessary for a football game. Game day preparations will be undertaken by Youth Football volunteers."
- Revised section 5 to include that the Park District will, "Provide limited storage space for CIYFL's game day equipment including paint and field paint applicator at Zahnd."

Budget Impact

The largest financial component of the contract is documenting that CIYFL is responsible for replacing the scoreboard, goal posts, and PA system as necessary due to wear and tear and that the CPD is responsible for general maintenance. This becomes important as the scoreboard ages. However, the scoreboard was recently replaced in 2018 for Zahnd Field.

Recommended Action

Staff recommends approval of a three-year agreement with CIYFL to coordinate the youth football league. Football is a vital aspect of youth recreational sports within the community and CPD should continue to support CIYFL in their efforts to provide a quality program through the usage of park space and fields.

Prepared by:

Reviewed by:

Jimmy Gleason
Director of Revenue Facilities

Joe DeLuce
Executive Director

**AGREEMENT BETWEEN
CENTRAL ILLINOIS YOUTH FOOTBALL LEAGUE AND CHAMPAIGN PARK
DISTRICT**

THIS AGREEMENT is made and entered into effective this _____ of _____
~~2020~~2021, by and between the Champaign Park District, a municipal corporation (hereinafter referred to as "Park District"), whose principal address is 706 Kenwood Road, Champaign, Illinois, and the Central Illinois Youth Football League (hereinafter referred to as "CIYFL") whose principal address is PO Box 3624, Champaign, IL 61826.

WITNESSETH:

In consideration of the mutual covenants and agreements set forth herein, the parties agree as follows:

Section 1 – General Purpose. The purpose of this Agreement between the Park District and CIYFL is to provide the terms and conditions for the use of the Park District football field for league play and designated park sites for practices, define operational and maintenance responsibilities, and identify responsibility for costs.

Section 2 – Term. This Agreement shall be in effect for a period of three (3) years from the date the Agreement is executed by both parties.

Section 3 – Permitted Uses. The football field shall be used and occupied by CIYFL only for the purpose of league play for select dates as mutually agreed upon by the Parties. ~~Champaign-The~~ Park District shall have first right of field use.

Section 4 –Contractor’s Responsibilities. CIYFL shall:

- A. Provide a master practice schedule request for all Park District sites no later than July 21 each year ~~for the fall season and no later than March 1 for the spring season-~~
- B. Provide a master game schedule request no later than August 1 each year ~~for the fall season and March 10 for the spring season.~~
- C. Execute a Rental Agreement Form for all related practice and game uses no later than ~~August 1 each year~~the above dates.
- D. Adhere to the parking regulations at each site (i.e. parking only in designated parking areas, no grass parking). On game days, CIYFL ~~will~~shall be permitted to use the Zahnd Parking lot. ~~They will also be able to park in and~~ the designated area between the parking lot and football field as weather permits. Parking along Staley Road ~~will~~shall not be permitted.
- E. Report all accidents or unsafe conditions to the Park District Risk Manager.
- F. Provide names and phone numbers of at least three contact persons for the league.

- G. Provide at least eight weeks advance request and completed Rental Agreement for any special event, tournament, or similar activity other than typical league play and practice.
- H. Promote the Park District as a partner of the Youth Football program on the CIYFL website and in other marketing materials to be mutually agreed upon by both parties.
- I. Not construct or erect any structure (tent, scoreboard, tower, or anything of a similar kind) without prior written authorization from the Park District Sports Manager or ~~his/her~~their designee.
- J. Not sublet or rent any Park District field. Usage by any group other than CIYFL must be obtained through the Park District, with all fees for such use retained by the Park District.
- ~~J.K.~~ CIYFL shall supply all field preparation labor, equipment, and paint necessary for a football game. Game day preparations will be undertaken by Youth Football volunteers.
- ~~K.L.~~ Reimburse the Park District for any additional field maintenance or labor requested of the Park District, with charges based on material cost and personnel costs.
- ~~L.M.~~ Not engage in any field maintenance without prior written authorization from the Park District ~~Sports Manager Grounds Supervisor-~~ or ~~his/her~~their designee. This includes mowing as well as pesticide, herbicide, or any other chemical application.
- ~~M.N.~~ By obtaining any permanent equipment and installing it at Zahnd Park, CIYFL acknowledges that such equipment becomes the property of the Park District upon installation. This ~~will~~shall include without limitation, scoreboards, goal posts, public address systems and irrigation lines. Park District shall be responsible for maintaining that equipment; provided that, CIYFL shall be responsible for purchasing replacements for any such equipment that has become obsolete or no longer in a working and useful condition due to ordinary wear and tear. The aforementioned items shall, upon becoming the property of the Park District, be included in its asset management inventory. Scoreboard specifications and any sponsorships or advertising at the park shall be subject to Park District approval. The Park District shall be entitled to any fees or royalties of any kind or character whatsoever related thereto.

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Section 5 – Champaign Park District Responsibilities. The Park District shall:

- A. Have the right to field usage for its purposes and activities before granting usage to CIYFL.
- B. Provide field maintenance required for establishing and maintaining a good playing field during league games and practices, which includes costs to establish field composition.
- C. Mow the fields as part of the Park District schedule.

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~~C.~~

- D. Provide electricity and routine maintenance for the scoreboard at Zahnd Park.
- E. Provide routine maintenance for the goal posts at Zahnd Park, including painting the goal posts approximately every two years.
- F. Provide use of designated areas in other parks for Youth Football practices.

G. Have first right of refusal for the operation (including operation by rental or contract) of concessions at Zahnd Park during CIYFL games and events. The Park District shall retain 100% of revenue from such Park District concession sales, rentals, or contracts. In the event that the Park District declines this opportunity, CIYFL may be approved to operate concessions and collect all concession revenue for the subject event. In such instance, CIYFL must adhere to all Park District policies and procedures regarding concessions, including exclusive sale of Pepsi products.

G-H. Provide limited storage space for CIYFL's game day equipment including paint and field paint applicator at Zahnd.

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Section 6 – Use by Others.

- A. The Park District reserves the right to permit and approve field use by others -and retain all rental fees.

Section 7 – Maintenance.

~~A. A. CIYFL shall supply all field preparation labor, equipment, and paint necessary for a football game. Game day preparations will be undertaken by Youth Football volunteers. CIYFL shall supply all field preparation labor, equipment and chalk necessary to prepare each field for a football game. Game day preparations will be undertaken by Youth Football volunteers.~~

~~B. B.~~ The Park District shall supply restrooms, parking lots and garbage cans throughout the season at Zahnd Park.

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Section 8 – Responsibility for Cost.

- A. The Park District shall not be responsible for the lost, stolen, or damaged equipment or items; and the CIYFL shall indemnify and hold harmless the Park District for any lost, stolen or damaged equipment. Furthermore, CIYFL shall pay for the repair or replacement of any Park District property that is lost, stolen or damaged by CIYFL officers, agents or representatives.

Section 9 – Rules, Laws, and Ordinances. CIYFL shall comply with any and all applicable laws, ordinances, and permit procedures of the Park District in carrying out the terms of this Agreement.

Section 10 – Insurance.

CIYFL shall keep in full force and effect at all times during this Agreement insurance coverages as described herein. All insurance coverage provided by CIYFL shall be primary insurance as to

Park District. Any insurance or self-insurance maintained by Park District shall be in excess of CIYFLs' insurance and shall not contribute with it. Cancellation of any such coverage without a substitute policy containing the required coverage's being put in force, shall be grounds for the Park District to immediately terminate this Agreement with no further rights afforded CIYFL. At its option, Park District may continue such insurance at its cost and obtain reimbursement and repayment thereof from CIYFL. In such event, CIYFL shall pay the amount due within ten (10) days of payment by Park District. The Parties acknowledge that CIYFL may from time to time change insurers; provided that, the Park District shall be provided with evidence of such insurance coverage otherwise conforming to and in compliance with the terms hereof, promptly upon such change.

All limits of liability for insurance shall be not less than the following amounts, must be greater where required by other laws or regulations, and must be insured on an "occurrence" and not a "claims made" basis:

CIYFL shall maintain in effect at its sole expense the following insurance:

- (a) Workers' Compensation:
 - State Statutory
 - Applicable Federal Statutory

- (b) Comprehensive General Liability:
 - General Liability: 1,000,000 each occurrence (including completed operation and products liability)
 - Property Damage: \$1,000,000 each occurrence
 - General Aggregate: \$2,000,000 or a combined single limit of \$2,000,000
 - Property damage liability insurance will provide Explosion, Collapse and underground coverages where applicable

- (c) Contractual Liability (Hold Harmless Coverage):
 - Bodily Injury: \$1,000,000
 - Property Damage: \$1,000,000 each occurrence
 - Annual Aggregate: \$2,000,000 each occurrence

- (c) Comprehensive Automobile Liability:
 - Bodily Injury: \$1,000,000 Per Person and \$1,000,000 Per Accident
 - Property Damage: \$500,000 each occurrence or combined single limit of \$500,000

- (d) Umbrella Liability:
 - \$5,000,000 each occurrence

The Park District, its commissioners, officers, employees, agents, and volunteers shall be covered and named as additional insureds under such coverage which shall contain no special limitation on the scope of protection afforded to the additional insureds.

Prior to beginning work, CIYFL shall furnish the Park District with certificate(s) of insurance and applicable policy endorsement(s) and/or riders, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above. All certificates shall provide for thirty (30) days written notice to Park District prior to cancellation or material change of any insurance referred to therein. Failure of the Park District to demand such

certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the Park District to identify a deficiency from the evidence that is provided shall not be construed as a waiver of CIYFL's obligation to maintain such insurance.

All insurance carriers providing the coverage set forth herein shall have a rating of A as assigned by A.M. Best and Co. and satisfactory to the Park District at its sole discretion. This section shall survive the termination of this Agreement.

Section 11 – Independent Contractors.

CIYFL acknowledges and agrees that neither CIYFL nor any of its officers, employees, agents, or volunteers, is an employee of the Park District, and they are not entitled to any benefits or protections afforded employees of the Park District. In addition, neither CIYFL nor any of its officers, employees, agents, or volunteers shall act contrary to the policies of the Park District. CIYFL understands and agrees that CIYFL employees shall not be insured under provisions of the unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District, and that any injury or property damage in connection with any activity related to this Agreement shall be CIYFL's sole responsibility and not that of the Park District. It is also understood that neither CIYFL nor any of its officers, employees, agents, or volunteers is protected as an employee or a person acting as an agent under the provisions of the general liability insurance of the Park District and, therefore, CIYFL shall be solely responsible for its own acts or omissions, and those of CIYFL's officers, employees, agents, and volunteers. The Park District shall not in any manner whatsoever be obligated to defend, indemnify or hold harmless CIYFL, or CIYFL's officers, employees, agents, and volunteers in matters of liability except as otherwise expressly agreed.

CIYFL acknowledges and agrees that CIYFL is solely responsible to pay all applicable federal, state and local income and withholding tax obligations or contributions imposed pursuant to Social Security, unemployment insurance and worker's compensation insurance on behalf of CIYFL and its employees and agents, if any.

Section 12 – Default. In the event that either Party fails to comply with the terms of this Agreement, and cure such default within fifteen (15) days of written notice from the other Party, then the non-defaulting Party shall have the right to terminate this Agreement. Any such termination shall not terminate or affect the obligations or rights to enforce the same as they may have accrued prior to termination.

Section 13 – Mutual Hold Harmless and Indemnification. ~~Park District shall indemnify, defend and hold harmless CIYFL and any of its trustees, directors, officers, employees, agents and representatives from and against any and all liability, loss, costs, causes of actions, demands, attorney fees, expenses, claims, suits and judgments of whatsoever kind and character, including without limitation, all possible costs of responding to demands, in whatever form that may take, with respect to any claim made against CIYFL that arises solely from an act, failure or omission on the part of Park District, or any of its commissioners, officers, employees, agents, representatives, and volunteers in carrying out the terms of this Agreement.~~

CIYFL shall indemnify, defend and hold harmless Park District and any of its commissioners, directors, officers, employees, agents, representatives, and volunteers from and against any and all liability, loss, costs, causes of actions, demands, attorney's fees, expenses, claims, suits and judgments of whatsoever kind and character, including without limitation, all possible costs of responding to demands, in whatever form that may take, with respect to any claim made against Park District that arises solely from an act, failure or omission on the part of CIYFL or

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any of its trustees, directors, officers, employees, agents and representatives in carrying out of the terms of this Agreement.

Section 14 – Severability. In the event any one or more of the provisions set forth in this Agreement shall be invalid, illegal, or unenforceable in any respect, such provision shall be deemed severed from this Agreement, and the validity, legality, or enforceability of the remaining provisions of this Agreement or any other application thereof shall not be affected or impaired thereby, and shall, therefore, remain in effect.

Section 15 – Assignment - Binding Effect. Neither party nor any subsidiary, successor, partner, employee, agent or affiliate shall assign or delegate any of their rights or responsibilities under this Agreement without the prior written consent of the other, which shall not be unreasonably withheld.

Section 16– Waiver. Failure to insist upon strict compliance with any of the terms, covenants, or conditions of this Agreement, shall not be deemed a waiver of that term, covenant, or condition, nor shall 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.

Section 17 – Entire Agreement and Amendment. This Agreement and any written addendum to it executed in writing by the Parties constitute(s) the entire contract between Park District and the CIYFL, and may be changed, modified or amended only by mutual written agreement executed by Park District and the CIYFL.

Section 18 – Counterparts. This Agreement shall be executed in any number of counterparts, each of which shall be deemed to be an original.

Section 19 – Notice. All notices required pursuant to this Agreement shall be in writing, and shall be deemed to have been given at the time they are mailed to the respective Party via certified mail, return receipt requested with an additional copy sent via U.S. first class mail at the address set forth below, or at such other place or address as the Parties shall provide to each other in writing.

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Section 20 – Force Majeure. The Parties shall not be liable to each other or any third party for any delay or failure in performing the obligations under this Agreement, or for any loss or damage resulting therefrom, due to causes beyond their control, including without limitation, acts of God, the public enemy, major equipment failures, pandemic, epidemic, inability to obtain materials or services, wars, explosions, accidents, riots, labor disputes, strikes, lockouts, civil commotion or insurrection, fires, quarantine, shelter-in-place order, pestilence, natural catastrophes or disasters (including without limitation, unusually severe weather), economic fluctuations, non-availability of electric power or other necessary energy sources, or legal or government laws, regulations, orders, requirements, or demands. In the event of a delay or failure caused by such circumstances, the date of delivery or performance shall be excused and extended not to exceed the duration of the failure or delay; provided that, the Party affected by such delay is using commercially reasonable efforts to mitigate or eliminate the cause of such delay or its effects. Each Party shall promptly notify the other in writing of any delay or failure in and the effect upon its performance as to time for anticipated resumption of performance of the obligations under this Agreement.

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CHAMPAIGN PARK DISTRICT

Attention: Mr. Joseph DeLuce
Executive Director
706 Kenwood Road
Champaign, IL 61821

CENTRAL ILLINOIS YOUTH FOOTBALL LEAGUE

Attention: Mr. William Harmon
President
P.O. Box 3624
Champaign, IL 61826

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

Champaign Park District,
a municipal corporation

Central Illinois Youth Football League

By: _____

By: _____

Name: _____
(print name)

Name: _____
(print name)

Title: _____

Title: _____

Date: _____

Date: _____

**AGREEMENT BETWEEN
CENTRAL ILLINOIS YOUTH FOOTBALL LEAGUE AND CHAMPAIGN PARK
DISTRICT**

THIS AGREEMENT is made and entered into effective this _____ of _____ 2021, by and between the Champaign Park District, a municipal corporation (hereinafter referred to as “Park District”), whose principal address is 706 Kenwood Road, Champaign, Illinois, and the Central Illinois Youth Football League (hereinafter referred to as “CIYFL”) whose principal address is PO Box 3624, Champaign, IL 61826.

WITNESSETH:

In consideration of the mutual covenants and agreements set forth herein, the parties agree as follows:

Section 1 – General Purpose. The purpose of this Agreement between the Park District and CIYFL is to provide the terms and conditions for the use of the Park District football field for league play and designated park sites for practices, define operational and maintenance responsibilities, and identify responsibility for costs.

Section 2 – Term. This Agreement shall be in effect for a period of three (3) years from the date the Agreement is executed by both parties.

Section 3 – Permitted Uses. The football field shall be used and occupied by CIYFL only for the purpose of league play for select dates as mutually agreed upon by the Parties. The Park District shall have first right of field use.

Section 4 –Contractor’s Responsibilities. CIYFL shall:

- A. Provide a master practice schedule request for all Park District sites no later than July 21 each year for the fall season and no later than March 1 for the spring season
- B. Provide a master game schedule request no later than August 1 each year for the fall season and March 10 for the spring season.
- C. Execute a Rental Agreement Form for all related practice and game uses no later than the above dates.
- D. Adhere to the parking regulations at each site (i.e. parking only in designated parking areas, no grass parking). On game days, CIYFL shall be permitted to use the Zahnd Parking lot and the designated area between the parking lot and football field as weather permits. Parking along Staley Road shall not be permitted.
- E. Report all accidents or unsafe conditions to the Park District Risk Manager.
- F. Provide names and phone numbers of at least three contact persons for the league.
- G. Provide at least eight weeks advance request and completed Rental Agreement for any special event, tournament, or similar activity other than typical league play and practice.

- H. Promote the Park District as a partner of the Youth Football program on the CIYFL website and in other marketing materials to be mutually agreed upon by both parties.
- I. Not construct or erect any structure (tent, scoreboard, tower, or anything of a similar kind) without prior written authorization from the Park District Sports Manager or their designee.
- J. Not sublet or rent any Park District field. Usage by any group other than CIYFL must be obtained through the Park District, with all fees for such use retained by the Park District.
- K. CIYFL shall supply all field preparation labor, equipment, and paint necessary for a football game. Game day preparations will be undertaken by Youth Football volunteers.
- L. Reimburse the Park District for any additional field maintenance or labor requested of the Park District, with charges based on material cost and personnel costs.
- M. Not engage in any field maintenance without prior written authorization from the Park District Grounds Supervisor or their designee. This includes mowing as well as pesticide, herbicide, or any other chemical application.
- N. By obtaining any permanent equipment and installing it at Zahnd Park, CIYFL acknowledges that such equipment becomes the property of the Park District upon installation. This shall include without limitation, scoreboards, goal posts, public address systems and irrigation lines. Park District shall be responsible for maintaining that equipment; provided that, CIYFL shall be responsible for purchasing replacements for any such equipment that has become obsolete or no longer in a working and useful condition due to ordinary wear and tear. The aforementioned items shall, upon becoming the property of the Park District, be included in its asset management inventory. Scoreboard specifications and any sponsorships or advertising at the park shall be subject to Park District approval. The Park District shall be entitled to any fees or royalties of any kind or character whatsoever related thereto.

Section 5 – Champaign Park District Responsibilities. The Park District shall:

- A. Have the right to field usage for its purposes and activities before granting usage to CIYFL.
- B. Provide field maintenance required for establishing and maintaining a good playing field during league games and practices, which includes costs to establish field composition.
- C. Mow the fields as part of the Park District schedule.
- D. Provide electricity and routine maintenance for the scoreboard at Zahnd Park.

- E. Provide routine maintenance for the goal posts at Zahnd Park, including painting the goal posts approximately every two years.
- F. Provide use of designated areas in other parks for Youth Football practices.
- G. Have first right of refusal for the operation (including operation by rental or contract) of concessions at Zahnd Park during CIYFL games and events. The Park District shall retain 100% of revenue from such Park District concession sales, rentals, or contracts. In the event that the Park District declines this opportunity, CIYFL may be approved to operate concessions and collect all concession revenue for the subject event. In such instance, CIYFL must adhere to all Park District policies and procedures regarding concessions, including exclusive sale of Pepsi products.
- H. Provide limited storage space for CIYFL's game day equipment including paint and field paint applicator at Zahnd.

Section 6 – Use by Others.

- A. The Park District reserves the right to permit and approve field use by others and retain all rental fees.

Section 7 – Maintenance.

- A. CIYFL shall supply all field preparation labor, equipment, and paint necessary for a football game. Game day preparations will be undertaken by Youth Football volunteers.
- B. The Park District shall supply restrooms, parking lots and garbage cans throughout the season at Zahnd Park.

Section 8 – Responsibility for Cost.

- A. The Park District shall not be responsible for the lost, stolen, or damaged equipment or items; and the CIYFL shall indemnify and hold harmless the Park District for any lost, stolen or damaged equipment. Furthermore, CIYFL shall pay for the repair or replacement of any Park District property that is lost, stolen or damaged by CIYFL officers, agents or representatives.

Section 9 – Rules, Laws, and Ordinances. CIYFL shall comply with any and all applicable laws, ordinances, and permit procedures of the Park District in carrying out the terms of this Agreement.

Section 10 – Insurance.

CIYFL shall keep in full force and effect at all times during this Agreement insurance coverages as described herein. All insurance coverage provided by CIYFL shall be primary insurance as to Park District. Any insurance or self-insurance maintained by Park District shall be in excess of CIYFLs' insurance and shall not contribute with it. Cancellation of any such coverage without a substitute policy containing the required coverage's being put in force, shall be grounds for the Park District to immediately terminate this Agreement with no further rights afforded CIYFL. At its option, Park District may continue such insurance at its cost and obtain reimbursement and repayment thereof from CIYFL. In such event, CIYFL shall pay the amount due within ten (10)

days of payment by Park District. The Parties acknowledge that CIYFL may from time to time change insurers; provided that, the Park District shall be provided with evidence of such insurance coverage otherwise conforming to and in compliance with the terms hereof, promptly upon such change.

All limits of liability for insurance shall be not less than the following amounts, must be greater where required by other laws or regulations, and must be insured on an "occurrence" and not a "claims made" basis:

CIYFL shall maintain in effect at its sole expense the following insurance:

- (a) Workers' Compensation:
 - State Statutory
 - Applicable Federal Statutory

- (b) Comprehensive General Liability:
 - General Liability: 1,000,000 each occurrence (including completed operation and products liability)
 - Property Damage: \$1,000,000 each occurrence
 - General Aggregate: \$2,000,000 or a combined single limit of \$2,000,000
 - Property damage liability insurance will provide Explosion, Collapse and underground coverages where applicable

- (c) Contractual Liability (Hold Harmless Coverage):
 - Bodily Injury: \$1,000,000
 - Property Damage: \$1,000,000 each occurrence
 - Annual Aggregate: \$2,000,000 each occurrence

- (c) Comprehensive Automobile Liability:
 - Bodily Injury: \$1,000,000 Per Person and \$1,000,000 Per Accident
 - Property Damage: \$500,000 each occurrence or combined single limit of \$500,000

- (d) Umbrella Liability:
 - \$5,000,000 each occurrence

The Park District, its commissioners, officers, employees, agents, and volunteers shall be covered and named as additional insureds under such coverage which shall contain no special limitation on the scope of protection afforded to the additional insureds.

Prior to beginning work, CIYFL shall furnish the Park District with certificate(s) of insurance and applicable policy endorsement(s) and/or riders, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above. All certificates shall provide for thirty (30) days written notice to Park District prior to cancellation or material change of any insurance referred to therein. Failure of the Park District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the Park District to identify a deficiency from the evidence that is provided shall not be construed as a waiver of CIYFL's obligation to maintain such insurance.

All insurance carriers providing the coverage set forth herein shall have a rating of A as assigned by A.M. Best and Co. and satisfactory to the Park District at its sole discretion. This section shall survive the termination of this Agreement.

Section 11 – Independent Contractors. CIYFL acknowledges and agrees that neither CIYFL nor any of its officers, employees, agents, or volunteers, is an employee of the Park District, and they are not entitled to any benefits or protections afforded employees of the Park District. In addition, neither CIYFL nor any of its officers, employees, agents, or volunteers shall act contrary to the policies of the Park District. CIYFL understands and agrees that CIYFL employees shall not be insured under provisions of the unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District, and that any injury or property damage in connection with any activity related to this Agreement shall be CIYFL's sole responsibility and not that of the Park District. It is also understood that neither CIYFL nor any of its officers, employees, agents, or volunteers is protected as an employee or a person acting as an agent under the provisions of the general liability insurance of the Park District and, therefore, CIYFL shall be solely responsible for its own acts or omissions, and those of CIYFL's officers, employees, agents, and volunteers. The Park District shall not in any manner whatsoever be obligated to defend, indemnify or hold harmless CIYFL, or CIYFL's officers, employees, agents, and volunteers in matters of liability except as otherwise expressly agreed.

CIYFL acknowledges and agrees that CIYFL is solely responsible to pay all applicable federal, state and local income and withholding tax obligations or contributions imposed pursuant to Social Security, unemployment insurance and worker's compensation insurance on behalf of CIYFL and its employees and agents, if any.

Section 12 – Default. In the event that either Party fails to comply with the terms of this Agreement, and cure such default within fifteen (15) days of written notice from the other Party, then the non-defaulting Party shall have the right to terminate this Agreement. Any such termination shall not terminate or affect the obligations or rights to enforce the same as they may have accrued prior to termination.

Section 13 –Hold Harmless and Indemnification. CIYFL shall indemnify, defend and hold harmless Park District and any of its commissioners, directors, officers, employees, agents, representatives, and volunteers from and against any and all liability, loss, costs, causes of actions, demands, attorney's fees, expenses, claims, suits and judgments of whatsoever kind and character, including without limitation, all possible costs of responding to demands, in whatever form that may take, with respect to any claim made against Park District that arises solely from an act, failure or omission on the part of CIYFL or any of its trustees, directors, officers, employees, agents and representatives in carrying out of the terms of this Agreement.

Section 14 – Severability. In the event any one or more of the provisions set forth in this Agreement shall be invalid, illegal, or unenforceable in any respect, such provision shall be deemed severed from this Agreement, and the validity, legality, or enforceability of the remaining provisions of this Agreement or any other application thereof shall not be affected or impaired thereby, and shall, therefore, remain in effect.

Section 15 – Assignment - Binding Effect. Neither party nor any subsidiary, successor, partner, employee, agent or affiliate shall assign or delegate any of their rights or responsibilities under this Agreement without the prior written consent of the other, which shall not be unreasonably withheld.

Section 16– Waiver. Failure to insist upon strict compliance with any of the terms, covenants, or conditions of this Agreement, shall not be deemed a waiver of that term, covenant, or condition,

nor shall 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.

Section 17 – Entire Agreement and Amendment. This Agreement and any written addendum to it executed in writing by the Parties constitute(s) the entire contract between Park District and the CIYFL, and may be changed, modified or amended only by mutual written agreement executed by Park District and the CIYFL.

Section 18 – Counterparts. This Agreement shall be executed in any number of counterparts, each of which shall be deemed to be an original.

Section 19 – Notice. All notices required pursuant to this Agreement shall be in writing, and shall be deemed to have been given at the time they are mailed to the respective Party via certified mail, return receipt requested with an additional copy sent via U.S. first class mail at the address set forth below, or at such other place or address as the Parties shall provide to each other in writing.

Section 20 – Force Majeure. The Parties shall not be liable to each other or any third party for any delay or failure in performing the obligations under this Agreement, or for any loss or damage resulting therefrom, due to causes beyond their control, including without limitation, acts of God, the public enemy, major equipment failures, pandemic, epidemic, inability to obtain materials or services, wars, explosions, accidents, riots, labor disputes, strikes, lockouts, civil commotion or insurrection, fires, quarantine, shelter-in-place order, pestilence, natural catastrophes or disasters (including without limitation, unusually severe weather), economic fluctuations, non-availability of electric power or other necessary energy sources, or legal or government laws, regulations, orders, requirements, or demands. In the event of a delay or failure caused by such circumstances, the date of delivery or performance shall be excused and extended not to exceed the duration of the failure or delay; provided that, the Party affected by such delay is using commercially reasonable efforts to mitigate or eliminate the cause of such delay or its effects. Each Party shall promptly notify the other in writing of any delay or failure in and the effect upon its performance as to time for anticipated resumption of performance of the obligations under this Agreement.

CHAMPAIGN PARK DISTRICT

Attention: Mr. Joseph DeLuce
Executive Director
706 Kenwood Road
Champaign, IL 61821

CENTRAL ILLINOIS YOUTH FOOTBALL LEAGUE

Attention: Mr. William Harmon
President
P.O. Box 3624
Champaign, IL 61826

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

Champaign Park District,
a municipal corporation

Central Illinois Youth Football League

By: _____

By: _____

Name: _____

Name: _____

(print name)

(print name)

Title: _____

Title: _____

Date: _____

Date: _____



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director
DATE: June 9, 2021
SUBJECT: Martens Center Project: Sidewalks

Background

In early 2019, the District requested a replat of the Human Kinetics Subdivision so the District could purchase property for Human Kinetics Park and the Martens Center, while Human Kinetics Publishers could retain their parking lot. The City expedited the replat knowing that the sale as well as possible LWCF money was at stake. At that time, they deferred all the requirements that developers have to do for a replat to get recorded. Over time, staff worked with the City to have the street lighting requirement waived and address the stormwater detention requirement in the Bristol Park IGA. The only two outstanding items deferred to construction were the sidewalk and the trees. During design, the sidewalk inventory report was made and sent to the City. This is what the bid documents indicate as the scope of work. By the time permit review occurred, the City determined their sidewalk requirements had changed to five-foot width per the plat ordinance.

The replat for Human Kinetics Park included the following details:

1. BEARINGS ARE REFERENCED TO THE ILLINOIS STATE PLANE COORDINATE SYSTEM, EAST ZONE.
2. THE VERTICAL DATUM USED ON THIS PROJECT WAS NAVD 1988.
3. ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP, PANEL 313 OF 625, MAP NUMBER 17019C0313D WITH AN EFFECTIVE DATE OF OCTOBER 2, 2013 THE MAJORITY OF THE PROPERTY SURVEYED IS REPORTEDLY LOCATED WITHIN ZONE D (AREAS IN WHICH FLOOD HAZARDS ARE UNDETERMINED, BUT POSSIBLE), WITH A PORTION OF THE SOUTHWEST CORNER OF THE PROPERTY REPORTEDLY LOCATED WITHIN ZONE AE (AREAS IN WHICH HAVE A 1 % ANNUAL CHANCE WITH A BASE FLOOD ELEVATION OF 734.8 FT ACCORDING TO FLOOD PROFILE 08P IN THE CIP OF CHAMPAIGN FLOOD STUDY DATED OCTOBER 2, 2013).
4. THE REPLAT OF HUMAN KINETICS SUBDIVISION DOES NOT LIE WITHIN A DRAINAGE DISTRICT.
5. THE Property SUBDIVIDED IS WITHIN THE CORPORATE LIMITS OF THE CITY OF CHAMPAIGN.
6. THERE ARE NO STRUCTURES ON THE PROPERFT AT THE TIME OF THIS SURVEY.
7. SIDEWALKS, STREET LIGHTS AND STREET TREES SHALL BE DEFERRED AS PART OF THIS PLAT BUT THE INSTALLATION AND CONSTRUCTION OF THESE INFRASTRUCTURE IMPROVEMENTS WILL BE REQUIRED WITH FURTHER DEVELOPMENT OF THESE LOTS.
8. STORMWATER DETENTION SHALL BE DEFERRED AS PART OF THIS SUBDIVISION. ANY FURTHER DEVELOPMENT OF LOT 102 SHALL REQUIRE STORMWATER DETENTION TO BE PROVIDED

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.

As part of the re-plat of the property, the City of Champaign deferred the decision about the city sidewalk on Market Street which is approximately 278 feet in length. The Park District's architecture firm, Ratio Architects did a sidewalk study to make repairs to the existing sidewalk and included those details in the bid specifications for the project. Broeren Russo won the bid for the project which included approximately \$10,000 in their bid to repair the existing sidewalk. Our plan was to make repairs to the existing sidewalk so it meets ADA guidelines and is free of any trip hazards so it is level and safe for any residents walking in front of the community center.

When the bid specs were created staff completed a sidewalk study and shared that information with the City of Champaign. The study showed the sidewalk sections that would need to be repaired. We did not have an answer on the sidewalks when the bids were submitted, so the bid specs included the repairs to the sidewalk. Then, as part of the permit review the city made the change and stated that the District had to replace the sidewalk with a new 5-foot sidewalk. The Park District did not have to add additional stormwater detention, street lights or trees, just the five-foot sidewalk in order to get a building permit.

Staff sent a request to Dorothy David, City Manager, to request the City provide \$25,000 to help cover the cost of the new sidewalks, but the request had to be made to the City Council. Staff then met with Bruce Knight, Director of Planning for the City and he suggested that the Park District file a waiver request for the sidewalk. Staff filed a waiver request for the sidewalk and the City presented the following two options to move the project forward.

Option A:

Jeff Marino, from the City of Champaign's Planning Staff offered the following option:

"If the City supported a waiver to defer the immediate construction of the sidewalk, but we gave the park district five years after the completion of the Marten Center to make the improvement, which would allow the Park District to get the sidewalk improvement into their capital improvement programming, would that be something the park district would be on board with? It wouldn't be an outright waiver, but it would give the park district additional time to make the improvement. If this path were to be pursued, the City would want to get a bond for the improvement, that we would release back to the park district once the sidewalk improvement had been completed."

Option B:

The City Planning Director responded to our request for a waiver with the following information:

"It does not appear to me that the Park District will qualify under the waiver criteria. In discussing this with Dorothy David, City Manager, I suggested that we offer to split the cost with you using TIF increment. I know you have indicated that repairs were budgeted at \$10,000, and complete replacement at \$30,000. If we each pay \$15,000 it is not as large an overrun for your budget and the new Martin Center will have a new sidewalk to go with it. Does that work for you?"

-Bruce Knight, Director of Planning

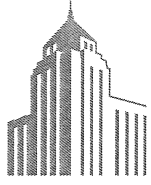
Recommendation

Staff recommends we accept the offer from the City of Champaign to pay \$15,000 towards a new five-foot sidewalk in front of the new Martens Center. The cost estimate to replace the existing sidewalk at the Martens Center from Broeren Russo is \$34,778.10 (see the attached quote).

Prepared by:

Joe DeLuce, CPRP
Executive Director

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



City of
CHAMPAIGN

Planning and Development Department ♦ 102 N. Neil Street ♦ Champaign, IL 61820 ♦ 217-403-8800 ♦ www.champaignil.gov

March 8, 2019

Andrew Weiss
Champaign Park District
706 Kenwood Road
Champaign, IL 61821

RE: PL18-0050 A Replat of Human Kinetics Subdivision Minor Plat

Dear Mr. Weiss:

The Human Kinetics Subdivision Minor Plat was approved on 1/18/2019. This was recorded on 3/5/2019 as 2019R02978.

A copy of the recorded Human Kinetics Subdivision Minor Plat is attached.

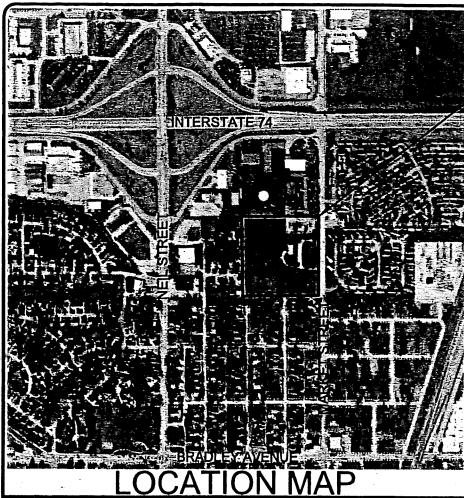
If you have any questions, please call me.

Sincerely,

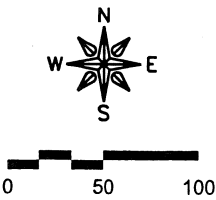
Jeff Marino, AICP
Senior Planner

Attachment: Recorded Minor Plat

CC: Marilyn Banks, City Clerk
Tom Yu, Legal Department
Dave Clark, City Engineer
Dan Coats, Engineering Tech II
Mark Raid, UCSD
Brandon Haist, GIS Coordinator



PROJECT LOCATION



MINOR PLAT A REPLAT OF HUMAN KINETICS SUBDIVISION CHAMPAIGN COUNTY, ILLINOIS

A PART OF THE S.E. QUARTER OF SECTION 1, TOWNSHIP 19N, RANGE 8E, 3RD P.M.

PREPARED BY: FEHR GRAHAM
RETURN TO: FEHR GRAHAM

OWNER:
HUMAN KINETICS
1607 N MARKET ST.
CHAMPAIGN, IL 61820

DEVELOPER
CHAMPAIGN PARK DISTRICT
706 KENWOOD RD.
CHAMPAIGN, IL 61821

ENGINEER / SURVEYOR:
FEHR GRAHAM
1610 BROADMOOR DRIVE
CHAMPAIGN, IL 61821

2019R02978
REC ON: 03/05/2019 11:30:12 AM
CHAMPAIGN COUNTY
MARK SHELLEN
REC FEE: 08.00

RHSPS Fee: 9.00
REV FEE:
PAGES 7

LEGAL DESCRIPTION ACT: PLAT PAGE: 1

A REPLAT OF HUMAN KINETICS SUBDIVISION, AS PER PLAT RECORDED IN PLAT BOOK "BB" AT PAGE 198 AS DOCUMENT 92R25474, BEING PART OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 1, TOWNSHIP 19 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, CHAMPAIGN COUNTY, ILLINOIS, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE WESTERLY RIGHT OF WAY LINE OF NORTH MARKET STREET BEING THE NORTHEAST CORNER OF SAID HUMAN KINETICS SUBDIVISION, RUNNING THENCE SOUTH 0° 36' 19" EAST, ON A BEARING REFERENCED TO THE ILLINOIS STATE PLANE COORDINATE SYSTEM, EAST ZONE, ALONG SAID WESTERLY RIGHT OF WAY LINE AND THE EAST LINE OF SAID HUMAN KINETICS SUBDIVISION, A DISTANCE OF 663.17 FEET TO A POINT ON THE NORTH LINE OF GARWOODS THIRD ADDITION AND THE SOUTHWEST CORNER OF SAID HUMAN KINETICS SUBDIVISION; THENCE SOUTH 89° 02' 01" WEST ALONG THE NORTH LINE OF SAID GARWOODS THIRD ADDITION, A DISTANCE OF 636.93 FEET TO A POINT ON THE EAST LINE OF THE FLOYD D. LEICHTNER SUBDIVISION AND THE SOUTHWEST CORNER OF SAID HUMAN KINETICS SUBDIVISION; THENCE NORTH 0° 33' 11" WEST ALONG THE EAST LINE OF SAID FLOYD D. LEICHTNER SUBDIVISION, A DISTANCE OF 666.62 FEET TO THE SOUTHWEST CORNER OF A TRACT OF LAND SURVEYED BY GODFREY SPERLING AND SHOWN ON A PLAT OF SURVEY DATED AUGUST 3, 1940 AND THE NORTHWEST CORNER OF SAID HUMAN KINETICS SUBDIVISION; THENCE NORTH 89° 20' 39" EAST ALONG THE SOUTH LINE OF SAID TRACT AND ITS EASTERLY EXTENSION, 636.31 TO THE POINT OF BEGINNING, SAID TRACT CONTAINING 9.717 ACRES AND BEING SITUATED IN THE CITY OF CHAMPAIGN, CHAMPAIGN COUNTY, ILLINOIS.

NOTES

- BEARINGS ARE REFERENCED TO THE ILLINOIS STATE PLANE COORDINATE SYSTEM, EAST ZONE.
- THE VERTICAL DATUM USED ON THIS PROJECT WAS NAVD 1988.
- ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP, PANEL 313 OF 625, MAP NUMBER 17019C0313D WITH AN EFFECTIVE DATE OF OCTOBER 2, 2013 THE MAJORITY OF THE PROPERTY SURVEYED IS REPORTEDLY LOCATED WITHIN ZONE D (AREAS IN WHICH FLOOD HAZARDS ARE UNDETERMINED, BUT POSSIBLE), WITH A PORTION OF THE SOUTHWEST CORNER OF THE PROPERTY REPORTEDLY LOCATED WITHIN ZONE AE (AREAS IN WHICH HAVE A 1% ANNUAL CHANCE WITH A BASE FLOOD ELEVATION OF 734.8 FT ACCORDING TO FLOOD PROFILE 08P IN THE CITY OF CHAMPAIGN FLOOD STUDY DATED OCTOBER 2, 2013).
- THE REPLAT OF HUMAN KINETICS SUBDIVISION DOES NOT LIE WITHIN A DRAINAGE DISTRICT.
- THE PROPERTY SUBDIVIDED IS WITHIN THE CORPORATE LIMITS OF THE CITY OF CHAMPAIGN.
- THERE ARE NO STRUCTURES ON THE PROPERTY AT THE TIME OF THIS SURVEY.
- SIDEWALKS, STREET LIGHTS AND STREET TREES SHALL BE DEFERRED AS PART OF THIS PLAT BUT THE INSTALLATION AND CONSTRUCTION OF THESE INFRASTRUCTURE IMPROVEMENTS WILL BE REQUIRED WITH FURTHER DEVELOPMENT OF THESE LOTS.
- STORMWATER DETENTION SHALL BE DEFERRED AS PART OF THIS SUBDIVISION. ANY FURTHER DEVELOPMENT OF LOT 102 SHALL REQUIRE STORMWATER DETENTION TO BE PROVIDED.

STATE OF ILLINOIS }
COUNTY OF CHAMPAIGN } S.S. SURVEYOR'S STATEMENT

I, RANDALL D. EVANS, ILLINOIS PROFESSIONAL LAND SURVEYOR NUMBER 2976, DO HEREBY STATE THAT AT THE REQUEST OF THE CHAMPAIGN PARK DISTRICT, I HAVE CAUSED A SURVEY TO BE MADE AND A PLAT TO BE PREPARED UNDER MY DIRECT SUPERVISION OF THE TRACT OF LAND AS SHOWN AND DESCRIBED ON THIS PLAT.

I FURTHER CERTIFY THAT I HAVE FOUND OR SET THE SURVEY MONUMENTS AS SHOWN ON THIS PLAT AND THAT SURVEY MONUMENTS HAVE BEEN SET AS SHOWN FOR THE PURPOSE OF SUBDIVIDING SAID TRACT INTO LOTS. SAID SUBDIVISION SHALL BE KNOWN AS A REPLAT OF HUMAN KINETICS SUBDIVISION.

I FURTHER CERTIFY THAT THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.

SIGNED AND SEALED THIS 17 DAY OF January, 2019.

Randall D. Evans
RANDALL D. EVANS
ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 2976
CHAMPAIGN, ILLINOIS



APPROVED

APPROVAL OF THE MINOR SUBDIVISION PLAT IS HEREBY RECOMMENDED UNDER AUTHORITY OF THE MAYOR AND CITY COUNCIL OF THE CITY OF CHAMPAIGN.

DATE: 2/20/19 BY: *[Signature]*
CITY PLANNING DIRECTOR

DATE: 2/26/19 BY: *[Signature]*
CITY ENGINEER

DATE: 2/26/19 BY: *[Signature]*
MAYOR

DATE: 3/4/19 BY: *[Signature]*
CITY CLERK

CURRENT OWNER

2/4/19
DATE

Tina Daniel
TINA DANIEL, CFO, COO
HUMAN KINETICS, INC.

DEVELOPER

1/18/19
DATE

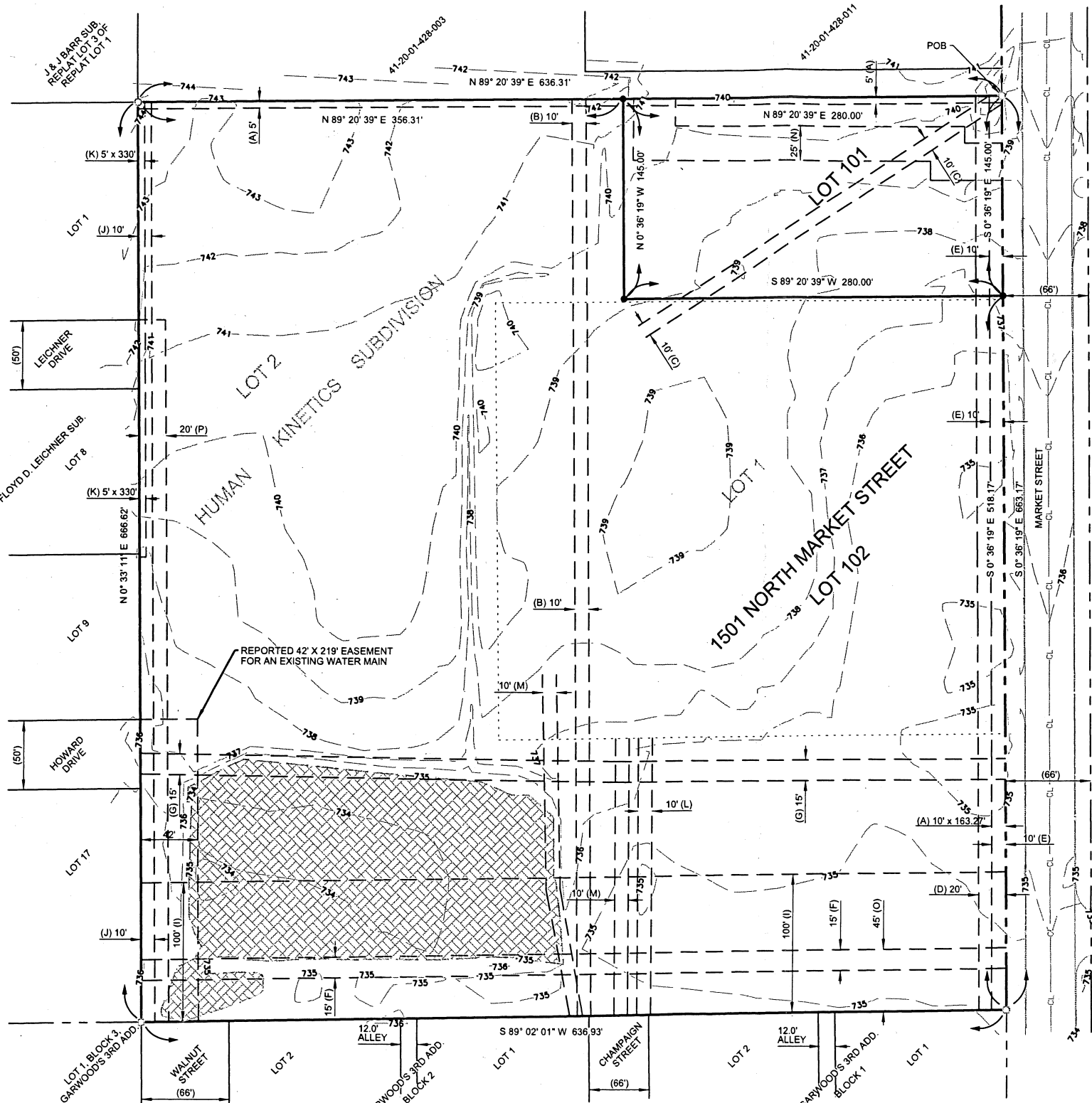
Joe Pluce
JOE PLUCE, EXECUTIVE DIRECTOR
CHAMPAIGN PARK DISTRICT

FEHR GRAHAM ENGINEERING & ENVIRONMENTAL <small>ILLINOIS DESIGN FIRM NO. 184-003525</small>	ILLINOIS	SHEET NUMBER 1 of 1
	IOWA	DATE 01/15/2019
	WISCONSIN	PRJ NO 18-852

LEGEND

- PROPERTY LINE
- SECTION LINE
- RIGHT OF WAY LINE
- EXISTING LOT LINE
- EXISTING EASEMENT LINE
- ROAD CENTERLINE
- SURVEY MONUMENT SET
- SURVEY MONUMENT FOUND
- EXISTING LOT NUMBER
- PROPOSED LOT NUMBER
- EXISTING SUBDIVISION NAME
- PROPOSED SUBDIVISION NAME
- CONTOUR, MAJOR
- CONTOUR, MINOR
- FEMA FLOOD ZONE
- EASEMENT WIDTH AND EASEMENT TABLE KEY

TABLE OF EXISTING EASEMENTS	
A	L BELL EASEMENT, WIDTH VARIES, GRANTED ON HUMAN KINETICS SUBD. PLAT, DOC. NO. 92R25474
B	LAW EASEMENT, 10 FEET WIDE, BOOK: 266 PAGE: 129 DOC. NO. 374788
C	L BELL EASEMENT, 10 FEET WIDE, GRANTED ON HUMAN KINETICS SUBD. PLAT, DOC. NO. 92R25474
D	LAW EASEMENT, 20 FEET WIDE, DOC. NO. 2011R11064
E	UCSD EASEMENT, 10 FEET X 500 FEET, BOOK: 899 PAGE: 571 DOC. NO. 582235
F	LAW EASEMENT, 15 FEET WIDE, BOOK: 287 PAGE: 393 DOC. NO. 421454
G	UCSD EASEMENT, 15 FEET WIDE, BOOK: 965 PAGE: 561 DOC. NO. 582235
H	UCSD EASEMENT, NO SET WIDTH OR LOCATION IN DOCUMENT, NOT GRAPHICALLY SHOWN, BOOK: 627 PAGE: 443 DOC. NO. 632875
I	L POWER TRANSMISSION LINE EASEMENT, 100 FEET WIDE, BOOK: 204 PAGE: 648
J	DRAINAGE, GENERAL UTILITY & INGRESS/EGRESS EASEMENT, 10 FEET WIDE, GRANTED ON HUMAN KINETICS SUBD. PLAT, DOC. NO. 92R25474
K	L BELL EASEMENT, 5 FEET X 330 FEET, BOOK: 1233 PAGE: 284 DOC. NO. 80R9342
L	L POWER EASEMENT, 10 FEET WIDE, GRANTED ON HUMAN KINETICS SUBD. PLAT, DOC. NO. 92R25474
M	UTILITY EASEMENT, 10 FEET WIDE, FOR EXISTING UTILITIES, GRANTED ON HUMAN KINETICS SUBD. PLAT, DOC. NO. 92R25474
N	LAW INGRESS/EGRESS EASEMENT, SEE DOC. NO. 92R32578 FOR DESC
O	GENERAL UTILITY & ACCESS EASEMENT, 45 FEET WIDE, GRANTED ON HUMAN KINETICS SUBD. PLAT, DOC. NO. 92R25474
P	LAW WATER MAIN EASEMENT, 20 FEET WIDE, DOC. NO. 2009R30155



Hasler

FIRST-CLASS MAIL

03/11/2019

US POSTAGE \$001.15⁰



ZIP 61820
011D11652020

City of
CHAMPAIGN

CHAMPAIGN PLANNING DEPARTMENT
102 NORTH NEIL STREET
CHAMPAIGN, ILLINOIS 61820

TO:

Andrew Weiss
Champaign Park District
706 Kenwood Road
Champaign, IL 61821

PROPOSAL REQUEST

Owner: Andrew Weiss / Champaign Park District
Architect: Ryan Hinz / RATIO Architects, LLC.
Contractor: Tyler Adkins / Broeren Russo Builders, Inc
Other:
File: 19163.000/CA/PR

PROJECT: Martens Center
1515 N. Market Street
Champaign, IL 61820

PROPOSAL REQUEST NO.: PR-06

DATE OF ISSUANCE: April 12, 2021

OWNER: Champaign Park District
706 Kenwood Road
Champaign, IL 61821

ARCHITECT: Ratio Architects, LLC.
102 South Neil Street
Champaign, IL 61820

TO: Broeren Russo Builders, Inc.
602 N. Country Fair Drive
Champaign, IL 61821

ARCHITECT'S PROJECT NUMBER: 19163.000

CONTRACT FOR: Construction A101-2017

Please submit an itemized quotation for changes in the Contract Sum and/or Contract Time incidental to proposed modifications to the Contract Documents described herein.

THIS IS NOT A CHANGE ORDER NOR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED HEREIN.

Description:

Replace additional sidewalk along Market Street with standard light duty concrete paving, broom finish as indicated on sheets L-201, L-202, and L-701 issued as part of ASI-2 City of Champaign Permit Review.

Attachments (list of supporting documents):

1. See L-201, L-202, L-701 issued as part of ASI-2



ISSUED BY: _____
Ryan Hinz
Associate/ Architecture

Ratio Architects, LLC.



CHANGE ORDER REQUEST

COR #: **03**
 TITLE: **Additional Sidewalk and Curb (RFP 06)**

Date: 5/5/2021
 Project Name: Martens Center
 Project #: 202103

Scope Description

Replace Additional Sidewalk and provide additional curb at entrances per ASI #2

Subcontractor/Vendor Change Items

Subcontractor/Vendor	Change Description	Value
Mid Illinois Concrete	Additional Sidewalk and Curb	\$ 32,472.55
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -

BRBI Staffing

Role	Change Description	Hours	x Rate (\$/hr)	Value
Project Director				\$ -
Project Manager				\$ -
Sr. Project Engineer				\$ -
Superintendent				\$ -
Assistant Superintendent				\$ -

BRBI General Conditions

Item	Change Description	Value
		\$ -
		\$ -
		\$ -
		\$ -

Total COR

Sub/Vendor Subtotal	\$	32,472.55
Fee on Sub/Vendor	5.00%	\$ 1,623.63
BRBI Subtotal	\$	-
Fee on BRBI	10.00%	\$ -
Subtotal	\$	34,096.18
Bonds & Insurance	2.00%	\$ 681.92

TOTAL COR VALUE: \$ 34,778.10

COR SCHEDULE DELAY (cal days): 0

Approval

Owner Approval

Signature

Date

This COR may be withdrawn or amended if not accepted within 30 days of the above date and is subject to all terms and conditions outlined. Owner approval of this COR certifies that the work is to proceed and that a change order is to be issued adjusting the contract agreement per this COR.



Date: 4/13/21

Task Code: 2900 3440
3700

Change Order Request

Contractor/ Owner: Broeren Russo Builders
Attn: Tyler Adkins

Job Name: Martens Center

Job Number: 21013

Work Description: COR is for the additional site concrete work associated with city sidewalks and entrance curbs per ASI #002. It includes approx. 1,450 SF of city sidewalk removal and replacement along with approx. 145LF of depressed city curb along Market St.

Ref. Document: ASI-02

Labor						
Qty	Description	Straight		Overtime		Total
		Hrs	Rate	Hrs	Rate	
1	Laborer Foreman	12	\$80.00			\$960.00
1	Cement Mason Foreman	24	\$82.00			\$1,968.00
1	Operator	10	\$89.00			\$890.00
1	Operator	12	\$89.00			\$1,068.00
1	Laborer	68	\$77.00			\$5,236.00
1	Cement Mason	110	\$79.00			\$8,690.00
1	Superintendent	4	\$95.00			\$380.00
						\$19,192.00

Material				
Qty	Unit	Description	Unit Price	Total
41	CY	IDOT SI/PV Concrete Mix	\$108	\$4,428
18	TN	CA-6 Stone	\$14.50	\$261
74	EA	Dowel Bars	\$1.50	\$111
1	LS	Form Lumber	\$435.00	\$435
				\$5,235.00

Equipment				
Qty	Description	Hrs	Unit Price	Total
1	CAT 324 Excavator	10	\$145.00	\$1,450.00
1	Track Skidsteer	12	\$55.00	\$660.00
2	Tandem Hauling	20	\$85.00	\$1,700.00
				\$3,810.00

Summary					
Total Labor	\$19,192.00	Total Material	\$5,235.00	Total Equipment	\$3,810.00
	(1)		(2)		(3)

Subtotal (1)+(2)+(3)	\$28,237.00
Bond @ 2%	
Mark-up @ 15%	\$4,235.55
TOTAL	\$32,472.55

Approved (Owner's Representative) _____ Date _____

From: [Jeff Marino](#)
To: [Andrew Weiss](#)
Subject: [External Email]-->Sidewalk Construction Requirement
Date: Saturday, April 24, 2021 12:42:11

Andrew,

Here are the code requirements for sidewalks in new subdivisions and as part of a commercial building permit.

31-620 is the code that requires a sidewalk as part of a new subdivision. This is technically the code that was waived as part of the Minor Plat. As discussed on the phone, we could have just bonded for the sidewalks that would have given the Park District two years to construct the sidewalks, but we decided to tie them to the commercial building permit to give the Park District a little more flexibility in the timing of the construction.

Sec. 31-620. - Location of streets, sidewalks, crosswalks, driveways, and trails.

(b) Sidewalks.

(1) Sidewalks shall be constructed along both sides of every street within the subdivision and sidewalks shall be constructed along the subdivision side of streets which lie outside the subdivision.

(2) The location of sidewalks within the parkway and of mid-block sidewalks shall be as required by the Manual of Practice.

(3) Subdivisions proposed in a location that contain existing sidewalks, which are four (4) feet in width or greater and meet all of the other minimum standards for new public sidewalks identified in the Manual of Practice shall be considered legal non-conforming and compliant with the requirements of this Section. If sidewalks are deficient in any standard and/or have a width less than four feet, as identified in Subsection 30-455(e), sidewalks shall be reconstructed in compliance with current standards as defined in the Manual of Practice. Any subdivision located in a district which has adopted enhanced streetscape design standards shall be required to be compliant with Section 30-454 of this Code.

You can see in this code section it references 30-455 (e) this is the section the requires a sidewalk to be reconstructed, if it is in poor condition.

Sec. 30-455. - Public Sidewalk Repair Required.

(a) Sidewalk to be Repaired. When public sidewalks on the adjacent street frontage of a lot do not meet the standards for public sidewalk construction, as defined in the City of Champaign Manual of Practice, or are not in good condition and free of defects, and a building permit is being applied for a project other than a single- or two-family residence, the issuance of the building permit shall be conditioned upon the applicant's agreement to repair the sidewalk at the applicant's expense prior to the issuance of an occupancy permit under the following circumstances:

(1) If the building permit application is for new construction on the lot; or

(2) If the building permit application is for a project which expands the footprint of the

current structure(s) on the lot and the listed value of the construction on the building permit application exceeds fifty (50) percent of three (3) times the value of the most recent Equalized Assessed Value of the lot.

When the adjacent public sidewalk(s) are four feet or greater in width, in good condition and free of defects, and meet all of the other standards for public sidewalks identified in the Manual of Practice, they shall be considered legal non-conforming, and shall not be required to be reconstructed to current standards identified in this Section.

(b) Defects to be Repaired. When the public sidewalks on the street frontage of a lot are not in good condition and free of defects, and a grading and drainage permit is required for a project to expand an existing parking lot by fifty (50) percent or more, other than on the site of a single- or two-family residence, issuance of the permit shall be conditioned upon the applicant's agreement to repair the sidewalk at the applicant's expense.

(c) Approved Plans. Sidewalk construction plans and its installation shall be approved by the Director of Public Works and shall comply with this Code and sidewalk standards contained in the Manual of Practice.

Chapter 37 in the code is the Zoning Ordinance. This section basically says no Zoning Permit shall be issued unless the Sidewalks meet the code in Chapter 30.

Sec. 37-223. - Standards for sidewalks.

No zoning permit shall be issued for construction requiring sidewalk installation or repair under [Chapter 30](#) of the City of Champaign Municipal Code unless plans for installation or repair have been approved by the City Engineer in accordance with the current sidewalk standards contained in the Manual of Practice or this Code.

Let me know if you have any questions,
I hope this helps.

Jeff Marino
Senior Planner
Planning and Development Department
City of Champaign



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: June 9, 2021

SUBJECT: Approval of Resolution Ratifying Change Order 2 for the Martens Center Construction

Background

Construction is underway on the Martens Center with Broeren Russo Builders; excavation for exterior foundation walls is ongoing, and excavation for interior walls is imminent. Contractor encountered unsuitable soils in local areas of excavation and estimates A large number of cubic yards of earth need to be exchanged for suitable bearing material and concrete was added as shown in the attached diagram. The green and red areas indicate foundation wall excavation; the green areas show where the soil bearing was acceptable, and the red areas show where soil had to be replaced with suitable material. The yellow areas indicate interior foundation wall areas of excavation that are expected to need replacement with suitable material. Change Order 2 is to pay for the total estimated amount of material and labor needed to replace the soils in the red and yellow areas up to and not to exceed \$60,000.

Staff followed up the discussion at the May 26th Study Session with a zoom meeting with District staff, Ratio Staff and Tyler Adkins from Broeren Russo Builders to follow up with the Park Board comments and suggestions. Tyler then met with Sky Sanborn of Broeren Russo Builders and forwarded the following information

Why was the building pad remediated if it was only going to be dug up when doing the footings?

- Building pad preparation happens before footing excavation
- The building pad remediation was performed per MET recommendation
- Large scale grading, soil placement and compaction happens with large equipment
- To perform the building pad remediation, starting and stopping to avoid all eventual footing excavations would be significantly slower and more expensive

Why was the footing unsuitable soils not handled at the time of the building pad unsuitable soils?

- This was reviewed and made clear during the building pad unsuitable soils issue resolution.
- See email thread below from April 6, 2021 for detail

Why was the CO process not followed for the footing unsuitable soils?

- While not as immediate as it should have been, notification of the issue and remediations being implemented per MET's recommendation were sent to CPD and Ratio

- After the third email notification regarding this work was sent we were instructed to stop. You and I spoke and you provided direction to proceed, with the understanding that the CO would be created and all supporting documentation for T&M provided.
- While all soil remediation work incurs a delay due to time spent on that remediation, if footing excavation work would have halted, a delay in the schedule of approximately 1 month would have been incurred due to losing the window for installation of precast.
- To be clear, if BRBI had halted work, the soil remediations would still have been necessary. Costs would not have been saved. Time would have been lost.

All future changes incurring cost must not proceed until an approved CO is executed.

- Understood.
- Please understand that any work stoppage on a critical path activity while awaiting a future executed CO will incur an associated delay in the schedule.

In general, I want to make it clear that BRBI has at all times acted in the interests of CPD with regard to both cost and schedule. We are happy to provide the information necessary to help you and the board understand that is the case. Thanks, Sky Sanborn

Staff also followed up with a letter to Jim Lopez, President of Broeren Russo Builders.

As of Friday, June 4th Broeren Russo was still working toward a final number for the Change Order #2. There are interior footings left to complete at the North end of the building, after precast erection, before we can finalize the amount, per Tyler Adkins of Broeren Russo.

Prior Board Action

January 13, 2021 Regular Meeting—Broeren Russo Builders awarded the Martens Center construction contract.

April 14, 2021 Regular Meeting—Change Order 1 for building slab bearing unsuitable soils ratified.

Budget Impact

The change order adds \$60,000 to the contract amount.

Recommended Action

Staff recommends approval of a resolution ratifying Change Order 2 to the Broeren Russo construction contract for the Martens Center.

Prepared by:

Reviewed by:

Andrew Weiss
Director of Planning

Joe DeLuce
Executive Director

RESOLUTION

CHAMPAIGN PARK DISTRICT BOARD OF COMMISSIONERS

Martens Center Construction Contract Change Order 2

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

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

WHEREAS, Champaign Park District did enter into a construction contract with Broeren Russo Builders for construction of the Martens Center, effective January 27, 2021; and

WHEREAS, after further evaluation of soil conditions for foundation bearing by Geotechnical Engineer MET certain means and methods for remediation have been presented, including Change Order 2; and

WHEREAS, Champaign Park District representatives, Ratio Architects, and Broeren Russo Builders determined that the costs associated with Change Order 2 are \$60,000.00; and

WHEREAS, Change Order 2 to the Construction Contract is germane to the original contract as signed, was not reasonably foreseeable at the time the contract was signed, and such change is in the best interests of the Champaign Park District and authorized by law;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Champaign Park District as follows:

Change Order 2 to the Martens Center construction contract is germane to the original contract in that it relates to the appropriate soils for the project; and that in order to proceed in the best interests of the Champaign Park District; and as authorized by law and pursuant to the terms of the award, contract, and documents incorporated therein, staff and officials of the Champaign Park District are authorized to approve, ratify, and execute such change order as is reasonably necessary as otherwise described herein to conform and amend the awarded contract to undertake the actions necessary in order to complete the project as directed by the Board of Commissioners. Accordingly, the Change Order 2 and any actions or costs referenced therein or associated therewith are hereby approved, authorized, ratified, and confirmed for the sum set forth as follows:

Change Order 2 – excavation, rock fill, and concrete. See attached Change Order.

Total Change Order increase (this resolution).....\$60,000.00

APPROVED, AUTHORIZED, and RATIFIED by the President and Board of Commissioners of the Champaign Park District effective as of the 9th day of June, 2021.

(SEAL)

APPROVED

Jarrod Scheunemann, Secretary

Kevin Miller, President



AIA Document G701™ – 2017

Change Order

PROJECT: *(Name and address)*
Martens Center
1515 N. Market St.
Champaign, IL 61820

CONTRACT INFORMATION:
Contract For: Construction
Date: January 27,2021

CHANGE ORDER INFORMATION:
Change Order Number: 02
Date: May 25, 2021

OWNER: *(Name and address)*
Champaign Park District
706 Kenwood Rd.
Champaign, IL 61821

ARCHITECT: *(Name and address)*
RATIO States LLC
d/b/a RATIO States PLLC
102 S. Neil St.
Champaign, IL 61820
19163.000

CONTRACTOR: *(Name and address)*
Broeren Russo Builders, Inc.
602 N. Country Fair Dr.
Champaign, IL 61821

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Remediate unsuitable soil conditions encountered at building foundation bearing elevation based on the recommendations of the Geotechnical Engineer MET documented in their field observation reports dated May 6, 2021 through May 14, 2021. Means and methods include over excavating areas and filling with rock as well as replacing soil with lean concrete. Refer to CO-02 Attachments for Foundation Plan indicating locations of unsuitable soil conditions. Contractor is to provide detailed backup for all costs associated with this work from their sub-contractors. Backup must include the total cubic yards of volume required for over excavation and backfill for both rock and lean concrete. Refer to MCCO-02 Attachments PDF for the following: MET Field Reports, Foundation Plan, COR by Duce Construction, and email chain.

The original Contract Sum was	\$	9,463,400.00
The net change by previously authorized Change Orders	\$	55,867.50
The Contract Sum prior to this Change Order was	\$	9,519,267.50
The Contract Sum will be increased by this Change Order in the amount of	\$	60,000.00
The new Contract Sum including this Change Order will be	\$	9,579,267.50

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be March 31, 2022

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

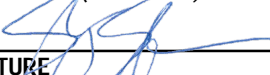
NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

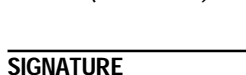
RATIO States LLC
d/b/a RATIO States PLLC
ARCHITECT *(Firm name)*

Broeren Russo Builders, Inc.
CONTRACTOR *(Firm name)*

Champaign Park District
OWNER *(Firm name)*


SIGNATURE


SIGNATURE


SIGNATURE

Ryan Hinz AIA, Associate
PRINTED NAME AND TITLE

Sky Sanborn, Executive Vice President,
COO
PRINTED NAME AND TITLE

Joe DeLuce, Executive Director
PRINTED NAME AND TITLE

DATE

5/26/21
DATE

DATE

CHAMPAIGN PARK DISTRICT

2019 TO 2022 STRATEGIC PLAN

*Maintaining Standards while
Striving for Excellence*



CHAMPAIGN
PARK DISTRICT

Adopted by Board of Commissioners
May 2019



Mission, Vision & Values

Mission Statement: 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.

Vision Statement: The vision of the Champaign Park District is to provide the community with parks, trails, facilities, and programs to promote their pursuit of wellness and healthy living.

Values

Important, shared principles that guide our organization's daily actions

1. *Stewardship*

- We conduct our business fairly, transparently, and with integrity.
- We are fiscally responsible to our residents.
- We strive to offer affordable programs and services for all residents.
- We enhance natural resources and promote good conservation and stewardship practices.
- We provide opportunities for health and wellness for our residents.
- We strive to provide equal access for all users to all of our parks, facilities, and programs.
- We value and reward honest and forthright employees who provide excellent customer service and stewardship of public resources.
- We care for the valuable resources we have in our people and places.

2. *Organizational Excellence*

- We know and respect our roles and responsibilities and work together to accomplish our goals.
- We encourage all residents to participate in planning, designing, and advocating for parks and recreation.
- We recognize that being good is simply not good enough.
- We promote staff development.
- We follow best practices in providing quality parks, recreation, and cultural arts.
- We assure safety through a comprehensive risk management program.

3. Innovation

- We value employees who present creative and proactive solutions to challenges.
- We encourage doing things differently, progressively, creatively, and with an entrepreneurial spirit.
- We are adaptable and value our ability to anticipate, influence, and embrace change.
- We encourage new ideas that lead to responsible solutions.

4. Customer Service

- We offer consistent, customer-focused service across the organization.
- We strive to say YES to our customers when the request falls within our mission and vision.
- We actively seek and value customer feedback.
- We care about our customers and team members.
- We provide exceptional support to our employees and patrons.

5. Diversity

- We provide quality parks, programs, and services that meet the diverse needs of all ages and abilities in our community.
- We embrace the diversity of our team.
- We value diversity in all its forms and actively seek people with different perspectives and experiences.
- We encourage inclusion.
- We strive to offer a variety of opportunities for everyone.

6. Collaboration

- We collaborate with other agencies and groups throughout the community to accomplish our goals.
- We focus on building a better community every day.

Our Workplace Culture

FUN: Staff look forward to coming to work and enjoy what they do.

SUPPORTIVE: Staff support and care about each other like family and help make each other's job easier.

CREATIVE: Unafraid of failure, staff are willing to try new ideas and programs without risk and find ways to say "yes" to the requests that fall within our mission and vision.

PROFESSIONAL: As leaders in the parks and recreation field, staff demonstrate professionalism in the workplace every day.

PERSONABLE: Staff are likeable, courteous, easy to work with and deliver excellent customer service.

PROACTIVE: Staff do not have to be told what to do; they take initiative to get things done.

Strategic Initiatives

1. **Marketing** - Provide transparent, accurate, and timely information to the community through delivery of integrated marketing activities.
2. **Finance** - Build a responsive, financially sustainable District by aligning resources to community needs.
3. **Human Resources, Risk Management and Technology** - Provide exceptional service and resources to keep employees safe, empowered, and engaged. Provide park and facility users with a safe environment. Enhance the employee and park user experience through innovative technology.
4. **Operations** - Provide safe, distinctive, and well-maintained parks, facilities, programs, and trails.
5. **Planning** - Develop facility, park, and trail plans that align resources with community needs.
6. **Recreation** - Deliver innovative and customer-focused programming that promotes active healthy living and wellness.
7. **Virginia Theatre** - Become the theatre that brings the community together for outstanding experiences.
8. **Board/Leadership Team** - Maintain our current standards while striving for excellence by providing outstanding leadership and visions for future improvement.

Blue = Previous Updates
 Red = FY21, Q4 Updates

Marketing and Communications

Strategic Initiative: Provide transparent, accurate, and timely information to the community through delivery of integrated marketing activities.					
Goals	Objectives	Assignment	Time Frame	Update	
1.1	Enhance marketing and communication efforts for all programs, services, and facilities offered.	Work with program coordinators on a seasonal basis to develop marketing plans for identified program focus areas.	Marketing Team	FY20	Continue to meet seasonally. Zoom planning meetings going well.
		Improve the Program Guide descriptions, layout, and proofing system.	Marketing Team	FY21	Stopped printing for remainder of fiscal year and assessing whether we should print in future or not. Digital proofing going well.
		Implement a marketing plan for Champaign-Urbana Special Recreation.	Marketing Team	FY22	Began initial planning for new building branding and promotion.
		Develop a community-wide engagement strategy.	Marketing Team	FY22	Promoting app as first step to engage entire community.
		Continue to focus on videography to highlight the Park District.	Marketing Team	FY20-22	Continue to work with videographer and create quick social media videos in house
1.2	Utilize technology to enhance communications, registration numbers, and ticket purchasing throughout the Park District.	Develop and implement an app for the Park District.	Marketing Team	FY20	App released with promotion for downloads in progress.
		Perform a SWOT analysis of online and mobile registration to look for opportunities to make registration easier for consumers.	Marketing Team	FY21	Delayed due to COVID. Will reassess in Phase 5.

		Continue to improve and update the Park District’s websites.	Marketing Team	FY22	Working with Third Side to develop options for a website remodel. Virginia Theatre website about to be updated due to ShoWare ticketing changes.
1.3	Improve timeline management for Virginia Theatre promotion to increase ticket sales by an average of 20% per event.	Develop marketing standards and templated branding for events.	Marketing Team	FY20	Creating branding for 100th Anniversary season
		Develop social media plan and standards to increase ticket sales to events.	Marketing Team	FY21	Working with Virginia Theatre staff to increase social media presence.
		Work with Virginia Theatre staff to promote the year-long celebration of the 100 th anniversary of the Virginia Theatre FY21/22.	Marketing Team	FY21-22	Have met multiple times to talk about the 100th Anniversary season, potential promotional strategies, and events.

Blue = Previous Updates

Red = FY21, Q4 Update4

Planning

Strategic Initiative: Develop park, trail, and facility plans by aligning resources with community's needs.

Goals	Objectives	Assignment	Time Frame	Update
5.1 Create or update facilities, parks, and trail plans.	Master plan to fix/improve infrastructure at Prairie Farm. Common consensus on direction for the Farm with logical funding scope.	Planning Team	FY20	Complete.
	Develop a master plan for various neighborhood and community parks.	Planning Team	FY21	Underway.
	Develop a plan to make improvements to Kaufman Park, Lake and Boathouse.	Planning Team	FY22	Underway.
5.2 Continue to develop a consistent trail system by connecting parks with trails and following the Park District Trail Plan.	Work to complete the trail connections with the Carle at the Fields Trail and other trails in the area.	Planning Team	FY20	Complete.
	Continue to add loop trails and plans for new loop trails in new parks on a case by case basis.	Planning Team	FY21	Underway; Spalding Park construction beginning summer of 2021, Human Kinetics Park under construction.
	Continue to develop the Greenbelt Bikeway trail project with new options and grants.	Planning Team	FY22	Underway; Clark Dietz in final phase of design and construction documents.

5.3	Improve planning systems, methods, and organization function at a very high level.	Define roles and responsibilities for each of the planning staff.	Planning Team	FY20	Complete.
		Develop procedures and systems for various project responsibilities, i.e. playgrounds, in house projects, etc.	Planning Team	FY21	Complete.
		Improve proactive communications and coordination with all departments. Also continue to improve Board presentations.	Planning Team	FY22	Complete.
		Develop a five-year priority plan for OSLAD Grants and possible PARC Grants. Also develop a plan for possible trail and bike path grants.	Planning Team	FY21	Underway; applied for North Champaign Trail ITEP Grant and Pipeline Trail to Porter Park Bike Path Grant.
		Assist with the planning for the Martens Center.	Planning Team	FY21	Complete.

Blue = Previous Updates

Red = FY21, Q4 Updates

Recreation

Strategic Initiative: Deliver innovative and customer-focused programming that promotes active healthy living and wellness.					
Goals	Objectives	Assignment	Time Frame	Update	
6.1	Develop and implement an innovative and customer-focused approach to delivering excellent recreation programs and services.	Focus on quality over quantity in program offerings to grow participants and efficiency.	Recreation Team	FY20	Restructured Calls from Santa event to become Zoom with Santa to create a more personalized experience.
					Created walking light displays around Porter Park as part of Winter Nights at Porter Park.
					Made Holiday in Whoville event virtual so community could still participate. Added drive through concessions and meet the Grinch to still include an interactive personal touch while following COVID guidelines.
					Developed Preschool Program In A Bag at Springer for fall, winter, spring programming.
					Continue to add new interactive content on Virtual Fun Facebook Page.

					<p>Dance Arts revised curriculum to better meet needs of dance participants.</p>
					<p>Developed in person and virtual programming due to COVID including Virtual art shows.</p>
					<p>Added in person one-on-one pottery lessons.</p>
					<p>Developed Public Health safety plans for COVID.</p>
					<p>Added Book plays to Youth Theatre and workshops</p>
		<p>Develop robust health and wellness programs especially for the youth.</p>	<p>Recreation Team</p>	<p>FY21</p>	<p>Had 191 kids enrolled in Spring soccer leagues. Have 72 enrolled (max enrollment) in CPD Kicks (age 3-6). Have 98 enrolled in IFC Micro Soccer.</p>

					<p>Added new winter youth softball clinics for first time and had 75 enrolled. Started back up girls fastpitch league with 3 teams (49 girls) in the Champaign County Greater Softball League.</p>
					<p>Have 47 adult softball teams currently playing in the spring/summer leagues.</p>
					<p>Developed partnership with Project Athletes to offer indoor sports agility training classes for grades 3-8. Sessions currently going on with 32 kids enrolled.</p>
					<p>Offering a combination of in person and outdoor group fitness classes at Leonhard.</p>
					<p>Had a successful Winter/Spring indoor season at DTC. Have over 300 youth and adults enrolled in summer outdoor clinics.</p>
					<p>Offering open gym pickleball and family open gym at Leonhard</p>
					<p>Offering new basketball camp through Trent Meachum in August.</p>

					Youth hoops clinics offered as alternative to traditional season in 2021. Had 78 enrolled.
		Connect more kids to nature.	Recreation Team	FY21	Created virtual programs to get kids to visit area parks to recreate sculptures that are placed throughout the district.
	DCC March 16 th SOD is themed, Bugging Out, which will connect participants to nature while learning about insects and their habitats.				
	Created the Great Pumpkin Hunt where painted pumpkins were placed in over 32 different parks that kids had to find.				
					Partnered with multiple local organizations to create the Great Artdoor project that placed art in various parks and gardens in the area to get kids and families to explore art outside.
		Expand and enhance teen programs with input from teens.	Recreation Team	FY20-22	Expanded age range for Campers Explore to include 7 th graders.

					<p>Restructured the Jr. Lifeguard program which increased registration – have 18 enrolled currently. All time high previously was 15, with only 3 years above 10.</p>
					<p>Teens Say: 4th performance scheduled for 3.1.20 at the VT with 10 girls participating.</p>
					<p>Developed partnership with Project Athletes to offer sports agility training classes for grades 6-8.</p>
		Connect with teens digitally and creatively.	Recreation Team	FY20-22	<p>Offered our first ever Esports league geared towards teens.</p>
					<p>Added an additional smart board with donor's funds to dance program.</p>
					<p>Added work out equipment for dance programming with donor funds.</p>

6.2	Develop an employee on-boarding process for all recreation staff (full-time, part-time and seasonal).	Increase cross-training opportunities. Provide more internal training opportunities surrounding trends.	Recreation Team	FY20-22	<p>Department of Revenue Facilities had numerous staff work in operations and HR due to COVID situation. Many staff learned about other areas.</p> <p>Special Events started working closely with Marketing to start up their own Virtual Fun Facebook page and started creating promotional and activity-based videos with training from Marketing staff.</p> <p>Have had numerous staff cross train to be both receptionists and building service workers due to Covid. Additionally, a few staff are trained at both Leonhard and Dodds Tennis Center.</p> <p>Staff member from Springer was certified to teach CPR and First Aid.</p>
		Develop an interim plan and flow chart for staff to follow when necessary to fill-in for other staff.	Recreation Team	FY21	Staff Position Binders were updated for staff to fill-in as necessary.

					Through Covid staff have been working closely with each other learning each other's jobs to better step in when needed. Brittany has stepped in as the LRC interim Manager.
		Develop a comprehensive training program.	Recreation Team	FY20	Recreation staff training information is being updated with new guidelines based on current atmosphere.
6.3	Evaluate and upgrade facilities to meet customer and staff standards in order to provide outstanding programs and services.	Prioritize capital needs for facilities and programming. Implement non-capital improvement budget.	Recreation Team	FY20	Staff met to create list of capital projects and non-capital improvements. Meeting being set with staff to compile information for all facilities in one document
					LED lighting installed in lower level hallway at Springer Center increasing energy savings and light levels. Room 201 and dance studios to follow.
					Purchased new lifeguard equipment and innertubes for the lazy river.

					Dog park improvements (entrance apron, chipped entry way, new parking lot gravel, and controlled access) have all been great improvements that have led to better satisfaction and increased membership.
		Update necessary equipment for all programs and associated facilities.	Recreation Team	FY21	New kiln purchased for Pottery Studio
					Develop Dance Arts parent viewing area, FY20
					Upgrade Dance Arts stereo system, FY20
					Purchase Dance Arts smartboard to upgrade the quality of the program, FY21
					Purchased another smartboard from donation fund. Added video option to pottery due to COVID.

		<p>Evaluate space usage to determine and identify opportunities for under-utilized spaces.</p>	<p>Recreation Team</p>	<p>FY22</p>	<p>Art Smart room used in afternoons for expansion of Creative Playtime</p> <p>Completed Leonhard Gym stripping/resurfacing of courts. Now have 3 painted pickle ball courts. Working with pickle ball club to increase usage and drive membership. Also working with pickle ball club for a fall tournament at Leonhard.</p> <p>Renovated Zahnd fields to be more flexible/accommodating. Zahnd Pony is now able to accommodate multiple age ranges. We also have two portable mounds for the fields. The flexibility has increased field rentals significantly and the infield renovation decreased rains outs.</p> <p>Taped off and social distanced tables for safety.</p> <p>X's for social distancing on the front porch of Springer.</p>
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					Working on reconfiguring Hays Recreation Center for Senior programs once CUSR moves into their new facility.
					Assigned certain entry ways for different programming due to Covid. Utilized room 201 for preschool pick up.
6.4	Provide opportunities for residents to live an active lifestyle and improve health and wellness levels.	Add video fitness related programs at various recreation centers to provide more opportunities for fitness.	Recreation Team	FY20	Promote Dance classes as improving health, FY21
					Promote Dance classes as improving health, FY21
					Promote Fitness in Preschool, FY21
		Develop additional fitness events and programs.	Recreation Team	FY21	Zumba Bollywood introduced this fall. Interviews ongoing for additional programs

					Created 100-day Roll & Stroll challenges that were posted on Virtual Fun Facebook Page.
		Create a community-wide health wellness campaign, possibly exploring with local partnerships.	Recreation Team	FY20	Working with Welcoming Week Committee to provide recreational opp.'s for all residents of Champaign.
					Implemented 2 nd Team Bundle Up Project with new participating businesses.

Blue = Previous Updates

Red = FY21, Q4 Updates

Virginia Theatre

Strategic Initiative: Become the theatre that brings the community together for outstanding experiences.

Goals		Objectives	Assignment	Time Frame	Update
7.1	Develop and implement customer focused programs and services at the Virginia Theatre.	Renovate the East Lobby Kitchen to provide a second concessions and liquor service area within the current kitchen space.	Virginia Theatre Team	FY21	Staff are presenting a proposal to Board at the 6/23/21 meeting to apply for an Museum grant to support the project. Architectural Expressions are working up initial design concepts and estimates.
		Upgrade the ticket software program for the Virginia Theatre, with an eye toward growth in sales and service.	Virginia Theatre Team	FY21	Delays with building and configuring the software, specifically there were issues with credit card processing, resulted in moving this date back to June 9,2021.
		Theatre Director takes a more active role in curating facility calendar so that rentals and House-presented events are succeeding to their greatest extent and are not overwhelming the interest and budget of area patrons.	Virginia Theatre Team	FY22	Curated programming resumes at the theatre August 16, 2021.

		Plan and implement a celebration of the 100 th anniversary of the Virginia Theatre.	Virginia Theatre Team	FY21-22	Five different events are now confirmed for the anniversary season, including a free community event, a historical talk event (with artifact exhibit), a concert celebration with CUTC, a production of THE BAT, and a special fundraiser in partnership with the CPD Foundation (still pending).
7.2	Establish a plan to strive toward operational self-sufficiency at the Virginia Theatre, where annual taxpayer subsidy is minimized.	Pursue business relationships and partnerships with Live Nation, JAM, and other major national production companies to incorporate their offerings into future Park District programming, to maximize ROI in House-presented events.	Virginia Theatre Team	FY21	Ongoing (but suspended during period of theatre closure): Live Nation has been presenting events at the VT, with more under consideration.
		Pursue relationships/partnerships with new regional and national event promoters, to increase diversity and strength in rental programs.	Virginia Theatre Team	FY20	Renters have become extremely active in the past quarter inquiring about new dates for shows, especially in 2022.

		Revise theatre staffing to flatten out structure, minimizing redundancy and adding focus on box office and administrative work, to support growing rental and House-presented activity while increasing efforts to recruit advertisers and sponsors.	Virginia Theatre Team	FY20	Completed: FT Box Office Manager reports directly to Director, already increasing efficiency; has freed up the Sales Manager to focus more on marketing and ad sales.
7.3	Support and pursue improvements to the physical plan of the Virginia Theatre as well as its marketing tools.	Work with Planning and Operations staff to support renovation and maintenance efforts for projects to possibly include: roof replacement, HVAC upgrade, wayfinding signage, sound, and lighting upgrades.	Virginia Theatre Team	FY20	Received award of a Museum Grant for \$750,000 for the HVAC system. Work on the project has begun at the theatre, with substantial completion planned for September 3, 2021.
		Create a business plan for the operation of the Virginia Theatre.	Virginia Theatre Team	FY20	Ongoing: business plan templates and supporting materials have been assembled, with the next step being initial draft of a plan.
		Develop plans for a revision and enhancement of theatre website, social media engagement, and e-	Virginia Theatre Team	FY20	Project is pending budgeting.

Blue = Previous Updates
 Red = FY21, Q1 Updates

Park Board/Leadership Team

Strategic Initiative: Maintain our current standards while striving for excellence by providing outstanding leadership and vision for future improvement.

Goals	Objectives	Team Assignment	Time Frame	Update
8.1 Complete capital projects in a timely manner and within budget.	Complete fundraising, design/development and construction of the Martens Center.	Martens Team	FY21-22	Construction underway.
	Complete construction of Heritage Park.	Planning Team	FY20	Project Complete.
	Complete Construction of the Operations Shop facility.	Operations Team	FY20	Project Complete.
	Complete paths, lights and new playground at Spalding Park.	Planning Team	FY20	MSA in the process of designing plans for the improvements to Spalding Park. Out to bid in June 2021.
	Greenbelt Bikeway: Apply for grants and finalize plans for construction.	Planning Team	FY22	Board approved contract with Clark Dietz to move forward with plan B.
8.2 Plan and develop capital projects.	CURS Space Project, determine appropriate space and develop a plan.	Planning Team	FY20	Project Complete.

		Phinney Branch Drainage District Project, work towards an overall agreement, a master plan and funding opportunities.	Planning Team	FY22	Project no longer under consideration.
		Develop a plan to design, engineer and upgrade or rebuild Parkland Way.	Planning Team	FY22	Moved to FY22 for construction. Currently out to bid.
		Maintain quality of existing facilities, parks and trails.	Leadership Team	FY20-22	New HVAC system completed at Springer Cultural Center.
8.3	Maintain the Virginia Theatre facility while producing quality programs and events.	Complete Sound Project at Virginia Theatre.	Planning Team	FY20	Project Complete.
		Complete Virginia Theatre roof project.	Operations Team	FY20	Project Complete.
		Reduce the tax support at the Virginia Theatre but maintain current entertainment levels.	Virginia Theatre Team	FY20-22	Theatre closed for FY21, with staff reassigned. Sound system installed through \$750,000 grant and new HVAC System approved for a \$750,000 grant.
8.4	Develop organizational excellence.	Continue to develop and produce Park and Facility Reports.	Leadership Team	FY21	Park Report Card completed in FY21.
		Develop a positive, professional, innovative, and fun work culture.	Leadership Team	FY20-22	Developing new training programs for leadership staff.

		Continue to produce annual Performance Measurement reports.	Leadership Team	FY20-22	Performance Measurement report completed for FY 20. Currently updating FY 21 Performance Measurements.
		Acquire Illinois Accreditation.	Leadership Team	FY22	Numerous policies have been updated as we continue the process.
8.5	Develop staff excellence.	Hire quality staff by opening all positions to everyone interested in applying.	Leadership Team	FY20-22	New hiring process implemented and all open positions have been advertised to the public.
		Develop quality leaders through training, mentoring, and coaching.	Leadership Team	FY20-22	All staff going through the Energy Bus training program.
		Continue to develop processes and systems to retain staff at greater than 90% every year.	Leadership Team	FY20-22	7 staff retired during FY 21 and 12 additional staff left for new jobs, one staff did return to her old position.
8.6	Maintain a financially sustainable District.	Develop a plan to implement the new minimum wages while maintaining our mission, vision, values, and financial operation goals.	Leadership Team	FY20-22	2021 Minimum Wages approved at the December board meeting.
		Maintain the 120-day reserves while providing funds to maintain facilities, parks, programs, services, and amenities at our current quality standards.	Leadership Team	FY20-22	At the end of FY21, our funds include over \$34 million so we did a great job of maintain our 120 reserves.

		Increase non-tax revenues to 25% to 30% of the operating budget.	Leadership Team	FY20-22	Even though our revenues were down in FY 21, the expenses also were down, so the bottom line is that over \$3 million was carried over from the Gen, Rec and Museum Funds to FY 22
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