



**AGENDA
REGULAR BOARD MEETING
REMOTE MEETING HELD VIA TELECONFERENCE**
(As permitted by 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/86949973253?pwd=djlHUmwvcFpZak9EZzZrU0pBaEtEQT09>

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

Meeting ID: 869 4997 3253

Password: 123607

Alternatively, the meeting may be accessed by telephone at:

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

Meeting ID: 869 4997 3253, followed by the # symbol

Password: 123607, 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, April 13, 2022, and sent to joe.deluce@champaignparks.org.

**Wednesday, April 13, 2022
7:00 P.M.**

A. CALL TO ORDER

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

C. COMMUNICATIONS

D. TREASURER'S REPORT

1. Consideration of Acceptance of the Treasurer's Report for the Month of March 2022.
(Roll Call Vote)

E. EXECUTIVE DIRECTOR'S REPORT

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 Regular Board Meeting, March 9, 2022
2. Approval of Minutes of the Executive Session, March 9, 2022
3. Approval of Minutes of the Special Board Meeting, March 23, 2022
4. Approval of Minutes of the Executive Session, March 23, 2022
5. Approval of the Disbursement of \$5,000 for 2022 Executive Committee of the Champaign County Community Coalition Membership Dues
6. Approval of a Resolution Reappointing Emily Corum and Kathy Aquino to the Board of Directors of the Champaign Parks Foundation to Three-Year Terms That Expire in May, 2025.

I. NEW BUSINESS

1. Approval of Disbursements
Staff recommends approval of disbursements for the period beginning March 10, 2022 and ending April 13, 2022. **(Roll Call Vote)**
2. Approval of Bid for Spalding Park Tennis Courts Improvements
Staff recommends approval of the bid from the lowest bidder that meets all required specifications, Petry-Kuhne, at the base bid amount of \$829,455, rejecting all alternate bids, and requests the Board to authorize the Executive Director to enter into a contractual agreement for this work. **(Roll Call Vote)**
3. Approval of Bid for Rental of Portable Toilets
Staff recommends approval of the bid from Illinois Portable Toilets and requests Board authorization for the Executive Director to enter into a contract for Rentable Portable Toilets for programs and events in FYE23 in the amount of \$22,025.00. **(Roll Call Vote)**
4. Approval of an Ordinance Declaring Personal Property as Surplus
Staff recommends that the Board adopt Ordinance No.65X, an ordinance providing for the disposal of personal property owned by the Champaign Park District of Champaign County. **(Roll Call Vote)**
5. Approval of Full-Time Staff for the Martens Center
Staff recommends the Board authorize the Executive Director to add three (3) full-time positions for the Martens Center and thereby increase the number of full-time staff from 81 to 84. **(Roll Call Vote)**

J. DISCUSSION ITEMS

1. Staffing and Programming at the Martens Center
2. Final Update: 2019-2022 Strategic Plan

K. COMMENTS FROM COMMISSIONERS

L. EXECUTIVE SESSION

The Board will convene into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS Par. 120/2 (c)(1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act. (c)(5) The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired, (c)(6) The setting of a price for sale or lease of property owned by the public body, and (c)(11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. ***(Roll Call Vote)***

M. RETURN TO REGULAR MEETING

N. EXECUTIVE SESSION ACTION ITEM

1. Action if Any on Matters Addressed in Executive Session.
(Roll Call Vote)

O. ADJOURN

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

March 9, 2022

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, March 9, 2022 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 fifteen individuals identified below were physically present at the meeting. Citizens were given the opportunity to participate in the teleconference at the web address:

<https://us02web.zoom.us/j/86949973253?pwd=djlHUmwvcFpZak9EZzZrU0pBaEtEQT09> 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, March 9, 2022 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 Kevin J. Miller, Commissioner Jane L. Solon, Attorney Guy C. Hall, Treasurer Brenda Timmons, Joseph DeLuce, Executive Director, and Jarrod Scheunemann, Secretary and Director of Administrative Services.

Present electronically: Vice President Craig W. Hays and Commissioner Barbara J. Kuhl.

Excused absence with prior notice duly given: Timothy P. McMahon.

Staff present in-person: Andrea Wallace, Director of Finance, Andrew Weiss, Director of Planning, Dan Olson, Director of Operations, Heather Miller, Director of Human Resources, Jameel Jones, Director of Recreation, Jimmy Gleason, Director of Revenue Facilities, Bret Johnson, Assistant Director of Operations, and Joe Kearfott, Assistant Director of Administrative Services.

Staff present electronically: Chelsea Norton, Director of Marketing and Communication, Steven Bentz, Director of the Virginia Theatre, and Kevin Weaver, Network Administrator.

Jayne DeLuce from Visit Champaign County was an in-person attendee.

Neil Strack and Brian Kesler from Architectural Expressions, Jean Flood from the League of Women's Voters, and Joy Okumu also attended the meeting electronically.

Call to Order

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

Presentation

Jayne DeLuce from Visit Champaign County updated the Board about the African American Heritage Trail (AAHT) initiative. Members of the initiative had previously presented concepts for updating Skelton Park as part of the AAHT effort. Ms. DeLuce explained that after analyzing

expenses the initiative members had developed a phasing plan for the AAHT. The first phase total project cost is estimated at \$500,000 and includes a walkway, sculpture, musical instruments, and shade structure upgrades at Skelton Park.

Discussion and clarifications ensued regarding the AAHT's project timeline when compared with the City's Boneyard Creek project timeline, as well as the timeline for the Park District bus "wrap" promoting the history of Douglass Park.

The Commissioners thanked Ms. DeLuce for her presentation and stated they were looking forward to the initiatives efforts to update Skelton Park.

Comments from the Public

None.

Communications

None.

Treasurer's Report

Treasurer Timmons presented the report. She stated the Park District's finances had been reviewed and were found to be in appropriate order.

Treasurer Timmons noted that certificate of deposit interest rates are increasing and staff are transferring reserve funds into these type of accounts as appropriate and available.

Commissioner Solon made a motion to accept the Treasurer's Report for the month of February 2022. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Vice President Hays – yes; Commissioner Solon – yes; and President Miller - yes. The motion passed 4-0.

Executive Director's Report

Introduction of Interns

Mr. DeLuce reported that the Recreation Department had hired two interns. Mr. Jones was asked to introduce the interns. Mr. Jones welcomed Sean Callahan and Destiny Rohwedder to the Park District for the spring semester. The interns highlighted their plans after graduation and their involvement in the Park District's egg hunt event as well as their work with the Douglass Community Center seniors' program.

Mr. DeLuce asked the Board to consider several dates for the grand opening of the Martens Center.

Mr. DeLuce also requested that the Board consider a Special Meeting on March 23, 2022 to review a potential structured cabling project at the Bresnan Meeting Center. The Board agreed by consensus to host a Special Meeting on that date.

Committee and Liaison Reports

Champaign Parks Foundation

President Miller reported that the Parks Foundation Directors are launching another popcorn fundraiser in the near future and he encouraged Board members to participate.

Report of Officers

Attorney's Report

Attorney Hall reported that he had been working on a number of matters for the Park District, including bid documents, change orders, contracts, and compliance items.

President's Report

President Miller reported that he had discussed the HK Park grant matter with Senator Scott Bennett at the Illinois Association of Park Districts Legislative Conference and is waiting on an update and action from his office.

Consent Agenda

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

1. Approval of Minutes of the Regular Board Meeting, February 9, 2022
2. Approval of the Minutes of the Special Board Meeting, February 23, 2022
3. Approval of the Illinois Park and Recreation Association Environmental Report Card

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

New Business

1. Approval of Disbursements

Staff recommended approval of disbursements for the period beginning February 9, 2022 and ending March 10, 2021.

Commissioner Solon made a motion to approve the list of disbursements for the period beginning February 9, 2022 and ending March 8, 2022. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Commissioner Solon – yes; Commissioner Kuhl – yes; Vice President Hays – yes, and President Miller – yes. The motion passed 4-0.

2. Approval of Permit for Champaign County Humane Society Mutt Strut Event at Mattis Park

Mr. Scheunemann presented the report. He highlighted details from a permit request by the Champaign County Humane Society to use Mattis Park for its Mutt Strut fundraising event. This permit request asked the Park District to allow the sale of alcohol at a secure location within the park during the event. Mr. Scheunemann noted that Ordinance 618: Regulating the Use of Parks and Property Owned or Controlled by the Champaign Park District states in chapter six (6), section four (4), permitted the sale, delivery, or consumption of alcoholic beverage to any person over the age of 21 within a specified area owned by the Park District, as authorized by the Park District from time to time.

Discussion ensued regarding liability, security, public perception, alternative options for the location of the sale of alcohol for the event, and an update to Ordinance 618.

Vice President Hays made a motion to approve the permit for an alcohol-free Champaign County Humane Society's Mutt Strutt event. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; President Miller – yes; Vice President Hays – yes; and Commissioner Solon – yes. The motion passed 4-0.

3. Approval of FY22-FY23 Garment Bids

Mr. Gleason presented the report. He reported that staff annually prepare a bid to address the Park District's garment needs. Mr. Gleason noted that six (6) vendors had submitted bids. He stated that the Park District's need had increase in the last year from \$21,338.91 in FY20-FY21 to \$37,713.87 in FY21-FY22 due expected increases in programming because of reduced COVID-19 restrictions. Mr. Gleason commented that the bids were best estimates and totals could be adjusted when orders are placed.

Commissioner Solon commented that she was pleased to see a bid from a local vendor.

Vice President Hays made a motion to approve acceptance of the bids for garments from the lowest responsible bidder for each item that meets specifications in the amount of \$37,713.87 as follows: Will Enterprise in the amount of \$2,417.91; The Lifeguard Store in the amount of \$5,200.00; Sunburst Sportswear in the amount of \$26,346.15; and Leadaz Athletic Footwear in the amount of \$3,749.75. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; President Miller – yes; Vice President Hays – yes, and Commissioner Solon. The motion passed 4-0.

4. Approval of Bids for Mowing Services

Mr. Johnson presented the report. He noted that the mowing services agreements are two-year contracts with option to renew for an additional two years. Mr. Johnson stated that these bids included roughly half of the mowing sites.

Discussion ensued related to the bidder's locations.

Vice President Hays made a motion to authorize the Executive Director enter into contracts with the low bidders (D&R Lawn Care in the amount of \$2,075 per month for groups 1 & 4, C&C Custom Services in the amount of \$1,785 per month for groups 2, 5 & 7, Bill's Lawn Care in the amount of \$950 per month for group 3, Dun Right in the amount of \$1,800 per month for group 6, Scotty's Turf in the amount of \$1,025 per month for groups 8 & 9) for mowing services for a period beginning April 4, 2022 through November 2023; that in the event of a contractor forfeiting their contract prior to its completion, the Executive Director proceed to the next, lowest responsive bidder and enter into a contractual arrangement for the remainder of the original contract; as well as authorize the Executive Director to extend Scotty's Turf contract for two (2) years in the amount of \$1,000 per month for Douglas, Wesley and MLK Trail. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: President Miller – yes; Commissioner Kuhl – yes; Vice President Hays – yes; and Commissioner Solon. The motion passed 4-0.

5. Approval of Bid for the North Champaign Trail Extension

Mr. Weiss reported that staff recommends awarding the construction contract to Duce Construction Company in the amount of \$29,725.00 and authorize the Executive Director to enter into the contract.

Commissioner Solon made a motion to approve awarding the construction contract to Duce Construction Company in the amount of \$29,725.00 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 Kuhl – yes; Vice President Hays - yes; Commissioner Solon – yes; and President Miller - yes. The motion passed 4-0.

6. Approval of Bid for Leonhard Recreation Center Access Drive

Mr. Olson reported that Architectural Expressions had developed the design, engineering, and bid documents for the project. He noted that this driveway will allow access to the Leonhard Recreation Center from Kenwood Road as well as an ADA egress and expanded programming space.

Mr. Olson stated that six (6) bids had been received and four (4) out of the six bids did not include affirmative action forms due to clerical errors. Mr. Strack added that it was made public that the bids did not include this documentation and that bidders would have five (5) days to protest the award after the bid is approved. Discussion ensued.

Commissioner Kuhl asked if the City had approved all permits for this project. Mr. Strack responded that he had sent the drawings to the City and had not received confirmation.

Vice President Hays made a motion to table approval of awarding the Leonard Recreation Access Drive construction agreement until permits had been approved by the City. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: President Miller – yes; Commissioner Solon - yes; Commissioner Kuhl – yes; and Vice President Hays - yes. The motion passed 4-0.

7. Approval of Change Order No 4 for Virginia Theatre HVAC Project

Mr. Johnson presented the report. He reviewed the three-year history of the project. The HVAC unit on the southwest corner of the Virginia Theatre roof is now five (5) to six (6) feet higher above the roof deck when compared to the previous model. Due to this fact, the Board is requested to consider a change order to add steel rails and grating for life safety updates to support any individual who would need to service this HVAC unit. Mr. Johnson added that this change order would place the project at approximately \$9,000 over budget, but approximately \$13,000 in anticipated Ameren incentives would offset this overage.

Discussion ensued about the engineer's role and related omission as well as staff's priority to field verify the drawings and protect Park District's assets throughout construction.

Commissioner Kuhl made a motion to approve a resolution authorizing change order #4, with Reliable Plumbing and Heating, for the additional steel work, in the amount of \$54,432. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Vice President Hays – yes; President Miller - yes; Commissioner Solon – yes; and Commissioner Kuhl - yes. The motion passed 4-0.

8. Approval of New Phone System

Mr. Scheunemann reported the Park District's current Toshiba phone system has outlived its useful life-expectancy and is no longer a supported product. Staff investigated several options for replacement, specifically voice over internet phone systems. The lowest bid that staff received was from a local vendor, DNDC, which employs a cloud-based phone system platform entitled, Crexendo. DNDC offered options to purchase new phones and also lease-to-own phones for the duration of three (3) or five (5) year agreements. Staff also recommended the Board allocate an additional \$6,000 to support software integration, the purchase of headsets, and potential consulting fees.

Discussion and clarifications ensued regarding product testing, references, and pricing discrepancies.

Commissioner Solon made a motion to table approving a new phone system until staff clarified lease-to-own pricing questions with DNDC. The motion was seconded by Commissioner Kuhl. Upon roll call, the vote was as follows: Vice President Hays – yes; Commissioner Kuhl - yes; Commissioner Solon – yes; and President Miller - yes. The motion passed 4-0.

Discussion Items

None.

Comments from Commissioners

None.

Executive Session

Commissioner Solon moved pursuant to the bases set forth below to convene into Executive Session. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Vice President Hays – yes; Commissioner Solon – yes; and President Miller - yes. The motion passed 4-0. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2 (c)(5) The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired, (c)(6) The setting of a price for sale or lease of property owned by the public body, and (c)(11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

Return to Regular Meeting

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

Executive Session Action Item

None.

Adjourn

After the Executive Session, there being no further business to come before the Board, Commissioner Solon made a motion to adjourn the meeting. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: President Miller – yes; Commissioner Kuhl – yes; Vice President Hays – yes; and Commissioner Solon – yes. The motion passed 4-0 and the meeting was adjourned at 9:22 p.m.

Approved:

Kevin J. Miller, President

Jarrod Scheunemann, Secretary

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

March 23, 2022

The Champaign Park District Board of Commissioners held a Special Board Meeting on Wednesday, March 23, 2022 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 nine 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, March 23, 2022 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 Kevin J. Miller, Commissioner Jane L. Solon, Attorney Guy C. Hall, Joseph DeLuce, Executive Director, and Jarrod Scheunemann, Assistant to the Executive Director / Secretary.

Present electronically: Vice President Craig W. Hays, Commissioners Barbara J. Kuhl and Timothy P. McMahan

Treasurer Brenda Timmons was excused as absent with prior notice duly given.

Staff present in person: Andrea Wallace, Director of Finance, Dan Olson, Director of Operations, Heather Miller, Director of Human Resources, Jameel Jones, Director of Recreation,

Staff present electronically: Steven Bentz, Director of the Virginia Theatre

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 Updating the Policy on Alcohol Use in the Parks and Facilities

Mr. DeLuce reported that a non-profit organization had requested the ability to serve alcohol at an event on Park District property. The Board denied the request to serve alcohol and staff have revised the Park District's alcohol policy to confirm the Park District is the only user that is allowed to serve alcohol in specific circumstances on Park District property or during Park District special events.

Commissioners Solon and Kuhl clarified the policy's statement to read "Park District sanctioned event."

Commissioner Kuhl made a motion to approve changes to the Drug and Alcohol Abuse policy as stated below:

Section 4. Alcohol or Drug Use

No person shall upon or in connection with any property of the Park District possess, give away, sell, serve, dispense or consume any alcoholic beverage; provided however, that the sale, possession and consumption of alcoholic beverages to or by any person 21 years or older in a specified Park District building, or within a specified area owned by the Park District, or a Park District sanctioned event shall be permitted. No person shall upon or in connection with any property of the Park District possess, sell, deliver, smoke, inhale, inject, eat, chew, swallow, or otherwise ingest in any manner whatsoever any narcotic drug, or illegally possessed controlled substance; provided any person found to be in violation of this section shall be subject to arrest or ejected from the park or facility premises.

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

2. Approval of Bid for Leonhard Recreation Center Access Drive

Mr. Olson presented the report. He indicated that all permits are approved by the City. He stated that staff recommends that the Board of Commissioners reject Alternate 1 (trash enclosure) and accept the base bid from Duce Construction Company for \$58,675.00 and allow the Executive Director to enter into a contract for the work.

Commissioner McMahon made a motion to approve rejecting Alternate 1 (trash enclosure), accept the base bid from Duce Construction Company for \$58,675.00 and allow the Executive Director to enter into a contract for the work. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Vice President Hays – yes; Commissioner Kuhl – yes; President Miller – yes; Commissioner McMahon – yes; and Commissioner Solon -yes. The motion passed 5-0.

3. Approval of the Updating of the Wiring with the Bresnan Meeting Center.

Mr. Scheunemann reported that the structured cabling project in the Bresnan Meeting Center would replace aging infrastructure and address several safety concerns through the installation of a uniform and efficient internet wiring system.

Commissioner Solon made a motion to approve the agreement with Heart Technologies for the structured cabling project at the Bresnan Meeting Center in the amount of \$31,052.05. The motion was seconded by Commissioner Kuhl. Upon roll call, the vote was as follows: President Miller – yes; Vice President Hays – yes; Commissioner McMahon – yes; Commissioner Solon – yes; and Commissioner Kuhl - yes. The motion passed 5-0.

4. Approval of New Phone System.

Mr. Scheunemann presented the report. He noted that this item was tabled at the March 9, 2022 Regular Board meeting due to pricing discrepancies. Mr. Scheunemann stated that the quote had been revised to reflect the correct pricing. Staff recommends that the Park District approve an agreement with DNDC to purchase and install the Crexendo system, pursuant to a five-year agreement that includes the purchase of desk and office phones totaling \$95,066.93 and \$6,000 for additional infrastructure upgrades, and authorize the Executive Director execute the contract after review and approval by the Park District's legal counsel.

Commissioner Solon made a motion to approve the purchase of desk and office phones and a five-year agreement with DNDC to purchase and install a Crexendo phone system totaling \$95,066.93

and an additional \$6,00 for additional infrastructure upgrades. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Commissioner McMahon – yes; Vice President Hays – yes; President Miller – yes; and Commissioner Solon - yes. The motion passed 5-0.

5. Approval of Bid for Exergame Equipment for the Martens Center.

Mr. Jones reported that staff had received one bid at the opening for the Exergame Equipment totaling \$125,445.00, which is \$95,988.67 over the original \$310,000.00 appropriation for Martens Center furniture, fixtures, and equipment needs.

Discussion and clarifications ensued regarding the type of equipment, the equipment's lifespan, expected maintenance costs, warranty terms, vendor responsiveness, expected age and use patterns, the demographics of the serviceable area of the Martens Center, target markets, Don Moyer Boys and Girls Club participant's schedule, expectations for software updates, the location of service technicians, and additional gaming equipment/tables that would be provided by the Don Moyer Boys and Girls Club.

Thereafter, Commissioner Kuhl made a motion to approve accepting the bid from lowest responsible bidder, Exergames in the amount of \$125,445.00 for the electronic exercise gaming equipment for the Martens Center. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Vice President Hays – yes; Commissioner McMahon – yes; Commissioner Solon – yes; Commissioner Kuhl; and President Miller - yes. The motion passed 5-0.

Discussion

1. Don Moyer Boys and Girls Club Agreement

Mr. DeLuce reported that new recommended terms resulted from further negotiations with the Don Moyer Boys and Girls Club, such as, a suggested contract duration of ten (10) years with three (3) options for five (5) year extensions. Mr. DeLuce noted that Mr. Jones had forecasted operational expenses for the Martens Center by developing a formula involving hours of operation, estimated expenses, and percentage of use by square footage. Mr. DeLuce estimated the Boys and Girls Club share of expenses to fall between \$35,517 per year and \$39,000 per year. Mr. DeLuce noted that pricing and expenses would be evaluated at the end of 2024. He requested clarification from the Board regarding its preference for the agreement's terms.

Discussion and clarifications ensued related to the Boys and Girls Club's financial position, the process to evaluate and share common area maintenance expenses, the process to identify and list possible common area maintenance expenses, and the process to reconcile actual expenses when compared to projected expenses.

The Commissioners requested Attorney Hall to revise the license agreement to reflect an initial duration of ten (10) years provided that the agreement is reevaluated after eighteen (18) months. Attorney Hall was also requested to work with Commissioner Solon to establish terms regarding anticipated expenses related to rent, maintenance, and insurance expenses. The expectation that the first annual payment from the Boys and Girls Club would total \$38,000 prior to the eighteen (18) month evaluation, which may revise the Boys and Girls Club payment based upon variable costs.

Comments from Commissioners

Commissioner Solon commented that it was nice to visit the Leonhard Recreation Center after the Governor's COVID-19 mask mandate has been lifted.

President Miller noted increased use of Eisner Park with the onset of spring and recommended staff increase efforts to pick up litter and consider yard signs to remind visitors where to place their trash as a result.

Executive Session

Commissioner Solon moved pursuant to the bases set forth below to convene into Executive Session. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Commissioner McMahon – yes; Commissioner Kuhl – yes; Vice President Hays – yes; Commissioner Solon – yes; and President Miller - yes. The motion passed 5-0. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5ILCS Par. 120/2 (c)(5) The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired, (c)(6) The setting of a price for sale or lease of property owned by the public body, and (c)(11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

Return to Regular Meeting

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

Executive Session Action Item

None.

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

Adjourn

After the Executive Session, there being no further business to come before the Board, Commissioner Solon made a motion to adjourn the meeting. The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: President Miller – yes; Commissioner McMahon – yes; Vice President Hays – yes; and Commissioner Solon – yes. The motion passed 4-0 and the meeting was adjourned at 7:04 p.m.

Approved:

Kevin J. Miller, President

Jarrod Scheunemann, Secretary



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: April 13, 2022

SUBJECT: Community Coalition Membership

Background

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

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

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

The 2022 Priorities and Action Plan for the Champaign Community Coalition include:

Police Community Relations

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

Community Engagement

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

Youth Development

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

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

Community Violence

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

Mutual Advocacy

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

Budget Impact

The annual membership is \$5,000. These funds will be included in the FYE23 operating budget.

Recommended Action

Staff recommends approval of renewing the Park District's membership with the Executive Committee of the Champaign County Community Coalition and paying the \$5,000 membership dues with these funds being directed to programs in the Champaign community. *Currently, we are in discussions with the Coalition to support our Streetfest Series and Champaign-Urbana Days (FYE23).*

Prepared by:

Reviewed by:

Jameel Jones, CGSP
Director of Recreation

Joe DeLuce, CPRP
Executive Director

Community Engagement

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

Strategic Objectives:

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

Key Projects:

1. Coordinate and support community-based Walk as One events. Quarterly events will take place in identified neighborhoods and locations. Coalition partners will take the coordination lead for each event.
2. Community Based Trainings Comprehensive training plan coordinated by CU Trauma and Resiliency Initiative on behalf of Community Coalition.
3. Addressing Race, Race Relations and Social Justice
 - Coordinate and support activities of the Race Relations Subcommittee.
 - Use monthly Community Coalition meetings as a public space to facilitate community conversation on Race.
4. Support parent/family needs
 - Support initiatives that train/engage parents, caregivers for youth and their families.
5. Hosting of Community Forums
 - Promotion of neighborhood safety.
 - Community based event to share and receive education and resources.
6. Bring services directly to affected part of community.
7. Better promotion of existing programs and opportunities.
8. Increase involvement of the faith community.

Trainings Include:

- Introduction to trauma informed care
- Building resiliency in youth
- Best practices to address community violence
- Healing solutions
- Peaceful communities summer intensive
- Exploring implicit bias

- Addressing school-based violence
- Targeted training for middle school African American males/females
- Cultural competence

Youth Development

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

Strategic Objectives:

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

Key Projects:

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

Mutual Advocacy

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

Strategic Objectives:

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

Key Projects:

1. Areas identified by Community Coalition partners and members include:
 - Homeless population needs and support
 - Re-Entry population support, resources and services
 - Address race and racial reconciliation
 - Youth Violence
2. Support new program pilot initiatives to address critical needs.
 - Several needs were suggested as gaps in services and support for youth and their families.

These include:

- Programs for 18-28 population
- Targeted programs for specific youth (middle school students, gender specific)
- Workforce development all ages, all groups
- Family/Parent Caregiver programs
- Identify those areas to support existing program services and needs.
- Help to build capacity to leverage support and resources for community-based organizations

Community Violence

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

Strategic Objectives:

- Promote violence prevention as a way of life for community and residents.
- Coordinate CU Fresh Start Initiative.
- Use data driven approach to prioritize efforts.

- Coordinate and support activities to promote positive police/community relations.

Key Projects:

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

Police and Community Relations

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

Strategic Objectives:

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

Key Projects:

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



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director
DATE: April 13, 2022
SUBJECT: Foundation Board Member Appointees

Background

As of the May 12, 2022 meeting, the Champaign Parks Foundation will have five members whose terms are expiring, including Kathy Aquino, Emily Corum, Dijon Davis, Julie Sikorski, and Art Thoma. Ms. Davis, Ms. Sikorski and Mr. Thoma have decided not to request re-appointment after that meeting. The Foundation staff and Board of Directors appreciate all of the time and contributions made by these volunteer members and their presence on the board will be truly missed. Both Ms. Aquino and Ms. Corum have agreed, pending approval by the Park District Board of Commissioners, to continue service on the Foundation Board of Directors for another term.

With the resignation of Ms. Davis, Ms. Sikorski, and Mr. Thoma, three (3) vacancies will become open on the Foundation Board of Directors.

Prior Board Action

Both Ms. Aquino and Ms. Corum have previously been appointed to the Foundation Board of Directors by the Park District Board of Commissioners.

Budget Impact

None

Recommended Action

It is recommended that both Kathy Aquino and Emily Corum be reappointed to the Champaign Parks Foundation Board of Directors, for three-year terms, expiring May, 2025.

Prepared by:

Laura C. Auteberry
Development Director

Reviewed by:

Dan Olson
Director of Operations

**RESOLUTION
REAPPOINTING DIRECTORS
TO THE CHAMPAIGN PARKS FOUNDATION**

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Champaign Park District Board of Commissioners hereby reappoints Emily Corum and Kathy Aquino for three-year terms expiring in May of 2025.

APPROVED by the Board of Commissioners of the Champaign Park District this 13th day of April 2022.

Kevin J. Miller President

Jarrold Scheunemann, Secretary



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: April 13, 2022

SUBJECT: Spalding Park Tennis Improvements

Background

Park District staff, along with Unit 4 staff, have been working with MSA Professional Services for the design of the Spalding Park tennis court improvements. The work generally includes: renovation of the existing four (4) courts, addition of two (2) new courts to the west side, new lighting, new fencing, upgraded drainage, new concrete walkways and bleacher pads, and a new drinking fountain. Nine (9) alternate bid items were included in the package. The larger key items were: three (3) sets of bleachers, wind screening for three (3) sides, and three (3) shade shelters.

Initial Engineer cost estimates were \$703K- \$752K. Increased expenses at bid are most acute in the asphalt and fencing markets that have been impacted by a variety of pandemic related issues, which resulted in both items bidding at roughly twice as much as estimated.

Prior Board Action

June 23, 2021, Special Board Meeting - The Park Board approved the initial IGA with Unit 4 for the construction and ongoing operation of the tennis courts at Spalding Park.

September 22, 2021, Study Session Board Meeting – The Park Board approved an updated version of the IGA.

October 13, 2021, Regular Board Meeting – The Park Board approved an agreement with MSA Professional Services for design and construction admin, in the amount of \$71,390.

February 9, 2022, Regular Board Meeting – MSA’s Project Engineer gave a final design update (no action taken) to the Board, prior to letting for bids.

Bid Results

An invitation to bid was published in *The News-Gazette*. The bids were opened and read aloud on Thursday, March 31, 2022. The bid results are as follows:

Bidder	Base Bid	Bleacher Alternate	Wind Screening Alternate	Shade Structure Alternate
Petry-Kuhne Company, Champaign, IL	\$829,455.00	\$16,098.00	\$9,387.72	\$52,577.01
Duce Construction Company, Champaign, IL	\$867,400.00	\$10,875.00	\$10,413.00	\$52,577.01
Mid-Illinois Concrete & Excavating, Urbana, IL	\$1,070,347.00	\$9,120.00	\$10,680.00	\$48,000.00
Byrne & Jones Construction, St. Louis, MO	\$1,197,559.62	\$27,912.57	\$20,516.28	\$58,774.59

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

Per the IGA, the Park District is responsible for 35% all costs associated with the design and construction of the tennis courts. The total thus far (professional services and construction base bid) is \$315,296.

\$335,000 was budgeted in the FY 22/23 Capital Improvement Plan for tennis court improvements at Spalding Park.

Recommended Action

Staff recommends approval of the bid from the lowest bidder that meets all required specifications, Petry-Kuhne, at the base bid amount of \$829,455, rejecting all alternate bids, and requests the Board to authorize the Executive Director to enter into a contractual agreement for this work.

Prepared by:

Bret Johnson
Assistant Director of Operations

Reviewed by:

Dan Olson
Director of Operations



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: April 13, 2022

SUBJECT: FYE23 Rentable Portable Toilets

Background

At the April 24, 2019 Special Board Meeting, the Board authorized the Executive Director to enter the Champaign Park District into a contract with Gulliford Services, Inc. dba Illinois Portable Toilets for a two (2) year period with the option to renew for one (1) additional year. That contract is expiring this year in April.

Terms for the new bid, as provided in the bid invitation, is for rental of portable toilets for various special events and programs for a three-year (3) agreement with an option to renew for an additional one-year (1) term.

Bid Results

The invitation to bid was published in the News-Gazette (newspaper & online) on Sunday, March 13, 2022. Bid information was made available to participating vendors to submit starting Monday, March 14, 2022. Bids for the Park District's need for portable toilets were due at 10:00 am on Monday, April 4, 2022, at which time, bid(s) were opened and acknowledged. The bid was awarded to the lowest responsible bid per item. Only one bid was submitted and received.

Budget Impact

Associated costs for the Rentable Toilets are included in the FYE23 budget.

Fiscal Year	Vendor	Total Expenses
2018 (FYE19)	Kemper	\$17,157.00
2019 (FYE20)	Illinois Portable Toilets	\$26,300.00
2020 (FYE21)	Illinois Portable Toilets	\$23,948.50
2021 (FYE22)	Illinois Portable Toilets	\$22,900.00
2022 (FYE23)	Illinois Portable Toilets	\$22,025.00

Recommended Action

Staff recommends approval of the bid from Illinois Portable Toilets and requests Board authorization for the Executive Director to enter into a contract for Rentable Portable Toilets for programs and events in FYE23 in the amount of \$22,025.00.

Prepared by:

Reviewed by:

Jameel Jones, CGSP
Director of Recreation

Dan Olson
Director of Operations



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: April 13, 2022

SUBJECT: Approval of Ordinance No. 658 - Providing for the Disposal of Personal Property Owned by the Champaign Park District of Champaign County

Background

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

CPD's standard suggests that items valued over \$5,000 at the time of their original purchase be declared surplus by the Board prior to disposal. Items with an unknown original purchase price may also be included in the request.

Prior Board Action

The last surplus action was in September 2021.

Budget Impact

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

Recommended Action

Staff recommends the Board adopt Ordinance No. 658 - An Ordinance providing for the disposal of personal property owned by the Champaign Park District of Champaign County, which will allow for the disposal of equipment as listed on Attachment A.

Prepared by:

Dan Olson
Director of Operations

Reviewed by:

Jarrod Scheunemann
Director of Admin Services

ORDINANCE NO. 658

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

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

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

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

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

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

PASSED AND APPROVED by three-fifths vote of the Board of Commissioners of the Champaign Park District this 13th day of April, 2022.

APPROVED:

Kevin J. Miller, Board President

ATTEST:

Jarrod Scheunemann, Board Secretary



ATTACHMENT A

Metal Picnic Tables – Quantity 15

Description: Sholem Aquatic Center metal, outdoor, four-sided picnic tables. Metal delaminating and rusting causing safety issues. Tables do not meet ADA standards.

Original purchase date unknown.

Estimated Purchase Amount – Approx. \$1,000 each.

Sholem Pool.

Sports Lighting Fixture Heads – Quantity 8

Description: Hessel Park tennis and volleyball courts. Light heads only. Poles to remain in place. Replacements will be new LED fixtures.

Original purchase date unknown.

Original purchase price unknown.

Baseball Field – Quantity 1

Description: Bert Seaman baseball field at Centennial Park, dugouts, benches, fencing, backstop, concrete, water fountain, electrical and plumbing structure removed for pickleball complex.

Original installation unknown.

Original price unknown.

HVAC System

Description: Virginia Theatre HVAC systems replacements

Original installation was at various times.

Original price unknown.

Playground – Quantity 1

Description: Robeson Playground including signs, sidewalk, all playground equipment, surface, tile, border and subsurface.

Installed in 2000.

Original price unknown

Gas Powered Blowers – Quantity 5

Description: Three Echo Backpack Blowers and two Tanaka handheld blowers. Very old and worn out.

Original price unknown.

Hedge Trimmers – Quantity 2

Description: One echo handheld trimmer and one Tanaka pole hedge trimmer.

Original price unknown.

Truck Tool Boxes – Quantity 2

Description: General truck toolboxes.

Estimated purchase amount approx. \$400 each.

No longer used.

Echo Power Tools – Quantity 2

Description: One Echo Kick Broom (power broom), One echo pole saw.

Estimated original price for broom \$200. Pole saw old and unknown price.

No longer used and parts hard to get.

Propane Tank Cage – Quantity 1

Description: Cage that holds tanks for miscellaneous tank gas.

Estimated original price approx. \$400.

Soccer Goals – Quantity 7 sets

Description: Four sets of 6.5' by 9.5' and three sets of 10.5' by 24'

Estimated original price approx. \$1,000 each.

Various Tires and Rim (like new) – Quantity 7

Description: One Continental LT245/75R17, one Wrangler LT225/75R16, one Uniroyal LT 225/75R16 (115/1120 M+S), one Michelin LT 225/75R16, one Grass Master 26x12-12, one Titan 29x12.50-15.

Estimated price for each tire \$200.

One Kubota Rim WHL 15x10LB 6-6-4.633-2.499.

Estimated price for rim approx. \$500.

No longer used and in good enough shape that we believe we can sell.

Water Tank Trailer – Quantity 1

Description: Trailer only. We are keeping the 1,000-gallon tank. Trailer axle broke.

Trailer old enough that we could not find a title.

Estimated pricing in today's market \$900.



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: April 13, 2022

SUBJECT: Request for Full-Time Staff Positions at the Martens Center

Introduction

The Champaign Park District is near completion of a new facility on the north end of Champaign in Human Kinetics Park called the Martens Center. The Martens Center estimated hours of operation will equal to over 4,200 hours per year and is scheduled to be open 7-days a week.

Currently, two (2) staff from within the Recreation Department have agreed to serve as Managers (Program & Facility) for the Martens Center while still assuming their current responsibilities at Douglass Park and the Springer Cultural Center. Sean Hurst will serve as the Facility Manager while Katie Hicks will assume the Program Manager responsibilities. Both staff members have been dedicated and extremely valuable employees and bring over 30+ years of experience for the Park District to these roles at the Martens Center.

Budget Impact

We are requesting three (3) new FT positions for the Martens Center which will serve vital roles for the operation of the facility that is scheduled to be open 7-days a week. The requested positions are for two (2) FT Receptionists and one (1) FT Building Service Worker. Per our wage classifications grid, the following is a breakdown of the hourly rate and yearly salary for the class I positions and the associated benefits that are available for each position:

Positions Classifications: Classification I	Dec. 2021 to April 2023 Starting Wage Range	Dec. 2021 to April 2023 Maximum
Building Service Worker	\$15/hr. (\$31,200) to \$19/hr. (\$39,520)	\$24/hr. (\$49,920)
Receptionist I	\$15/hr. (\$31,200) to \$19/hr. (\$39,520)	\$24/hr. (\$49,920)

Monthly IMRF and HMO Medical

	EE Only	EE + Sp	EE + Child	EE + Fam
Monthly HMO	\$706.82	\$1,093.68	\$948.86	\$1,122.94
FT \$15/hr	\$3,237.86	\$3,624.72	\$3,479.90	\$3,653.98
FT \$19/hr	\$3,912.80	\$4,299.66	\$4,154.84	\$4,328.92

Recommended Action

Staff recommends the Board authorize the Executive Director to add three (3) full-time positions for the Martens Center and thereby increase the number of full-time staff from 81 to 84.

Prepared by:

Reviewed by:

Jameel Jones
Director of Recreation

Dan Olson
Director of Operations



Summary

The *Building Service Worker I* does routine custodial work to clean and maintain the assigned facility and grounds while performing other specialized duties as assigned.

Qualifications

- Minimum 18 years of age.
- Ability to understand and work from written and oral instructions.
- Knowledge of cleaning chemicals and sanitation techniques.
- Ability to operate power equipment and hand tools in a safe and efficient manner.
- Ability to use and maintain tools and equipment by established procedures.
- Excellent written and verbal communication skills.
- Valid Illinois driver's license with clean driving record.
- Positive "can do" team attitude.

Supervision

The *Building Service Worker I* is directly responsible to the facility manager. The *Building Service Worker I* does not supervise any employees.

Classification

- Non-Exempt, hourly
- Full-Time

Essential Functions

- Follow all Champaign Park District safety policies and perform all work in a manner that ensures the safety of the public, fellow employees, and him/herself.
- Keeps assigned building cleaned including restrooms, floor care, windows, garbage removal, and dusting.
- Performs additional custodial work as assigned.
- Uses vehicles and tools safely, efficiently and responsibly.
- Maintains custodial equipment in safe, efficient working order.
- Order supplies following District purchasing procedures.
- Arrange furniture and equipment for facility events and classes.
- May perform routine maintenance on the building's physical plant, including heating system (filter system and cleaning).
- Report condition issues for facility and equipment to supervisor
- Immediately inform facility/program coordinator of any vandalism.
- Enforce Park District rules and regulations and assist in maintaining security.
- Perform duties outside during varied seasonal conditions.
- Available to work additional hours upon request.
- Other related duties as assigned by supervisor.

Psychological Considerations

- Must be able to work well with others as a team member.
- Must be able to interact with the public in a positive manner even in stressful situations.

Physiological Considerations

- The activities required to fulfill the duties of this position are significantly physical in nature. These activities may include, but are not limited to, the following:

Laying	Crawl space and attic work, and install minor repairs to building mechanics.
Climbing	Clean windows. May include skylights and two-story panes. Remove cobwebs from ceilings.
Standing	Sweeping, floor buffing, vacuuming, mopping, painting, carpentry, electrical and plumbing work, shoveling snow, all may be for extended periods of time, many other duties.
Sitting	While operating equipment and vehicles may be over rough terrain for extended periods of time.
Lifting	Lift up to 60 pounds unassisted. Lift in excess of 60 pounds with mechanical or human assistance.
Equipment operation	Floor buffers, carpet cleaners, and a wide variety of small power hand tools.

The above examples of activities and work are not all-inclusive but are intended as an indication of the level and type of endeavors necessary to fulfill the duties of this position.

Environmental Considerations

- Most work is in indoor environment.
- Occasional work may be in outside weather conditions including extremes of heat, cold, wet, and dry.
- Any one of these endeavors may occur for an entire workday or for several workdays in a row.
- Teamwork and mechanical assists for heavy lifting (over 60 lbs) is a department policy. .

Cognitive Considerations

- Must be willing and able to improve skills and skill areas.

Signature

Approved: _____
Executive Director Date

Employee signature below constitutes employees understanding of the requirements, essential functions and duties of the position

Employee Signature Date



Summary

The *Receptionist II* greets and assists all visitors, answers all incoming telephone calls, retrieves recorded messages, manages the front desk, receives and enters receipts, and completes assigned secretarial duties. A *Receptionist II* is expected to take a leadership role in establishing and providing superior customer service from front desk/reception area of the assigned facility.

Qualifications

- Minimum two years of customer service experience.
- Associate's Degree **OR** 4 year's experience in a professional office setting
- Demonstrated organizational skills.
- Ability to understand and work from written and oral instructions.
- Ability to balance cash transactions.
- Ability to conduct credit card sales and balance daily transactions.
- Ability to communicate effectively with the public and maintain a neat appearance.
- Knowledge and use of computers, fax machines, credit card machines and copy machines.
- Regular attendance and dress appropriate for office environment.
- Excellent written and verbal communication skills.
- Computer skills in Microsoft Windows and Microsoft Office or similar programs.
- Demonstrated ability to organize, budget, plan, and implement projects with multiple deadlines.
- Valid Illinois driver's license with clean driving record.
- Positive "can do" team attitude.

Supervision

- The *Receptionist II* is directly responsible to the manager of the Facility.

Essential Functions

- Follow all Champaign Park District safety policies and perform all work in a manner that ensures the safety of the public, fellow employees, and him/herself.
- Greet and assist walk-in patrons.
- Answer incoming phone calls, determine the purpose of the call and forward to appropriate staff when necessary.
- Maintain the master schedule for the assigned facility and work with staff to schedule use.
- Set up and supervise assigned programs or rentals.
- Accept registration income and make sure cash journal is balanced daily.
- Ensure the daily deposit is signed for in the accounting office by the specified time.
- Responsible for monthly attendance, facility, and weekly activity reports and other reports as assigned.
- In coordination with Douglass Park Manager, recruit, hire, train, supervise, and evaluate part-time reception staff.
- Responsible for work requests, capital improvements, and suggestions for improvements within responsible facilities.
- Conduct preliminary investigations and follows up on all incident/accident reports.
- Communicate regularly with all staff to discuss all facets of daily operations and staff issues.
- Maintain a safe and secure environment for staff and participants.
- Implement purchasing for assigned areas of responsibility following District procedures.

- Establish and maintain an effective working relationship with groups and individuals within the community, with other recreation professionals in the community, and with other recreation professionals outside the community.
- Other duties as assigned by the Douglass Park Manager.

Psychological Considerations

- Must be able to organize, plan, and implement multiple projects simultaneously and complete by their respective deadlines.
- Must be able to resolve differences and problems that arise with staff, participants, volunteers, partners, and sponsors in a professional manner and in the spirit of the district's mission.

Physiological Considerations

- Extensive computer use.
- Extended periods of time on the telephone.
- Occasional work on evenings and weekends.
- Must be able to lift supplies and equipment (approximately up to 40 pounds) when needed.

Environmental Considerations

- Must be able to work in a shared office environment.
- Work under pressure with interruptions.
- Recreation activities in the building may make the office noisy.

Cognitive Considerations

- Must be able to represent the district in a positive manner.
- Must be able to work well with people, and resolve problems fairly and with judgment in keeping with the mission of the district.
- Should exercise creativity and resourcefulness in developing and implementing projects.
- Must be able to respond quickly and accurately to changing project conditions.

Signature

Approved: _____
Executive Director Date

Employee signature below constitutes employees understanding of the requirements, essential functions and duties of the position

Employee Signature Date

POSITION CLASSIFICATION	FY21-22 STARTING WAGE RANGE	FY21-22 WAGE MAXIMUM	Dec 2021 to April 2023 STARTING WAGE RANGE	Dec 2021 to April 2023 MAXIMUM
CLASSIFICATION I				
<ul style="list-style-type: none"> • Building Service Worker • Facility Coordinator I • Dance Arts Director • Grounds Worker I • Horticulture Worker I • Maintenance Worker I • Receptionist I • Special Projects Worker I • Sports Field Worker I • Trash/Recycling Worker 	\$13.50/hour (\$28,080) TO \$17.61/hour (\$36,629)	\$21.71/hour (\$45,219)	\$15.00/hour (\$31,200) TO \$19.00/hour (\$39,520)	\$24.00/hour (\$49,920)
CLASSIFICATION II				
<ul style="list-style-type: none"> • Accounting and Procurement Clerk • Senior Coordinator • Receptionist II • Administrative Assistant • Preschool Supervisor • Horticulture Worker II • Maintenance Worker II • Special Projects Worker II • Sports Field Worker II • Dance Arts Director • Youth Theatre Director • Cultural Arts Coordinator • Facility Coordinator II • Special Events Coordinator • Sports Coordinator 	\$14.37/hour (\$29,900) TO \$18.80/hour (\$39,104)	\$23.24/hour (\$48,343)	\$17.00/hour (\$35,360) TO \$21.00/hour (\$43,680)	\$25.00/hour (\$52,000)

CLASSIFICATION III				
<ul style="list-style-type: none"> • Accounts Payable Coordinator • Box Office Manager • CUSR Adult Program Coordinator • CUSR Athletics & Volunteer Coordinator • CUSR Inclusion Coordinator • Douglass Park Program Coordinator • Front-of-House Coordinator • Graphic Designer • Grounds Specialist • Horticulture Specialist • Maintenance Specialist • Marketing Manager • Natural Areas Coordinator • Park Planner I • Special Project Specialist • Sports Field Foreman • Trade Specialist 	<p style="text-align: center;">\$17.42/hour (\$36,234) TO \$22.80/hour (\$47,424)</p>	<p style="text-align: center;">\$28.18/hour (\$58,609)</p>	<p style="text-align: center;">\$19.00/hour (\$39,520) TO \$24.00/hour (\$49,920)</p>	<p style="text-align: center;">\$29.00/hour (\$60,320)</p>

CLASSIFICATION IV				
<ul style="list-style-type: none"> • Aquatics Manager • Cultural Arts Manager • CUSR Program Manager • Douglass Park Manager • Grounds Specialist II • Head Tennis Professional • Horticulture Specialist II • Park Planner II • Revenue Program Manager • Special Events/Volunteer Manager • Sports Manager • Tennis Center Manager • Trade Specialists II • VT Sales & Public Relations Manager • VT Technical Manager 	\$19.59/hour (\$40,750) TO \$25.64/hour (\$53,331)	\$31.69/hour (\$65,909)	\$21.50/hour (\$44,720) TO \$27.50/hour (\$57,200)	\$33.00/hour (\$68,640)
CLASSIFICATION V (Salaried)				
<ul style="list-style-type: none"> Development Director • Grounds Supervisor • Horticulture Supervisor • Leonhard Recreation Center Manager • Maintenance Supervisor • Martens Center Manager • Construction Supervisor Human Resources Mgr. • Financial Controller 	\$22.39/hour (\$46,567) TO \$29.29/hour (\$60,933)	\$36.20/hour (\$75,300)	\$24.50/hour (\$50,960) TO \$30.50/hour (\$63,440)	\$38.00/hour (\$79,040)
ASSISTANT DIRECTORS & DEPARTMENT DIRECTORS	Market	Market	Market	Market

Martens Center/Human Kinetics Park
Mock Schedule - Aug. 2021

Fall Season - Monday to Friday

	First Floor		Indoor			Wellness		Second Floor		Fitness		Fitness							
	Multi #1	Multi #2	Gymnasium	Kitchen	Playground	Games Room	Room	Art Room	Multi #1	Multi # 2	Multi #3	Multi #4	Walking Track	Media Lab	Innovation Lab	Park	Ball Field	Soccer field	
6am						Public	Public						Public				Public	Public	
7am						Public	Public						Public				Public	Public	
8am						Public	Public				Fitness	Fitness	Public				Public	Public	
9am			CUSR ADP	CUSR ADP		CUSR ADP	CUSR ADP	Specialty			Fitness	Fitness	CUSR ADP		CUSR ADP	CUSR ADP	Public	Public	
10am				CUSR ADP		CUSR ADP	CUSR ADP	Specialty			Fitness	Fitness	CUSR ADP				Public	Public	
11am											Fitness	Fitness	Public				Public	Public	
12pm													Public				Public	Public	
1pm	Club staff	Club staff											Public				Public	Public	
2pm	Club ASP	Club ASP	Club ASP	Club ASP				Club ASP	Club ASP	Club ASP	Club ASP	Club ASP	Public						
3pm	Club ASP	Club ASP	Club ASP	Club ASP				Club ASP	Club ASP	Club ASP	Club ASP	Club ASP	Public				Club ASP		
4pm	Club ASP	Club ASP	Club ASP	Club ASP		Club ASP		Club ASP	Club ASP	Club ASP	Club ASP	Club ASP	Public				Club ASP		
5pm	Club ASP	Club ASP	Club ASP	Club ASP		Club ASP		Club ASP	Club ASP	Club ASP	Club ASP	Club ASP	Public				Club ASP		
6pm			Open Gym/V-Ball	Food Ed.				specialty prog.					Public						
7pm			Open Gym/V-Ball	Food Ed.				specialty prog.					Public						
8pm			Open Gym/V-Ball	Food Ed.				specialty prog.					Public						
9pm			Midnight BB/Fri										Public						
10pm			Midnight BB/Fri																
11pm			Midnight BB/Fri																
12pm																			

Other miscellaneous:

- Table Tennis Program
- Unit 4/La Esculita
- Hip Hop Express
- STEAM Saturdays

District/partnered programming

Don Moyer programming

Martens Center/Human Kinetics Park
Mock Schedule - Aug. 2021

Summer Season - Monday to Friday

	First Floor		Indoor				Second Floor			Fitness		Fitness		Walking Track	Media Lab	novation L	Park	Ball Field	Soccer field
	Multi #1	Multi #2	Gymnasium	Kitchen	Games Room	Playground	Fitness Room	Art Room	Multi #1	Multi #2	Multi #3	Multi #4							
6am					Public		Public						Public						
7am	Club SYP	Club SYP			Public		Public	Club SYP	Club SYP	Club SYP	Club SYP	Club SYP	Public	TBD					
8am	Club SYP	Club SYP			Public		Public	Club SYP	Club SYP	Club SYP	Club SYP	Club SYP	Public	TBD					
9am	Club SYP	Club SYP	CUSR ADP	CUSR ADP	Club SYP	Club SYP	CUSR ADP	Club SYP	Club SYP	Club SYP	Club SYP	Club SYP	CUSR ADP		CUSR ADP	CUSR ADP			
10am	Club SYP	Club SYP	Club SYP	CUSR ADP	Club SYP	Club SYP	CUSR ADP	Club SYP	Club SYP	Club SYP	Club SYP	Club SYP	CUSR ADP	TBD					
11am	Club SYP	Club SYP	Club SYP	Club SYP	Club SYP	Club SYP	Public	Club SYP	Club SYP	Club SYP	Club SYP	Club SYP	Public	TBD					
12pm	Club SYP	Club SYP	Club SYP	Club SYP	Club SYP	Club SYP	Public	Club SYP	Club SYP	Club SYP	Club SYP	Club SYP	Public	TBD					
1pm	Club SYP	Club SYP	Club SYP	Club SYP	Club SYP	Club SYP	Public	Club SYP	Club SYP	Club SYP	Club SYP	Club SYP	Public	TBD					
2pm	Club SYP	Club SYP	Club SYP	Club SYP	Club SYP	Club SYP	Public	Club SYP	Club SYP	Club SYP	Club SYP	Club ASP	Public	TBD					
3pm	Club SYP	Club SYP	Club SYP	Club SYP	Club SYP	Club SYP	Public	Club SYP	Club SYP	Club SYP	Club SYP	Club ASP	Public	TBD				Club ASP	
4pm	Club SYP	Club SYP	Club SYP	Club SYP	Club SYP	Club SYP	Public	Club SYP	Club SYP	Club SYP	Club SYP	Club ASP	Public	TBD				Club ASP	
5pm	Club SYP	Club SYP	Club SYP	Club SYP	Club SYP	Club SYP	Public	Club SYP	Club SYP	Club SYP	Club SYP	Club ASP	Public	TBD				Club ASP	
6pm	Club SYP	Club SYP	Open Gym/V	Food Ed.	Club SYP	Club SYP	Public	Club SYP	Club SYP	Club SYP	Club SYP	Club SYP	Public	TBD					
7pm			Open Gym/V	Food Ed.			Public						Public	TBD					
8pm			Open Gym/V	Food Ed.			Public						Public	TBD					
9pm			Midnight BB/Fri				Public						Public	TBD					
10pm			Midnight BB/Fri																
11pm			Midnight BB/Fri																
12pm																			

Other miscellaneous:

- Table Tennis Program
- Unit 4/La Esculita
- Hip Hop Express
- STEAM Saturdays

District/partnered programming

Don Moyer programming

Martens Center/Human Kinetics Park
Mock Schedule - Aug. 2021

Spring Season - Monday to Friday

	First Floor		Indoor					Second Floor					Walking Track	Media Lab	Innovation Lab	Park	Ball Field	Soccer field
	Multi #1	Multi #2	Gymnasium	Kitchen	Games Room	Playground	Fitness Room	Art Room	Multi #1	Multi #2	Multi #3	Multi #4						
6am					Public		Public						Public					
7am					Public		Public						Public					
8am					Public		Public						Public					
9am			CUSR ADP	CUSR ADP	CUSR ADP		CUSR ADP						CUSR ADP		CUSR ADP	CUSR ADP		
10am				CUSR ADP	CUSR ADP		CUSR ADP						CUSR ADP					
11am													Public					
12pm													Public					
1pm	Club staff	Club staff											Public					
2pm	Club ASP	Club ASP	Club ASP	Club ASP				Club ASP	Club ASP	Club ASP	Club ASP	Club ASP	Public					
3pm	Club ASP	Club ASP	Club ASP	Club ASP				Club ASP	Club ASP	Club ASP	Club ASP	Club ASP	Public					Club ASP
4pm	Club ASP	Club ASP	Club ASP	Club ASP	Club ASP			Club ASP	Club ASP	Club ASP	Club ASP	Club ASP	Public					Club ASP
5pm	Club ASP	Club ASP	Club ASP	Club ASP	Club ASP			Club ASP	Club ASP	Club ASP	Club ASP	Club ASP	Public					Club ASP
6pm			Open Gym/V-Ball	Food Ed.									Public					
7pm			Open Gym/V-Ball	Food Ed.									Public					
8pm			Open Gym/V-Ball	Food Ed.									Public					
9pm			Midnight BB/Fri										Public					
10pm			Midnight BB/Fri															
11pm			Midnight BB/Fri															
12pm																		

Other miscellaneous:

- Table Tennis Program
- Unit 4/La Esculita
- Hip Hop Express
- STEAM Saturdays

District/partnered programming

Don Moyer programming

Martens Center/Human Kinetics Park
Mock Schedule - Aug. 2021

Fall Weekend Schedule - Saturdays

	First Floor		Indoor					Second Floor					Walking Track	Media Lab	Innovation Lab	Park	Ball Field	Soccer field
	Multi #1	Multi #2	Gymnasium	Kitchen	Games Room	Playground	Fitness Room	Art Room	Multi #1	Multi #2	Multi #3	Multi #4						
7am			Open Gym				Prep	Prep	Prep	Prep			Public - open	Prep	Prep	open play	classes	classes
8am			Open Gym		Open Play		Classes	Art Beast	Art Beast	Art Beast	Classes	Classes	Public - open	STEAM Sat.	STEAM Sat.	open play	classes	classes
9am			Open Gym	Food Ed.	Open Play		Classes	Art Beast	Art Beast	Art Beast	Classes	Classes	Public - open	STEAM Sat.	STEAM Sat.	open play	classes	classes
10am			Open Gym	Food Ed.	Open Play		Classes	Art Beast	Art Beast	Art Beast	Classes	Classes	Public - open	STEAM Sat.	STEAM Sat.	open play	classes	classes
11am			Open Gym	Food Ed.	Open Play		Classes	Art Beast	Art Beast	Art Beast	Classes	Classes	Public - open	STEAM Sat.	STEAM Sat.	open play	classes	classes
12pm			Open Gym	Food Ed.	Open Play		Classes				Classes	Classes	Public - open			open play	classes	classes
1pm			Table Tennis		Open Play		Self guided				Self guided	Self guided	Public - open			open play	open play	
2pm			Table Tennis		Open Play		Self guided				Self guided	Self guided	Public - open			open play	open play	
3pm			Table Tennis		Open Play		Self guided				Self guided	Self guided	Public - open			open play	open play	
4pm			Table Tennis		Open Play		Self guided				Self guided	Self guided	Public - open			open play	open play	
5pm					Open Play		Self guided				Self guided	Self guided	Public - open			open play	open play	
6pm																		

Miscellaneous notes:

Park closes at Dusk or when scheduled programming ends
birthday parties

District/partnered programming

Don Moyer programming


Martens Center/Human Kinetics Park
Mock Schedule - Aug. 2021


Spring Weekend Schedule - Saturdays

	First Floor		Indoor					Second Floor					Walking Track	Media Lab	Innovation Lab	Park	Ball Field	Soccer field
	Multi #1	Multi #2	Gymnasium	Kitchen	Games Room	Playground	Fitness Room	Art Room	Multi #1	Multi #2	Multi #3	Multi #4						
7am			Open Gym				Prep	Prep	Prep	Prep			Public - open	Prep	Prep	open play	classes	classes
8am			Open Gym		Open Play		Classes	Art Beast	Art Beast	Art Beast	Classes	Classes	Public - open	STEAM Sat.	STEAM Sat.	open play	classes	classes
9am			Open Gym	Food Ed.	Open Play		Classes	Art Beast	Art Beast	Art Beast	Classes	Classes	Public - open	STEAM Sat.	STEAM Sat.	open play	classes	classes
10am			Open Gym	Food Ed.	Open Play		Classes	Art Beast	Art Beast	Art Beast	Classes	Classes	Public - open	STEAM Sat.	STEAM Sat.	open play	classes	classes
11am			Open Gym	Food Ed.	Open Play		Classes	Art Beast	Art Beast	Art Beast	Classes	Classes	Public - open	STEAM Sat.	STEAM Sat.	open play	classes	classes
12pm			Open Gym	Food Ed.	Open Play		Classes				Classes	Classes	Public - open			open play	classes	classes
1pm			Table Tennis		Open Play		Self guided				Self guided	Self guided	Public - open			open play	open play	
2pm			Table Tennis		Open Play		Self guided				Self guided	Self guided	Public - open			open play	open play	
3pm			Table Tennis		Open Play		Self guided				Self guided	Self guided	Public - open			open play	open play	
4pm			Table Tennis		Open Play		Self guided				Self guided	Self guided	Public - open			open play	open play	
5pm					Open Play		Self guided				Self guided	Self guided	Public - open			open play	open play	
6pm																		

Miscellaneous notes:

*Park closes at Dusk or when scheduled programming ends
birthday parties*

 District/partnered programming

 Don Moyer programming


Martens Center/Human Kinetics Park
Mock Schedule - Aug. 2021

Summer Weekend Schedule - Saturdays

	First Floor		Indoor				Second Floor				Walking Track	Media Lab	Innovation Lab	Park	Ball Field	Soccer field		
	Multi #1	Multi #2	Gymnasium	Kitchen	Games Room	Playground	Fitness Room	Art Room	Multi #1	Multi # 2							Multi #3	Multi #4
7am			Open Gym				Prep	Prep	Prep	Prep			Public - open	Prep	Prep	open play	classes	classes
8am			Open Gym		Open Play		Classes	Art Beast	Art Beast	Art Beast	Classes	Classes	Public - open	STEAM Sat.	STEAM Sat.	open play	classes	classes
9am			Open Gym	Food Ed.	Open Play		Classes	Art Beast	Art Beast	Art Beast	Classes	Classes	Public - open	STEAM Sat.	STEAM Sat.	open play	classes	classes
10am			Open Gym	Food Ed.	Open Play		Classes	Art Beast	Art Beast	Art Beast	Classes	Classes	Public - open	STEAM Sat.	STEAM Sat.	open play	classes	classes
11am			Open Gym	Food Ed.	Open Play		Classes	Art Beast	Art Beast	Art Beast	Classes	Classes	Public - open	STEAM Sat.	STEAM Sat.	open play	classes	classes
12pm			Open Gym	Food Ed.	Open Play		Classes				Classes	Classes	Public - open			open play	classes	classes
1pm			Table Tennis		Open Play		Self guided				Self guided	Self guided	Public - open			open play	open play	
2pm			Table Tennis		Open Play		Self guided				Self guided	Self guided	Public - open			open play	open play	
3pm			Table Tennis		Open Play		Self guided				Self guided	Self guided	Public - open			open play	open play	
4pm			Table Tennis		Open Play		Self guided				Self guided	Self guided	Public - open			open play	open play	
5pm					Open Play		Self guided				Self guided	Self guided	Public - open			open play	open play	
6pm																		

Miscellaneous notes:

Park closes at Dusk or when scheduled programming ends
birthday parties

 District/partnered programming

 Don Moyer programming

Martens Center/Human Kinetics Park
 Mock Schedule - Aug. 2021

Fall Weekend Schedule - Sundays


	First Floor		Indoor					Second Floor					Walking Track	Media Lab	Innovation Lab	Park	Ball Field	Soccer field
	Multi #1	Multi #2	Gymnasium	Kitchen	Games Room	Playground	Fitness Room	Art Room	Multi #1	Multi #2	Multi #3	Multi #4						
12pm			Table Tennis	Sched. Class	open play		Self-guided	open play					Public	Sched. Class	Sched. Class	open play	open play	open play
1pm			Table Tennis	Sched. Class	open play		Self-guided	open play					Public	Sched. Class	Sched. Class	open play	open play	open play
2pm			Open Gym	Sched. Class	open play		Self-guided	open play					Public	Sched. Class	Sched. Class	open play	open play	open play
3pm			Open Gym	Sched. Class	open play		Self-guided	open play					Public	Sched. Class	Sched. Class	open play	open play	open play
4pm			Open Gym	Sched. Class	open play		Self-guided	open play					Public	Sched. Class	Sched. Class	open play	open play	open play
5pm																		

Miscellaneous Notes:

Bday parties; rentals will be available

Park closes at Dusk or when scheduled programming ends

 District/partnered programming

 Don Moyer programming

Martens Center Programming (Partners, etc.)

Business	Contact	Email	PH#	Cell#	Purpose	Schedule
Eastern Illinois Food Bank	Kelly Daly, President & CEO	kdaly@eifoodbank.org	217-328-3663	217-493-0485	offer food pantry on select days at MC	TBD
Human Kinetics	Shannon Foreman Tina Daniel					
Hip Hop Express STEM Saturdays	Dr. Will Patterson				provide music mentoring provide activities for youth	
Sola Gratia						
CCTTC	Bryant Evans	bryant@champaigntabletennis.com		217-621-8255	multiple levels of table tennis provided	Tues/Thurs/Sat after 10am
Park Players	James Felder/Jason Fisher Park Players Program	Jason Fisher <jason@gslc-cu.org> james_felder@yahoo.com			It is a youth-focused program that pays teenagers to learn conflict management skills and then teach younger children those skills through games and pla	
Bristol Place Senior Homes	City of Champaign - NSD					
Busey Bank	Emily Corum	emily.corum@busey.com	217.351.6529		financial literacy courses	TBD
Parkland College	Triss Henderson Tawanna Nickens	Thenderson@parkland.edu Tnickens@parkland.edu			ESL courses Restaurant readiness courses	TBD
University of Illinois *awaiting proposal					U/I science room proposal	TBD

Various District programs

LIFT - Unit 4	Katina Wilcher					
Esports	CIE partnered program					
La Escuelita -unit 4						
X-PLORE STATIONS	Sophia Libman					
Ceramics	CPD Staff					
Art Beast Studio	CPD Staff					
Midnight Bball	Willie Comer/Kent Hollis				Teen violence alternative programming	
First String BBAI	Peter McFarland				longstanding community program	
Soccer: league/rec	MC Staff					
Adult/youth open gym	MC staff					
adult BBAI tournaments	MC Staff					
youth bball tournaments	MC Staff					
First aid/cpr classes	OSF coord.: by S. Hurst					
Dance Classes	CPD Staff					
Fitness classes	CPD Staff					

Martens Center/Human Kinetics Park
 Mock Schedule - Aug. 2021

Spring Weekend Schedule - Sundays

	First Floor				Indoor				Second Floor				Walking Track	Media Lab	Innovation Lab	Park	Ball Field	Soccer field
	Multi #1	Multi #2	Gymnasium	Kitchen	Games Room	Playground	Fitness Room	Art Room	Multi #1	Multi #2	Multi #3	Multi #4						
12pm			Table Tennis	Sched. Class	open play		Self-guided	open play					Public	Sched. Class	Sched. Class	open play	open play	open play
1pm			Table Tennis	Sched. Class	open play		Self-guided	open play					Public	Sched. Class	Sched. Class	open play	open play	open play
2pm			Open Gym	Sched. Class	open play		Self-guided	open play					Public	Sched. Class	Sched. Class	open play	open play	open play
3pm			Open Gym	Sched. Class	open play		Self-guided	open play					Public	Sched. Class	Sched. Class	open play	open play	open play
4pm			Open Gym	Sched. Class	open play		Self-guided	open play					Public	Sched. Class	Sched. Class	open play	open play	open play
5pm																		

Miscellaneous Notes:

Bday parties; rentals will be available

Park closes at Dusk or when scheduled programming ends



REPORT TO PARK BOARD

FROM: Daniel Olson, Director of Operations

DATE: April 13, 2022

SUBJECT: Close-out of CPD 2019 to 2022 Strategic Plan

Background

With the Board approval of the new Strategic Plan, staff has closed out the previous 2019 to 2022 Strategic Plan and evaluated the completion. Directors were asked to examine each Objective and determine if benchmarks or actions will be achieved by the end of the fiscal year. The results are as follows.

Accomplishments

Directors were asked to classify the Strategic Plan Objectives in the following manner:

“Accomplished” designates that the Objective was completed,

“Not Accomplished” designates that Objective actions/benchmarks had not been met, and

“Not Accomplished – Cancelled” designates Objectives that were not completed because of changes to the Objective that led to eliminating the Objective from action.

The Plan originally had a total of ninety-six (96) Objectives developed. A total of eighty (80) Objectives were “Accomplished”, while fifteen (15) Objectives were “Not Accomplished”. Of those fifteen, five (5) Objectives were cancelled and were not used in the final calculations. In the end, **eighty-eight percent (88%) of the Objectives were completed.**

Addressing the Not Accomplished Status

The “Not Accomplished” status, can be misleading for a number of reasons.

First, the majority of the Park District’s “Not Accomplished” Objectives had made significant strides towards completion, but certain actions or benchmarks were not met. A good example of this would be Goal 8.4 that had an Objective of “Acquire Illinois Accreditation”. The Board, staff, and legal counsel made substantial progress towards this, but our reapplication cycle technically begins next year. This Objective will continue to be a priority in coming years.

Second, COVID-19 had a profound impact on Objectives related to increasing non-tax revenues (Goal 8.6 and others). Facility closures and pandemic quarantines during the two-year period did not allow us to set benchmarks and work towards the goal.

And finally, a good strategic plan should be flexible since changes are inevitable. Of the “Not Accomplished” Objectives, five (5) were cancelled (eliminated) from priority. One example is Goal 8.2 that addresses working with the Phinney Branch Drainage District on a potential land donation. The vision for that area has changed for the owners.

Further detail addressing the “Not Accomplished” status of individual Objectives is listed in the “Update” column of the Plan.

Recommended Action

No Action is requested at this time. The Board approval of the 2022 to 2025 Champaign Park District Mission, Vision and Strategic Plan at its February 23, 2022 Special Meeting, closes out the previous plan.

Prepared by:

Reviewed by:

Daniel Olson
Director of Operations

Jarrold Scheunemann
Director of Administrative Services

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 = FY22 Status

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	Accomplished. Continue to meet seasonally. Zoom planning meetings are going well.
	Enhance marketing and communication efforts for all programs, services, and facilities offered.	Improve the Program Guide descriptions, layout, and proofing system.	Marketing Team	FY21	Accomplished.
	Enhance marketing and communication efforts for all programs, services, and facilities offered.	Implement a marketing plan for Champaign-Urbana Special Recreation.	Marketing Team	FY22	Accomplished.
	Enhance marketing and communication efforts for all programs, services, and facilities offered.	Develop a community-wide engagement strategy.	Marketing Team	FY22	Accomplished. Increased usage of traditional media (TV, radio) to promote district programs and offerings to a wider audience. Community engagement program "Parks Rock" taking place throughout September.
		Continue to focus on videography to highlight the Park District.	Marketing Team	FY20-22	Accomplished. Worked with videographer on virtual art exhibits, footage of Martens groundbreaking and construction, and getting general CPD footage throughout summer.

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	Accomplished.
		Perform a SWOT analysis of online and mobile registration to look for opportunities to make registration easier for consumers.	Marketing Team	FY21	Not Accomplished.
		Continue to improve and update the Park District's websites.	Marketing Team	FY22	Accomplished.
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	Accomplished.
		Develop social media plan and standards to increase ticket sales to events.	Marketing Team	FY21	Accomplished. Set a general content plan and schedule and increase social media advertising to push ticket purchases.
		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	Accomplished.

Blue = Previous Updates

Red = FY22 Status

Finance

Strategic Initiative: Build a responsive, financially sustainable Park District by aligning resources to community needs.

Goals		Objectives	Assignment	Time Frame	Update
2.1	Maximize funding opportunities.	Continuously evaluate and improve processes to maximize efficiencies related to purchasing.	Finance Team	FY20	Accomplished.
		Seek opportunities to grow revenues from non-property tax sources such as grants, foundations, corporate contributions and sponsorships.	Finance Team	FY21/FY22	Accomplished. Prepared the grant application for National Endowment for the Arts (NEA) for Virginia Theatre as well as grant application for Public Museum funds VT East Lobby. Filed an appeal to FEMA in response to the denial of grant expenditures related to COVID. The Foundation collected \$347,000 in donations/pledge receipts for Martens Center, dance arts program, trees, benches, and unrestricted use.
		Assess the impact of minimum wage increases and assist with strategy to manage costs over the next five years.	Finance Team	FY20	Accomplished. Park Board approved min wages for 2021.

2.2	Develop a budget process and system that is easy to implement and provides for efficiency and the effective overall operation of the Park District.	Continue with the budget philosophy where fund budgets need to be balanced with appropriate reserves in place for future commitments.	Finance Team	FY20	<p>Accomplished. FY20 budget approved. FY21 budget process has begun – currently projected out 4/30 balances for the current year.</p> <p>Accomplished. FYE2022 Budget and budget book were approved 7/28/2021.</p>
		Continue to meet GFOA standards for the budget process and reporting.	Finance Team	FY20-22	<p>Accomplished. Awarded the GFOA award for FY21 Budget. Staff working on the FY22 budget book for the GFOA submission due October 25.</p>
		Continue to educate the Board and staff on the best practices for budgeting and financial management.	Finance Team	FY22	<p>Accomplished. Continue to share budget information with the Park Board on an ongoing basis.</p>
2.3	Develop sustainable financial plans.	Maintain non-tax revenues of 25% to 30% and look to increase this percentage in future years.	Finance Team	FY20-2	<p>Accomplished. Q1 non-tax revenues was 16.16%. Historical pre-covid Q1 non-tax revenues have ranged from 16.86% in 2016 to 23.95% in 2020 and 9.29% in 2021 during COVID.</p>
		When creating or updating plans, the Park District should evaluate the short- and long-term impacts to ensure the agency’s financial sustainability.	Finance Team	FY21	<p>Accomplished. Ongoing as part of the budget process.</p>

		Research and develop a five-to-ten-year forecast for revenues and expenditures.	Finance Team	FY22	Not accomplished. Cancelled. Beginning stages as this is also needed for the GFOA award process. Incorporated a start of this in the FYE2022 budget book in relation to the general fund.
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Blue = Previous Updates

Red = FY22 Status

Human Resources, Technology, and Risk Management

Strategic Initiative: 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.

Goals		Objectives	Assignment	Time Frame	Update
3.1	Continue to align staff positions, recruitment, and selection within organizational goals.	Attract, develop, and support a diverse community of Park District employees who are engaged in their work, and motivated to perform at their full potential.	HR Team	FY20	Accomplished. Efforts to improve the demographics of the current staff have shown improvement. The Equity, Inclusion, and Diversity committee has completed a staff survey.
		Increase the efficiency, effectiveness, and value of our human resources systems, processes, and practices.	HR Team	FY21	Accomplished. Paycom was implemented and many of HR processes have been changed and are being written out with a flowchart which will be placed on the staff only website.
		Provide greater transparency, communication, and accountability for human resources processes and services.	HR Team	FY22	Accomplished. Shared spreadsheets were created and training for the hiring process was held this spring.

3.2	Provide a safe and secure environment in parks, recreational facilities, services, and programs.	Create benchmarks for risk management measures and interventions such as incidents, patterns, and response times.	HR Team	FY20	Accomplished. Staff are working to identify benchmarks that will have the greatest impact on improvements.
		Implement technology and creative solutions to mitigate risk in facilities and parks.	HR Team	FY21	Accomplished. Access control is being used at Bresnan, Leonhard, Dodds Tennis Center and the Dog Park and Hessel Park. Working at the CUSR Center.
		Maintain current standards, reporting and respond to new procedures provided by PDRMA.	HR Team	FY22	Accomplished. Staff are serving on PDRMA Risk Management committee to help set standards.
3.3	Proactively equip the Park District and staff through innovative and effective technologies, resources, and services.	Maintain and enhance connectivity and technological solutions to employees and customers.	HR Team	FY20	Accomplished. Five Parks are on Wi-Fi with others to be added with a new agreement for Fiber. The network will also add increased bandwidth and the network has been redesigned to a routed system.
		Provide a secure computing environment that ensures data privacy and integrity and mitigates cyber-security threat.	HR Team	FY21	Accomplished. Staff have assessed cloud back-up solutions and have expanded the use of the current system.

		Evaluate and implement new technologies to improve operational efficiency.	HR Team	FY22	Accomplished. The IT staff is launching a new firewall and VPN system. They are also investigating a new cloud-based phone system.
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Blue = Previous Updates

Red = FY22 Status

Operations

Provide safe, distinctive and well-maintained parks, facilities, programs, and trails.

Goals		Objectives	Assignment	Time Frame	Update
4.1	Progress towards resolving issues with our top three infrastructure priorities.	Focus on the upgrades and improvements to the Operations facilities.	Operations Team	FY22	Accomplished.
		Assist with the design and upgrade/rebuild the Kaufman Lake Boathouse.	Operations Team	FY22	Not accomplished. Cancelled. Project was removed from Capital Improvement Plan in FYE2022 Budget.
		Master plan to fix/improve infrastructure at Prairie Farm.	Operations Team	FY22	Accomplished. Master Planning complete, but not approved by the Board. Operations will continue to do regular routine and complete small work orders.

4.2	Develop and retain talented employees at levels that exceed national standards.	Encourage Operations employees at all levels to stay current with best management practices.	Operations Team	FY20	Not Accomplished. Review of Operations Standards Manual on hold until after Strategic Plan and Rules and Regulations Review. Staff attending trainings and certifications.
		Evaluate the level of full-time Operations employees against the Park District size, acreage, and number of facilities.	Operations Team	FY20	Not Accomplished. Planning began the process for the entire District. Project on hold until staffing levels increase, and positions filled.
		Develop methods for Operations employees to achieve and maintain professional certifications and memberships.	Operations Team	FY21	Accomplished. Arborist certifications continue. Several staff taking or renewing Pesticide Application Licensing.
4.3	Improve communications about projects between Operations and Planning staff.	Develop and implement procedures to ensure both departments are involved in initial project planning strategies.	Operations Team	FY21	Accomplished. Both attend projects meetings. Both update projects sheets. Individualized meetings occur for specific projects.
		Develop and communicate timelines for each major project and compare them to one another.	Operation Team	FY21	Accomplished. Working together on a few major capital projects. Regular attendance at project meetings. Attending project specific meetings as well.
		Distribute monthly project updates sheet to all Operations and Planning staff.	Operations Team	FY20	Accomplished. Major projects shared via email and direct reports meeting. Daily Operations Staff meetings are on hold due to COVID.

Blue = Previous Updates

Red = FY22 Status

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	Accomplished. Complete.
		Develop a master plan for various neighborhood and community parks.	Planning Team	FY21	Accomplished. Complete.
		Develop a plan to make improvements to Kaufman Park, Lake and Boathouse.	Planning Team	FY22	Not Accomplished. Cancelled. Project no longer under consideration.

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	Accomplished. Complete.
		Continue to add loop trails and plans for new loop trails in new parks on a case-by-case basis.	Planning Team	FY21	Accomplished. Complete.
		Continue to develop the Greenbelt Bikeway trail project with new options and grants.	Planning Team	FY22	Accomplished. Complete.
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	Accomplished. Complete.
		Develop procedures and systems for various project responsibilities (i.e., playgrounds, in house projects).	Planning Team	FY21	Accomplished. Complete.
		Improve proactive communications and coordination with all departments. Also continue to improve Board presentations.	Planning Team	FY22	Accomplished. 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	Accomplished. Complete.
		Assist with the planning for the Martens Center.	Planning Team	FY21	Accomplished. 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	<p>Accomplished. JJ/REC Restructured Calls from Santa event to become Zoom with Santa to create a more personalized experience.</p> <p>Accomplished. JJ/REC Created walking light displays around Porter Park as part of Winter Nights at Porter Park.</p> <p>Accomplished. JJ/REC Made Holiday in Whoville event virtual so community could still participate. Added drive through concessions and meet the Grinch to still include an interactive individualized touch while following COVID guidelines.</p> <p>Accomplished. JJ/REC Developed Preschool Program in A Bag at Springer for fall, winter, spring programming.</p> <p>Accomplished. JJ/REC Continue to add new interactive content on Virtual Fun Facebook Page.</p>

					<p>Accomplished. JJ/REC Dance Arts revised curriculum to better meet needs of dance participants.</p>
					<p>Accomplished. JJ/REC Developed in person and virtual programming due to COVID including Virtual art shows.</p>
					<p>Accomplished. JJ/REC Added in person one-on-one pottery lessons. Increased pottery offerings to accommodate waiting lists! Also offered virtual adult pottery classes for the adults that could not attend the day time wait list offerings.</p>
					<p>Accomplished. JJ/REC DCC – Implemented a wide variety of Spanish classes for all ages.</p>
					<p>Accomplished. JJ/REC Developed Public Health safety plans for COVID.</p>
					<p>Accomplished. JG/REV Restructured swim lessons this year and instituted Jeff Ellis Curriculum. The restructure helped streamline the program and led to better class sizes. 747 participants in swim lesson in 2021.</p>

					<p>Accomplished. JG/REV Changed pool hours this summer to be more effective. Once Unit 4 went back in session we dropped to weekend hours only through Labor Day.</p>
					<p>Accomplished. JG/REV Added volunteer coaching benefits and recruitment methods. We have received much better volunteer coach numbers as of recent, which will improve our sports programs.</p>
					<p>Accomplished. JG/REV Eliminated internal youth soccer kicks program as our relationship and the quality of the IFC micro programs have significantly improved. Pushing participants into IFC programs.</p>
					<p>Accomplished. JJ/REC Added Book plays to Youth Theatre and workshops</p>
		Develop robust health and wellness programs especially for the youth.	Recreation Team	FY21	<p>Accomplished. JG/REV Have 252 participants in youth soccer this fall, up from 191 in the spring.</p>

					<p>Accomplished. JG/REV 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>Accomplished. JG/REV Offered a new sports summer camp option - youth lacrosse camp in partnership with Champaign County Kings Lacrosse.</p>
					<p>Accomplished. JG/REV Had 47 adult softball teams in the spring/summer leagues. Have 16 in the fall of 21.</p>
					<p>Accomplished. JJ/REC Coordinated and implemented a basketball clinic at a low fee for k-8th with our Community Program partners, First String and Don Moyer.</p>
					<p>Accomplished. JG/REV 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>Accomplished. JG/REV Offering a combination of in person and outdoor group fitness classes at Leonhard.</p>

					<p>Accomplished. JG/REV Had a successful Winter/Spring indoor season at DTC. Have over 300 youth and adults enrolled in summer outdoor clinics.</p>
					<p>Accomplished. JG/REV Held our first annual indoor pickleball tournament with 104 participants.</p>
					<p>Accomplished. JG/REV We are now running Trent Meacham camps twice a year - summer and winter break.</p>
					<p>Accomplished. JG/REV Youth hoops league back up and going after being clinic based with reduced enrollment last year.</p>
		Connect more kids to nature.	Recreation Team	FY21	<p>Accomplished. JG/REV Created virtual programs to get kids to visit area parks to recreate sculptures that are placed throughout the district.</p>
					<p>Accomplished. JJ/REC DCC March 16th SOD is themed, Bugging Out, which will connect participants to nature while learning about insects and their habitats.</p>

					<p>Accomplished. JJ/REC Created the Great Pumpkin Hunt where painted pumpkins were placed in over 32 different parks that kids had to find.</p>
					<p>Accomplished. JJ/REC 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.</p>
		Expand and enhance teen programs with input from teens.	Recreation Team	FY20-22	<p>Accomplished. JJ/REC Expanded age range for Campers Explore to include 7th graders.</p>
					<p>Accomplished. JG/REV 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>Accomplished. JJ/REC Conducted the program That’s What Teens Say in November 2021 with our community program partner.</p>

					<p>Accomplished. JG/REV Developed partnership with Project Athletes to offer sports agility training classes for grades 6-8.</p>
					<p>Accomplished. JJ/REC Offered our first ever Esports league geared towards teens.</p>
		Connect with teens digitally and creatively.	Recreation Team	FY20-22	<p>Accomplished. JJ/REC Added an additional smart board with donor's funds to dance program.</p>
					<p>Accomplished. JJ/REC 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>Accomplished. JG/REV Department of Revenue Facilities had numerous staff work in operations and HR due to COVID situation. Many staff learned about other areas.</p>
					<p>Accomplished. JJ/REC 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>Accomplished. JG/REV 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>Accomplished. JG/REV Working with the U of I to offer a disability training to our group fitness instructors.</p>
					<p>Accomplished. JJ/REC Staff from Springer was cert. to teach CPR and First Aid.</p>
		Develop an interim plan & flow chart for staff. Follow when needed to fill-in for other staff.	Recreation Team	FY21	<p>Accomplished. JJ/REC Staff Position Binders were updated for staff to fill in.</p>
					<p>Accomplished. JG/REV 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.</p>
		Develop a comprehensive training program.	Recreation Team	FY20	<p>Not Accomplished. JG/REV A document was created to help inexperienced staff with processes, contacts, and will assist supervisors with training staff. Recreation Interns are working on a comprehensive draft document.</p>

					<p>Accomplished. JJ/REC Recreation staff training information is being updated with new guidelines based on the current atmosphere.</p>
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	<p>Accomplished. JJ/REC 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.</p>
					<p>Accomplished. JG/REV LED lighting installed in lower-level hallway at Springer Center increasing energy savings and light levels. Room 201 and dance studios to follow.</p>
					<p>Accomplished. JG/REV Purchased new lifeguard equipment, new safety, and training equipment, and innertubes for the lazy river.</p>
					<p>Accomplished. JG/REV New benches purchased for Sholem concessions area as tables were original to facility and falling apart.</p>
					<p>Accomplished. JG/REV Dog Park ADA sidewalks and shade structures to be added soon.</p>

					<p>Accomplished. JG/REV 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.</p>
		<p>Update necessary equipment for all programs and associated facilities.</p>	<p>Recreation Team</p>	<p>FY21</p>	<p>Accomplished. JJ/REC New kiln purchased for Pottery Studio.</p>
					<p>Accomplished. JJ/REC Replaced flooring in room 106 at Springer. Old vacuums were replaced at Springer.</p>
					<p>Accomplished. JJ/REC Develop Dance Arts parent viewing area, FY20.</p>
					<p>Accomplished. JJ/REC Upgrade Dance Arts stereo system, FY20.</p>
					<p>Accomplished. JJ/REC Youth Theatre off-site storage units were cleaned out to increase storage space.</p>
					<p>Accomplished. JJ/REC Purchase Dance Arts smartboard to upgrade the quality of the program, FY21.</p>

					<p>Accomplished. JJ/REC Purchased another smartboard from donation fund. Added video option to pottery due to COVID.</p>
		<p>Evaluate space usage to determine and identify opportunities for under-utilized spaces.</p>	<p>Recreation Team</p>	<p>FY22</p>	<p>Accomplished. JJ/REC Art Smart room used in afternoons for expansion of Creative Playtime.</p>
	<p>Accomplished. JG/REV 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>Accomplished. JG/REV 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>Accomplished. JJ/REC Taped off and social distanced tables for safety. X's for social distancing on the front porch of Springer.</p> <p>Accomplished. JJ/REC Working on reconfiguring Hays Recreation Center for Senior programs once CUSR moves into their new facility.</p> <p>Accomplished. JJ/REC Assigned certain entry ways for different programming due to Covid. Utilized room 201 for preschool pick up.</p>
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	<p>Not accomplished/cancelled. JG/REV Leonhard Recreation Center's original request for video, on demand fitness.</p> <p>Accomplished. JJ/REC Promote Dance classes to improve health, FY21.</p> <p>Accomplished. JJ/REC Promote Fitness in Preschool, FY21.</p>

		Develop additional fitness events and programs.	Recreation Team	FY21	<p>Accomplished. JG/REV Zumba Bollywood introduced this fall. Interviews ongoing for additional programs</p> <p>Accomplished. JG/REV Hired a new group fitness instructor at LRC who has been successfully offering Yogalates and Senior strength training classes.</p> <p>Accomplished. JJ/REC Created 100-day Roll & Stroll challenges that were posted on Virtual Fun Facebook Page.</p>
		Create a community-wide health wellness campaign, possibly exploring with local partnerships.	Recreation Team	FY20	<p>Accomplished. JJ/REC Working with Welcoming Week Committee to provide recreational opp.'s for all residents of Champaign.</p> <p>Accomplished. JJ/REC District-wide canned food drive implement fall of 2021. 145lbs of dry goods received.</p> <p>Accomplished. JJ/REC Implemented 2nd Team Bundle Up Project with new participating businesses.</p>

Blue = Previous Updates

Red = FY22 Status

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	<p>Not Accomplished. Cancelled. Project is tabled while CPD focuses on sound system upgrade (Completed), roof replacement (Completed), brick repair (Completed), and HVAC replacement (Pending). Staff are presented a proposal to the Board at the 6/23/21 meeting to apply for an IDNR grant to support the project (Completed). AEX created initial design concepts and estimates (Completed). Staff applied for a Museum Capital grant in the amount of \$205,915.00 on 7/16/21. February, 2022, UPDATES: Announcement is expected soon, per IDNR grant administrator. On March 9, 2022, CPD was notified by IDNR that our grant request had been denied. Project is cancelled pending identifying another funding resource.</p>

		<p>Upgrade the ticket software program for the Virginia Theatre, with an eye toward growth in sales and service.</p>	<p>Virginia Theatre Team</p>	<p>FY21</p>	<p>Accomplished. ShoWare software is now fully operational at the theatre. Delays with building and configuring the software, specifically there were issues with credit card processing, resulted in moving launch date back to June 9, 2021.</p>
		<p>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.</p>	<p>Virginia Theatre Team</p>	<p>FY22</p>	<p>Accomplished. New approach is implemented (suspended during the period of theatre closure that began March, 2020) Curated programming resumes at the theatre September 25, 2021.</p>

		Plan and implement a celebration of the 100 th anniversary of the Virginia Theatre.	Virginia Theatre Team	FY21-22	Accomplished. Developing plans for two major special events in the theatre’s centenary season: a season opener and an anniversary celebration. Plans for the anniversary presentation of <i>The Bat</i> (historic stage play) are underway, with a budget and production staff drafted as of 1/7/20. Met with <i>Bat</i> production team in February, 2021. 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 <i>THE BAT</i> , and a special fundraiser in partnership with the CPD Foundation.
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	Accomplished. 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	Accomplished. Ongoing (but suspended during period of theatre closure): Mammoth Events, Nitelite Productions, and Innovative Arts leasing the theatre for rentals and partnerships. 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	Accomplished. 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	Accomplished. Received Museum Grant for \$750,000 for HVAC system. Work has begun with substantial completion planned for September 3, 2021. Delayed: supply-chain issues, substantial completion now planned for June, 2022. Roof project: completed 2021. Sound and lighting upgrades: completed in 2021. Wayfinding signage: deferred to FY23.

		Create a business plan for the operation of the Virginia Theatre.	Virginia Theatre Team	FY20	Not Accomplished. 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	Accomplished. Deferred to FY22. Project is pending budgeting. Budget approved for FY22. Staff meeting with third party developer to plan for updates this fall (2021). February, 2022, Updates: Contracting now in progress for Thirdside Design to revamp Virginia Theatre website. Update: website proposal approved and contract has been signed, with work beginning in early April, 2022, and concluding in late June, 2022.

Blue = Previous Updates

Red = FY22 Status

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	Accomplished. Over \$7 million raised for the Martens Center and Human Kinetics. On target for June 2022 opening.
		Complete construction of Heritage Park.	Planning Team	FY20	Accomplished. Complete.
		Complete Construction of the Operations Shop facility.	Operations Team	FY20	Accomplished. Complete.
		Complete paths, lights and new playground at Spalding Park.	Planning Team	FY20	Accomplished. Opening June, 2022.
		Greenbelt Bikeway: Apply for grants and finalize plans for construction.	Planning Team	FY22	Not Accomplished. Underway; Clark Dietz to put project out to bid in mid-June, 2022.

8.2	Plan and develop capital projects.	CUSR Space Project, determine appropriate space and develop a plan.	Planning Team	FY20	Accomplished. Complete.
		Phinney Branch Drainage District Project, work towards an overall agreement, a master plan and funding opportunities.	Planning Team	FY22	Not Accomplished. Cancelled. Project no longer under consideration.
		Develop a plan to design, engineer and upgrade or rebuild Parkland Way.	Planning Team	FY22	Not Accomplished. 2021 work completed on Parkland Way, meeting with City and Parkland College to talk about future ownership.
		Maintain quality of existing facilities, parks and trails.	Leadership Team	FY20-22	Accomplished. Operations staff continuing to maintain and update facilities, parks, and trails.
8.3	Maintain the Virginia Theatre facility while producing quality programs and events.	Complete Sound Project at Virginia Theatre.	Planning Team	FY20	Accomplished. Complete.
		Complete Virginia Theatre roof project.	Operations Team	FY20	Accomplished. Complete.

		Reduce the tax support at the Virginia Theatre but maintain current entertainment levels.	Virginia Theatre Team	FY20-22	Not Accomplished. 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	Accomplished. Park Report Card completed in FY21.
		Develop a positive, professional, innovative, and fun work culture.	Leadership Team	FY20-22	Not Accomplished. Developing new training programs for leadership staff.
		Continue to produce annual Performance Measurement reports.	Leadership Team	FY20-22	Accomplished. Performance Measurement report completed for FY 20. Currently updating FY 21 Performance Measurements.
		Acquire Illinois Accreditation.	Leadership Team	FY22	Not Accomplished. Application has been submitted for 2023 process.
8.5	Develop staff excellence.	Hire quality staff by opening all positions to everyone interested in applying.	Leadership Team	FY20-22	Accomplished. New hiring process has been implemented and all open positions have been advertised to the public.

		Develop quality leaders through training, mentoring, and coaching.	Leadership Team	FY20-22	Accomplished. Staff attended IPRA/IAPD conference in person; staff to attend future IAPD leadership programs.
		Continue to develop processes and systems to retain staff at greater than 90% every year.	Leadership Team	FY20-22	Not Accomplished. Currently four open positions. Park Board approved a raise for staff to help keep them on board.
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	Accomplished. The Park Board approved minimum wage increases and wage classification increases along with a 3 percent raise for staff.
		Maintain 120-day reserves while providing funds to maintain facilities, parks, programs, services, and amenities at our current quality standards.	Leadership Team	FY20-22	Accomplished. At the end of FY21, our funds were over \$40 million so we did an excellent job of maintaining our 120 reserves.
		Increase non-tax revenues to 25% to 30% of the operating budget.	Leadership Team	FY20-22	Not Accomplished. Even though our revenues were down in FY21, 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.