



AGENDA
SPECIAL MEETING FOLLOWED BY PUBLIC HEARING
AND 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, July 13, 2022, and sent to joe.deluce@champaignparks.org.

Wednesday, July 13, 2022
SPECIAL MEETING
6:00 p.m.

A. CALL TO ORDER

B. PRESENTATIONS

1. Executive Director Search Firm Presentations
 - a. Illinois Association of Park Districts – Alan Howard & Peter Murphy
 - b. GovHR – Chuck Balling
 - c. HYA – Dr. Ken Arndt

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

D. ADJOURN

PUBLIC HEARING
7:00 p.m.

A. OPEN PUBLIC HEARING

The Public Hearing is to discuss and receive public comments on the Amended Budget and Appropriation Ordinance for FY22-23. A Notice of Public Hearing was published in The News-Gazette on July 1, 2022.

B. PUBLIC COMMENTS: AMENDED BUDGET AND APPROPRIATION ORDINANCE

C. CLOSE THE PUBLIC HEARING

**REGULAR MEETING
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 June 2022

E. EXECUTIVE DIRECTOR'S REPORT

1. General Announcements

F. COMMITTEE AND LIAISON REPORTS

1. Champaign Parks Foundation

G. REPORT OF OFFICERS

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

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, June 8, 2022
2. Approval of Minutes of the Executive Session, June 8, 2022
3. Approval of the Minutes of the Special Board Meeting, June 22, 2022
4. Approval of Minutes of the Executive Session, June 22, 2022
5. Updates to the Board Policy Manual:
 - a. American's with Disabilities Act Policy
 - b. American's with Disabilities Program Statement
 - c. Bond Rating Policy
 - d. Bonded Indebtedness Policy
 - e. FOIA and Fee Schedule
 - f. Identity Protection Policy
 - g. New Employee Reporting Policy
 - h. Safety Policy
 - i. Safety Committee Policy
 - j. Smoke Free Illinois Policy
 - k. Statement of Purpose for Collection of Social Security Numbers by the Park District

Regular Board Meeting

July 13, 2022

Page 3

I. NEW BUSINESS

1. Approval of Disbursements
Staff recommends approval of the list of disbursements for the period beginning June 8, 2022 and ending July 12, 2022. **(Roll Call Vote)**
2. Approval of Ordinance No. 659: Amended Budget and Appropriation Ordinance
Staff recommends adoption of Ordinance No. 659, the Amended Budget and Appropriation Ordinance for fiscal year beginning May 1, 2021 and ending on April 30, 2022 and authorize staff to file with the Champaign County Clerk. **(Roll Call Vote)**
3. Approval of Easement at Bresnan Meeting Center with Consolidated Communications
(Roll Call Vote)

J. DISCUSSION ITEMS

1. FY23 Annual Operating Budget

K. COMMENTS FROM COMMISSIONERS

L. EXECUTIVE SESSION

The Board will convene into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2(c)(1) for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body and (c)(6) The setting of a price for sale or lease of property owned by the public body, **(Roll Call Vote)**

M. RETURN TO REGULAR MEETING

N. EXECUTIVE SESSION ACTION ITEM

1. Approval of Agreement with Don Moyer Boys and Girls Club at the Martens Center
(Roll Call Vote)
2. Approval of Firm to Lead Executive Director Search **(Roll Call Vote)**

O. ADJOURN

ORDINANCE #659

**AMENDED BUDGET AND APPROPRIATION ORDINANCE
For Fiscal Year 2022**

**AN ORDINANCE AMENDING THE COMBINED
ANNUAL BUDGET AND APPROPRIATION OF
FUNDS FOR THE CHAMPAIGN PARK DISTRICT
CHAMPAIGN COUNTY, ILLINOIS
FOR THE FISCAL YEAR BEGINNING ON THE
FIRST (1ST) DAY OF MAY 2021, AND ENDING ON
THE THIRTIETH DAY (30TH) OF APRIL 2022**

WHEREAS, on July 28, 2021, the Board of Commissioners of the Champaign Park District, Champaign County, Illinois adopted Ordinance #652 an Ordinance Adopting a Combined Annual Budget and Appropriation of Funds for the Fiscal Year beginning the First (1st) day of May 2021, and ending on the thirtieth (30th) day of April 2022;

WHEREAS, it is determined that the Budget and Appropriations Ordinance for the fiscal year beginning May 1, 2021 and ending April 30, 2022 is to be amended, and

WHEREAS, said Board of Commissioners caused to be prepared in tentative form this Ordinance, and the Secretary of the Board has made the same conveniently available to public inspection for at least thirty (30) days prior to action thereon; and

WHEREAS, a public hearing was held as to said Ordinance on 28th day of July, 2021, notice of said hearing having been given at least one (1) week prior thereto as required by law and all other legal requirements having been complied with.

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

SECTION 1. It is hereby found and determined:

- (a) This Board has heretofore caused to be prepared a combined Annual Budget and Appropriation in tentative form, which Ordinance will be conveniently available for public inspection for at least 30 days prior to final action thereon; and
- (b) A public hearing will be held at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, on the 13th day of July 2022 on said Ordinance, notice of said hearing having been given by publication in the Champaign News Gazette, being a newspaper published within the District, at least one week prior to such hearing; and
- (c) That all other legal requirements for the adoption of the Annual Budget and Appropriation of this Park District for the fiscal year beginning May 1, 2021 and ending April 30, 2022 have heretofore been performed.

SECTION 2. The following sums of money, or so much thereof as may be authorized by law for the following objects and purposes, be and the same are hereby budgeted and appropriated for the fiscal year beginning the first (1st) day of May 2021 and ending the thirtieth (30th) day of April 2022.

Each of said sums of money and the aggregate thereof are deemed necessary by this Board to defray the necessary expenses and liabilities of this District during the fiscal year beginning May 1, 2021 and ending April 30, 2022 for the respective purposes set forth.

All unexpended balances of the appropriations for the fiscal year ended April 30, 2022 and prior years are hereby specifically re-appropriated for the same general purposes for which they were originally made and may be

expended in making up any insufficiency of any other items provided in this appropriation ordinance, in making this appropriation in accordance with applicable law.

The receipts and revenues of said District derived from sources other than taxation and not specifically appropriated, shall constitute the general corporate fund and shall first be placed to credit of such fund.

SECTION 3. The following determinations have been made and are hereby made a part of the aforesaid budget:

- (a) An estimate of the cash on hand at the beginning of the fiscal year is expected to be \$30,918,073.
- (b) An estimate of the cash expected to be received during the fiscal from all sources is \$26,644,629.
- (c) An estimate of the expenditures and transfers contemplated for the fiscal year is \$29,859,643.
- (d) An estimate of the cash expected to be on hand at the end of the fiscal year is \$27,703,059.
- (e) An estimate of the amount of taxes to be received during the fiscal year is \$13,924,435.

SECTION 4. The receipts and revenues of the Champaign Park District derived from sources other than taxation and not specifically appropriated, and all unexpended balances from the preceding fiscal year not required for the purposes for which they were appropriated and levied, shall constitute the General Corporate Fund and shall first be placed to credit of such fund.

SECTION 5. All ordinances or parts of ordinances conflicting with any of the provisions of this ordinance be, and the same are hereby, repealed to the extent of such conflict. If any item or portion thereof of this budget and appropriation ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such items or the remaining portion of this ordinance.

SECTION 6. This ordinance shall be in full force and effect immediately upon its passage.

PASSED this 13th day of July, 2022.

AYES:

NAYS:

ABSENT:

ABSTAIN:

[SEAL]

CHAMPAIGN PARK DISTRICT

By _____
Kevin J. Miller, Board President

ATTEST:

Jarrod Scheunemann, Board Secretary

ORDINANCE NO. 659
Amended Budget and Appropriations Summary By Fund
May 1, 2021 through April 30, 2022

□

Fund	Fund Description	2022 ORIGINAL		2022 AMENDED	
		Budget	Appropriations	Budget	Appropriations
01	GENERAL	\$ 5,486,844	\$ 5,895,843	\$ 5,573,515	\$ 5,889,668
02	RECREATION	5,042,381	5,480,069	4,793,421	5,163,515
03	MUSEUM	1,815,944	1,937,693	1,703,997	1,809,245
04	LIABILITY INSURANCE	340,032	374,035	344,231	371,736
06	IMRF FUND	230,000	253,000	232,000	238,960
08	AUDIT FUND	26,510	29,161	29,920	32,000
09	PAVING AND LIGHTING FUND	71,000	78,100	71,000	78,100
12	SPECIAL DONATIONS FUND	55,196	60,716	57,116	62,827
14	SOCIAL SECURITY FUND	395,000	434,500	395,000	434,500
15	SPECIAL RECREATION FUND	1,389,465	1,528,250	1,239,954	1,374,364
16	CAPITAL IMPROVEMENTS FUND	2,871,576	3,158,734	2,871,576	3,158,734
19	POLICE PROTECTION	30,000	33,000	43,962	45,000
21	BOND AMORTIZATION FUND	1,187,200	1,305,920	1,187,200	1,305,920
22	BOND PROCEEDS FUND	1,913,536	2,056,890	1,913,536	2,056,890
24	LAND ACQUISITION FUND	0	750,000	0	750,000
25	PARK DEVELOPMENT FUND	658,000	723,800	658,000	723,800
26	TRAILS AND PATHWAYS FUND	50,000	55,000	50,000	55,000
27	MARTENS CENTER CAPITAL FUND	7,479,500	8,227,450	8,695,215	9,000,000
Budget and Appropriations Grand Total		\$ 29,042,184	\$ 32,382,161	\$ 29,859,643	\$ 32,550,259

ORDINANCE No. 659
Amended Budget and Appropriations Ordinance
May 1, 2021 through April 30, 2022

Fund	Object	Description	2022 ORIGINAL		2022 AMENDED	
			Budget	Appropriations	Budget	Appropriations
Fund 01 - GENERAL						
SALARIES AND WAGES						
70201		FULL-TIME SALARIES AND WAGES	\$ 2,085,160.00	\$ 2,168,566.00	\$ 2,196,934.00	\$ 2,200,000.00
70202		PART-TIME SEASONAL WAGES	231,880	241,155	252,033	260,000
71001		PROGRAM/FACILITY DIR	0	0	0	0
		SALARIES AND WAGES	2,317,040	2,409,721	2,448,967	2,460,000
FRINGE BENEFITS						
53132		DENTAL INSURANCE	12,210	13,431	12,210	13,431
53133		MEDICAL HEALTH INSURANCE	335,000	368,500	320,000	350,000
53134		LIFE INSURANCE	4,800	5,280	5,529	6,082
53137		EMPLOYEE ASSISTANCE PROGRAM	1,526	1,679	1,526	1,679
83003		ALLOWANCES/REIMBURSEMENTS	46,200	50,820	31,000	34,100
		FRINGE BENEFITS	399,736	439,710	370,265	405,292
CONTRACTUAL						
54201		POSTAGE AND MAILING	3,753	4,128	4,983	5,481
54202		PRINTING AND DUPLICATING	5,430	5,973	4,765	5,242
54204		STAFF MEETINGS	150	165	660	726
54205		LEGAL PUBLICATIONS/NOTICES	5,728	6,301	1,800	1,980
54206		ADVERTISING/PUBLICITY	19,483	21,431	23,000	25,300
54207		STAFF TRAINING	10,300	11,330	5,910	6,501
54208		MEMBERSHIPS, DUES AND FEES	16,939	18,633	16,230	17,853
54209		CONFERENCE AND TRAVEL	15,300	16,830	7,790	8,569
54210		BOARD EXPENSE	4,500	4,950	2,000	2,200
54212		ATTORNEY FEES	125,000	137,500	112,000	123,200
54214		ARCHITECT AND ENGINEERING FEES	20,000	22,000	20,000	22,000
54215		PROFESSIONAL FEES	110,180	121,198	105,980	116,578
54234		LANDFILL FEES	30,050	33,055	28,190	31,009
54236		AUTO ALLOWANCE	84	92	181	199
54241		VEHICLE REPAIR	12,500	13,750	12,875	14,163
54242		EQUIPMENT REPAIR	8,100	8,910	4,800	5,280
54245		BUILDING REPAIR	5,600	6,160	6,510	7,161
54250		EQUIPMENT RENTAL	13,800	15,180	13,800	15,180
54253		PEST CONTROL	1,100	1,210	1,100	1,210
54254		SERVICE CONTRACTS	41,960	46,156	41,960	46,156
54255		LICENSE AND FEES	23,760	26,136	33,635	36,999
54260		SERVICE CONTRACTS - FACILITIES	2,840	3,124	7,450	8,195
54261		SERVICE CONTRACTS-GROUNDS	38,000	41,800	31,000	34,100

Fund	Object	Description	2022 ORIGINAL		2022 AMENDED	
			Budget	Appropriations	Budget	Appropriations
	54263	CONTRACTUAL MOWING	165,000	181,500	166,900	183,590
	54264	CELL PHONE EXPENSE	8,500	9,350	6,600	7,260
	54265	SUBSCRIPTIONS	1,115	1,227	518	570
	54270	PERSONNEL COSTS	36,541	40,195	40,000	44,000
	54275	HEALTH AND WELLNESS	2,547	2,802	4,300	4,730
	54280	OTHER CONTRACTUAL SERVICES	12,500	13,492	8,500	9,350
	54291	PARK AND RECREATION EXCELLENCE	1,500	1,628	1,500	1,650
	59412	PROPERTY/SALES TAX	284	289	284	312
	59414	CREDIT CARD FEES	800	903	500	550
	90000	EXTRAORDINARY LOSS-INVESTMENT	0	0	(7,677)	(7,677)
		CONTRACTUAL	743,344	817,398	708,044	779,617
		COMMODITIES/SUPPLIES				
	55301	OFFICE SUPPLIES	8,000	8,800	10,051	11,056
	55302	ENVELOPES AND STATIONARY	800	880	800	880
	55303	DUPLICATING SUPPLIES	1,300	1,430	1,300	1,430
	55304	CHECKS AND BANK SUPPLIES	1,400	1,540	1,000	1,100
	55305	PHOTOGRAPHIC SUPPLIES	105	116	105	116
	55307	BOOKS AND MANUSCRIPTS	300	330	390	429
	55308	FIRST AID/MEDICAL SUPPLIES	4,500	4,950	4,500	4,950
	55309	SAFETY SUPPLIES	8,000	8,800	7,000	7,700
	55315	STAFF UNIFORMS	12,769	14,046	14,955	16,451
	55316	PARTICIPANT UNIFORMS	275	303	0	0
	55320	BUILDING MAINTENANCE SUPPLIES	18,200	20,020	18,760	20,636
	55321	LANDSCAPE SUPPLIES	22,425	24,668	24,600	27,060
	55322	CLEANING /JANITORIAL SUPPLIES	5,130	5,643	5,560	6,116
	55323	PLAYGROUND MAINTENANCE SUPPLIES	5,500	6,050	5,500	6,050
	55324	PRESCRIBED BURN SUPPLIES	500	550	643	707
	55325	EQUIPMENT AND TOOLS	15,500	16,665	16,340	17,974
	55326	SHOP EQUIPMENT AND SUPPLIES	7,000	7,700	6,500	7,150
	55327	VEHICLE/EQUIPMENT REPAIR PARTS	26,000	28,600	29,050	31,955
	55328	AMENITY MAINTENANCE SUPPLIES	5,300	5,830	13,000	14,300
	55329	OFFICE/ EQUIPMENT VALUE <\$10000	600	660	0	0
	55330	GAS,FUEL,GREASE AND OIL	48,900	53,790	62,585	68,844
	55331	CHEMICALS	11,400	12,540	14,470	15,917
	55332	PAINTS	500	550	180	198
	55333	PLANT MATERIALS	137,200	150,920	122,100	128,205
	55348	FLOWERS AND CARDS	300	330	520	572
	55349	PLAQUES, AWARDS AND PRIZES	2,096	2,306	1,590	1,749
	55350	RECREATION/PROGRAM SUPPLIES	2,828	3,111	5,300	5,830
	55352	FISH RESTOCKING	1,500	1,650	1,500	1,650
	55354	FOOD SUPPLIES	1,456	1,602	1,000	1,100
		COMMODITIES/SUPPLIES	349,784	384,380	369,299	400,125

Fund	Object	Description	2022 ORIGINAL		2022 AMENDED	
			Budget	Appropriations	Budget	Appropriations
		UTILITIES				
	56230	SANITARY FEES AND CHARGES	10,000	11,000	10,000	11,000
	56231	GAS AND ELECTRICITY	49,600	54,560	49,600	54,560
	56232	WATER	59,700	65,670	59,700	65,670
	56233	TELECOMM EXPENSE	36,140	39,754	36,140	39,754
		UTILITIES	155,440	170,984	155,440	170,984
		ROUTINE/PERIODIC MAINTENANCE				
	58001	PERIODIC MAINTENANCE	5,500	6,050	5,500	6,050
	58002	ROUTINE MAINTENANCE	216,000	237,600	216,000	237,600
		ROUTINE/PERIODIC MAINTENANCE	221,500	243,650	221,500	243,650
		TRANSFERS TO OTHER FUNDS				
	59409	TRANSFERS TO OTHER FUNDS	1,300,000	1,430,000	1,300,000	1,430,000
		TRANSFERS TO OTHER FUNDS	1,300,000	1,430,000	1,300,000	1,430,000
		APPROPRIATIONS - FUND 01	5,486,844	5,895,843	5,573,515	5,889,668

Fund	Object	Description	2022		2022	
			Budget	Appropriations	Budget	Appropriations
Fund 02 - RECREATION						
SALARIES AND WAGES						
70201		FULL-TIME SALARIES AND WAGES	887,346	909,530	934,378	962,409
70202		PART-TIME SEASONAL WAGES	1,131,731	1,244,904	860,000	885,800
		SALARIES AND WAGES	2,019,077	2,154,434	1,794,378	1,848,209
FRINGE BENEFITS						
53132		DENTAL INSURANCE	4,900	5,390	4,900	5,390
53133		MEDICAL HEALTH INSURANCE	145,000	159,500	135,000	148,500
53134		LIFE INSURANCE	1,720	1,892	2,050	2,255
53137		EMPLOYEE ASSISTANCE PROGRAM	600	660	600	660
83003		ALLOWANCES/REIMBURSEMENTS	18,360	20,196	20,540	22,594
		FRINGE BENEFITS	170,580	187,638	163,090	179,399
CONTRACTUAL						
54201		POSTAGE AND MAILING	2,525	2,778	2,025	2,228
54202		PRINTING AND DUPLICATING	3,863	4,249	7,078	7,786
54204		STAFF MEETINGS	30	33	0	0
54205		LEGAL PUBLICATIONS/NOTICES	200	220	60	66
54206		ADVERTISING/PUBLICITY	7,489	8,238	6,079	6,687
54207		STAFF TRAINING	15,736	17,310	17,834	19,617
54208		MEMBERSHIPS, DUES AND FEES	12,411	13,652	13,208	14,529
54209		CONFERENCE AND TRAVEL	6,485	7,134	7,764	8,540
54234		LANDFILL FEES	1,575	1,733	1,575	1,733
54236		AUTO ALLOWANCE	640	704	100	110
54241		VEHICLE REPAIR	2,000	2,200	3,119	3,431
54242		EQUIPMENT REPAIR	13,768	15,145	16,188	17,807
54245		BUILDING REPAIR	24,349	26,784	25,231	27,754
54250		EQUIPMENT RENTAL	3,269	3,596	3,310	3,641
54251		RENTAL FACILITIES	5,845	6,430	3,555	3,911
54253		PEST CONTROL	3,190	3,509	3,627	3,990
54254		SERVICE CONTRACTS	11,410	12,551	13,110	14,421
54255		LICENSE AND FEES	1,974	2,171	1,974	2,171
54260		SERVICE CONTRACTS-FACILITIES	36,798	40,478	38,802	42,682
54261		SERVICE CONTRACTS-GROUNDS	2,550	2,805	1,800	1,980
54264		CELL PHONE EXPENSE	3,664	4,030	3,664	4,030
54265		SUBSCRIPTIONS	460	506	370	407
54270		PERSONNEL COSTS	20,500	22,550	29,441	32,385
54280		OTHER CONTRACTUAL SERVICES	1,504	1,654	500	550
54281		CONTRACTUAL PERSONNEL	23,013	25,314	16,565	18,222
54282		INTERN STIPEND	3,600	3,960	1,500	1,650
54285		CONTRACTUAL ENTERTAINMENT	1,200	1,320	328	361
54299		FIELD/SPECIAL TRIPS	41,328	45,461	6,500	7,150
59412		PROPERTY/SALES TAX	12,574	13,831	8,285	9,114

Fund	Object	Description	2022 ORIGINAL		2022 AMENDED	
			Budget	Appropriations	Budget	Appropriations
	59414	CREDIT CARD FEES	26,100	28,710	36,384	40,022
		CONTRACTUAL	290,050	319,056	269,976	296,975
		COMMODITIES/SUPPLIES				
	55301	OFFICE SUPPLIES	5,150	5,665	4,500	4,950
	55303	DUPLICATING SUPPLIES	1,960	2,156	1,960	2,156
	55307	BOOKS AND MANUSCRIPTS	702	772	590	649
	55308	FIRST AID/MEDICAL SUPPLIES-POOL SPE	5,719	6,291	8,500	9,350
	55315	STAFF UNIFORMS	3,413	3,754	7,931	8,724
	55316	PARTICIPANT UNIFORMS	11,683	12,851	13,015	14,317
	55320	BUILDING MAINTENANCE SUPPLIES	33,000	36,300	33,000	36,300
	55321	LANDSCAPE SUPPLIES	10,000	11,000	12,700	13,970
	55322	CLEANING /JANITORIAL SUPPLIES	16,377	18,015	16,377	18,015
	55325	EQUIPMENT AND TOOLS	2,600	2,860	2,600	2,860
	55327	VEHICLE/EQUIPMENT REPAIR PARTS	3,400	3,740	1,300	1,430
	55330	GAS,FUEL,GREASE AND OIL	9,630	10,593	11,600	12,760
	55331	CHEMICALS	44,120	48,532	59,000	64,900
	55332	PAINTS	10,180	11,198	10,700	11,770
	55333	PLANT MATERIALS	3,280	3,608	2,500	2,750
	55348	FLOWERS AND GIFTS	80	88	80	88
	55349	PLAQUES, AWARDS AND PRIZES	7,981	8,779	7,763	8,539
	55350	RECREATION/PROGRAM SUPPLIES	62,693	68,962	55,880	61,468
	55354	FOOD SUPPLIES	16,803	18,483	12,000	13,200
	55360	MERCHANDISE FOR RESALE	56,100	61,710	48,600	53,460
		COMMODITIES/SUPPLIES	304,871	335,357	310,596	341,656
		UTILITIES				
	56230	SANITARY FEES AND CHARGES	6,390	7,029	6,390	55,880
	56231	GAS AND ELECTRICITY	210,100	231,110	207,050	207,050
	56232	WATER	93,430	102,773	100,000	100,000
	56233	TELECOMM EXPENSE	23,835	26,219	17,893	17,893
		UTILITIES	333,755	367,131	331,333	380,823
		ROUTINE/PERIODIC MAINTENANCE				
	58001	PERIODIC MAINTENANCE	44,500	48,950	44,500	48,950
	58002	ROUTINE MAINTENANCE	20,000	22,000	20,000	22,000
		ROUTINE/PERIODIC MAINTENANCE	64,500	70,950	64,500	70,950
		TRANSFERS TO OTHER FUNDS				
	59409	TRANSFERS TO OTHER FUNDS	1,859,548	2,045,503	1,859,548	2,045,503
		TRANSFERS TO OTHER FUNDS	1,859,548	2,045,503	1,859,548	2,045,503
APPROPRIATIONS - FUND 02			5,042,381	5,480,069	4,793,421	5,163,515

Fund	Object	Description	2022 ORIGINAL		2022 AMENDED	
			Budget	Appropriations	Budget	Appropriations
Fund 03 - MUSEUM						
SALARIES AND WAGES						
70201		FULL-TIME SALARIES AND WAGES	479,946	494,344	601,655	619,705
70202		PART-TIME SEASONAL WAGES	375,011	386,261	331,534	341,480
		SALARIES AND WAGES	854,957	880,605	933,189	961,185
FRINGE BENEFITS						
53132		DENTAL INSURANCE	3,000	3,300	3,000	3,300
53133		MEDICAL HEALTH INSURANCE	77,000	84,700	86,249	94,874
53134		LIFE INSURANCE	1,430	1,573	1,430	1,573
53137		EMPLOYEE ASSISTANCE PROGRAM	345	380	409	450
83003		ALLOWANCES/REIMBURSEMENTS	12,470	13,717	12,470	13,717
		FRINGE BENEFITS	94,245	103,670	103,558	113,914
CONTRACTUAL						
54201		POSTAGE AND MAILING	10,298	11,328	2,750	3,025
54202		PRINTING AND DUPLICATING	12,698	13,968	5,767	6,344
54205		LEGAL PUBLICATIONS/NOTICES	0	0	100	110
54206		ADVERTISING/PUBLICITY	42,583	46,841	42,583	46,841
54207		STAFF TRAINING	1,000	1,100	1,000	1,100
54208		MEMBERSHIPS, DUES AND FEES	3,150	3,465	3,150	3,465
54209		CONFERENCE AND TRAVEL	1,000	1,100	1,309	1,440
54215		PROFESSIONAL FEES	1,000	1,100	1,000	1,100
54234		LANDFILL FEES	4,105	4,516	4,158	4,574
54242		EQUIPMENT REPAIR	2,430	2,673	7,449	8,194
54245		BUILDING REPAIR	9,000	9,900	9,000	9,900
54250		EQUIPMENT RENTAL	35,610	39,171	25,000	27,500
54251		RENTAL FACILITIES	27,628	30,391	21,678	23,846
54253		PEST CONTROL	570	627	1,450	1,595
54254		SERVICE CONTRACTS	2,600	2,860	5,000	5,500
54255		LICENSE AND FEES	7,175	7,893	6,380	7,018
54260		SERVICE CONTRACTS-FACILITIES	33,500	36,850	41,931	46,124
54265		SUBSCRIPTIONS	191	210	191	210
54270		PERSONNEL COSTS	8,800	9,680	12,190	13,409
54280		OTHER CONTRACTUAL SERVICES	55,437	60,981	30,000	33,000
54281		CONTRACTUAL PERSONNEL	27,478	30,226	18,000	19,800
54285		CONTRACTUAL ENTERTAINMENT	284,620	313,082	115,000	126,500
54299		FIELD/SPECIAL TRIPS	3,000	3,300	1,500	1,650
59412		PROPERTY/SALES TAX	6,563	7,219	3,000	3,300
59414		CREDIT CARD FEES	37,661	41,427	34,935	38,429
		CONTRACTUAL	618,097	679,908	394,521	433,974

Fund	Object	Description	2022 ORIGINAL		2022 AMENDED	
			Budget	Appropriations	Budget	Appropriations
		COMMODITIES/SUPPLIES				
	55301	OFFICE SUPPLIES	1,150	1,265	2,500	2,750
	55302	ENVELOPES AND STATIONARY	500	550	0	0
	55303	DUPLICATING SUPPLIES	200	220	350	385
	55305	PHOTOGRAPHIC SUPPLIES	25	28	65	72
	55307	BOOKS AND MANUSCRIPTS	880	968	500	550
	55308	FIRST AID/MEDICAL SUPPLIES	800	880	800	880
	55315	STAFF UNIFORMS	824	906	824	906
	55316	PARTICIPANT UNIFORMS	2,373	2,610	1,732	1,905
	55320	BUILDING MAINTENANCE SUPPLIES	8,000	8,800	19,000	20,900
	55321	LANDSCAPE SUPPLIES	0	0	100	110
	55322	CLEANING /JANITORIAL SUPPLIES	3,700	4,070	6,100	6,710
	55327	VEHICLE/EQUIPMENT REPAIR PARTS	0	0	1,000	1,100
	55329	OFFICE/ EQUIPMENT VALUE <\$10000	1,500	1,650	1,500	1,650
	55330	GAS,FUEL,GREASE AND OIL	1,100	1,210	1,300	1,600
	55348	FLOWERS AND CARDS	10	11	0	0
	55349	PLAQUES,AWARDS,PRIZES	4,221	4,643	3,790	4,169
	55350	PROGRAM/RECREATION SUPPLIES	45,257	49,783	39,000	42,900
	55351	ANIMAL SUPPLIES	2,200	2,420	2,200	2,420
	55354	FOOD SUPPLIES	22,654	24,919	18,000	19,800
	55355	ANIMAL FEED	5,000	5,500	2,000	2,200
	55360	MERCHANDISE FOR RESALE	15,998	17,598	10,100	11,110
		COMMODITIES/SUPPLIES	116,392	128,031	110,861	122,117
		UTILITIES				
	56230	SANITARY FEES	1,300	1,430	1,300	1,430
	56231	GAS AND ELECTRICITY	62,000	68,200	84,000	92,400
	56232	WATER	12,575	13,833	13,780	15,158
	56233	TELECOMM EXPENSE	7,600	8,360	14,010	15,411
		UTILITIES	83,475	91,823	113,090	124,399
		ROUTINE/PERIODIC MAINTENANCE				
	58001	PERIODIC MAINTENANCE	48,778	53,656	48,778	53,656
		ROUTINE/PERIODIC MAINTENANCE	48,778	53,656	48,778	53,656
APPROPRIATIONS - FUND 03			1,815,944	1,937,693	1,703,997	1,809,245

Fund	Object	Description	2022 ORIGINAL		2022 AMENDED	
			Budget	Appropriations	Budget	Appropriations
Fund 04 - LIABILITY INSURANCE						
SALARIES AND WAGES						
70201		FULL-TIME SALARIES AND WAGES	53,800	59,180	50,000	50,000
		SALARIES AND WAGES	53,800	59,180	50,000	50,000
FRINGE BENEFITS						
53132		DENTAL INSURANCE	300	330	300	300
53133		MEDICAL HEALTH INSURANCE	12,720	13,992	12,835	12,835
53134		LIFE INSURANCE	90	99	259	259
83003		ALLOWANCES/REIMBURSEMENTS	840	924	905	905
		FRINGE BENEFITS	13,950	15,345	14,299	14,299
CONTRACTUAL						
54270		PERSONNEL COSTS	234	257	234	234
		CONTRACTUAL	234	257	234	234
COMMODITIES/SUPPLIES						
55306		CPR BOOKS AND SUPPLIES (TORT FUND	2,900	3,190	2,900	2,900
55309		SAFETY SUPPLIES	1,000	1,100	1,000	1,000
55329		OFFICE/ EQUIPMENT VALUE <\$10000	2,800	3,080	750	750
		COMMODITIES/SUPPLIES	6,700	7,370	4,650	4,650
INSURANCE						
57131		WORKERS COMPENSATION	82,100	90,310	82,100	90,310
57137		UNEMPLOYMENT PREMIUM	8,500	9,350	10,800	11,880
57220		LIABILITY INSURANCE	35,000	38,500	40,000	44,000
57222		EMPLOYMENT PRACTICES	16,200	17,820	16,200	17,820
57224		PROPERTY INSURANCE	72,600	79,860	75,000	82,500
		INSURANCE	214,400	235,840	224,100	246,510
CAPITAL OUTLAY						
61515		REPAIR PROJECTS AND EQUIPMENT	50,948	56,043	50,948	56,043
		CAPITAL OUTLAY	50,948	56,043	50,948	56,043
APPROPRIATIONS - FUND 04			340,032	374,035	344,231	371,736

Fund	Object	Description	2022 ORIGINAL		2022 AMENDED	
			Budget	Appropriations	Budget	Appropriations
Fund 06 - IMRF FUND						
		FRINGE BENEFITS				
	53135	IMRF PAYMENTS	230,000	253,000	232,000	238,960
		FRINGE BENEFITS	230,000	253,000	232,000	238,960
APPROPRIATIONS - FUND 06			230,000	253,000	232,000	238,960
Fund 08 - AUDIT FUND						
		CONTRACTUAL				
	54217	AUDIT EXPENSES	26,510	29,161	29,920	32,000
		CONTRACTUAL	26,510	29,161	29,920	32,000
APPROPRIATIONS - FUND 08			26,510	29,161	29,920	32,000
Fund 09 - PAVING AND LIGHTING FUND						
		ROUTINE/PERIODIC MAINTENANCE				
	58002	ROUTINE MAINTENANCE	71,000	78,100	71,000	78,100
		ROUTINE/PERIODIC MAINTENANCE	71,000	78,100	71,000	78,100
APPROPRIATIONS - FUND 09			71,000	78,100	71,000	78,100
Fund 12 - SPECIAL DONATIONS FUND						
		CONTRACTUAL				
	54292	SCHOLARSHIPS	50,000	55,000	51,002	56,102
	59415	TRANSFER TO PARKS FOUNDATION-RES	5,196	5,716	6,114	6,725
		CONTRACTUAL	55,196	60,716	57,116	62,827
APPROPRIATIONS - FUND 12			55,196	60,716	57,116	62,827
Fund 14 - SOCIAL SECURITY FUND						
		FRINGE BENEFITS				
	53136	FICA PAYMENTS	395,000	434,500	395,000	434,500
		FRINGE BENEFITS	395,000	434,500	395,000	434,500
APPROPRIATIONS - FUND 14			395,000	434,500	395,000	434,500

Fund	Object	Description	2022		2022	
			Budget	Appropriations	Budget	Appropriations
Fund 15 - SPECIAL RECREATION FUND						
SALARIES AND WAGES						
70201		FULL-TIME SALARIES AND WAGES	196,820	216,502	199,792	216,502
70202		PART-TIME SEASONAL WAGES	257,352	283,087	123,921	150,000
		SALARIES AND WAGES	454,172	499,589	323,713	366,502
FRINGE BENEFITS						
53132		DENTAL INSURANCE	1,560	1,716	1,560	1,716
53133		MEDICAL HEALTH INSURANCE	44,600	49,060	49,657	54,623
53134		LIFE INSURANCE	420	462	480	528
53135		IMRF PAYMENTS	12,000	13,200	12,144	13,358
53136		FICA PAYMENTS	34,000	37,400	25,000	27,500
53137		EMPLOYEE ASSISTANCE PROGRAM	175	193	175	193
83003		ALLOWANCES/REIMBURSEMENTS	0	0	600	660
		FRINGE BENEFITS	92,755	102,031	89,616	98,578
CONTRACTUAL						
54201		POSTAGE AND MAILING	2,000	2,200	2,000	2,200
54202		PRINTING AND DUPLICATING	4,100	4,510	4,100	4,510
54204		STAFF MEETING	210	231	210	231
54205		LEGAL PUBLICATIONS/NOTICES	500	550	0	0
54206		ADVERTISING/PUBLICITY	2,100	2,310	2,100	2,310
54207		STAFF TRAINING	2,200	2,420	2,500	2,750
54208		MEMBERSHIPS, DUES AND FEES	1,500	1,650	4,610	5,071
54209		CONFERENCE AND TRAVEL	4,000	4,240	25	28
54212		ATTORNEY FEES	0	0	100	110
54241		VEHICLE REPAIR	3,000	3,300	0	0
54245		BUILDING REPAIR	0	0	1,600	1,760
54250		EQUIPMENT RENTAL	450	495	450	495
54251		RENTAL FACILITIES	5,780	6,358	5,780	6,358
54253		PEST CONTROL	420	462	420	462
54254		SERVICE CONTRACTS	2,700	2,970	2,700	2,970
54255		LICENSE AND FEES	20	22	20	22
54260		SERVICE CONTRACTS-FACILITIES	1,780	1,958	1,780	1,958
54264		CELL PHONE EXPENSE	380	418	380	418
54270		PERSONNEL COSTS	1,500	1,650	5,774	6,351
54280		OTHER CONTRACTUAL SERVICES	25	28	5,434	5,977
54281		CONTRACTUAL PERSONNEL	7,188	7,907	2,600	2,860
54285		CONTRACTUAL ENTERTAINMENT	900	990	900	990
54299		FIELD/SPECIAL TRIPS	17,574	19,331	3,409	3,750
59414		CREDIT CARD FEES	1,300	1,430	1,000	1,100
		CONTRACTUAL	59,627	65,430	47,892	52,681

Fund	Object	Description	2022 ORIGINAL		2022 AMENDED	
			Budget	Appropriations	Budget	Appropriations
		COMMODITIES/SUPPLIES				
	55301	OFFICE SUPPLIES	600	660	2,500	2,750
	55302	ENVELOPES AND STATIONARY	380	418	380	418
	55303	DUPLICATING SUPPLIES	300	330	300	330
	55315	STAFF UNIFORMS	1,639	1,803	1,639	1,803
	55316	PARTICIPANT UNIFORMS	1,784	1,962	1,784	1,962
	55320	BUILDING MAINTENANCE SUPPLIES	1,000	1,100	4,500	4,950
	55322	CLEANING /JANITORIAL SUPPLIES	2,750	3,025	2,750	3,025
	55327	VEHICLE/EQUIPMENT REPAIR PARTS	1,000	1,100	500	550
	55329	OFFICE/ EQUIPMENT VALUE <\$10000	0	0	600	660
	55330	GAS,FUEL,GREASE AND OIL	8,000	8,800	2,752	3,027
	55349	PLAQUES, AWARDS AND PRIZES	5,075	5,583	2,500	2,750
	55350	RECREATION/PROGRAM SUPPLIES	8,991	9,890	8,991	9,890
	55354	FOOD SUPPLIES	10,925	12,018	8,530	9,383
		COMMODITIES/SUPPLIES	42,444	46,689	37,726	41,498
		UTILITIES				
	56230	SANITARY FEES AND CHARGES	400	440	400	440
	56231	GAS AND ELECTRICITY	22,000	24,200	22,000	24,200
	56232	WATER	1,800	1,980	1,800	1,980
	56233	TELECOMM EXPENSE	2,940	3,234	2,940	3,234
		UTILITIES	27,140	29,854	27,140	29,854
		INSURANCE				
	57131	WORKERS COMPENSATION	1,800	1,980	900	990
	57220	LIABILITY INSURANCE	2,500	2,750	3,100	3,410
	57222	EMPLOYMENT PRACTICES	620	682	760	836
	57224	PROPERTY INSURANCE	3,900	4,290	4,600	5,060
		INSURANCE	8,820	9,702	9,360	10,296
		ROUTINE/PERIODIC MAINTENANCE				
	58003	ADA NON-CAPITAL EXPENDITURES	25,000	27,500	25,000	27,500
		ROUTINE/PERIODIC MAINTENANCE	25,000	27,500	25,000	27,500
		CAPITAL OUTLAY				
	61508	CPD - ADA	439,415	483,357	439,415	483,357
	61509	UPD CAPITAL ADA	240,092	264,098	240,092	264,098
		CAPITAL OUTLAY	679,507	747,455	679,507	747,455
		APPROPRIATIONS - FUND 15	1,389,465	1,528,250	1,239,954	1,374,364

Fund	Object	Description	2022 ORIGINAL		2022 AMENDED	
			Budget	Appropriations	Budget	Appropriations
Fund 16 - CAPITAL IMPROVEMENTS FUND						
		CAPITAL OUTLAY				
61508		PARK CONSTRUCTION/IMPROVEMENTS	2,871,576	3,158,734	2,871,576	3,158,734
		CAPITAL OUTLAY	2,871,576	3,158,734	2,871,576	3,158,734
APPROPRIATIONS - FUND 16			2,871,576	3,158,734	2,871,576	3,158,734
Fund 19 - POLICE PROTECTION						
		CONTRACTUAL				
54281		CONTRACTUAL PERSONNEL	30,000	33,000	43,962	45,000
		CONTRACTUAL	30,000	33,000	43,962	45,000
APPROPRIATIONS - FUND 19			30,000	33,000	43,962	45,000
Fund 21 - BOND AMORTIZATION FUND						
		TRANSFERS TO OTHER FUNDS				
59409		TRANSFERS TO OTHER FUNDS	1,187,200	1,305,920	1,187,200	1,305,920
		TRANSFERS TO OTHER FUNDS	1,187,200	1,305,920	1,187,200	1,305,920
APPROPRIATIONS - FUND 21			1,187,200	1,305,920	1,187,200	1,305,920
Fund 22 - BOND PROCEEDS FUND						
		CONTRACTUAL				
54215		PROFESSIONAL FEES	3,428	3,771	3,428	3,771
		CONTRACTUAL	3,428	3,771	3,428	3,771
		CAPITAL OUTLAY				
61504		VEHICLES / EQUIPMENT	128,000	140,800	128,000	140,800
61508		PARK CONSTRUCTION/IMPROVEMENTS	1,235,108	1,358,619	1,235,108	1,358,619
		CAPITAL OUTLAY	1,363,108	1,499,419	1,363,108	1,499,419
		DEBT SERVICE PRINCIPAL				
59405		BOND REDEMPTION	480,000	480,000	480,000	480,000
		DEBT SERVICE PRINCIPAL	480,000	480,000	480,000	480,000
		DEBT SERVICE INTEREST/FEES				
59407		INTEREST EXPENSE	67,000	73,700	67,000	73,700
		DEBT SERVICE INTEREST/FEES	67,000	73,700	67,000	73,700
APPROPRIATIONS - FUND 22			1,913,536	2,056,890	1,913,536	2,056,890

Fund	Object	Description	2022 ORIGINAL		2022 AMENDED	
			Budget	Appropriations	Budget	Appropriations
Fund 24 - LAND ACQUISITION FUND						
		CAPITAL OUTLAY				
61508		PARK CONSTRUCTION/IMPROVEMENTS	0	750,000	0	750,000
		CAPITAL OUTLAY	0	750,000	0	750,000
APPROPRIATIONS - FUND 24			0	750,000	0	750,000
Fund 25 - PARK DEVELOPMENT FUND						
		CAPITAL OUTLAY				
61508		PARK CONSTRUCTION/IMPROVEMENTS	658,000	723,800	658,000	723,800
		CAPITAL OUTLAY	658,000	723,800	658,000	723,800
APPROPRIATIONS - FUND 25			658,000	723,800	658,000	723,800
Fund 26 - TRAILS AND PATHWAYS FUND						
		CAPITAL OUTLAY				
61508		PARK CONSTRUCTION/IMPROVEMENTS	50,000	55,000	50,000	55,000
		CAPITAL OUTLAY	50,000	55,000	50,000	55,000
APPROPRIATIONS - FUND 26			50,000	55,000	50,000	55,000
Fund 27 - MARTENS CENTER & HK PARK CAPITAL FUND						
		CONTRACTUAL				
54202		PRINTING AND DUPLICATING	1,000	1,100	1,000	1,100
54205		LEGAL PUBLICATIONS/NOTICES	0	0	96	106
54212		ATTORNEY FEES	18,000	19,800	22,171	24,388
54214		ARCHITECT AND ENGINEERING FEES	0	0	16,082	17,690
54215		PROFESSIONAL FEES	65,500	72,050	155,866	171,453
		CONTRACTUAL	84,500	92,950	195,215	214,737
		CAPITAL OUTLAY				
61508		PARK CONSTRUCTION/IMPROVEMENTS	7,395,000	8,134,500	8,500,000	8,785,263
		CAPITAL OUTLAY	7,395,000	8,134,500	8,500,000	8,785,263
APPROPRIATIONS - FUND 27			7,479,500	8,227,450	8,695,215	9,000,000
APPROPRIATIONS - ALL FUNDS			29,042,184	32,382,161	29,859,643	32,550,259

**CERTIFICATION OF ESTIMATE
OF REVENUE as Amended
FISCAL YEAR 2022**

I, Brenda Timmons, do hereby certify that I am the duly qualified Treasurer of the Champaign Park District. As such officer I do further certify that the revenues, by source, anticipated to be received by the Park District in the fiscal year beginning May 1, 2021 and ending on April 30, 2022 are estimated to be as follows:

ESTIMATE OF REVENUE

Source	Original	Amended
Property Taxes	\$ 13,696,200	\$ 13,924,435
Personal Property Replacement Tax	300,000	300,000
Charges For Services	2,504,412	2,257,733
Contributions & Sponsorships	2,570,956	3,733,767
Concessions & Merchandise	210,177	155,962
Grants	1,783,901	1,589,858
Interest	33,950	46,420
Special Receipts	266,678	289,706
Bond Receipts (Reflected as Transfer)	1,187,200	1,187,200
Transfers From Other Funds	3,159,548	3,159,548
Total	<u>\$ 25,713,022</u>	<u>\$ 26,644,629</u>

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Champaign Park District this 13th day of July, 2022.

SEAL

Brenda Timmons, Treasurer

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

June 8, 2022

The Champaign Park District Board of Commissioners held the Regular Board Meeting on Wednesday, June 8, 2022 at 7:00 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 Regular Board Meeting occurred pursuant to published notice duly given. President Miller presided over the meeting. The eleven 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, June 8, 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, Vice President Craig W. Hays, Commissioners Jane L. Solon and Timothy P. McMahon, Treasurer Brenda Timmons, Joseph C. DeLuce, Executive Director, and Jarrod Scheunemann, Secretary and Director of Administrative Services

Present electronically: Attorney Guy C. Hall

Absent with excused prior notice duly given: Commissioner Barbara J. Kuhl

Staff present in person: Andrea Wallace, Director of Finance, Dan Olson, Director of Operations, Heather Miller, Director of Human Resources, and Joe Kearfott, Assistant Director of Administrative Services.

Staff present electronically: Andrew Weiss, Director of Planning, Jameel Jones, Director of Recreation, and Jimmy Gleason, Director of Revenue Facilities

Neil Strack of Architectural Expressions also attended the meeting in-person.

Brian Kesler of Architectural Expressions also electronically attended the meeting.

Call to Order

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

Comments from the Public

None.

Communications

President Miller called attention to the communications that had been distributed.

Treasurer's Report

Ms. Timmons presented the Treasurer's Report for the month of May 2022. She noted that revenue from program fees had increased by 36% when compared to May, 2021, which also meant a 24% increase in expenses for staff salaries to lead recreation programs. Ms. Timmons stated that staffing totals had reached 398 employees.

Commissioner Hays made a motion to accept the Treasurer's Report for the month of May 2022. 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; and Commissioner McMahon – yes. The motion passed 4-0.

Executive Director's Report

General Announcements

Mr. DeLuce thanked the Commissioners and Parks Foundation Directors who attended the Olympic Tribute Induction ceremony on June 4th. He noted that the Park District inducted five (5) new Olympic and Paralympic athletes at the ceremony. Mr. DeLuce reminded the Board that rescheduling of the Martens Center preview (July 14th) and grand opening (July 16th) occurred due to material delivery delays.

Committee and Liaison Reports

Champaign Parks Foundation

None.

Report of Officers

Attorney's Report

Mr. Hall reported that his firm is engaging in the revision of several agreements as well as several other pending or routine matters for the Park District.

President's Report

None.

Consent Agenda

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

1. Approval of Minutes of the Annual and Regular Board Meetings, May 11, 2022
2. Approval of Minutes of the Executive Session, May 11, 2022
3. Approval of Minutes of the Special Board Meeting, May 25, 2022
4. Approval of Minutes of the Executive Session, May 25, 2022
5. Approval of Hazard Communication Program Manual

Commissioner Solon made a motion to approve Consent Agenda items one (1) through four (4) and to remove item five (5) for discussion. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Commissioner McMahon – yes; Vice President Hays – yes; President Miller – yes; and Commissioner Solon - yes. The motion passed 4-0.

New Business

1. Approval of Hazard Communication Program Manual

Commissioner Solon made a motion to table approval of the Hazard Communication program. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: President Miller – yes; Commissioner Solon – yes; Vice President Hays – yes; and Commissioner McMahon - yes. The motion passed 4-0.

2. Approval of Disbursements

Staff recommended approval of disbursements for the period beginning May 11, 2022 and ending June 7, 2022.

Commissioner Solon made a motion to approve the list of disbursements for the period beginning May 11, 2022 and ending June 7, 2022. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Commissioner McMahon – yes; Commissioner Solon – yes; President Miller – yes; and Vice President Hays - yes. The motion passed 4-0.

3. Approval of Bid for Playground Surfacing

Mr. Olson reported that staff recommends accepting the lowest responsible bid and authorizing the Executive Director to purchase playground surfacing mulch from J & L Morris Trucking at a bid price of \$18.25 per cubic yard.

Vice President Hays clarified that pricing does not change if the Park District exceeds its estimated total of playground surfacing. Mr. Olson confirmed that the cubic yard cost will not change based upon quantity.

Commissioner Solon made a motion to approve accepting the lowest responsible bid and authorizing the Executive Director to purchase playground surfacing mulch from J & L Morris Trucking at a bid price of \$18.25 per cubic yard. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: President Miller – yes; Commissioner McMahon – yes; Commissioner Solon – yes; and Vice President Hays - yes. The motion passed 4-0.

4. Approval of a Subrecipient Agreement between the City of Champaign and the Park District for the Community Matters Program

Attorney Hall recommended the Board table the agreement or amend its motion to revise the insurance term as amended in the previously year's agreement.

Commissioner Solon made a motion to approve the Subrecipient Agreement with City of Champaign for the Community Matters Program subject to revisions to the insurance terms as amended in the previous agreement. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Commissioner Solon – yes; Commissioner McMahon – yes; President Miller – yes; and Vice President Hays - yes. The motion passed 4-0.

5. Approval of Agreement with Petry Kuhne for the Pickleball Complex Construction at Centennial Park

Mr. Neil Strack from Architectural Expressions presented the report. He reported that his firm reduced the cost and scope of the pickleball complex project by eliminating the restroom/concessions building and related services. He also recommended accepting the add alternate to include two (2) additional pickleball courts thereby increasing the total to eight (8) courts. The net reduction is \$316,550. The proposed original contract sum is \$947,790. Mr. Strack noted that the Park District will be completing the current site demolition and that it might be possible to keep the current drinking fountain. He stated that everything that is reduced or eliminated from the current project could be included in future phases.

Mr. Olson commented that the scenario that Mr. Strack outlined is encapsulated within the agreement and change order action items.

Discussion and clarifications ensued regarding the entry point for electrical services from John Street and perimeter and interior fencing heights.

Vice President Hays made a motion to approve an agreement with Petry Kuhne for pickleball complex construction at Centennial Park. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Commissioner McMahon – yes; President Miller – yes; Vice President Hays – yes; and Commissioner Solon - yes. The motion passed 4-0.

6. Approval of a Resolution and Change Order No 1 for the Pickleball Complex Construction at Centennial Park

Vice President Hays made a motion to approve the resolution and change order no 1 with Petry Kuhne for a deduct totaling \$236,088 for the pickleball complex construction at Centennial Park. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Commissioner Solon – yes; Vice President Hays – yes; President Miller – yes; and Commissioner McMahon - yes. The motion passed 4-0.

President Miller thanked Messrs. Strack and Kesler for their time and assistance and they departed

the meeting at 7:22 p.m.

Discussion Items

1. FY23 Annual Operating Budget

Ms. Wallace presented the report. She reported about the special events budget. Ms. Wallace noted that Flannel Fest will be moving to Centennial Park and will expand to two days. Additional special events that are reflected in the budget include: the Daddy-Daughter Dance, an expanded Winter Lights program at Prairie Farm, and a West Side Park Arts Festival.

Discussion and clarifications ensued regarding the new ownership and pricing model at the rental venue for the Daddy-Daughter Dance, favoring a revenue generating or break-even model for special events, the history of Taste of Champaign-Urbana, and the community building, uplifting, and unifying natures of special events.

Ms. Wallace continued the budget discussion by highlighting line items from the cultural arts fund including ballet, dance, and youth theatre programming.

Discussion and clarifications ensued related to increased license fees, the conversion of FT2 designated staff to FT1 designation, minimum wage increases, and increases in staff numbers to return to post pandemic capacities.

Ms. Wallace reported about the liability and insurance funds. She noted the division of risk and tech salary between the liability fund and the general fund and \$55,000 allocated for security system upgrades. Discussion and clarifications ensued regarding the Risk Manager's promotion and compensation and employee fringe benefits. Commissioner Solon addressed financial matters associated with various funds.

2. OSLAD Grant Application Discussion

Mr. DeLuce reported that the Illinois Department of Natural Resources (IDNR) announced that \$56,000,000 would be available in the Open Space Land Acquisition, and Development (OSLAD) grant program for 2022. He requested the Commissioners share their preferences for the Park District's application to determine the top three projects for staff to develop more information to share with the Board at the June 22, 2022 Special Meeting.

Discussion and clarifications ensued related to potential application options, the number of animals and visibility of protocols at Prairie Farm, and the status of current OSLAD grant projects.

The Commissioners directed staff to provide more information at the June 22, 2022 Special Meeting about potential 2022 OSLAD grant applications for Douglass Park and a variety of other options.

3. Process for Reviewing Ordinance 618: Park Rules and Regulations and Review of Chapter 2 – Public Use, Chapter 3 – Protection of Property Structure and Natural Resources, and Chapter 4 – Regulation of Recreational Activities.

Mr. Olson highlighted staff's process for recommending revisions to the park rules and regulations.

Discussion and clarifications ensued related to unmanned aircraft system regulations and the process to capture and codify the Board and legal counsel's revisions and recommendations.

Comments from Commissioners

Commissioner Solon commented that out-of-town family members visited Park District parks and facilities. She noted that they are impressed with the Park District's offerings. She requested staff address age requirements at playgrounds. Mr. DeLuce responded that he would notify the park ambassadors.

Vice President Hays highlighted the walk the river program at Sholem Aquatic Center and complimented Mr. Johnson and Operations staff for their efforts related to his donation of a memorial tree and bench at Mattis Park.

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: President Miller – yes; Commissioner McMahon – yes; Commissioner Solon – yes; and Vice President Hays - yes. The motion passed 4-0. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS Par. 120/2 (c)(6) The setting of a price for sale or lease of property owned by the public body.

Return to Regular Meeting

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

Executive Session Action Item

1. Approval of Agreement with Don Moyer Boys and Girls Club at the Martens Center

Commissioner Solon made a motion to approve tabling an agreement Don Moyer Boys and Girls Club at the Martens Center. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Commissioner McMahon – yes; President Miller – yes; Vice President Hays – yes; and Commissioner Solon - yes. The motion passed 4-0.

Adjourn

There being no further business to come before the Board, Vice President Hays made a motion to adjourn the meeting. The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: Commissioner McMahon – yes; President Miller – yes; Vice President Hays – yes; and Commissioner Solon - yes. The motion passed 4-0 and the meeting was adjourned at 8:35 p.m.

Approved:

Kevin J. Miller, President

Jarrod Scheunemann, Secretary

**CHAMPAIGN PARK DISTRICT
MINUTES OF THE SPECIAL BOARD MEETING
BOARD OF PARK COMMISSIONERS
June 22, 2022**

The Champaign Park District Board of Commissioners held a Special Board Meeting on Wednesday, June 22, 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 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 fourteen 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=b1VFTkVyKzVOcHk4bkhOS3hFK3N3dz09> 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, June 22, 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, Vice President Craig W. Hays, Commissioner Jane L. Solon and Barbara J. Kuhl, Attorney Guy C. Hall, Joseph C. DeLuce, Executive Director, and Jarrod Scheunemann, Secretary and Director of Administrative Services

Excused as absent with prior notice duly given: Commissioner Timothy P. McMahon and Treasurer Brenda Timmons

Staff present in person: Andrea Wallace, Director of Finance, Andrew Weiss, Director of Planning, Dan Olson, Director of Operations, and Heather Miller, Director of Human Resources

Staff present electronically: Jameel Jones, Director of Recreation, Jimmy Gleason, Director of Revenue Facilities, and Steven Bentz, Director of the Virginia Theatre

Alex Nagy, Assistant City Engineer and Shannon Beranek, Transportation Engineer from the City of Champaign as well as Anthony Jansen, Senior Project Engineer from Farnsworth Group, Inc also attended the meeting in-person.

Call to Order

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

Presentation

Messrs. Nagy and Jansen presented an update about the City of Champaign's Boneyard Creek Development project. Mr. Nagy highlighted four phases of the project that impact the Park District. The phase that included redevelopment of Bristol Park is complete. Mr. Jansen explained the phases that will impact Skelton and Wesley Parks, including drainage and trail/boardwalk renderings.

President Miller and Commissioner Solon requested more information about the flood zone, and the durability of and maintenance responsibility for the boardwalks. Mr. Nagy responded that the boardwalks will be made with concrete planks to increase lifespan. He stated that the City would be responsible for the maintenance of the trail and it expects minimal flooding impacts, possibly only during a 100-year flood event.

Mr. Jansen noted possible future impacts related to the Boneyard Creek Development project, as well as construction and improvements at Wesley Park. He highlighted construction plans to move the Boneyard Creek underground through a 54" pipe on the west side of the park, and the addition of a ten-foot (10') wide path on the west side of the park and trail node parking spaces at Wesley Park.

Commissioner Solon requested clarification about the plan to add parking and the potential impact of burying pipe next to mature trees within Wesley Park. Mr. Nagy responded that City and Park District staff discussed adding parking to increase access to the trail system; however, they would revisit the need appertaining to the Commissioner's comments. Mr. Jansen added that the pipe would be installed with care to limit the amount of damage to the tree root systems. Commissioner Solon commented that the City should be required to replace the trees if they are damaged or die due to construction impacts.

Discussion and clarifications ensued regarding the tentative project start date at Wesley Park in late 2023 or early 2024; necessary easements; replacing the playground after the completion of the Boneyard Creek Development project phase at Wesley Park; the African American Heritage Trail; neighborhood involvement in the planning process, redesigning the plant material for the proposed swale at the southside of Skelton Park; and the development of an amendment to the intergovernmental agreement for Skelton Park between the City and the Park District.

Comments from the Public

None.

New Business

1. Approval of Setting a Public Hearing on the Budget and Appropriation Ordinance

Ms. Wallace reported that the budget and appropriation ordinance draft is available for public viewing at the Bresnan Meeting Center until the public hearing on July 27, 2022 at 5:30 pm.

Vice President Hays made a motion to approve setting a public hearing on the proposed budget and appropriation ordinance for Wednesday, July 27, 2022 at 5:30 p.m. at the Bresnan Meeting Center and to receive public comments. Ordinance No. 660, the proposed Budget and Appropriation Ordinance, is available at the Bresnan Meeting Center for public review. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Vice President Hays – yes; Commissioner Solon – yes; President Miller – yes; and Commissioner Kuhl – yes. The motion passed 4-0.

2. Approval of a Resolution Ratifying Change Orders 18-25 for the Martens Center Construction

Mr. Weiss presented the report. He stated several change orders had addressed power reroutes, donor signage, utility entrance bollards, WIFI access points, low voltage rack mounts, and routing of ducting to the lobby of the Martens Center. Discussion ensued.

Commissioner Solon made a motion to approve a resolution ratifying change orders 18-25 for the Martens Center Construction. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; President Miller – yes; Vice President Hays – yes; and Commissioner Solon - yes. The motion passed 4-0.

3. Approval of Intergovernmental Agreement with the City of Champaign for the Sidewalk at the Martens Center

Mr. DeLuce reported that staff recommends approval of an Intergovernmental agreement with the City of Champaign for the sidewalk at the Martens Center and to authorize the Executive Director enter into the agreement. Sidewalk repair and replacement at the Martens Center totaled \$45,629.38 and the City agrees to pay for half of the total at \$22,814.69.

Commissioner Solon made a motion to approve an Intergovernmental agreement with the City of Champaign for sidewalk repair and replacement at the Martens Center and to authorize the Executive Director enter into the agreement. The motion was seconded by Commissioner Kuhl. Upon roll call, the vote was as follows: President Miller – yes; Commissioner Solon – yes; Commissioner Kuhl – yes; and Vice President Hays - no. The motion passed 3-1.

Vice President Hays commented that the sidewalk is the responsibility of the City of Champaign.

Old Business

1. Approval of Hazard Communication Program Manual

Mr. Scheunemann reported that staff recommends approval of the Hazardous Communication Program.

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

Discussion

1. FY23 Annual Operating Budget

Ms. Wallace presented a draft of the FY23 annual operating budget.

Discussion and clarification ensued regarding formatting, Martens Center carryover funds to FY23, the status of Martens Center donation pledges, CPI, capital grants, debt service, timeline for review and approval, hiring within the finance department, and focusing on completing the budget within current time constraints when compared to completing the necessary tasks to apply for the GFOA budget presentation award.

2. Safety Manual

Mr. Scheunemann reported that staff have reviewed the Park District's Safety Manual and present it to the Board for its review, discussion, and revision.

President Miller requested more information on the location of AED's and first aid kits. Mr. Kearfott responded that they are located at all facilities.

The Board requested additional time for review and it was agreed to revisit the Safety Manual at the August 10, 2022 Regular Board meeting.

3. Rules and Regulations Ordinance Review – Chapter 5 – Regulation of Vehicles, Traffic and Parking and Chapter 6 – Regulation of Personal Conduct and Behavior.

Mr. Olson reported that staff are tracking Commissioner comments. Suggestions, findings, and actions are collected and recorded to present at future meetings for Board consideration.

Commissioner Kuhl requested staff investigate whether certain regulations should be enhanced in specific areas (i.e.; smoking and cannabis, bounce houses and inflatables, bikes and electric bikes/scooters, vehicles and golf carts/neighborhood vehicles). Discussion ensued regarding additional grammatical revisions.

4. Board Policy Manual – Policy Review

Mr. Scheunemann presented the report. He reported that staff had reviewed the bond rating, bonded indebtedness, identity protection, safety committee, smoke free Illinois policies and the statement of purpose for collection of social security numbers by the Park District. Several revisions are recommended for the Board's consideration. Discussion ensued.

Commissioner Kuhl asked when the Compensation Policy would be recommended for approval. Mr. Scheunemann responded that the Compensation Policy and several other policies would be recommended for the Board's review and approval at the July 13, 2022 Regular Board meeting.

Comments from Commissioners

Vice President Hays thanked staff for adjusting the walk-the-river schedule at Sholem Aquatic Center and that it is a popular program.

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: President Miller – yes; Vice President Hays – yes; Commissioner Solon – yes; and Commissioner Kuhl - yes. The motion passed 4-0. The Board convened 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 and (c)(6) The setting of a price for sale or lease of property owned by the public body.

Return to Regular Meeting

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

Executive Session Action Item

None.

Adjourn

There being no further business to come before the Board, Vice President Hays made a motion to adjourn the meeting. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Commissioner Solon – yes; Commissioner Kuhl – yes; Vice President Hays – yes; and Commissioner Miller - yes. The motion passed 4-0 and the meeting was adjourned at 8:05 p.m.

Approved:

Kevin J. Miller, President

Jarrod Scheunemann, Secretary



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: July 13, 2022

SUBJECT: Distinguished Agency Accreditation Program

Introduction

The Champaign Park District participates in the Illinois Distinguished Agency program which is sponsored by the Illinois Association of Park Districts and the Illinois Park and Recreation Association. The goal of the Illinois Distinguished Accreditation program is to improve the delivery of recreation services to the residents of Illinois through a voluntary comprehensive evaluation process. The desired result is to improve the quality of life for Illinois residents and to recognize those agencies that provide this quality service.

The Champaign Park District went through the initial accreditation in 1999 and was recognized as a distinguished agency from 2000 to 2005. The Park District then was re-certified from 2006-2011, 2012-2017, and 2018-2023 and now the Park District has applied to participate in the accreditation process for 2024-2029.

Distinguished Agency Accreditation requires evidence of compliance for a long list of standards which need to be met in order to be approved. As part of this process the Park Board has been asked to review and approve numerous policies which need to be revised, updated or developed to meet the various standards.

Prior Board Action

None. However, the Park Board reviewed and discussed all policies that are recommended for approval at either the June 8, 2022 Regular Board Meeting or the June 22, 2022 Special Board Meeting.

Recommendation

Staff recommends approval of updates to the following statements and policies that are part of the Board Policy Manual:

- a. American's with Disabilities Act Policy
- b. American's with Disabilities Program Statement
- c. Bond Rating Policy
- d. Bonded Indebtedness Policy
- e. Identity Protection Policy
- f. FOIA and Fee Schedule
- g. New Employee Reporting Policy
- h. Safety Policy
- i. Safety Committee Policy
- j. Smoke Free Illinois Policy
- k. Statement of Purpose for Collection of Social Security Numbers by the Park District

Prepared by:

Jarrod Scheunemann
Director of Administrative Services

Reviewed by:

Joe DeLuce
Executive Director

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



American's with Disabilities Act Employment Policy

The Champaign Park District (Park District) is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). It is the Park District's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. The Park District will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Park District aware of ~~his or her~~their disability, provided that such accommodation does not constitute an undue hardship on the Park District.

The Park District will make all decisions concerning recruitment, placement, selection, training, hiring, advancement, termination or other terms, conditions, or privileges of employment based on job-related qualifications and abilities. Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact their Department Head. The Park District encourages individuals with disabilities to come forward and request reasonable accommodation. If ~~you-staff~~ feel uncomfortable making an accommodation request to ~~your-their~~ Department Head or ~~you-they~~ believe ~~your-their~~ accommodation request was not properly managed, the staff member may then report it to the Human Resources Manager.

On receipt of an accommodation request, ~~your-the~~ Department Head and ~~your~~ immediate supervisor ~~will~~ shall meet with ~~you-the staff member~~ to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the Park District might make to help overcome those limitations and perform the essential job functions of ~~your-their~~ position. The Park District ~~will-shall~~ determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, the Park District's overall financial resources, the accommodation's impact on the operation of ~~your-the~~ department, including the ability of other employees to perform their duties, and on the Park District's ability to provide its services to the public.

What is considered a reasonable accommodation will be based on a case-by-case analysis. The Park District will inform the employee of its decision, and if the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, that decision is final. The ADA does not require the Park District to make the *best* possible accommodation, to reallocate essential job functions, to create new positions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.).

An employee or job applicant who has questions regarding this policy or believes that ~~he or she~~they had have been discriminated against based on a disability should immediately notify the Executive Director. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

Approved by Board of Commissioners February 9, 2011

Revised by Board of Commissioners April 27, 2016

Revised by Board of Commissioners

Kevin J. Miller, President

Joe DeLuce, Executive Director

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



American's with Disabilities Act Employment Policy

The Champaign Park District (Park District) is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). It is the Park District's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. The Park District will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Park District aware of their disability, provided that such accommodation does not constitute an undue hardship on the Park District.

The Park District will make all decisions concerning recruitment, placement, selection, training, hiring, advancement, termination or other terms, conditions, or privileges of employment based on job-related qualifications and abilities. Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact their Department Head. The Park District encourages individuals with disabilities to come forward and request reasonable accommodation. If staff feel uncomfortable making an accommodation request to their Department Head or they believe their accommodation request was not properly managed, the staff member may then report it to the Human Resources Manager.

On receipt of an accommodation request, the Department Head and immediate supervisor shall meet with the staff member to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the Park District might make to help overcome those limitations and perform the essential job functions of their position. The Park District shall determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, the Park District's overall financial resources, the accommodation's impact on the operation of the department, including the ability of other employees to perform their duties, and on the Park District's ability to provide its services to the public.

What is considered a reasonable accommodation will be based on a case-by-case analysis. The Park District will inform the employee of its decision, and if the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, that decision is final. The ADA does not require the Park District to make the *best* possible accommodation, to reallocate essential job functions, to create new positions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.).

An employee or job applicant who has questions regarding this policy or believes that they have been discriminated against based on a disability should immediately notify the Executive Director. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

Approved by Board of Commissioners February 9, 2011
Revised by Board of Commissioners April 27, 2016
Revised by Board of Commissioners _____

Kevin J. Miller, President

Joe DeLuce, Executive Director

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



American's with Disabilities Act Program Statement

~~The Champaign Park District strives to comply with the Americans with Disabilities Act (ADA), as well as the ADA Amendments Act of 2008, which prohibit discrimination against persons with disabilities in the provision of programs, services and activities. The Park District will make reasonable accommodations in recreation programs, services and activities to enable participation by an individual with a disability who meets essential eligibility requirements. The ADA and ADA Amendments Act require that recreation programs offered by the Park District be available in the most integrated setting appropriate for each individual.~~

~~If a patron or member of a patron's family needs special assistance or accommodations to participate in any Park District program that information is to be indicated on the Park District registration form.~~

~~The Park District has appointed Caitlin Hitzeman, Champaign-Urbana Special Recreation (CUSR) Adult Program Coordinator, as its ADA compliance officer. If there are any questions or concerns about access to recreation for Americans with disabilities, she may be contacted via email at Caitlin.Hitzeman@champaignparks.com or phone (217)239-1152.~~

~~In accordance with Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, the Champaign Park District (Park District) does not discriminate on the basis of disability. The Park District will make all reasonable modifications to policies and programs to ensure that every qualified individual with a disability has an equal opportunity to enjoy all of its programs, services, and activities, provided an individual meets essential eligibility requirements for participation. The ADA requires that recreation programs offered by the Park District be available in the most integrated setting appropriate for each individual. The Park District will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Park District aware of their disability, provided that such accommodation does not constitute an undue hardship on the Park District.~~

~~Upon request, the Park District will generally provide qualified individuals auxiliary aids and services to allow them to participate equally in the Park District's programs, services, and activities or for effective communication. Anyone who requires auxiliary aids or other services should contact the Park District as soon as possible but no later than 48 hours before the scheduled event.~~

~~If you or a member of your family needs special assistance or accommodations to participate in any Park District program, please indicate on the Park District registration form.~~

~~The Park District has appointed Andrew Weiss, Director of Planning, as the ADA compliance officer. If you have any questions or concerns about access to recreation for Americans with Disabilities, you may contact him via e-mail at andrew.weiss@champaignparks.org or phone 217-819-3822.~~

~~Please note that the ADA does not require the Park District to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.~~

Approved by Board of Commissioners August 23, 2017

Revised by Board of Commissioners

Kevin J. Miller, President

Joe DeLuce, Executive Director

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



American's with Disabilities Act Program Statement

In accordance with Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, the Champaign Park District (Park District) does not discriminate on the basis of disability. The Park District will make all reasonable modifications to policies and programs to ensure that every qualified individual with a disability has an equal opportunity to enjoy all of its programs, services, and activities, provided an individual meets essential eligibility requirements for participation. The ADA requires that recreation programs offered by the Park District be available in the most integrated setting appropriate for each individual.

Upon request, the Park District will generally provide qualified individuals auxiliary aids and services to allow them to participate equally in the Park District's programs, services, and activities or for effective communication. Anyone who requires auxiliary aids or other services should contact the Park District as soon as possible but no later than 48 hours before the scheduled event.

If you or a member of your family needs special assistance or accommodations to participate in any Park District program, please indicate on the Park District registration form.

The Park District has appointed Andrew Weiss, Director of Planning, as the ADA compliance officer. If you have any questions or concerns about access to recreation for Americans with Disabilities, you may contact him via e-mail at andrew.weiss@champaignparks.org or phone 217-819-3822.

Please note that the ADA does not require the Park District to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Approved by Board of Commissioners August 23, 2017
Revised by Board of Commissioners _____

Kevin J. Miller, President

Joe DeLuce, Executive Director



While the Champaign Park District (Park District) has an official bond rating, the Park District shall not maintain a bond rating on an annual basis unless necessary for financing of projects. The decision of whether or not a bond rating on the issuance of debt under the prevailing market conditions shall be secured will be made by the Champaign Park District Board of Commissioners (Board) on a case-by-case basis for each separate bond issue approved by the Park Board.

Approved by Board of Commissioners September 23, 1999

Revised by Board of Commissioners November 9, 2005

Revised by Board of Commissioners July 13, 2011

Revised by Board of Commissioners July 13, 2016

Revised by Board of Commissioners

Kevin J. Miller, President

Joseph C. DeLuce, Executive Director



While the Champaign Park District (Park District) has an official bond rating, the Park District shall not maintain a bond rating on an annual basis unless necessary for financing of projects. The decision of whether or not a bond rating on the issuance of debt under the prevailing market conditions shall be secured will be made by the Champaign Park District Board of Commissioners (Board) on a case-by-case basis for each separate bond issue approved by the Board.

Approved by Board of Commissioners September 23, 1999
Revised by Board of Commissioners November 9, 2005
Revised by Board of Commissioners July 13, 2011
Revised by Board of Commissioners July 13, 2016
Revised by Board of Commissioners _____

Kevin J. Miller, President

Joseph C. DeLuce, Executive Director



The Champaign Park District (Park District) issues bonded indebtedness as a source of financial means for the payment of expenses incurred in connection with the acquisition and improvement of long-term assets. The Park District's primary objectives in debt management are to keep the level of indebtedness within available resources and within the total debt and payment limits established by state law, including tax caps.

Approved by Board of Park Commissioners November 9, 2005

Revised by Board of Commissioners October 12, 2011

Revised by Board of Commissioners October 12, 2016

Revised by Board of Commissioners

Kevin J. Miller, President

Joseph C. DeLuce, Executive Director



The Champaign Park District (Park District) issues bonded indebtedness as a source of financial means for the payment of expenses incurred in connection with the acquisition and improvement of long-term assets. The Park District's primary objectives in debt management are to keep the level of indebtedness within available resources and within the total debt and payment limits established by state law, including tax caps.

Approved by Board of Park Commissioners	November 9, 2005
Revised by Board of Commissioners	October 12, 2011
Revised by Board of Commissioners	October 12, 2016
Revised by Board of Commissioners	_____

Kevin J. Miller, President

Joseph C. DeLuce, Executive Director



I. Introduction and Identification of Act

This Identity-Protection Policy is adopted pursuant to the Illinois Identity Protection Act, 5 ILCS 179/1 et seq. The Identity Protection Act requires [the Champaign Park District \(Park District\)](#) to draft, approve, and implement this Identity Protection Policy to ensure the confidentiality and integrity of Social Security numbers (SSNs) that the [Park District](#) collects, maintains, and uses. It is important to safeguard SSNs against unauthorized access because SSNs can be used to facilitate identity theft. One way to better protect SSNs is to limit the widespread dissemination of those numbers. The Identity Protection Act was enacted in part to require local and State government agencies to assess their personal information collection practices and make necessary changes to those practices to enhance confidentiality. All [Park District Board of Commissioners](#), officers, employees, ~~and~~ agents, and representatives, shall comply with the Identity Protection Act and this Policy at all times.

II. Definitions

The following words shall have the following meanings when used in this Policy.

"Act" means the Illinois Identity Protection Act, 5 ILCS 179/1 et seq.

"Board" means the Board of Commissioners of the Park District. "Park District" means Champaign Park District.

"Person" means any individual in the employ of the Park District.

"Policy" means this Identity-Protection Policy.

"Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.

"Redact" means to alter or truncate data so that no more than five sequential digits of a SSN are accessible as part of personal information.

"SSN(s)" means any Social Security number provided to an individual by the Social Security Administration.

"Statement of Purpose" means the statement of the purpose(s) for which the Park District is collecting and using an individual's SSN that the Act requires the Park District to provide when collecting a SSN or upon request by an individual. An example of a Statement of Purpose for the Park District is attached to this Policy.

III. Statement of Purpose

The Park District shall provide an individual with a Statement of Purpose anytime an individual is asked to provide the Park District with their SSN or if an individual requests it. [The Statement of Purpose is located in the Board Policy Manual.](#)

IV. Prohibited Activities

a) Neither the Park District nor any Person may:

1. Publicly post or publicly display in any manner an individual's SSN.
2. Print an individual's SSN on any card required for the individual to access products or

services provided by the person or entity.

3. Require an individual to transmit a SSN over the Internet unless the connection is secure or the SSN is encrypted.
 4. Print an individual's SSN on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the SSN to be on the document to be mailed. Notwithstanding the foregoing, SSNs may be included in applications and forms sent by mail, including, but not limited to: (i) any material mailed in connection with the administration of the Unemployment Insurance Act; (ii) any material mailed in connection with any tax administered by the Department of Revenue; and (iii) documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the SSN. A SSN that is permissibly mailed pursuant to this paragraph ~~will~~shall not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.
- b) Except as otherwise provided in paragraph (c) below or unless otherwise provided in the Act, neither the Park District nor any Person may:
1. Collect, use, or disclose a SSN from an individual, unless: (i) required to do so under State or federal law, rules, or regulations, or the collection, use, or disclosure of the SSN is otherwise necessary for the performance of the Park District's duties and responsibilities; (ii) the need and purpose for the SSN is documented before collection of the SSN; and (iii) the SSN collected is relevant to the documented need and purpose.
 2. Require an individual to use their SSN to access an internet website.
 3. Use the SSN for any purpose other than the purpose for which it was collected.
- c) The prohibitions in paragraph (b) above do not apply in the following circumstances:
1. The disclosure of SSNs to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity first receives from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Act on a governmental entity to protect an individual's SSN will be achieved.
 2. The disclosure of SSNs pursuant to a court order, warrant, or subpoena.
 3. The collection, use, or disclosure of SSNs in order to ensure the safety of: State and local government employees; persons committed to correctional facilities, local jails, and other law-enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government agency facility.
 4. The collection, use, or disclosure of SSNs for internal verification or administrative purposes.

5. The disclosure of SSNs by a State agency to the Park District for the collection of delinquent child support or of any State debt or to the Park District to assist with an investigation or the prevention of fraud.
6. The collection or use of SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm-Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

A) Coordination with the Freedom of Information Act and Other Laws

The Park District shall comply with the provisions of the Illinois Freedom of Information Act, 5 ILCS 140/1, et seq, and any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's SSN. However, the Park District shall redact SSNs from the information or documents before allowing the public inspection or copying of the information or documents.

When collecting SSNs, the Park District shall request each SSN in a manner that makes the SSN easy to redact if required to be released as part of a public records request. The Park District shall require that when collecting a SSN or upon request by the individual, a statement of the purpose or purposes for which it is collecting and using the SSN shall be provided.

B) Limited Employee Access to Social Security Numbers

Only employees who are required for the performance of their essential job functions to use or handle information or documents that contain SSNs ~~will~~ shall have access. All employees who have access to SSNs shall first be trained to protect the confidentiality of SSNs and sign an acknowledgement that such training was provided and completed. The training will include instructions on the proper handling of information that contains SSNs from the time of collection through destruction of the information.

C) Embedded Social Security Numbers

Neither the Park District nor any Person shall encode or embed a SSN in or on a card or document, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology, in place of removing the SSN as required by the Act and this Policy.

D) Applicability

If any provision of this Policy conflicts with any provision of the Act, the provisions of the Act shall prevail.

This Policy does not apply to:

1. The collection, use, or disclosure of a SSN as required by State or federal law, rule, or regulation;
or
2. Documents that are recorded with a county recorder or required to be open to the public under a State or federal law, rule, or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois; provided, that, the Park District shall redact the SSN from such document if such law, rule, or regulation permits.

E) Availability of Policy

The Policy shall be filed with the Board within 30 days of its approval. All Park District employees shall be advised of the existence of this Policy.

Park District employees who are required for the performance of their essential job functions to use or handle information or documents that contain SSNs shall be provided a copy of this Policy, which each shall maintain at all times and sign an acknowledgement of receipt of said Policy. A copy of the Policy is available to all other employees and any member of the public by requesting in writing a copy from:

Director of Human Resources,
706 Kenwood Road,
Champaign, IL 61821
217-398-2550.

F) Amendments

This Policy may be amended by the Park District at any time. If the Policy is amended, the Park District shall file a written copy of the Policy, as amended, with the Board and shall also advise all Park District employees of the existence of the amended Policy. A copy of the amended Policy ~~will~~shall be made available to Park District employees and the public as set forth in the preceding section above.

Approved by Board of Commissioners	June 8, 2011
Revised by Board of Commissioners	July 13, 2016
<u>Revised by Board of Commissioners</u>	

Kevin J. Miller, President

Joseph C. DeLuce, Executive Director



I. Introduction and Identification of Act

This Identity-Protection Policy is adopted pursuant to the Illinois Identity Protection Act, 5 ILCS 179/1 et seq. The Identity Protection Act requires the Champaign Park District (Park District) to draft, approve, and implement this Identity Protection Policy to ensure the confidentiality and integrity of Social Security numbers (SSNs) that the Park District collects, maintains, and uses. It is important to safeguard SSNs against unauthorized access because SSNs can be used to facilitate identity theft. One way to better protect SSNs is to limit the widespread dissemination of those numbers. The Identity Protection Act was enacted in part to require local and State government agencies to assess their personal information collection practices and make necessary changes to those practices to enhance confidentiality. All Park District Board of Commissioners, officers, employees, agents, and representatives, shall comply with the Identity Protection Act and this Policy at all times.

II. Definitions

The following words shall have the following meanings when used in this Policy.

"Act" means the Illinois Identity Protection Act, 5 ILCS 179/1 et seq.

"Board" means the Board of Commissioners of the Park District. "Park District" means Champaign Park District.

"Person" means any individual in the employ of the Park District.

"Policy" means this Identity-Protection Policy.

"Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.

"Redact" means to alter or truncate data so that no more than five sequential digits of a SSN are accessible as part of personal information.

"SSN(s)" means any Social Security number provided to an individual by the Social Security Administration.

"Statement of Purpose" means the statement of the purpose(s) for which the Park District is collecting and using an individual's SSN that the Act requires the Park District to provide when collecting a SSN or upon request by an individual. An example of a Statement of Purpose for the Park District is attached to this Policy.

III. Statement of Purpose

The Park District shall provide an individual with a Statement of Purpose anytime an individual is asked to provide the Park District with their SSN or if an individual requests it. The Statement of Purpose is located in the Board Policy Manual.

IV. Prohibited Activities

a) Neither the Park District nor any Person may:

1. Publicly post or publicly display in any manner an individual's SSN.
2. Print an individual's SSN on any card required for the individual to access products or

services provided by the person or entity.

3. Require an individual to transmit a SSN over the Internet unless the connection is secure or the SSN is encrypted.
 4. Print an individual's SSN on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the SSN to be on the document to be mailed. Notwithstanding the foregoing, SSNs may be included in applications and forms sent by mail, including, but not limited to: (i) any material mailed in connection with the administration of the Unemployment Insurance Act; (ii) any material mailed in connection with any tax administered by the Department of Revenue; and (iii) documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the SSN. A SSN that is permissibly mailed pursuant to this paragraph shall not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.
- b) Except as otherwise provided in paragraph (c) below or unless otherwise provided in the Act, neither the Park District nor any Person may:
1. Collect, use, or disclose a SSN from an individual, unless: (i) required to do so under State or federal law, rules, or regulations, or the collection, use, or disclosure of the SSN is otherwise necessary for the performance of the Park District's duties and responsibilities; (ii) the need and purpose for the SSN is documented before collection of the SSN; and (iii) the SSN collected is relevant to the documented need and purpose.
 2. Require an individual to use their SSN to access an internet website.
 3. Use the SSN for any purpose other than the purpose for which it was collected.
- c) The prohibitions in paragraph (b) above do not apply in the following circumstances:
1. The disclosure of SSNs to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity first receives from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Act on a governmental entity to protect an individual's SSN will be achieved.
 2. The disclosure of SSNs pursuant to a court order, warrant, or subpoena.
 3. The collection, use, or disclosure of SSNs in order to ensure the safety of: State and local government employees; persons committed to correctional facilities, local jails, and other law-enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government agency facility.
 4. The collection, use, or disclosure of SSNs for internal verification or administrative purposes.

5. The disclosure of SSNs by a State agency to the Park District for the collection of delinquent child support or of any State debt or to the Park District to assist with an investigation or the prevention of fraud.
6. The collection or use of SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm-Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

A) Coordination with the Freedom of Information Act and Other Laws

The Park District shall comply with the provisions of the Illinois Freedom of Information Act, 5 ILCS 140/1, et seq, and any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's SSN. However, the Park District shall redact SSNs from the information or documents before allowing the public inspection or copying of the information or documents.

When collecting SSNs, the Park District shall request each SSN in a manner that makes the SSN easy to redact if required to be released as part of a public records request. The Park District shall require that when collecting a SSN or upon request by the individual, a statement of the purpose or purposes for which it is collecting and using the SSN shall be provided.

B) Limited Employee Access to Social Security Numbers

Only employees who are required for the performance of their essential job functions to use or handle information or documents that contain SSNs shall have access. All employees who have access to SSNs shall first be trained to protect the confidentiality of SSNs and sign an acknowledgement that such training was provided and completed. The training will include instructions on the proper handling of information that contains SSNs from the time of collection through destruction of the information.

C) Embedded Social Security Numbers

Neither the Park District nor any Person shall encode or embed a SSN in or on a card or document, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology, in place of removing the SSN as required by the Act and this Policy.

D) Applicability

If any provision of this Policy conflicts with any provision of the Act, the provisions of the Act shall prevail.

This Policy does not apply to:

1. The collection, use, or disclosure of a SSN as required by State or federal law, rule, or regulation;
or
2. Documents that are recorded with a county recorder or required to be open to the public under a State or federal law, rule, or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois; provided, that, the Park District shall redact the SSN from such document if such law, rule, or regulation permits.

E) Availability of Policy

The Policy shall be filed with the Board within 30 days of its approval. All Park District employees shall be advised of the existence of this Policy.

Park District employees who are required for the performance of their essential job functions to use or handle information or documents that contain SSNs shall be provided a copy of this Policy, which each shall maintain at all times and sign an acknowledgement of receipt of said Policy. A copy of the Policy is available to all other employees and any member of the public by requesting in writing a copy from:

Director of Human Resources,
706 Kenwood Road,
Champaign, IL 61821
217-398-2550.

F) Amendments

This Policy may be amended by the Park District at any time. If the Policy is amended, the Park District shall file a written copy of the Policy, as amended, with the Board and shall also advise all Park District employees of the existence of the amended Policy. A copy of the amended Policy shall be made available to Park District employees and the public as set forth in the preceding section above.

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

June 8, 2011
July 13, 2016

Kevin J. Miller, President

Joseph C. DeLuce, Executive Director



Freedom of Information Act (FOIA) and Fee Schedule

In accordance with 5 ILCS 140/1, et seq. (Freedom of Information Act), the [Champaign Park District](#) shall make available to any person for inspection or copying all public records, except as otherwise exempted as provided for therein or in accordance with law.

Persons may request public records either via email or in writing. Requestors are encouraged to submit requests in writing to expedite accurate processing of their requests through the Executive Director [\(Director\)](#) at 706 Kenwood Road, Champaign, Illinois 61821 or to FOIA.officer@champaignparks.com. Requests shall be sufficiently detailed to identify the documents sought to be examined or copied.

Commissioners and Park District employees or agents receiving a request for public records shall coordinate responses through the ~~Executive~~ Director's office. The ~~Executive~~ Director shall determine which Park District personnel and departments are to provide assistance in responding to the request.

The Park District shall not be obligated to create a new record or compile lists or information from various existing records to accommodate a public records request.

The following Schedule of Fees shall be distributed to each office and shall be updated as needed, so that fees can be communicated by all personnel to persons requesting public records.

<u>Type of Record Duplicated</u>	<u>Fees</u>
Letter page, one side	\$0.15 (First 50 pages free)
Certified copy charge, per page	\$2.00
Computer records-CD	\$0.75 per CD
Computer records-DVD Recording Media	\$1.00 per DVD The fee charged for producing records in an electronic format shall be the actual cost incurred by the Park District for purchasing the recording medium.

Note: For copies not listed above; the charge shall be limited to the actual cost of duplication.

Approved by Board of Commissioners	September 14, 2005
Revised by Board of Commissioners	July 13, 2011
Revised by Board of Commissioners	November 9, 2016
Revised by Board of Commissioner	July 13, 2022

Kevin J. Miller, President

Joseph DeLuce, Executive Director



Freedom of Information Act (FOIA) and Fee Schedule

In accordance with 5 ILCS 140/1, et seq. (Freedom of Information Act), the Champaign Park District (Park District) shall make available to any person for inspection or copying all public records, except as otherwise exempted as provided for therein or in accordance with law.

Persons may request public records either via email or in writing. Requestors are encouraged to submit requests in writing to expedite accurate processing of their requests through the Executive Director (Director) at 706 Kenwood Road, Champaign, Illinois 61821 or to FOIA.officer@champaignparks.com. Requests shall be sufficiently detailed to identify the documents sought to be examined or copied.

Commissioners and Park District employees or agents receiving a request for public records shall coordinate responses through the Director's office. The Director shall determine which Park District personnel and departments are to provide assistance in responding to the request.

The Park District shall not be obligated to create a new record or compile lists or information from various existing records to accommodate a public records request.

The following Schedule of Fees shall be distributed to each office and shall be updated as needed, so that fees can be communicated by all personnel to persons requesting public records.

<u>Type of Record Duplicated</u>	<u>Fees</u>
Letter page, one side	\$0.15 (First 50 pages free)
Certified copy charge, per page	\$2.00
Recording Media	The fee charged for producing records in an electronic format shall be the actual cost incurred by the Park District for purchasing the recording medium.

Note: For copies not listed above; the charge shall be limited to the actual cost of duplication.

Approved by Board of Commissioners	September 14, 2005
Revised by Board of Commissioners	July 13, 2011
Revised by Board of Commissioners	November 9, 2016
Revised by Board of Commissioner	July 13, 2022

Kevin J. Miller, President

Joseph DeLuce, Executive Director



New Employee Reporting Policy

It shall be the policy of the Champaign Park District Board of Commissioners (Board) that the Champaign Park District (Park District) comply in all regards with requirements of the Employer's Requirement to Report New Employees Rules enacted effective October 1, 1997 as well as the Child Support Enforcement Task Force requirements. The Executive Director and staff are directed to work with the State of Illinois to assure all forms are properly completed and returned to the proper authorities in compliance with the current statutes.

Approved by Board of Commissioners	October 13, 1999
Revised by Board of Commissioners	September 14, 2005
Revised by Board of Commissioners	June 8, 2011
Revised by Board of Commissioners	May 11, 2016
<u>Revised by Board of Commissioners</u>	

Kevin J. Miller, President

Joseph C. DeLuce, Executive Director



New Employee Reporting Policy

It shall be the policy of the Champaign Park District Board of Commissioners (Board) that the Champaign Park District (Park District) comply in all regards with requirements of the Employer's Requirement to Report New Employees Rules enacted effective October 1, 1997 as well as the Child Support Enforcement Task Force requirements. The Executive Director and staff are directed to work with the State of Illinois to assure all forms are properly completed and returned to the proper authorities in compliance with the current statutes.

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

October 13, 1999
September 14, 2005
June 8, 2011
May 11, 2016

Kevin J. Miller, President

Joseph C. DeLuce, Executive Director



The Champaign Park District (Park District) acknowledges an obligation to provide safe working conditions for employees as well as a safe environment for members of the public using facilities and parks and participating in programs.

It is the intention of the Park District to develop, implement and administer a safety and comprehensive loss control program. In all of the Park District activities, the health and safety of employees and the public is an important consideration.

Personnel at all levels are directed to make safety a matter of continuing and mutual concern, equal in importance with all other operational considerations. Each supervisor is to ensure that work is done performed and completed in a safe manner, inspections are conducted on a regular basis, hazards are addressed, there is the proper use of personal protective equipment where required, and accidents are investigated.

Formatted: Highlight

Safety adherence and implementation shall be an important part of each Park District performance appraisal.

Approved by Board of Commissioners March 12, 1997
Revised by Board of Commissioners September 14, 2005
Revised by Board of Commissioners July 13, 2011
Revised by Board of Commissioners November 9, 2016
Revised by Board of Commissioners August 23, 2017
Revised by Board of Commissioners July 13, 2022

Kevin J. Miller, President

Joseph C. DeLuce, Executive Director

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

Section IV.7



Safety Policy

The Champaign Park District (Park District) acknowledges an obligation to provide safe working conditions for employees as well as a safe environment for members of the public using facilities and parks and participating in programs.

It is the intention of the Park District to develop, implement and administer a safety and comprehensive loss control program. In all of the Park District activities, the health and safety of employees and the public is an important consideration.

Personnel at all levels are directed to make safety a matter of continuing and mutual concern, equal in importance with all other operational considerations. Each supervisor is to ensure that work is performed and completed in a safe manner, inspections are conducted on a regular basis, hazards are addressed, there is the proper use of personal protective equipment where required, and accidents are investigated.

Safety adherence and implementation shall be an important part of each Park District performance appraisal.

Approved by Board of Commissioners	March 12, 1997
Revised by Board of Commissioners	September 14, 2005
Revised by Board of Commissioners	July 13, 2011
Revised by Board of Commissioners	November 9, 2016
Revised by Board of Commissioners	August 23, 2017
Revised by Board of Commissioners	July 13, 2022

Kevin J. Miller, President

Joseph C. DeLuce, Executive Director

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

Section IV.7



As part of the Champaign Park District's (Park District) overall safety program, it shall be a policy of the Park District to establish a safety committee to help develop, implement, and administer the safety program for the Park District.

Purpose

The purpose of the safety committee shall be to make recommendations to the Executive Director (Director) that will improve safety for the public and Park District employees through the use of regular evaluations of parks, programs, facilities, safety-related policies and procedures, work environments, and work practices.

Responsibilities

The committee shall be responsible for the following:

- Review all accident, conduct, property damage, and vandalism reports prepared by staff;
- Make recommendations to address the elimination of recurring safety-related problems;
- Prepare and review monthly fire inspections of all buildings and facilities;
- Review monthly and seasonal inspections of parks, trails, playgrounds, facilities, and sport fields;
- Review safety-related manuals policies, procedures on an annual basis and make recommendations for modifications, improvements and upgrades;
- Annually review and administer staff safety training programs, and make recommendations for modifications, improvements and upgrades; and
- Administer the safety incentive program.

Members

The ~~Executive~~ Director shall assign a representative from each department and program area to the committee. The ~~Executive~~ Director has the final responsibility for assigning members to the committee.

Meetings

Safety committee meetings shall be held monthly at various locations throughout the Park District.

Approved by Board of Commissioners	October 13, 1999
Revised by Board of Commissioners	September 14, 2005
Revised by Board of Commissioners	July 13, 2011
Revised by Board of Commissioners	November 9, 2016
Revised by Board of Commissioners	_____

Kevin J. Miller, President

Joseph DeLuce, Executive Director



As part of the Champaign Park District’s (Park District) overall safety program, it shall be a policy of the Park District to establish a safety committee to help develop, implement, and administer the safety program for the Park District.

Purpose

The purpose of the safety committee shall be to make recommendations to the Executive Director (Director) that will improve safety for the public and Park District employees through the use of regular evaluations of parks, programs, facilities, safety-related policies and procedures, work environments, and work practices.

Responsibilities

The committee shall be responsible for the following:

- Review all accident, conduct, property damage, and vandalism reports prepared by staff;
- Make recommendations to address the elimination of recurring safety-related problems;
- Prepare and review monthly fire inspections of all buildings and facilities;
- Review monthly and seasonal inspections of parks, trails, playgrounds, facilities, and sport fields;
- Review safety-related manuals policies, procedures on an annual basis and make recommendations for modifications, improvements and upgrades;
- Annually review and administer staff safety training programs and make recommendations for modifications, improvements, and upgrades; and
- Administer the safety incentive program.

Members

The Director shall assign a representative from each department and program area to the committee. The Director has the final responsibility for assigning members to the committee.

Meetings

Safety committee meetings shall be held monthly at various locations throughout the Park District.

Approved by Board of Commissioners	October 13, 1999
Revised by Board of Commissioners	September 14, 2005
Revised by Board of Commissioners	July 13, 2011
Revised by Board of Commissioners	November 9, 2016
Revised by Board of Commissioners	_____

Kevin J. Miller, President

Joseph DeLuce, Executive Director



Smoking is prohibited in Champaign Park District (Park District) buildings, facilities, equipment, vehicles, or while working directly with the public, except in designated areas. Any new state or federal law regulating smoking to stricter standards will be adopted and enforced by the Park District at the time it becomes law.

The Smoke Free Illinois Act ~~will~~ shall be strictly enforced by the Park District. The Smoke Free Illinois Act prohibits:

- ~~s~~Smoking in virtually all public places and workplaces, including offices. This also pertains to theaters, museums, libraries, educational institutions, schools, commercial establishments, and any other Park District buildings.
- Smoking within 15 feet of entrances, exits, windows that open and ventilation intakes.
- Ashtrays where smoking is prohibited.

Additionally, the Park District shall post “No Smoking” signs at each entrance to the place of employment or public place where smoking is prohibited. “No Smoking” signs shall comply with the specification in the Smoke-free Illinois Act.

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

February 9, 2011
July 13, 2016

Kevin J. Miller, President

Joseph C. DeLuce, Executive Director



Smoking is prohibited in Champaign Park District (Park District) buildings, facilities, equipment, vehicles, or while working directly with the public, except in designated areas. Any new state or federal law regulating smoking to stricter standards will be adopted and enforced by the Park District at the time it becomes law.

The Smoke Free Illinois Act shall be strictly enforced by the Park District. The Smoke Free Illinois Act prohibits:

- Smoking in virtually all public places and workplaces, including offices. This also pertains to theaters, museums, libraries, educational institutions, schools, commercial establishments, and any other Park District buildings.
- Smoking within 15 feet of entrances, exits, windows that open and ventilation intakes.
- Ashtrays where smoking is prohibited.

Additionally, the Park District shall post “No Smoking” signs at each entrance to the place of employment or public place where smoking is prohibited. “No Smoking” signs shall comply with the specification in the Smoke-free Illinois Act.

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

February 9, 2011
July 13, 2016

Kevin J. Miller, President

Joseph C. DeLuce, Executive Director



**Statement of Purpose for Collection of Social Security Numbers by the Park District
(Attachment)**

The Identity Protection Act, 5 ILCS 179/1, et seq., and the Identity Protection Policy of the Champaign Park District (Park District) require the Park District to provide an individual with a statement of the purpose or purposes for which the Park District is collecting and using the individual's Social Security number (SSN) anytime an individual is asked to provide the Park District with their SSN or if an individual requests it. This Statement of Purpose is being provided to you because you have been asked by the Park District to provide your SSN or because you requested a copy of this statement.

Why does ~~we~~ the Park District collect ~~your~~ an employee's Social Security number?

You are being asked for your SSN for one or more of the following reasons:

- Employment matters
- Insurance claim
- Complaint mediation or investigation
- Law enforcement investigation
- Child support collection
- Internal verification
- Administrative services

What does ~~es we~~ the Park District do with your Social Security number?

~~We~~ The Park District will only use your SSN for the purpose for which it was collected.

~~We will~~ The Park District shall not:

- Sell, lease, loan, trade, or rent your SSN to a third party for any purpose;
- Publicly post or publicly display your SSN;
- Print your SSN on any card required for you to access our services;
- Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted; or
- Print your SSN on any materials that are mailed to you, unless State or Federal law requires that number to be on documents mailed to you: the exceptions would be (i) any material mailed in connection with the administration of the Unemployment Insurance Act; (ii) any material mailed in connection with any tax administered by the Department of Revenue; and (iii) documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the SSN. If mailed, your SSN will not be visible without opening the envelope in which it is contained.

Questions or Complaints about this Statement of Purpose

Write or e-mail to the Champaign Park District:

~~Tammy Hoggatt~~ Heather Miller

Director of Human Resources

706 Kenwood Road

Champaign, IL 61821

E-mail: personnel@champaignparks.org

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.



Statement of Purpose for Collection of Social Security Numbers by the Park District (Attachment)

The Identity Protection Act, 5 ILCS 179/1, et seq., and the Identity Protection Policy of the Champaign Park District (Park District) require the Park District to provide an individual with a statement of the purpose or purposes for which the Park District is collecting and using the individual's Social Security number (SSN) anytime an individual is asked to provide the Park District with their SSN or if an individual requests it. This Statement of Purpose is being provided to you because you have been asked by the Park District to provide your SSN or because you requested a copy of this statement.

Why does the Park District collect an employee's Social Security number?

You are being asked for your SSN for one or more of the following reasons:

- Employment matters
- Insurance claim
- Complaint mediation or investigation
- Law enforcement investigation
- Child support collection
- Internal verification
- Administrative services

What does the Park District do with your Social Security number?

The Park District will only use your SSN for the purpose for which it was collected.

The Park District shall not:

- Sell, lease, loan, trade, or rent your SSN to a third party for any purpose;
- Publicly post or publicly display your SSN;
- Print your SSN on any card required for you to access our services;
- Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted; or
- Print your SSN on any materials that are mailed to you, unless State or Federal law requires that number to be on documents mailed to you: the exceptions would be (i) any material mailed in connection with the administration of the Unemployment Insurance Act; (ii) any material mailed in connection with any tax administered by the Department of Revenue; and (iii) documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the SSN. If mailed, your SSN will not be visible without opening the envelope in which it is contained.

Questions or Complaints about this Statement of Purpose

Write or e-mail to the Champaign Park District:

Heather Miller

Director of Human Resources

706 Kenwood Road

Champaign, IL 61821

E-mail: personnel@champaignparks.org

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.