



**AGENDA  
PUBLIC HEARING FOLLOWED BY SPECIAL BOARD MEETING  
REMOTE MEETING HELD VIA TELECONFERENCE**

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.  
(As permitted by Public Act 101-0640)

**Citizens may participate in the zoom meeting by going to the following web address:**  
<https://us02web.zoom.us/j/85889942842?pwd=TWdrNXUxS3NpbURPdmgrd2xpMHBVUT09>

For online video access, please use the following Meeting ID and Password when prompted:  
Meeting ID: 858 8994 2842  
Passcode: 955382

Alternatively, the meeting may be accessed by telephone at:  
1-312-626-6799, If prompted for the following items, please enter:  
Meeting ID: 858 8994 2842, followed by the # symbol  
Password: 955382, 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 27, 2022, and sent to [joe.deluce@champaignparks.org](mailto:joe.deluce@champaignparks.org).

**Wednesday, July 27, 2022  
5:30 p.m.  
PUBLIC HEARING**

**A. ORDINANCE NO. 660, BUDGET AND APPROPRIATION ORDINANCE**

The Public Hearing is to discuss and receive public comments on the Budget and Appropriation Ordinance for FY23. A Notice of Public Hearing was published in *The News-Gazette* on July 15, 2022.

**B. PUBLIC COMMENTS**

**C. CLOSE THE PUBLIC HEARING**

**SPECIAL MEETING**

**A. CALL TO ORDER**

**B. COMMENTS FROM THE PUBLIC**

**C. NEW BUSINESS**

1. Approval of Ordinance No. 660: Budget and Appropriation Ordinance

Staff recommends adoption of Ordinance No. 660, the Budget and Appropriation Ordinance for FY23 in the amount of \$25,179,699.00. **(Roll Call Vote)**

2. Approval of FYE2023 Budget Book  
Staff recommends approval of the FYE2023 Budget Book. **(Roll Call Vote)**
3. Approval of Bid for Parkland Way Improvements at Dodds Park  
Staff recommends accepting the base bid (\$88,500.00), add alternate #1 (not to exceed \$10,000.00), add alternate #2 (\$12,500), and add alternate #3 (\$19,000.00) from Duce Construction for Parkland Way Improvements and authorizing the Executive Director to enter into an agreement, total contract amount not to exceed \$130,000.00. **(Roll Call Vote)**
4. Approval of Amending Champaign Parks Foundation By-Laws  
Staff recommend approval of amending the Champaign Parks Foundation By-Laws to allow electronic attendance of its meetings and establish procedures for electronic attendance. **(Roll Call Vote)**
5. Approval of Resolution for the Sale of Town Center Park Property  
Staff recommends approval of the resolution authorizing the sale of less than three acres of land at Town Center Park, as it is no longer needed, necessary, or useful for the purposes of parks, and also recommend a petition be filed with the Circuit Court of Champaign County, Illinois seeking leave to sell and convey the lot on such terms and conditions as the Court may find proper for the benefit of the public interest served by the Park District. **(Roll Call Vote)**
6. Approval of Updates to the Compensation Policy **(Roll Call Vote)**
7. Approval of a Resolution Authorizing the Destruction of Recordings of Executive Sessions and Disaster-Related Remote Participation for Regular and Special Meetings  
Staff recommends approval of a resolution authorizing, approving and ordering the destruction of the verbatim audio records of the following closed session and disaster declaration-related remote participation Regular and Special meetings: July 22, 2020 (Disaster); July 22, 2020; August 12, 2020 (Disaster); August 24, 2020 (Disaster); August 26, 2020 (Disaster); September 9, 2020 (Disaster); September 23, 2020 (Disaster); October 14, 2020 (Disaster); October 28, 2020 (Disaster); November 10, 2020 (Disaster); December 9, 2020 (Disaster); January 6, 2021 (Disaster); January 13, 2021 (Disaster). **(Roll Call Vote)**

#### **D. DISCUSSION ITEMS**

1. Reviewing Ordinance 618: Park Rules and Regulations Chapter 7 – *Enforcement*, Chapter 8 *Miscellaneous*, and Chapter 9 – *Amendments*.
2. FY23 OSLAD Grant Application
3. Board Policy Manual – Policy Review
  - a. Auditing Services Policy
  - b. Designation of Depositories Policy
  - c. Economizing Purchases and Resources Policy
  - d. Emergency Appropriations Policy
  - e. Payment of Bills Policy

#### **E. COMMENTS FROM COMMISSIONERS**

#### **F. EXECUTIVE SESSION**

The Board will convene into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2(c) Par. 120/2 (c)(21) for the discussion of minutes of meetings lawfully closed under this act, whether for purpose of approval by body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 and (c)(6) The setting of a price for sale or lease of property owned by the public body.

**G. RETURN TO REGULAR MEETING**

**H. EXECUTIVE SESSION ACTION ITEM**

1. Approval to Make Available for Public Viewing Certain Executive Session Minutes. ***(Roll Call Vote)***

**I. ADJOURN**

**Ordinance #660**

**BUDGET AND APPROPRIATION ORDINANCE  
For the Year Ended 2023**

**AN ORDINANCE ADOPTING THE COMBINED  
ANNUAL BUDGET AND APPROPRIATION OF  
FUNDS FOR THE CHAMPAIGN PARK DISTRICT  
CHAMPAIGN COUNTY, ILLINOIS  
FOR THE FISCAL YEAR BEGINNING ON THE**

**FIRST (1<sup>st</sup>) DAY OF MAY 2022, AND ENDING ON THE THIRTIETH DAY (30<sup>th</sup>) OF APRIL 2023**

**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 27<sup>th</sup> 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, 2022 and ending April 30, 2023 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 (1<sup>st</sup>) day of May 2022 and ending the thirtieth (30<sup>th</sup>) day of April 2023.

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, 2022 and ending April 30, 2023 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 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:

An estimate of the cash on hand at the beginning of the fiscal year is expected to be \$30,549,393.

An estimate of the cash expected to be received during the fiscal year from all sources is \$23,665,646.

An estimate of the expenditures and transfers contemplated for the fiscal year is \$22,365,923.

An estimate of the cash expected to be on hand at the end of the first year is \$31,849,116.

An estimate of the amount of taxes to be received during the fiscal year is \$14,506,800.

**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

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FUNDS FOR THE CHAMPAIGN PARK DISTRICT  
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**FIRST (1<sup>st</sup>) DAY OF MAY 2022, AND ENDING ON THE THIRTIETH DAY (30<sup>th</sup>) OF APRIL 2023**  
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 full force and effective immediately upon its passage.

Passed this 27<sup>th</sup> day of July 2022.

**AYES:**

**NAYS:**

**ABSENT:**

**ABSTAIN:**

[SEAL]

CHAMPAIGN PARK DISTRICT

By

\_\_\_\_\_  
Kevin Miller, Board President

ATTEST:

\_\_\_\_\_  
Jarrod Scheunemann, Board Secretary

**Ordinance No. 660**  
**Budget & Appropriations Totals by Fund**  
**May 1, 2022 through April 30, 2023**

Fund	Description	2022-23	
		Final Budget	
01	General	\$ 5,949,201	\$ 6,376,006
02	Recreation	4,618,268	4,996,752
03	Museum	2,349,332	2,503,282
04	Liability Insurance	361,403	397,545
06	IMRF FUND	201,000	241,200
08	Audit Fund	30,000	33,000
09	Paving And Lighting Fund	186,000	196,600
12	Special Donations Fund	71,000	81,350
14	Social Security Fund	480,000	552,000
15	Special Recreation Fund	1,279,354	1,407,128
16	Capital Improvements Fund	2,349,132	2,584,045
19	Police Protection	35,000	40,250
21	Bond Amortization Fund	1,246,724	1,371,396
22	Bond Proceeds Fund	1,702,765	1,823,542
24	Land Acquisition Fund	-	750,000
25	Park Development Fund	138,000	151,800
26	Trails And Pathways Fund	-	100,000
27	Martens Center Capital Fund	1,368,744	1,573,803
	Appropriations - All Funds	<u>\$ 22,365,923</u>	<u>\$ 25,179,699</u>

**Ordinance No. 660**  
**Budget & Appropriations Details by Fund**  
**May 1, 2022 through April 30, 2023**

Account	Description	2022-23	
		Budget	Appropriations
	Description	Budget	Appropriations
<b>Fund 01 - GENERAL</b>			
<b>Salaries and Wages</b>			
70201	Full-Time Salaries And Wages	2,415,441	2,512,059
70202	Part-Time Seasonal Wages	373,394	388,330
	Salaries and Wages	2,788,835	2,900,389
<b>Fringe Benefits</b>			
53132	Dental Insurance	12,000	13,200
53133	Medical Health Insurance	340,000	374,000
53134	Life Insurance	5,600	6,160
53137	Employee Assistance Program	1,500	1,650
83003	Allowances/Reimbursements	44,830	49,313
	Fringe Benefits	403,930	444,323
<b>Contractual</b>			
54201	Postage And Mailing	5,125	5,638
54202	Legal Publications/Notices	5,190	5,709
54204	Staff Meetings	700	770
54205	Legal Publications/Notices	5,100	5,610
54206	Advertising/Publicity	25,550	28,105
54207	Staff Training	11,200	12,320
54208	Memberships, Dues And Fees	17,440	19,184
54209	Conference And Travel	19,400	21,340
54210	Board Expense	4,000	4,400
54212	Attorney Fees	125,000	137,500
54214	Architect And Engineering Fees	10,000	11,000
54215	Professional Fees	85,365	93,902
54234	Landfill Fees	28,990	31,889
54236	Auto Allowance	250	275
54241	Vehicle Repair	15,500	17,050
54242	Equipment Repair	7,800	8,580
54245	Building Repair	6,250	6,875
54250	Equipment Rental	15,350	16,885
54253	Pest Control	1,360	1,496
54254	Service Contracts	40,428	44,471
54255	License And Fees	37,295	41,025
54260	Service Contracts-Facilities	8,700	9,570
54261	Service Contracts-Grounds	70,000	77,000
54263	Contractual Mowing	180,000	198,000
54264	Cell Phone Expense	8,500	9,350
54265	Subscriptions	1,120	1,232
54270	Personnel Costs	49,760	54,736
54275	Health And Wellness	4,500	4,950
54280	Other Contractual Services	17,500	18,892
54291	Park And Recreation Excellence	3,000	3,263
59412	Property/Sales Tax	300	306
59414	Credit Card Fees	800	903
	Contractual	811,473	892,226

**Ordinance No. 660**  
**Budget & Appropriations Details by Fund**  
**May 1, 2022 through April 30, 2023**

Account	Description	2022-23	
		Budget	Appropriations
	Description	Budget	Appropriations
<b>Commodities/Supplies</b>			
55301	Office Supplies	8,700	9,570
55302	Envelopes And Stationary	800	880
55303	Duplicating Supplies	1,300	1,430
55304	Checks And Bank Supplies	1,400	1,540
55305	Photographic Supplies	750	825
55307	Books And Manuscripts	500	550
55308	First Aid/Medical Supplies	4,500	4,950
55309	Safety Supplies	8,000	8,800
55315	Staff Uniforms	14,850	16,335
55320	Building Maintenance Supplies	20,500	22,550
55321	Landscape Supplies	35,400	38,940
55322	Cleaning /Janitorial Supplies	5,530	6,083
55323	Playground Maintenance Supplies	6,000	6,600
55324	Prescribed Burn Supplies	650	715
55325	Equipment And Tools	16,200	17,428
55326	Shop Equipment And Supplies	7,000	7,700
55327	Vehicle/Equipment Repair Parts	28,000	30,800
55328	Amenity Maintenance Supplies	10,000	11,000
55330	Gas,Fuel,Grease And Oil	74,100	81,510
55331	Chemicals	20,150	22,165
55332	Paints	550	605
55333	Plant Materials	136,300	149,930
55348	Flowers And Cards	1,000	1,100
55349	Plaques, Awards And Prizes	3,500	3,850
55350	Recreation/Program Supplies	3,600	3,960
55352	Fish Restocking	5,000	5,500
55354	Food Supplies	2,800	3,080
Commodities/Supplies		417,080	458,396
<b>Utilities</b>			
56230	Sanitary Fees And Charges	11,180	12,298
56231	Gas And Electricity	69,000	75,900
56232	Water	70,000	77,000
56233	Telecomm Expenditures	34,198	37,618
Utilities		184,378	202,816
<b>Routine/Periodic Maintenance</b>			
58001	Periodic Maintenance	52,706	57,977
58002	Routine Maintenance	240,799	264,879
Routine/Periodic Maintenance		293,505	322,856
<b>Transfers to Other Funds</b>			
59409	Transfers To Other Funds	1,050,000	1,155,000
Appropriations - Fund 01		5,949,201	6,376,006



**Ordinance No. 660**  
**Budget & Appropriations Details by Fund**  
**May 1, 2022 through April 30, 2023**

Account	Description	2022-23 Budget	Appropriations
Account	Description	2022-23 Budget	Appropriations
<b>Fund 02 - RECREATION</b>			
<b>Salaries and Wages</b>			
70201	Full-Time Salaries And Wages	1,111,280	1,139,062
70202	Part-Time Seasonal Wages	1,460,115	1,606,127
	Salaries and Wages	2,571,395	2,745,189
<b>Fringe Benefits</b>			
53132	Dental Insurance	5,767	6,344
53133	Medical Health Insurance	159,811	175,792
53134	Life Insurance	2,400	2,640
53137	Employee Assistance Program	660	726
83003	Allowances/Reimbursements	19,790	21,769
	Fringe Benefits	188,428	207,271
<b>Contractual</b>			
54201	Postage And Mailing Expense	231	254
54202	Printing And Duplicating	4,700	5,170
54204	Staff Meetings	230	253
54205	Legal Publications/notices	100	110
54206	Advertising/Publicity	8,985	9,884
54207	Staff Training	22,529	24,782
54208	Memberships, Dues And Fees	15,538	17,092
54209	Conference And Travel	9,800	10,780
54234	Landfill Fees	2,875	3,163
54236	Auto Allowance	500	550
54241	Vehicle Repair	2,900	3,190
54242	Equipment Repair	16,800	18,480
54245	Building Repair	29,086	31,995
54250	Equipment Rental	6,919	7,611
54251	Rental Facilities	3,685	4,054
54253	Pest Control	4,420	4,862
54254	Service Contracts	23,010	25,311
54255	License And Fees	1,831	2,014
54260	Service Contracts-Facilities	46,311	50,942
54261	Service Contracts-Grounds	2,000	2,200
54264	Cell Phone Expense	3,156	3,472
54265	Subscriptions	670	737
54270	Personnel Costs	39,700	43,670
54280	Other Contractual Services	1,537	1,691
54281	Contractual Personnel	23,141	25,455
54282	Intern Stipend	5,400	5,940
54285	Contractual Entertainment	1,200	1,320
54299	Field/Special Trips	49,981	54,979
59412	Property/Sales Tax	17,098	18,808
59414	Credit Card Fees	42,000	46,200
	Contractual	386,333	424,969
<b>Commodities/Supplies</b>			

**Ordinance No. 660**  
**Budget & Appropriations Details by Fund**  
**May 1, 2022 through April 30, 2023**

Account	Description	2022-23 Budget	Appropriations
<b>Account</b>	<b>Description</b>	<b>2022-23 Budget</b>	<b>Appropriations</b>
55301	Office Supplies	5,800	6,380
55303	Duplicating Supplies	3,025	3,328
55307	Books And Manuscripts	728	801
55308	First Aid Supplies	2,700	2,970
55315	Staff Uniforms	17,571	19,328
55316	Participant Uniforms	14,647	16,112
55320	Building Maintenance Supplies	33,450	36,795
55321	Landscape Supplies	13,000	14,300
55322	Cleaning /janitorial Supplies	21,884	24,072
55325	Equipment And Tools	2,200	2,420
55327	Vehicle/equip Repair Parts	2,000	2,200
55329	Office/ Equipment Value <\$10000	8,000	8,800
55330	Fuel Purchases	12,250	13,475
55331	Chemicals	61,000	67,100
55332	Paints	10,700	11,770
55333	Plant Materials	1,000	1,100
55348	Flowers And Cards	600	660
55349	Plaques, Awards And Prizes	8,370	9,207
55350	Recreation/program Supplies	68,230	75,053
55354	Food Supplies	21,714	23,885
55360	Merchandise For Resale	71,772	78,949
Commodities/Supplies		380,641	418,705
<b>Utilities</b>			
56230	Sanitary Fees And Charges	8,262	9,088
56231	Gas And Electricity	303,500	333,850
56232	Water	106,248	116,873
56233	Telecomm Expenditures	24,961	27,457
Utilities		442,971	487,268
<b>Routine/Periodic Maintenance</b>			
58001	Periodic Maintenance	43,500	47,850
58002	Periodic Maintenance	15,000	16,500
Routine/Periodic Maintenance		58,500	64,350
<b>Transfers to Other Funds</b>			
59409	Transfers To Other Funds	590,000	649,000
Appropriations - Fund 02		4,618,268	4,996,752
<b>Fund 03 - MUSEUM</b>			
<b>Salaries and Wages</b>			
70201	Full-Time Salaries And Wages	659,141	678,915
70202	Part-Time Seasonal Wages	497,774	512,707
Salaries and Wages		1,156,915	1,191,622

**Ordinance No. 660**  
**Budget & Appropriations Details by Fund**  
**May 1, 2022 through April 30, 2023**

Account	Description	2022-23	
		Budget	Appropriations
<b>Fringe Benefits</b>			
53132	Dental Insurance	3,000	3,300
53133	Medical Health Insurance	90,000	99,000
53134	Life Insurance	1,425	1,568
53137	Employee Assistance Program	410	451
83003	Allowances/Reimbursements	5,650	6,215
Fringe Benefits		100,485	110,534
<b>Contractual</b>			
54201	Postage And Mailing	5,924	6,516
54202	Printing And Duplicating	21,216	23,338
54205	Legal Publications/Notices	64	70
54206	Advertising/Publicity	55,207	60,728
54207	Staff Training	1,500	1,650
54208	Memberships, Dues And Fees	2,505	2,756
54209	Conference And Travel	1,700	1,870
54215	Professional Fees	500	550
54234	Landfill Fees	5,473	6,020
54242	Equipment Repair	5,000	5,500
54245	Building Repair	13,250	14,575
54250	Equipment Rental	60,610	66,671
54251	Rental Facilities	38,205	42,026
54253	Pest Control	1,435	1,579
54254	Service Contracts	6,260	6,886
54255	License And Fees	19,900	21,890
54260	Service Contracts-facilities	57,643	63,407
54265	Subscriptions	156	172
54270	Personnel Costs	18,000	19,800
54280	Other Contractual Services	48,260	53,086
54281	Contractual Personnel	30,454	33,499
54285	Contractual Entertainment	286,430	315,073
54299	Field/special Trips	3,000	3,300
59412	Property/sales Tax	11,460	12,606
59414	Credit Card Fees	44,150	48,565
Contractual		738,302	812,133
<b>Commodities/Supplies</b>			
55301	Office Supplies	2,950	3,245
55302	Envelopes And Stationary	500	550
55303	Duplicating Supplies	700	770
55305	Photographic Supplies	70	77
55308	First Aid/Medical Supplies	800	880
55315	Staff Uniforms	1,154	1,269
55316	Participant Uniforms	2,580	2,838
55320	Building Maintenance Supplies	18,425	20,268
55321	Landscape Supplies	100	110
55322	Cleaning /Janitorial Supplies	7,120	7,832
55327	Vehicle/Equipment Repair Parts	1,000	1,100
55329	Office/ Equipment Value <\$10000	1,540	1,694
55349	Plaques, Awards And Prizes	7,521	8,273
55350	Recreation/Program Supplies	54,090	59,499

**Ordinance No. 660**  
**Budget & Appropriations Details by Fund**  
**May 1, 2022 through April 30, 2023**

Account	Description	2022-23	
		Budget	Appropriations
55351	Animal Supplies	1,250	1,375
55354	Food Supplies	28,472	31,319
55355	Animal Feed	2,500	2,750
55360	Merchandise For Resale	27,550	30,305
Commodities/Supplies		158,322	174,154
<b>Utilities</b>			
56230	Sanitary Fees And Charges	2,539	2,793
56231	Gas And Electricity	113,731	125,104
56232	Water	15,850	17,435
56233	Telecomm Expenditures	14,410	15,851
Utilities		146,530	161,183
<b>Routine/Periodic Maintenance</b>			
58001	Periodic Maintenance	48,778	53,656
<b>Transfers to Other Funds</b>			
Appropriations - Fund 03		2,349,332	2,503,282
<b>Fund 04 - LIABILITY INSURANCE</b>			
<b>Salaries and Wages</b>			
70201	Full-Time Salaries And Wages	33,500	36,850
<b>Fringe Benefits</b>			
53132	Dental Insurance	308	339
53133	Medical Health Insurance	14,037	15,441
53134	Life Insurance	120	132
83003	Allowances/Reimbursements	900	990
Fringe Benefits		15,365	16,902
<b>Contractual</b>			
54255	License And Fees	1,595	1,755
54270	Personnel Costs	334	367
Contractual		1,929	2,122
<b>Commodities/Supplies</b>			
55306	CPR Books And Supplies (Tort Fund)	4,600	5,060
55329	Office/ Equipment Value <\$10000	2,000	2,200
Commodities/Supplies		6,600	7,260
<b>Insurance</b>			
57131	Workers Compensation	80,786	88,865
57137	Unemployment Premium	10,000	11,000
57220	Liability Insurance	42,836	47,120
57222	Employment Practices	13,386	14,725
57224	Property Insurance	83,197	91,517
Insurance		230,205	253,227
<b>Capital Outlay</b>			

**Ordinance No. 660**  
**Budget & Appropriations Details by Fund**  
**May 1, 2022 through April 30, 2023**

Account	Description	2022-23 Budget	Appropriations
61515	Repair Projects And Equipment	73,804	81,184
Appropriations - Fund 04		361,403	397,545
<b>Fund 06 - IMRF FUND</b>			
<b>Fringe Benefits</b>			
53135	IMRF Payments	201,000	241,200
Appropriations - Fund 06		201,000	241,200
<b>Fund 08 - AUDIT FUND</b>			
<b>Fringe Benefits</b>			
54217	Audit Expenses	30,000	33,000
Appropriations - Fund 08		30,000	33,000
<b>Fund 09 - PAVING AND LIGHTING FUND</b>			
<b>Routine/Periodic Maintenance</b>			
58002	Routine Maintenance	86,000	94,600
<b>Capital Outlay</b>			
61508	Park Construction/Improvements	100,000	102,000
Appropriations - Fund 09		186,000	196,600
<b>Fund 12 - SPECIAL DONATIONS FUND</b>			
<b>Contractual</b>			
54292	Scholarships	65,000	74,750
59415	Transfer To Parks Foundation-Restricted	6,000	6,600
		71,000	81,350
Appropriations - Fund 12		71,000	81,350
<b>Fund 14 - SOCIAL SECURITY FUND</b>			
<b>Fringe Benefits</b>			
53136	FICA Payments	480,000	552,000
Appropriations - Fund 14		480,000	552,000
<b>Fund 15 - SPECIAL RECREATION FUND</b>			
<b>Salaries and Wages</b>			
70201	Full-Time Salaries And Wages	209,300	230,230
70202	Part-Time Seasonal Wages	252,862	278,148

**Ordinance No. 660**  
**Budget & Appropriations Details by Fund**  
**May 1, 2022 through April 30, 2023**

Account	Description	2022-23 Budget	Appropriations
		462,162	508,378
<b>Fringe Benefits</b>			
53132	Dental Insurance	1,700	1,870
53133	Medical Health Insurance	51,000	56,100
53134	Life Insurance	445	490
53135	IMRF Payments	9,100	10,010
53136	FICA Payments	34,000	37,400
53137	Employee Assistance Program	165	182
83003	Allowances/Reimbursements	500	550
		96,910	106,602
<b>Contractual</b>			
54201	Postage And Mailing	2,000	2,200
54202	Printing And Duplicating	4,100	4,510
54204	Staff Meeting	210	231
54206	Advertising/publicity	1,600	1,760
54207	Staff Training	2,200	2,420
54208	Memberships, Dues And Fees	1,500	1,650
54209	Conference And Travel	4,000	4,240
54212	Attorney Fees	100	110
54245	Building Repair	1,500	1,650
54250	Equipment Rental	225	248
54251	Rental Facilities	4,570	5,027
54253	Pest Control	420	462
54255	License And Fees	20	22
54260	Service Contracts-facilities	15,830	17,413
54264	Cell Phone Expense	380	418
54270	Personnel Costs	6,000	6,600
54280	Other Contractual Services	3,435	3,779
54281	Contractual Personnel	3,500	3,850
54299	Field/special Trips	8,807	9,688
59414	Credit Card Fees	1,300	1,430
		61,697	67,708
<b>Commodities/Supplies</b>			
55301	Office Supplies	1,000	1,100
55302	Envelopes And Stationary	380	418
55303	Duplicating Supplies	300	330
55315	Staff Uniforms	1,519	1,671
55316	Participant Uniforms	1,924	2,116
55320	Building Maintenance Supplies	2,000	2,200
55322	Cleaning /janitorial Supplies	2,630	2,893
55329	Office/ Equipment Value <\$10000	5,000	5,500
55349	Plaques, Awards And Prizes	3,500	3,850
55350	Recreation/program Supplies	9,477	10,425
55354	Food Supplies	6,510	7,161
		34,240	37,664
<b>Utilities</b>			
56230	Sanitary Fees And Charges	200	220

**Ordinance No. 660**  
**Budget & Appropriations Details by Fund**  
**May 1, 2022 through April 30, 2023**

Account	Description	2022-23	
		Budget	Appropriations
56231	Gas And Electriciy	28,800	31,680
56232	Water	1,200	1,320
56233	Telecomm Expenditures	4,080	4,488
		<u>34,280</u>	<u>37,708</u>
<b>Insurance</b>			
57131	Workers Compensation	1,800	1,980
57220	Liability Insurance	4,500	4,950
57222	Employment Practices	1,200	1,320
57224	Property Insurance	6,500	7,150
		<u>14,000</u>	<u>15,400</u>
<b>Routine/Periodic Maintenance</b>			
58003	ADA Non-Capital Expenditures	25,000	27,500
<b>Capital Outlay</b>			
61508	CPD - ADA	347,803	382,583
61509	UPD Capital ADA	203,262	223,585
		<u>551,065</u>	<u>606,168</u>
Appropriations - Fund 15		1,279,354	1,407,128
<b>Fund 16 - CAPITAL IMPROVEMENTS FUND</b>			
<b>Capital Outlay</b>			
61504	Vehicles / Equipment	26,000	28,600
61508	Park Construction/Improvements	2,323,132	2,555,445
		<u>2,349,132</u>	<u>2,584,045</u>
<b>Transfers to Other Funds</b>			
Appropriations - Fund 16		2,349,132	2,584,045
<b>Fund 19 - POLICE PROTECTION</b>			
<b>Contractual</b>			
54281	Contractual Personnel	35,000	40,250
Appropriations - Fund 19		<u>35,000</u>	<u>40,250</u>
<b>Fund 21 - BOND AMORTIZATION FUND</b>			
<b>Transfer To Other Funds</b>			
59409	Transfers To Other Funds	1,246,724	1,371,396
Appropriations - Fund 21		<u>1,246,724</u>	<u>1,371,396</u>
<b>Fund 22 - BOND PROCEEDS FUND</b>			

**Ordinance No. 660**  
**Budget & Appropriations Details by Fund**  
**May 1, 2022 through April 30, 2023**

Account	Description	2022-23 Budget	Appropriations
<b>Contractual</b>			
54215	Professional Fees	3,428	3,771
<b>Capital Outlay</b>			
61504	Vehicles / Equipment	250,531	275,584
61508	Park Construction/Improvements	902,306	992,537
		1,152,837	1,268,121
<b>Debt Service Principal</b>			
59405	Bond Redemption	495,000	495,000
<b>Debt Service Interest/Fees</b>			
59407	Interest Expense	51,500	56,650
Appropriations - Fund 22		1,702,765	1,823,542
<b>Fund 24 - LAND ACQUISITION FUND</b>			
<b>Capital Outlay</b>			
61504	Land Acquisition	-	750,000
Appropriations - Fund 24		-	750,000
<b>Fund 25 - PARK DEVELOPMENT FUND</b>			
<b>Capital Outlay</b>			
61508	Park Construction/Improvements	138,000	151,800
Appropriations - Fund 25		138,000	151,800
<b>Fund 26 - TRAILS AND PATHWAYS FUND</b>			
<b>Capital Outlay</b>			
<b>Fund 27 - MARTENS CENTER CAPITAL FUND</b>			
<b>Contractual</b>			
54202	Printing And Duplicating	1,000	1,100
54215	Professional Fees	4,065	4,472
		5,065	5,572
<b>Capital Outlay</b>			
61508	Park Construction/Improvements	1,363,679	1,568,231
Appropriations - Fund 27		1,368,744	1,573,803



**CERTIFICATION OF  
ESTIMATE OF REVENUE  
FISCAL YEAR 2023**

I, Brenda Timmons, do hereby certify that I am the duly qualified Treasurer of the Champaign Park District. As such, I do further certify that the revenues, by source, anticipated to be received by the Park District in the fiscal year beginning May 1, 2022 and ending on April 30, 2023 are estimated to be as follows:

Source of Revenue	ESTIMATE OF REVENUE	Amount
Property Taxes	\$	14,506,800
Personal Property Replacement Tax		700,000
Charges for Services		2,961,113
Contributions & Sponsorships		701,610
Concessions & Merchandise		277,500
Grants		1,155,993
Interest		127,885
Bond Proceeds (Reflected as a Transfer)		1,246,724
Special Receipts/Other		348,021
Transfer to Other Funds		<u>1,640,000</u>
Total Estimate of Revenue	\$	<u><u>23,665,646</u></u>

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the seal of the Champaign Park District this **27th** day of July, 2022.

**SEAL**

\_\_\_\_\_  
Brenda Timmons, Treasurer



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** July 27, 2022

**SUBJECT:** Parkland Way Improvements

### Background

This is the second consecutive year of improvements to Parkland Way. There are funds allotted for improvements in upcoming years as well. This year's project removes and replaces approximately 350 feet of roadway in the most problematic section of Parkland Way. The section is located between the 4-plex parking lot entrances. Shoulder improvements are included in the base bid.

Add alternate #1 is a per square foot cost for continuing the roadway and shoulder past the 350-foot mark.

Add alternate #2 is the addition of ADA compliant crosswalks and detectable warnings at the road between the 3-plex and 4-plex.

Add alternate #3 is the addition of ADA compliant sidewalks and detectable warnings at the Olympic Tribute and Worker's Memorial, ADA compliant sidewalk and detectable warning at the Greenway Bike Trailhead, and two ADA compliant sidewalk and detectable warnings at the Soccer Complex.

An invitation to bid was published in *The News-Gazette* and the Park District's website and sent to concrete contractors listed on the City of Champaign's Minority and Women Owned Businesses List. Bids were opened and read aloud on Thursday, July 21, 2022. Staff received the following results:

<b>BIDDER</b>	<b>BASE BID</b>	<b>Add Alt #1 /sq. ft.</b>	<b>Add Alt #2</b>	<b>Add Alt #3</b>
Duce Construction	\$ 88,500.00	\$ 11.00	\$ 12,500.00	\$ 19,000.00
A & A Concrete	\$ 93,770.00	\$ 12.18	\$ 13,828.00	\$ 22,092.00
Mid Illinois	\$ 96,230.00	\$ 13.00	\$ 8,870.00	\$ 18,180.00
Feutz	\$ 108,685.00	\$ 12.00	\$ 12,366.00	\$ 24,168.00
Stark Excavating	\$ 114,900.00	\$ 14.00	\$ 10,600.00	\$ 24,000.00

Prior Board Action

The Park Board approved this project in this year's Capital Improvement Plan budget FY 2022/23.

Budget Impact

A total of \$100,000.00 was budgeted in the 2021/2022 Capital Improvement Plan for the roadway portion of the project.

A total of \$33,500.00 was budgeted from ADA funds for this year for the crosswalks.

Recommended Action

Staff recommends accepting the bids from Duce Construction in the following manner:

Accept the base bid of \$88,500.00,

Accept add alternate #1 with a not-to-exceed amount of \$10,000.00,

Accept add alternates #2 and #3 (using ADA budget), \$12,500.00 and \$19,000.00, and authorizing the Executive Director to enter into a total contract amount not to exceed \$130,000.00.

Prepared by:

Dan Olson  
Director of Operations

Reviewed by:

Joe DeLuce  
Executive Director



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director  
**DATE:** July 27, 2022  
**SUBJECT:** Foundation By-Laws Amendment

### Introduction

The by-laws of the Champaign Parks Foundation currently only provide for in person meetings, as indicated in Article V, Section 1, "All such meetings shall be held at a Champaign Park District facility." No provisions are made for telephone, video or other electronic means of meeting. With the onset of COVID, board members found it necessary to meet virtually in order to continue conducting regular business. Although things have since opened up, there are often times when individual members are unable to physically attend meetings, but would still be able to attend virtually in order to achieve a quorum.

### Prior Board Action

None

### Budget Impact

None

### Recommended Action

During their July 2022 meeting, the Champaign Parks Foundation Board of Directors approved forwarding a request to the Park Board to amend the Foundation by-laws to allow members to attend a meeting electronically (such as by telephone, video or internet connection) as long as a quorum remains throughout the meeting. As such, the Champaign Parks Foundation Board of Directors requests the Champaign Park District Board of Commissioners approve the by-laws to read, "MEETINGS OF BOARD AND COMMITTEES. A regular meeting of the Board of Directors shall be held monthly. An annual meeting of the Board of Directors shall be held in May of each year. Special or additional meetings of the Board may be deemed necessary or desirable. If a member is unable to attend in person, individual board members may attend a meeting electronically (such as by telephone, video or internet connection) as long as a quorum remains throughout the meeting. The member should notify the Development Director at least 24 hours before the meeting, so necessary communications equipment can be arranged." Amended by-laws are attached for review.

Prepared by:

Reviewed by:

Laura C. Auteberry  
Development Director

Chelsea Norton  
Director of Marketing &  
Communications

# **BY-LAWS OF CHAMPAIGN PARKS FOUNDATION**

## **ARTICLE I**

### **Name**

This not-for-profit Corporation shall be known as CHAMPAIGN PARKS FOUNDATION, and it is incorporated under the laws of the State of Illinois General Not For Profit Corporation Act.

## **ARTICLE II**

### **Purpose**

The purpose of the Champaign Parks Foundation is to develop philanthropic support for the Champaign Park District.

## **ARTICLE III**

### **Office and Registered Agent**

The Foundation shall have and continuously maintain in the State of Illinois a registered office and a registered agent, whose office is identical with such registered office, and may have such other offices within or without the State of Illinois as the Board of Directors may from time to time determine.

## **ARTICLE IV**

### **Board of Directors**

**SECTION 1.** GENERAL POWERS. The affairs of the Foundation shall be managed by its Board of Directors under the auspices of the Champaign Park District.

**SECTION 2.** NUMBER, TENURE AND QUALIFICATIONS. The number of Directors shall be not less than five (5) and not more than eleven (11) who shall be appointed by the Board of Commissioners of the Champaign Park District. The Directors shall serve for a term of three years except that the first eleven (11) directors shall serve staggered three (3) year terms with not more than one-half of the originally appointed Directors serving two (2) year terms, with the terms to be determined by straw vote. The Executive Director of the Park District and one Commissioner from the Board of Commissioners of the Champaign Park District Board or his/her designee as appointed by the Board of Commissioners of the Champaign Park District shall be voting Directors of the Board in addition to the number of appointed Directors as stated above.

**SECTION 3.** NOMINATION. The Directors shall nominate board members to be appointed to the Foundation Board and submit the proposed members to the Board of Commissioners of the Champaign Park District. The Board of Commissioners of the Champaign Park District shall approve the appointment of members for the Board of Directors within its sole discretion.

**SECTION 4.** RESIGNATION OF DIRECTORS. A Director may resign at any time by giving written notice thereof. Such resignation notice shall be provided in writing to the President of the Board of Directors, with a copy thereof to the Champaign Park District Executive Director.

**SECTION 5. REMOVAL AND PARTICIPATION.** Any Director may be removed, with or without cause, at a meeting of Directors by the affirmative vote of the majority of the Directors then entitled to vote, provided that the President of the Board of Directors shall provide written or verbal notice of the proposed removal to the affected Director within one week of such meeting.

**SECTION 6. VACANCIES.** Any vacancy occurring on the Board of Directors by reason of death, resignation, removal, and disqualification or otherwise, and any directorship to be filled by reason of an increase in the number of directors, shall be filled by appointment according to the procedure set forth in Section 3 above. The Director appointed to fill a vacancy shall do so for the unexpired term of his/her predecessor, and upon the expiration thereof shall be eligible for appointment to a full term.

**SECTION 7. ANNUAL REPORT.** Prior to the Annual Meeting of the Foundation, the Board of Directors shall cause an Annual Report to be furnished to it. The report shall include the financial condition as to its income and expenses for the previous year.

**SECTION 8. QUORUM.** A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board, provided, that if less than a majority of the directors are present at said meeting, a majority of the Directors present may adjourn the meeting from time to time without further notice.

**SECTION 9. MANNER OF ACTING.** The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board, except where otherwise provided by law or by these bylaws. Robert's Rules of Order shall be utilized in the conduct of the meetings.

**SECTION 10. PROXY PROHIBITED. PRESUMPTION OF ASSENT.** No Board member may act by proxy. A Director who is present at a meeting of the Board at which action on any matter is taken shall be conclusively presumed to have assented to the action taken unless his or her dissent shall be entered into the minutes of the meeting or unless he or she shall file his or her written dissent to such action with the person acting as the secretary of the meeting. Such right to dissent shall not apply to a Director who voted in favor of an action.

**SECTION 11. ACTION BY UNANIMOUS WRITTEN CONSENT WITHOUT MEETING.** Any action required by law to be taken at a meeting of the Board, or any action which may be taken at a meeting of the Board, may be taken without a meeting if a consent in writing, setting forth the action so taken, is signed by all members of the Board of Directors. Email votes, taken and received by a majority of the Board of Directors shall also serve as "written consent."

**SECTION 12. COMPENSATION.** Directors shall receive no compensation for service on the Board, but shall be reimbursed for all reasonable and necessary expenditures incurred in the performance of their duties.

## ARTICLE V

### Meetings

**SECTION 1. MEETINGS OF BOARD AND COMMITTEES.** A regular meeting of the Board of Directors shall be held monthly. An annual meeting of the Board of Directors shall be held in May of each year. Special or additional meetings of the Board may be deemed necessary or desirable and may be called by the Chairman of the Board or any three (3) Directors upon such notice as provided for in these bylaws. Committee(s) meeting(s) shall be held once every two (2) months or more frequently as such committee shall determine from time to time. All such meetings shall be held at a Champaign Park District facility. If a member is unable to attend in person, individual board members may attend a meeting electronically (such as by telephone, video or internet connection) as long as a quorum remains throughout the meeting. The member should notify the Development Director at least 24 hours before the meeting, so necessary communications equipment can be arranged.

**SECTION 2. NOTICE.** Except as otherwise provided for in these bylaws, notice of any special meeting or additional of the Board of Directors shall be upon not less than two (2) days previously thereto by written notice delivered personally or sent by mail or e-mail to each director at his address as shown by the records of the Foundation. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid.

**SECTION 3. WAIVER OF NOTICE.** Whenever any notice of whatever is required to be given under the provisions of the General Not For Profit Corporation Act of Illinois or under the provisions of the articles of incorporation or the bylaws of the Foundation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

## **ARTICLE VI**

### **Officers**

**SECTION 1. OFFICERS.** The Officers of the Foundation shall be a Chairperson, Vice Chairperson, a Treasurer, a Secretary and such other officers as may be elected by the Board of Directors. Any two or more offices may be held by the same person, except the office of Chairperson and Secretary.

**SECTION 2. ELECTION AND TERM OF OFFICE.** The officers of the Foundation shall be elected annually by its Board of Directors at the regular annual meeting of the Board of Directors. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as conveniently may be. Vacancies may be filled or new offices created and filled at any meeting of the Board of Directors. Each officer shall hold office until his successor has been duly elected and shall have qualified.

**SECTION 3. REMOVAL.** Any officer or agent elected or appointed by the Board of Directors may be removed by a majority vote by the Board of Directors whenever in its judgment the best interest of the Foundation would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed.

**SECTION 4. VACANCIES.** A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the Champaign Park District Board of Commissioners for the unexpired portion of the term.

**SECTION 5. CHAIRPERSON.** The Chairperson shall be the principal executive officer of the Foundation and shall in general supervise and control all of the business and affairs of the Foundation. The Chairperson shall preside at all meetings of the Board of Directors. The Chairperson may sign, with the Secretary or any other proper officer of the Foundation authorized by the Board of Directors, any deeds, bonds, contracts, or other instruments which the Board of Directors have authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these bylaws or by statute to some other officer or agent of the Foundation; and in general shall perform all duties incident to the office of Chairperson and such other duties as may be prescribed by the Board of Directors from time to time.

**SECTION 6. VICE CHAIRPERSON.** In the absence of the Chairperson or in the event of his inability or refusal to act, the Vice Chairperson shall perform the duties of the Chairperson, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Vice Chairperson shall perform such other duties as may be prescribed by the Chairperson or by the Board of Directors from time to time.

**SECTION 7. TREASURER.** The Treasurer of the Champaign Park District Board of Commissioners shall serve as Foundation Treasurer and give a bond for the faithful discharge of his duties in such sum and with such surety or sureties as the Board of Directors shall determine, if required. The Treasurer shall have charge and custody of and be responsible for all funds and securities of the

Foundation; receive and give receipts for moneys due and payable to the Foundation from any source whatsoever, and deposit all such moneys in the name of the Foundation in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of these bylaws; and in general perform all the duties incident to the office of treasurer and such other duties as may be assigned by the Chairperson or Board of Directors from time to time.

**SECTION 8. SECRETARY.** The Secretary shall keep the minutes of the meeting of the Board of Directors in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; be custodian of the Foundation records; and in general perform all duties incident to the office of Secretary and such other duties as may be assigned by the Chairman or by the Board of Directors from time to time.

**SECTION 9. ASSISTANT TREASURER AND ASSISTANT SECRETARIES.** The Board of Directors may approve the use of Assistant Treasurers or Assistant Secretaries. If required by the Board of Directors, the Assistant Treasurer(s) shall give bonds for the faithful discharge of their duties in such sums and with such sureties as the Board of Directors shall determine. The Assistant Treasurers and Assistant Secretaries, in general, shall perform such duties as shall be assigned to them by the Treasurer or the Secretary or by the Chairperson or the Board of Directors.

**SECTION 9. COMMITTEES.** The Board of Directors may form committees of the Board for the purposes of fundraising campaigns, finance, recognition of donors and major gifts or other purposes decided by a majority of the Board which may include an Executive Committee of Officers. The Treasurer of the Champaign Park District shall serve as the finance chairperson.

## ARTICLE VII

### Contracts, Checks, Deposits and Funds

**SECTION 1. CONTRACTS.** Except as limited elsewhere by these bylaws, the Board of Directors may authorize any officer or officers, agent or agents of the Foundation, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Foundation and such authority may be general or confined to specific instances.

**SECTION 2. CHECKS, DRAFTS, ETC.** All checks, drafts or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Foundation, shall be signed by such officer or officers, agent or agents of the Foundation in such manner as shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the Treasurer or an Assistant Treasurer and countersigned by the Chairperson or a Vice Chairperson of the Foundation.

**SECTION 3. DEPOSITS.** All funds of the Foundation shall be deposited within 48 hours of receipt to the credit of the Foundation in such banks, trust companies or other depositories as the Board of Directors may determine.

**SECTION 4. GIFTS.** The Board of Directors may accept on behalf of the Foundation any contribution, gift, bequest or devise for the general purposes or for any special purpose of the Foundation.

**SECTION 5. EXPENDITURES.** Expending of Foundation funds shall be approved by the Board of Directors. Requests for reimbursement of less than \$100 for expenses associated with potential donors, which shall not include alcoholic beverages, may be approved by the Treasurer when documentation is presented. A written expenditure listing shall be available at Board meetings.

**SECTION 6. AUDIT AND LOANS.** Bank balances of \$150,000 or if the Foundation uses a paid professional fundraiser that raised contributions in excess of \$25,000 shall require an annual audit. Contributions include the gross sums paid by the public for merchandise, rights or services of the organization, as well as monetary donations of whatsoever kind or character. Loans may not be



undertaken without a majority vote of the Board of Directors and approval by the Champaign Park District Board of Commissioners. Loans shall not be made by the Foundation to any Officer or Director.

## **ARTICLE VIII**

### **Books and Records**

The Foundation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its Board of Directors and committees having any of the authority of the Board of Directors. All books and records of the Foundation may be inspected by any Director or his agent or attorney for any proper purpose at any reasonable time. Records shall be maintained at the principal office, Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois.

## **ARTICLE IX**

### **Fiscal Year**

The fiscal year of the Foundation shall begin on the first day of May and end on the last day of April in each year.

## **ARTICLE X**

### **Seal**

The Corporate seal shall be inscribed with the name of the Foundation and the words "Corporate Seal, Illinois."

## **ARTICLE IX**

### **Indemnification**

**SECTION 1. ACTIONS OTHER THAN BY OR IN THE RIGHT OF THE FOUNDATION.** The Foundation shall indemnify any person who was or is a party, or is threatened to be made a party to any threatened, pending or completed action, suit or proceedings (other than an action by or in the right of the Foundation) by reason of the fact that (s)he is or was a director, trustee, governor, officer, employee or agent of the Foundation, or who is or was serving at the request of the Foundation as a director, trustee, governor, officer, employee or agent, against expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by him/her in accordance with such action, suit or proceeding, if (s)he acted in good faith and in a manner (s)he reasonably believed to be in, or not opposed to the best interest of the Foundation, and had no reasonable cause to believe his/her conduct was unlawful. The termination of any action, suit or proceeding by judgment, order or settlement shall not, of itself, create a presumption that the person did not act in good faith and in a manner which (s)he reasonably believed to be in or not opposed to the best interests of the Foundation, and had reasonable cause to believe that his/her conduct was unlawful.

**SECTION 2. ACTIONS BY OR IN THE RIGHT OF THE FOUNDATION.** The Foundation shall indemnify any person who was or is a party, or is threatened to be made a party to any threatened, pending or completed action or suit by or in the right of the Foundation to procure a judgment in its favor by reason of the fact that (s)he is or was a director, trustee, governor, officer, employee or agent of the Foundation; or is or was servicing at the request of the Foundation as a director, trustee, governor, officer, employee or agent of another not-for-profit corporation or trust, against expenses (including attorneys' fees) actually and reasonably incurred by him/her in connection with the defense or settlement of that action or suit, if (s)he acted in good faith and in a manner (s)he reasonably believed to be in, or not opposed to the best interests of the Foundation, and except that no indemnification shall be made in respect of any claim, issue or matter as to which that person shall have been adjudged to be liable for

negligence or misconduct in the performance of his/her duty to the Foundation, unless, and only to the extent that the court in which the action or suit was brought shall determine upon application that, despite the adjudication of liability, but in view of all the circumstances of the case, that person is fairly and reasonably entitled to indemnity for those expenses as the court shall deem proper.

**SECTION 3. INDEMNIFICATION AGAINST EXPENSES.** To the extent that a director, trustee, governor, officer, employee or agent of the Foundation has been successful, on the merits or otherwise, in the defense of any action, suit or proceeding referred to in Sections 1 and 2 hereof or in defense of any claim, issue or matter therein, such person shall be indemnified against expenses (including attorneys' fees) actually and reasonably incurred by such person in connection therewith.

**SECTION 4. AUTHORIZATION OF INDEMNIFICATION.** Any indemnification under these bylaws (unless ordered by a court) shall be made by the Foundation only as authorized in the specific case, upon a determination that indemnification of the person is proper in the circumstances because (s)he has met the applicable standard of conduct set forth in these bylaws. Such determination shall be made (1) by the Board of Directors by a majority vote of a quorum consisting of Directors who were not parties to that action, suit or proceeding, or (2) if a quorum is not obtainable, or, even if obtainable, a quorum of disinterested Directors so directs, by independent legal counsel in a written opinion.

**SECTION 5. PAYMENT OF EXPENSES IN ADVANCE.** Expenses incurred in defending an action, suit or proceeding may be paid by the Foundation in advance of the final disposition of that action, suit or proceeding, as authorized by the Board of Directors in the specific case, upon receipt of an undertaking by or on behalf of the Director, governor, trustee, officer, employee or agent to repay such amount, unless it shall ultimately be determined that (s)he is entitled to be indemnified by the Foundation as authorized in this Article.

**SECTION 6. PROVISIONS NOT EXCLUSIVE.** The indemnification provided by this Article shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under any bylaws, agreement, vote of disinterested Directors, or otherwise, both as to action in his/her official capacity and as to action in another capacity while holding office, and shall continue as to a person who has ceased to be a Director, governor, trustee officer, employee or agent, and shall apply on behalf of their heirs, executors and administrators of that person.

**SECTION 7. INSURANCE.** The Foundation may purchase and maintain insurance on behalf of any person who is or was a Director, trustee, governor, officer, employee or agent of the Foundation, or who is or was serving at the request of the Foundation as a Director, trustee, governor, officer, employee or agent of an affiliated or related not-for-profit Corporation, entity or trust against any liability asserted against him/her and incurred by him/her in those capacities, or arising out of the status as such, whether or not the Foundation would have the power to indemnify against that liability under the provisions of this Article.

**SECTION 8. NOTICE.** If the Foundation has paid indemnity or has advanced expenses to a Director, governor, trustee, officer, employee or agent, the Foundation shall report the indemnification or advance in writing to the Directors with or before the notice of the next annual meeting.

**SECTION 9. DEFINITIONS.** For purposes of this Article, references to the "Foundation" shall include, in addition to a successor Foundation, any not-for-profit corporation or association authorized within the meaning of Section 501(c) and 170(c) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) into which it may transform, as if its separate existence had continued and it would have had the power and authority to indemnify its Directors, governors, trustee, officers, employees or agents, so that any person who was a Director, governor, trustee, officer, employee or agent of such not-for-profit corporation or association, or was serving at the request of such not-for-profit corporation or association as a Director, governor, trustee, officer, employee or agent, shall stand in the same position under the provisions of this Article with respect to the successor corporation or not-for-profit corporation as such person would have with respect to such trust or not-for-profit corporation or association if its separate existence had continued.

**SECTION 10. PAYMENTS A FOUNDATION EXPENSE.** Any payments made to any indemnified party under these bylaws or under any other right to indemnification shall be deemed to be an ordinary and necessary expense of the Foundation and payment thereof shall not subject any person responsible for the payment or the Board of Directors to any action for waste or to any similar action.

## **ARTICLE X**

### **Amendments to ByLaws**

These bylaws may be altered, amended or repealed and new bylaws may be adopted by the affirmative vote of a majority of the Board of Directors in office at any regular meeting or at any special meeting, provided that any alteration, amendment, repeal, or enactment of new bylaws must be approved by the Board of Commissioners of the Champaign Park District. At least thirty (30) days written notice together with copies of such proposed alteration, amendment, repeal or enactment shall be provided to the Board of Commissioners of the Champaign Park District.

## **ARTICLE XI**

### **Dissolution**

The Champaign Park District Board of Commissioners may dissolve the Champaign Parks Foundation at a duly noticed public meeting upon the affirmative vote of a majority of such Board; provided that the Board of Directors may also dissolve the Foundation upon a two-thirds (2/3) vote at a meeting called for the purpose thereof. Upon the dissolution of the Foundation, the Board of Directors shall, after paying or making provisions for the payment of all the liabilities of the Foundation, dispose of all of the assets of the Foundation to the Champaign Park District or its successor, if any, exclusively for the purposes of the Champaign Park District, or in the event that no such successor exists, then to such organization or organizations organized and operated exclusively for charitable, educational, civic, scientific purposes, or combination thereof, as shall at the time qualify as an exempt organization or organizations under Section 501(c) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States internal revenue law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the court of the county in which the principal office of the Foundation is located, exclusively for such purposes or to such organization or organizations as said court shall determine which are organized and operated exclusively for such purposes.

Adopted and Approved by the Foundation Board of Directors on January 9, 2005

Amendment Approved by the Foundation Board of Directors on May 14, 2007

Amendment Approved by the Foundation Board of Directors on August 9, 2010

Amendment Approved by the Foundation Board of Directors on March 11, 2013

Amendment Approved by the Champaign Park District Board of Commissioners, December 9, 2015

Amendment Approved by the Champaign Park District Board of Commissioners, June 8, 2016

Amendment Approved by the Champaign Park District Board of Commissioners, July 27, 2022

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Kevin J. Miller, President

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Jarrod W. Scheunemann, Secretary



**REPORT TO PARK BOARD**

**FROM: Joe DeLuce, Executive Director**

**DATE: July 22, 2022**

**SUBJECT: Resolution Authorizing the Sale of Property at Town Center Park**

Background

Earlier this year the owners of the Town Center Apartments approached the Park District with encroachment concerns they discovered while attempting to refinance their property. After investigating the matter, the Town Center Apartment parking spaces are in fact on the Park District's land. The land in question has been a segment of a few parking spaces since 1998 when the park and the apartments were built. In the process of resolving the matter, the owners of Town Center Apartments proposed an outright purchase of Town Center Park.

It has been determined that the lot does not exceed three (3) acres in total area and that the lot is no longer needed or necessary or useful for the purposes and uses of the Park District. The Illinois Park Commissioners Land Sale Act (70 ILCS 1235/0.01, *et seq.*) authorizes the Board to sell such parcels of land upon an order of the Circuit Court after notice and hearing. It has determined that the public interest would be best served by selling and conveying the lot upon such terms and conditions as the Circuit Court may deem proper, recognizing the public interest served by the Park District; and the Park District should petition the Circuit Court for an order permitting the sale of the lot upon such terms and conditions for the purposes of the Park District.

Prior Board Action

No Prior Board Action.

Budget Impact

The Park District would receive payment of negotiated amount, once a resolution authorizing the sale is in effect.

Recommended Action

Staff recommends approval of the resolution authorizing the sale of less than three acres of land at Town Center Park, as it is no longer needed, necessary, or useful for the purposes of parks, and a petition should be filed with the Circuit Court of Champaign County, Illinois seeking leave to sell and convey the lot on such terms and conditions as the Court may find proper for the benefit of the public interest served by the Park District.

Prepared by:

Andrew Weiss  
Director of Planning

Reviewed by:

Joe DeLuce  
Executive Director

**CHAMPAIGN PARK DISTRICT  
BOARD OF PARK COMMISSIONERS**

**RESOLUTION**

WHEREAS, the Champaign Park District is a municipal corporation governed by a Board of Park Commissioners pursuant to the Illinois Park Code, 70 ILCS 1205/1-1, *et seq.*; and

WHEREAS, the Champaign Park District's principal address is 706 Kenwood Road, Champaign, Illinois; and

WHEREAS, the Champaign Park District owns 624 of Champaign Town Center Sixth Subdivision, which is suited for use as dry detention; and

WHEREAS, the Champaign Park District acquired title to the lot on or about December 11, 1998; and

WHEREAS, the lot is legally described as follows:

Lot 624 of Champaign Town Center Sixth Subdivision as per plat recorded July 29, 1998, as Document 98R22895, situated in Champaign County, Illinois (Permanent Index Number 41-14-36-300-010).

WHEREAS, the Champaign Park District Board of Commissioners hereby determines that the aforementioned lot does not exceed three (3) acres in total area and that the lot is no longer needed or necessary or useful for the purposes and uses of the Champaign Park District; and

WHEREAS, the Illinois Park Commissioners Land Sale Act (70 ILCS 1235/0.01, *et seq.*) authorizes the Champaign Park District Board of Commissioners to sell such parcels of land upon an order of the Circuit Court after notice and hearing pursuant thereto; and

WHEREAS, the Champaign Park District Board of Commissioners by this resolution has determined that the public interest would be best served by selling and conveying the aforementioned lot upon such terms and conditions as the Circuit Court may deem proper, recognizing the public interest served by the Champaign Park District; and

WHEREAS, the Champaign Park District Board of Commissioners has through these findings determined that it should petition the Circuit Court for an order permitting the sale of the aforementioned lot upon such terms and conditions for the purposes of the Champaign Park District.

NOW, THEREFORE, BE IT RESOLVED that the Champaign Park District Board of Commissioners hereby declares that,

Lot 624 of Champaign Town Center Sixth Subdivision as per plat recorded July 29, 1998, as Document 98R22895, situated in Champaign County, Illinois (Permanent Index Number 41-14-36-300-010).

is no longer needed, necessary, or useful for the purposes of parks, and a petition should be filed with the Circuit Court of Champaign County, Illinois seeking leave to sell and convey the lot on such terms and conditions as the Court may find proper for the benefit of the public interest served by the Champaign Park District.

Approved by the Board of Commissioners of the Champaign Park District this \_\_\_\_\_ day  
of July, 2022.

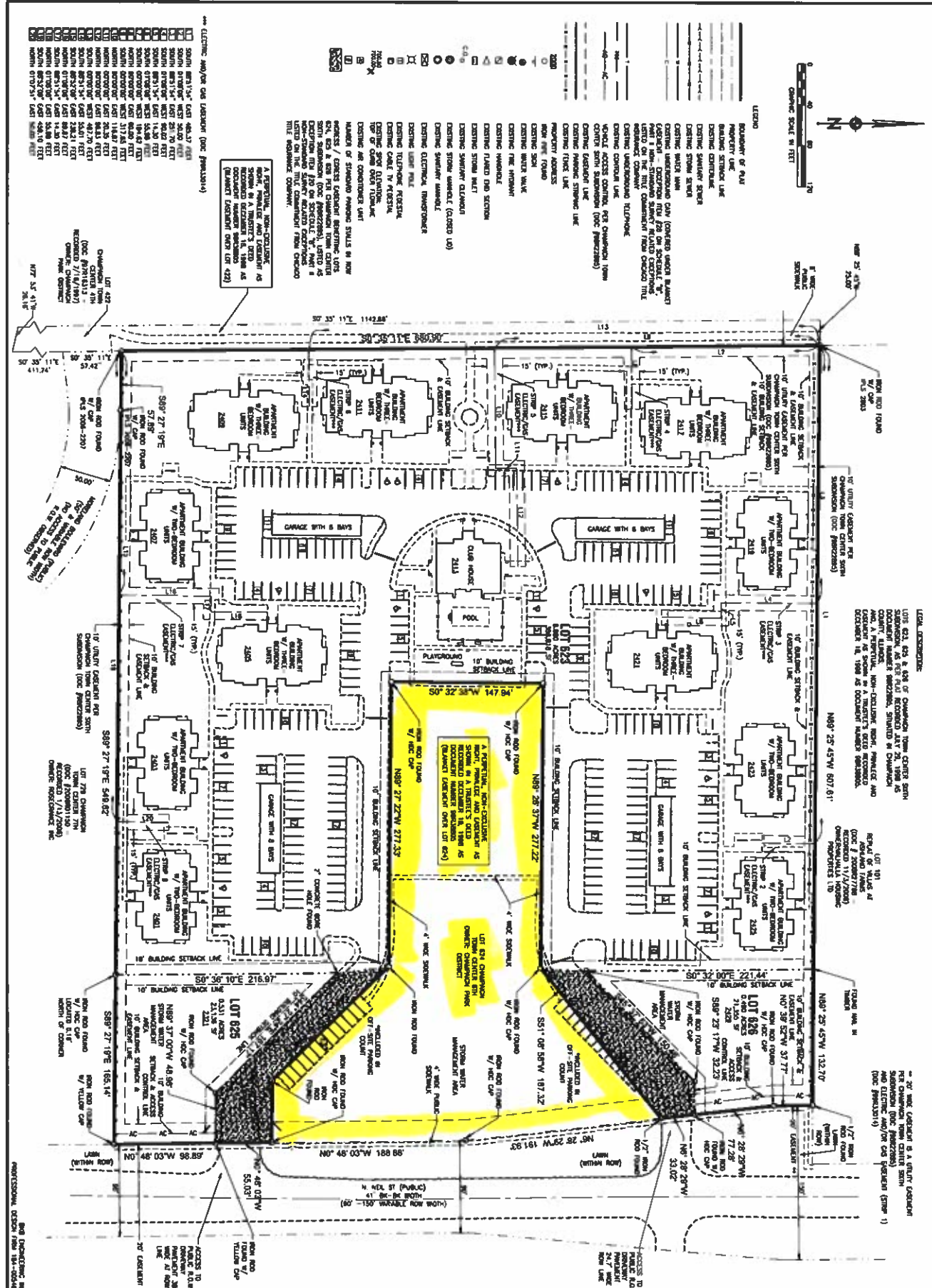
APPROVED:

\_\_\_\_\_  
Kevin J. Miller, President

ATTEST:

\_\_\_\_\_  
Jarred Scheunemann, Secretary





**ALTA / NSPS LAND TITLE SURVEY**

TOWN CENTER APARTMENTS  
 FHA PROJECT NUMBER 072-11266  
 LOTS 623, 625 & 626 OF CHAMPAIGN TOWN  
 CENTER SIXTH SUBDIVISION, CHAMPAIGN, ILLINOIS

**B K B**  
 ENGINEERING

301 N. WELLS STREET, SUITE 400 | CHAMPAIGN, IL 61820  
 CELL: 217.340.3548 | OFFICE: 217.531.2971 | FAX: 217.531.2711

DESIGN BY: DRANN BR. BKB  
 DATE: 1/17/22  
 SHEET: 1 OF 7

PROJECT: 127-2103

NO.	DATE	DESCRIPTION





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

### **Officers**

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

### **Attorney**

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

### **Executive Director**

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

The Board shall ~~conduct a job evaluation and~~ determine the annual compensation for the Director by April 30<sup>th</sup> of each year. Any or all compensation increase shall be effective on May 1<sup>st</sup> of each year. Prior to April 1<sup>st</sup> of each year, the Board shall evaluate the performance of the Executive Director for the current year and set their compensation and specific annual goals for the upcoming fiscal year to be effective beginning May 1<sup>st</sup>.

### **Employees**

~~The Board shall review and approve the Director's recommendations for salary ranges as part of the annual all staff merit increase process. Prior to April 30<sup>th</sup> of each fiscal year, the Director shall present to the Board for approval a recommendation regarding merit and/or salary ranges for the upcoming fiscal year.~~

~~The Director of Human Resources shall evaluate all new hire's experience and education to determine the appropriate starting salary within the approved salary ranges, then submit the recommendation to the Executive Director for approval.~~

~~The Director may approve other compensation adjustments for all employees except the Department Heads; provided that, the adjustments are within the overall budget and employee compensation ranges approved by the Board.~~

The Director shall make a formal recommendation to the Board for approval to hire, promote, and adjust compensation for all Department Heads. The Director shall make a formal recommendation to the Board to change or adjust Department Head's duties, areas of supervision, and adjustment of compensations because of these changes or adjustments. The Director shall provide to the Board an annual performance review of the goals, accomplishments, and performance of the Department Heads.

The Director may recommend the establishment of additional Department Head positions or titles, which shall be subject to Board approval.

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

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

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

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

\_\_\_\_\_  
Craig W. HaysKevin J. Miller, President

\_\_\_\_\_  
Joseph C. DeLuce, Executive Director



## CHAMPAIGN PARK DISTRICT RESOLUTION

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

**WHEREAS**, there exists an Illinois law known as the Open Meetings Act (Act) (5 ILCS 120/1.02, et seq.), which provides in part for the recording of minutes and verbatim records of closed meetings in the form of audio or video recording; and

**WHEREAS**, an Illinois law known as the Public Act 101-0640 amended the Open Meetings Act (Act) (5 ILCS 120/1.02, et seq.), which provides in part for the recording of minutes and verbatim records of remote meetings in the form of audio or video recording when the President of the Park District 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; and

**WHEREAS**, in compliance with the Open Meetings Act and amendments thereto, the Champaign Park District has audio recorded closed session meetings and remote meetings pursuant to COVID-19 disaster declaration; and

**WHEREAS**, the Open Meetings Act and amendments thereto permit public bodies such as the Champaign Park District to destroy the verbatim audio records of closed meetings without notification to or the approval of a Records Commission or the State Archivist under the Local Records Act no less than eighteen (18) months after completion of recorded meeting, but only after:

1. The Park District Board of Commissioners approves of the destruction of a particular recording; and
2. The Park District Board of Commissioners approves the written minutes of the closed or remote meeting; and

**WHEREAS**, at least eighteen (18) months have passed since the minutes of the verbatim audio recording of the closed or remote meeting(s) set forth in Section 1 of this Resolution were completed, and the Champaign Park District has approved the written minutes for each such meeting(s) or portions thereof; and

**WHEREAS**, the Champaign Park District may order the destruction of the verbatim recordings even if it continues to withhold the approved written minutes of the closed session until some later period of time.

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the Champaign Park District pursuant to Section 2.06 of the Open Meetings Act as follows:

Section 1: Based upon the recitals set forth in the preamble to this Resolution, the Champaign Park District hereby authorizes, approves, and orders the destruction of the verbatim audio records of the following closed session meetings: July 22, 2020 (Disaster); July 22, 2020; August 12, 2020 (Disaster); August 24, 2020 (Disaster); August 26, 2020 (Disaster); September 9, 2020 (Disaster); September 23, 2020 (Disaster); October 14, 2020 (Disaster); October 28, 2020 (Disaster); November 10, 2020 (Disaster); December 9, 2020 (Disaster); January 6, 2021 (Disaster); January 13, 2021 (Disaster).

Approved this 27th day of July, 2022.

CHAMPAIGN PARK DISTRICT

By: \_\_\_\_\_  
Kevin J. Miller, President

Attest:

By: \_\_\_\_\_  
Jarrod Scheunemann, Secretary

## REPORT TO PARK BOARD



**FROM:** Joe DeLuce, Executive Director

**DATE:** July 27, 2022 (Original June 22, 2022)

**SUBJECT:** Rules and Regulations Ordinance - Board Review, Discussion and Tracking

### Background

The staff Rules and Regulations committee asked the Board to review the red-lined *Rules and Regulations Ordinance* document and make suggestions. This memo will serve as a tracking log of the items that are discussed. Suggestions can be sent to Dan Olson at any time and they will also be logged on this sheet. A final document for approval will be brought to the Board in October. Section, page numbers, etc. refer to the red-line version of the document that was distributed to Board Members at the April 27, 2022 Board meeting with "Draft 5/17/2022 DJO" in the upper right corner.

Yellow highlights indicate the items that have had consensus or are ready to be added to the final document.

### Tracking

6/22/22	Sec.	P. 23	Yea consensus:
<b>Suggested:</b> BK: Why take out snowmobile restrictions? While we are at it, how/where do we specifically address golf cart use and motorized and electric vehicles and electric assist bikes?			
<b>Actions/Findings:</b> We believe that motorized vehicles are addressed elsewhere in the Ordinance so snowmobiles would be covered. The new ADA laws state we must allow motorized or electric vehicles when ADA protocol can be proven AND the user falls within our restrictions. Dan will examine the ADA compliance issue further.			
<b>Written:</b>			

<b>6/29/22</b>	<b>Chap. 2, Sec. 3 - Vendors</b>	<b>P. 16</b>	<b>Yea consensus:</b>
<b>Suggested:</b> BK: Do we need to say Non-alcoholic beverages			
<b>Actions/Findings:</b> Since there are some events that allow alcohol (Ex. Virginia catering) we suggest the follow, to better define this section.			
<b>Written:</b> If any applicant is requesting to sell food, non-alcoholic beverages, or any other items at the proposed event of rental, it shall be necessary for the applicant to obtain a permit from the Champaign Urbana Public Health Department. If the vendor is requesting to sell or distribute alcoholic beverages, there is no guarantee that permission will be granted. Vendors will be required to obtain additional permitting and additional insurance coverage. If the vendor intends to earn a profit at the event, an additional fee may be required.			

<b>6/22/22</b>	<b>Chapter 1, Sec. 4 - Definitions</b>	<b>P. 10</b>	<b>Yea consensus: Not needed - Common verbiage/definition</b>
<b>Suggested:</b> BK – With smoking, should we include verbiage about cannabis?			
<b>Actions/Findings:</b> The general definition of smoking by Public Health would include Cannabis and other forms. I am suggesting that we can define smoking further in the definition sections instead of throughout the document.			
<b>Written:</b> Add cannabis and vaping materials in the Smoking definition.			

<b>6/22/22</b>	<b>Chap. 2, Sec. 3 – Bounce Houses</b>	<b>P. 15</b>	<b>Yea consensus: Not needed due to better verbiage</b>
<b>Suggested:</b> BK – The term bounce house seems limited since there are other types of items similar in nature			
<b>Actions/Findings:</b> Instead of “bounce houses” we will be using the term “inflatables” to match the industry standard. We will also add inflatables in the definition section of the Ordinance.			
<b>Written:</b> We will change “bounce houses” to inflatables in order to match the broader definitions used by rental agencies and PDRMA.			

<b>6/29/22</b>	<b>Various Areas</b>	<b>P. 1-44</b>	<b>Consensus not needed – grammatical and editorial changes</b>
<b>Suggested:</b> BK: Seventeen grammatical and editorial changes between pages 1 and 44.			
<b>Actions/Findings:</b> Dan has hard copy from Barb with all the changes. These will be made in the final copy.			

<b>6/8/22</b>	<b>Sec. 16 – Fuel Powered or Radio Controlled...</b>	<b>P. 31</b>	<b>Yea Consensus: J, T, K, C</b>
<b>Suggested:</b> JS – Ensure drone language is in restrictions. GH – Use “Unmanned Aircraft Systems” (UAS) for drone to match separate policy.			
<b>Actions/Findings:</b> Part A includes “drone” but <u>will add “UAS” language.</u> Part C covers UAS and Federal Aviation Administration guidelines.			
<b>Written:</b> No person shall upon or in connection with any property of the District: A. Start, fly or use any fuel-powered, air-propulsioned or electric-powered model or toy or any radio controlled model car, aircraft, drone, Unmanned Aircraft System (UAS), boat or rocket or any similar controlled or powered toy or model, except at those areas or waters designated.			

Prior Board Action

April 27, 2022 – Board presented timeline, memo, original Rules and Regulations Ordinance, and new staff red-lined Rules and Regulations ordinance and tabled discussion of the Rules and Regulations until a later date.  
 June 8, 2022 – Preliminary discussion on the procedures we will be taking to review the Rules and Regulations as well as questions and considerations for the document.  
 June 22, 2022 – Continued discussion and review of the Rules and Regulations.

Recommended Action

Consensus will be sought for items discussed to ensure we are capturing Board member suggestions, but no formal action is requested at this time.

Prepared by:

Daniel Olson  
 Director of Operations

Reviewed by:

Joe DeLuce  
 Executive Director



## REPORT TO PARK BOARD

**FROM: Joe DeLuce, Executive Director**

**DATE: July 27, 2022**

**SUBJECT: OSLAD Grant Application Discussion**

### Background

According to the IDNR, the opening of the next cycle for OSLAD grants will be announced very soon. In anticipation of this announcement, the IDNR has asked IAPD to urge all members to start getting their project application materials ready.

OSLAD funding is limited to outdoor recreation amenities and this year the budget for OSLAD grants is \$56,000,000, which is about twice the normal funding for the grant. Applications that include a diversity of amenities are typically the most competitive, but a wide variety of project types are awarded. The grant is a 50% matching grant with the maximum award/reimbursement totaling \$400,000. The time frame for completing an OSLAD grant funded project is normally two years from the time of award.

### Budget Impact

The Park District is responsible for funding an entire project—typically up to \$800,000—and under the OSLAD program would be reimbursed 50% (up to \$400,000) from the program. The Illinois Association of Park Districts (IAPD) has mentioned the possibility of Park Districts submitting more than one grant since the funding is so high this year.

### Discussion

If the Park District chooses to apply for one (1) or two (2) OSLAD grant(s) this year, appropriate project(s) at a suitable park needs to be determined. The recommendation would be to apply for the full amount of \$800,000 for any of the following projects:

**Douglass Park Baseball**—Add a new concession stand with restrooms, small shelter, dugout fencing on the tee ball field and shade coverings for both fields. The total estimated cost for the project from Architectural Expressions is \$ 704,738.61, of which 50% of the funds (\$352,369.30) would be provided by the Park District. Please see the attached budget summary and conceptual design.

Staff is working to confirm if the Park District can submit more than one OSLAD application for FY23. In the meantime, staff requests the Board give direction to staff to develop an application for the FY23 OSLAD Grant for the Douglass Park Baseball Improvements.

If the Park District is able to submit more than one application, staff needs the Park Board to provide direction on which one of the following projects the Board would prefer:



1. African American Heritage Trail @ Skelton Park, park improvements to the park include a new path, sculpture, outdoor musical instruments, and a small shade structure for concerts and events.
2. Prairie Farm—build new education/program shelter with public restrooms
3. Heritage Park—add a nature playground, bridge over the slough and new parking lot
4. Pickleball Complex—Phase 2 is to include 8 additional courts, restroom, vending, parking lot and lights.

Direction

Staff is seeking Board direction on which park site to pursue the OSLAD grant application (s). The previous discussion resulted in Board consensus that the Douglass Baseball improvements was the top choice for an application. If the Park District is able to apply for more than one OSLAD grant, staff request the Board give direction for the second application.

Prepared by:

Reviewed by:

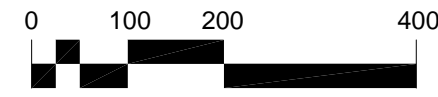
Andrew Weiss  
Director of Planning

Joe DeLuce, CPRP  
Executive Director

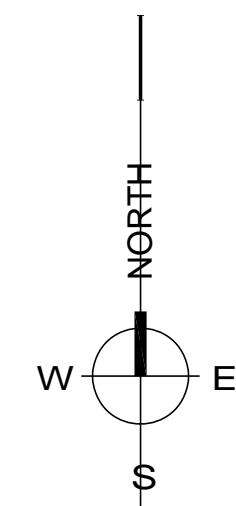
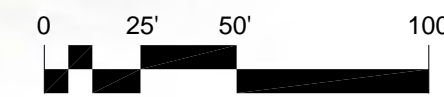
--- DOUGLASS PARK EXTENTS



2 SITE KEY PLAN  
1" = 200'-0"



1 ARCHITECTURAL SITE PLAN  
1" = 50'-0"



ARCHITECTURAL EXPRESSIONS, LLP  
100 CHESTNUT, SUITE 300,  
CHAMPAIGN, IL 61820  
PHONE: 217-378-5300 FAX: 217-378-8512  
www.aexllp.com  
IL DESIGN FIRM No. 184-001487

DATE: \_\_\_\_\_  
LIC. EXP.: \_\_\_\_\_

ARCHITECTURAL SITE PLAN

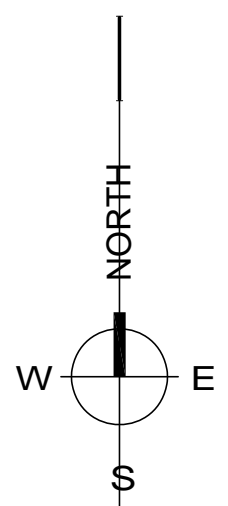
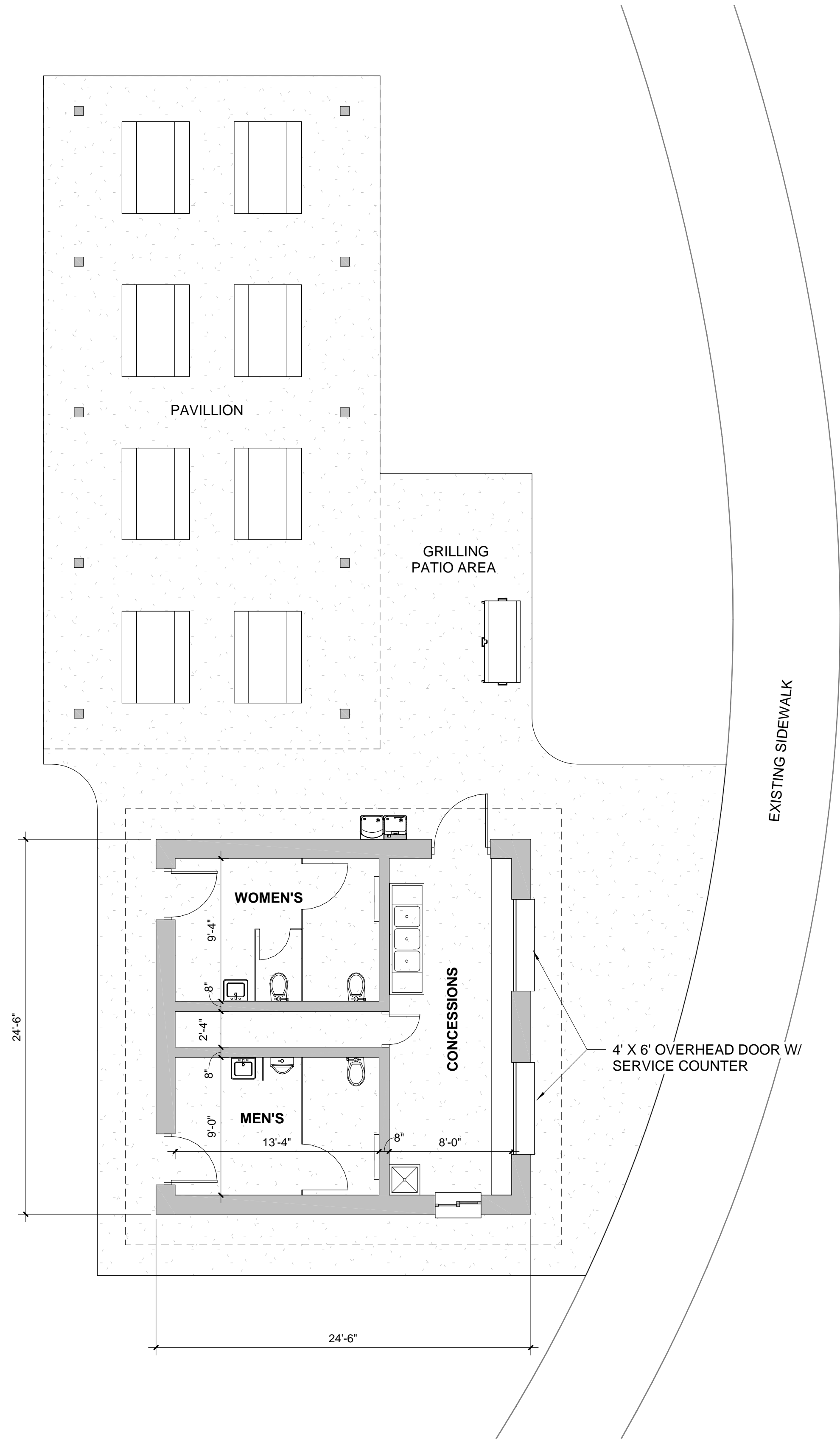
CHAMPAIGN PARK DISTRICT  
DOUGLASS PARK CONCESSIONS BUILDING AND  
SPORTS FIELD UPDATES  
512 E. GROVE ST CHAMPAIGN, IL

No.	Description	Date

SCHEMATIC DESIGN

Project Number	6340
Date	07/07/22
Drawn By	JLK
Checked By	AEX

A1



1 BUILDING AND PAVILION FLOOR PLAN  
3/16" = 1'-0"



ARCHITECTURAL EXPRESSIONS, LLP  
100 N CHESTNUT ST, STE 300  
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DATE: \_\_\_\_\_  
LIC. EXP.: \_\_\_\_\_

FLOOR PLAN

CHAMPAIGN PARK DISTRICT  
DOUGLASS PARK CONCESSIONS BUILDING AND  
SPORTS FIELD UPDATES  
512 E. GROVE ST CHAMPAIGN, IL

No.	Description	Date

SCHEMATIC DESIGN

Project Number	6340
Date	07/07/22
Drawn By	JLK
Checked By	BAK

A2



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 100 CHESTNUT, SUITE 300,  
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 www.aexllp.com  
 IL DESIGN FIRM No. 184-001487

DATE: \_\_\_\_\_  
 LIC. EXP.: \_\_\_\_\_

PERSPECTIVE

CHAMPAIGN PARK DISTRICT  
 DOUGLASS PARK CONCESSIONS BUILDING AND  
 SPORTS FIELD UPDATES  
 512 E. GROVE ST CHAMPAIGN, IL

No.	Description	Date

SCHEMATIC DESIGN

Project Number	6340
Date	07/07/22
Drawn By	JLK
Checked By	AEX

A3



GENERAL - Concessions Building, Pavillion, and Site  
 Main Bldg/Pavilion.: 576 & 1012SF

DESCRIPTION	1588 QUANTITY	SF U	UNIT COST	COST
<b>Concession Building</b>				
General Conditions				\$14,000.00
Sitework /Demolition				\$0.00
Earthwork	1	ls	\$13,750.00	\$13,750.00
Sanitary Service excavate , trench	1	ls	\$5,000.00	\$5,000.00
Sanitary Sewer	1	ls	\$9,000.00	\$9,000.00
Water Service, excavate, trench	1	ls	\$4,540.00	\$4,540.00
Water Service	1	ls	\$4,500.00	\$4,500.00
Walks				\$0.00
Concrete crushed rock base,grade,	1500	sf	\$9.60	\$14,400.00
Splash Blocks	4	ea	\$200.00	\$800.00
Landscaping				\$0.00
Concrete	1	ls	\$24,972.00	\$24,942.00
Masonry	1	ls	\$58,000.00	\$58,000.00
Carpentry	1	ls	\$32,670.00	\$32,670.00
Thermal/Moisture Protection				\$0.00
Insulation	1	ls	\$1,899.00	\$1,899.00
Metal Roofing	900	sf	\$16.00	\$14,400.00
Gutters Downspouts	1	ls	\$3,808.00	\$3,808.00
Doors & Windows				\$0.00
Security	1	ls	\$15,000.00	\$15,000.00
Doors	1	ls	\$3,340.00	\$3,340.00
Coiling Counter door 4' x6'	2	ea	\$2,500.00	\$5,000.00
Finishes				\$0.00
FRP Panels	332	sf	\$7.99	\$2,652.68
Painting , resin flr.	1	ls	\$20,800.00	\$20,800.00
Toilet and Bath Accessories	1	ls	\$9,013.00	\$9,013.00
Plumbing	1	ls	\$45,500.00	\$45,500.00
HVAC	1	ls	\$6,400.00	\$6,400.00
Electrical	1	ls	\$56,717.00	\$56,717.00
PA System	1	Allow	\$3,500.00	\$3,500.00
Shade Pavilion				\$0.00
46' x 22' Pavilion	1012	sf	\$50.00	\$50,600.00
Concrete Patio	200	sf	\$10.00	\$2,000.00
Barbque Grilles	2	ea	\$2,500.00	\$5,000.00
				\$0.00
				\$0.00
				\$0.00
<b>CONSTRUCTION COST</b>				<b>\$427,231.68</b>

NEW BASEBALL FIELD (North)-Alternate #1

DESCRIPTION	QUANTITY	U	UNIT COST	COST	
<b>North Baseball Field (new)</b>					
Demolition & Site Preparation					
Silt Fence				\$2,320.00	
Construction Entrance(s)				\$1,830.00	
R & D: Existing turf grass and prepare soil				\$17,700.00	
R & D: Material to subgrade (field)				\$5,800.00	
R & D materials to subgrade (walkways)				\$2,745.00	
General, Earthwork					
Infield subbase (Assume 6")				\$5,704.00	
Infield Surfacing (Dura-Edge/Read Soils)				\$12,353.00	
Outfield Rough Grading				\$8,845.00	
Field Drainage				\$7,625.00	
Warning Track, 10'				\$18,910.00	
Field Irrigation			\$16,775.00		
Fine Grade & Sod (Field)				\$32,025.00	
Backstop (Chain Link 30' Ht.)				\$21,960.00	
Safety Netting at Backstop 40' Ht. (4 pole)				\$15,860.00	
Bases and Plates	1	ls	\$2,662.00	\$2,662.00	
4' Ht. Chain Link Fence along Foul Lines	320	lf	\$90.00	\$28,800.00	
Gates				\$3,050.00	
Foul Poles	2	ea	\$3,000.00	\$6,000.00	
Fencing Safety Topper				\$1,617.00	
Walkways Gravel Base				\$2,135.00	
Walkways ( 2" Single Course Asphalt)				\$7,168.00	
Fine Grade & Seed (Lawn)				\$2,867.00	
Bullpen					
Dugout	20' x 10' with Metal Tops, powder coated	2	ea.	\$9,929.00	\$19,858.00
	Wrap with Chain link Fence	120	lf	\$45.00	\$5,400.00
	Concrete Slab	400	sf	\$6.00	\$2,400.00
	Benches				
Scoreboard		1	Allow.	\$10,000.00	\$10,000.00
Bleachers		50	Seat	\$100.00	\$5,000.00
Electric		1	Allow.	\$10,000.00	\$10,000.00
Plumbing ?					\$0.00
					\$0.00
Field Site Lighting- Refer to Alternate #2					\$0.00
					\$0.00
					\$0.00
<b>CONSTRUCTION COST</b>					<b>\$273,134.00</b>

EXISTING FIELDS

DESCRIPTION	QUANTITY	U	UNIT COST	COST
<b>Existing East Field (Small Field)</b>				
Dugout (Existing)20' x 10' with fabricTops,	2	ea.	\$5,000.00	\$10,000.00
Wrap with Chain link Fence	120	lf	\$45.00	\$5,400.00
Concrete Slab	400	sf	\$6.00	\$2,400.00
Benches				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
<b>ExistingSouth Field</b>				\$0.00
Dugout (Existing)30' x 10' with fabric Tops,	2	ea.	\$7,000.00	\$14,000.00
Wrap with Chain link Fence	120	lf	\$45.00	\$5,400.00
Concrete Slab	400	sf	\$6.00	\$2,400.00
Benches				\$0.00
Scoreboard	1	Allow.	\$10,000.00	\$10,000.00
Drainage Issue between 2 nd. & 3rd. base				\$0.00
New topping dirt infield	213	cuyd	\$40.00	\$8,520.00
Green Turf, batting cage 12' x 70'	840	sf	\$6.00	\$5,040.00
<b>CONSTRUCTION COST</b>				<b>\$63,160.00</b>



CONCEPTUAL PLAN

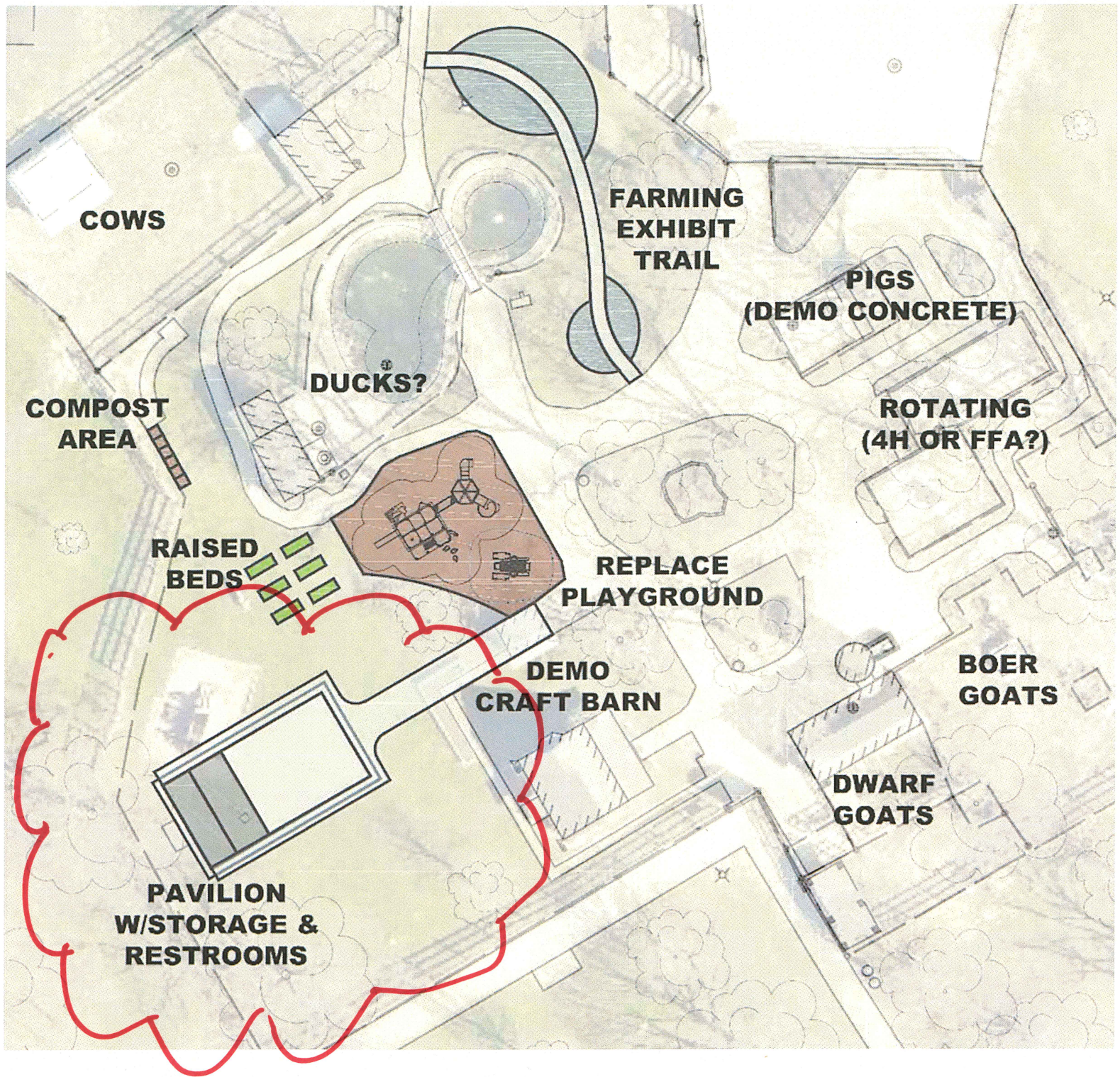


Phase 1	\$100,000
Phase 2	\$300,000
Phase 3	\$350,000
<hr/>	
	\$750,000

LEGEND

A. Existing Plaza and Signature Tree	\$0
B. Musical Tribute and Donor Plaza	\$300,000
C. Preston Jackson Sculpture	\$100,000
D. Multi-Purpose Boneyard Creek Trail	\$0 - By City
E. Harmony Trail	\$150,000
F. Interactive Musical Sculptures	\$150,000
G. Open Lawn Area	\$50,000
H. Boneyard Creek Improvements	\$0 - By City





↑  
NORM

NOT TO SCALE

**From:** [Andrew Weiss](#)  
**To:** [Jarrod Scheunemann](#); [Jimmy Gleason](#)  
**Subject:** RE: PFarm Conceptual Drawing & Cost Estimate for OSLAD Discussion?  
**Date:** Friday, July 22, 2022 12:48:29 PM  
**Attachments:** [220722 prairie farm restrooms and pavilion sketch.pdf](#)

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Jarrod, Jimmy—

Following this email is the last summary I have concerning the Prairie Farm Restroom/Pavilion capital item. Attached is a site plan, the way I understand it. I don't know where this stands in the CIP now, so I didn't update any of the capital numbers in that text. I did, however, escalate the cost of the pavilion to \$90,000 for instructional purposes only.

Thank You—Andrew.

"The planned use for the pavilion is primarily for CPD programming, such as day camps, birthday parties, and CUSR events. Covered space within Prairie Farm will provide more flexibility for programming, especially during rain/weather events. There are currently no restroom facilities open to the public at Prairie Farm. Public restrooms will encourage visitors to spend more time during their visit to Prairie Farm, especially as many of the patrons are families with young children. Including rest rooms in the pavilion could also open up possibilities for more special events at Prairie Farm and increase demand for rentals.

The improvement was first proposed in the FYE 2015 Capital Improvement Plan with a budget of \$100,000. Subsequent Capital Improvements Plans have shifted this project into the "delayed to future years" category. The FYE 2018 Capital Improvement Plan lists \$13,000 for proposed A/E documents to be completed in 2018 and \$100,000 for proposed construction of program/rental space and accessibility to restrooms in 2019. The proposed FYE19 budget has allocated \$130,000 for both the construction and design fees. The scope of the overall project includes the pavilion/restroom structure, running utilities to the structure, a concrete slab, and minor grading. The approximate cost of a 44' x 20' pavilion with two accessible restrooms and an enclosed storage room is \$90,000. Sitework and landscape improvements would need to be included, as well as utility extensions.

## Andrew Weiss

---

**From:** Kris Lucius <Kris.Lucius@smithgroup.com>  
**Sent:** Wednesday, June 22, 2022 17:56  
**To:** Joe DeLuce  
**Cc:** Andrew Weiss; Paul Wiese  
**Subject:** [External Email]-->FW: Heritage Park Phase II Graphic for grant application  
**Attachments:** Phase 2 Grant Board.pdf

fyi

### KRIS LUCIUS

PLA, ASLA  
Principal | Landscape Architect

---

#### SmithGroup

35 E. Wacker Drive, Suite 900  
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T 312.641.6587 C 617.777.0957  
kris.lucius@smithgroup.com

smithgroup.com

#### Connect with us

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**From:** Kris Lucius  
**Sent:** Wednesday, September 8, 2021 1:33 PM  
**To:** Joe DeLuce <joe.deluce@champaignparks.org>  
**Cc:** Andrew Weiss <andrew.weiss@champaignparks.org>; Paul Wiese <Paul.Wiese@smithgroup.com>  
**Subject:** Heritage Park Phase II Graphic for grant application

Hi Joe,

Awhile back you and Paul talked about a Phase II plan graphic for Heritage Park to use in upcoming grant applications.

Attached is a plan that shows an approximate \$800k phase of items from the Master Plan. I spoke through this with Andrew last week to get a sense of the program for this, and we settled on:

1. Ped Bridge (\$250k)
2. Nature Playground (\$300k)
3. ADA Parking and Path Improvements (\$150k)
4. Site Work for Stormwater Mgmt, any utilities, etc (\$100k)

It's worth noting those numbers aren't hard estimates, but approximate numbers to prioritize and know how much to include in this to hit 800k overall. Hopefully this works for your purposes. Of course reach out and let me/us know if there are any alterations or additions you would like to see to this.

Kris

### KRIS LUCIUS

PLA, ASLA

Principal | Landscape Architect

---

**SmithGroup**

35 E. Wacker Drive, Suite 900  
Chicago, IL 60601

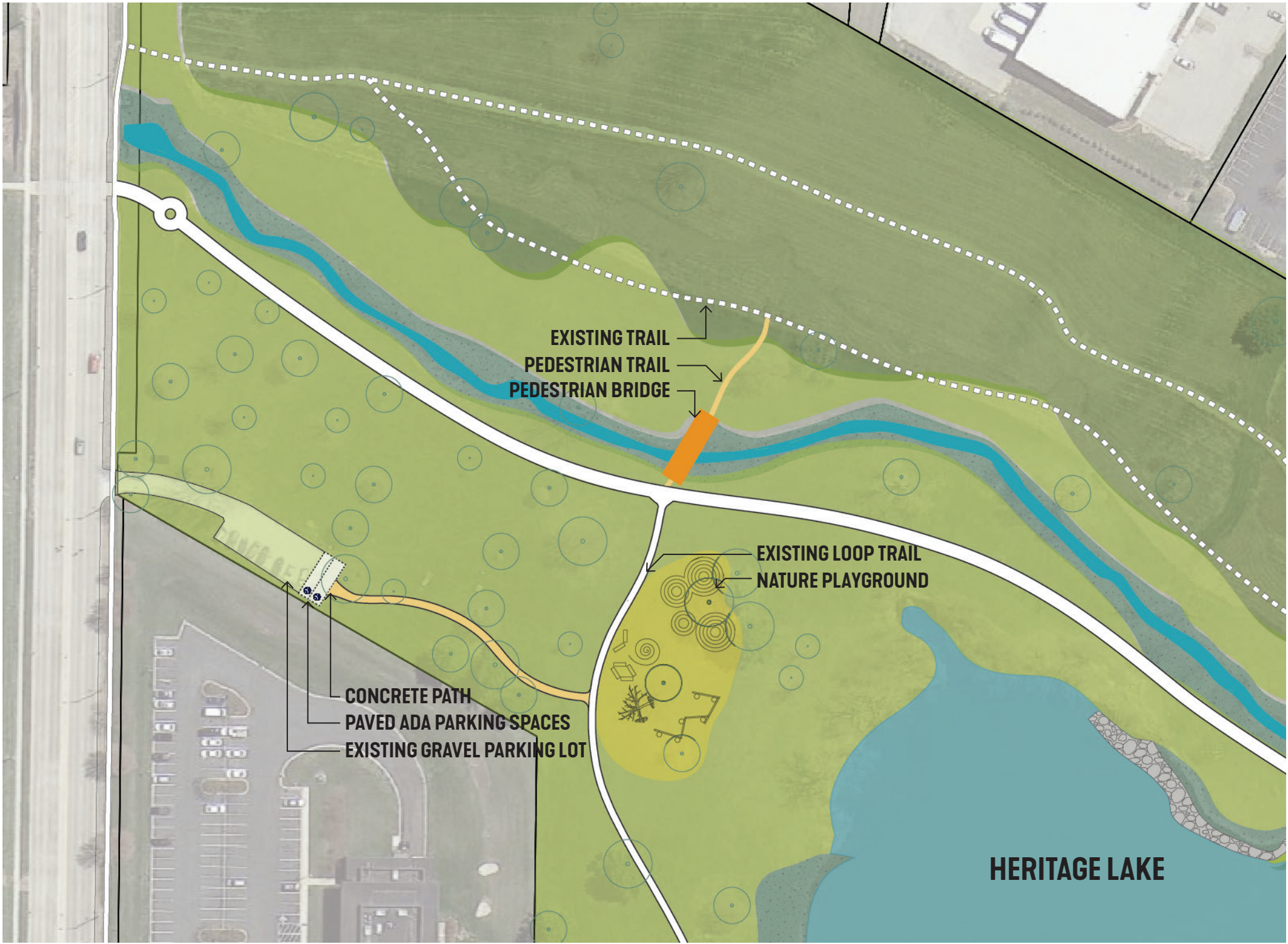
T 312.641.6587 C 617.777.0957  
kris.lucius@smithgroup.com

smithgroup.com

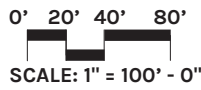
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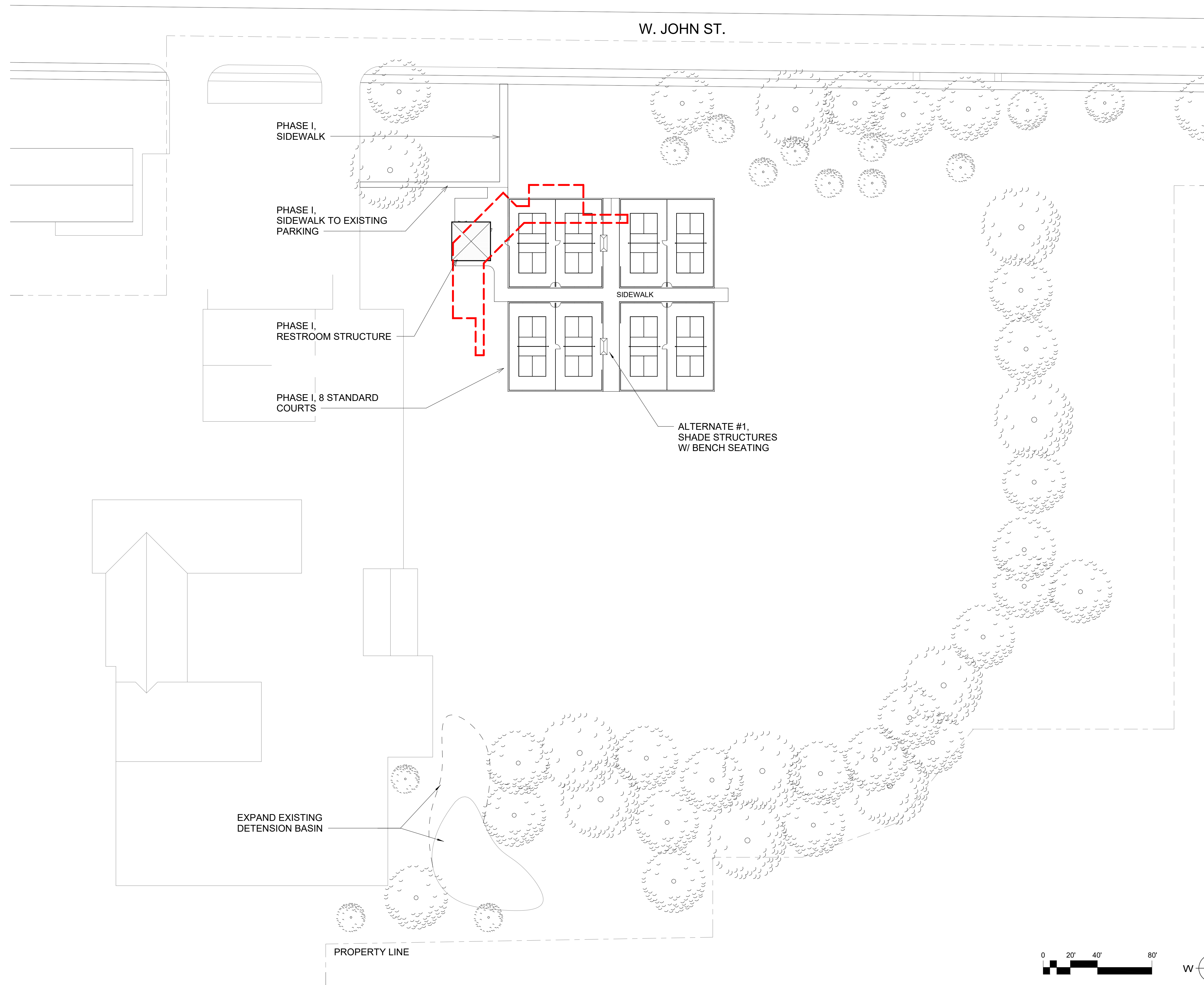
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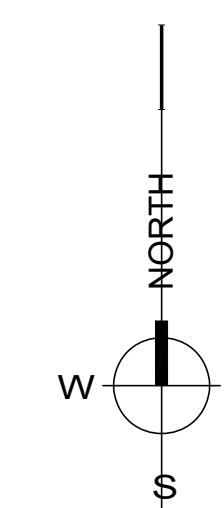
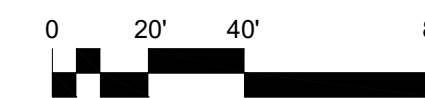
# HERITAGE PARK PHASE 2



**SMITHGROUP**



1 SITE PLAN  
1" = 40'-0"



ARCHITECTURAL EXPRESSIONS, LLP  
 100 CHESTNUT, SUITE 300,  
 CHAMPAIGN, IL 61820  
 PHONE: 217-378-5300 FAX: 217-378-8512  
 www.aexllp.com  
 IL DESIGN FIRM No. 184-001487

DATE: \_\_\_\_\_  
 LIC. EXP.: \_\_\_\_\_

SITE PLAN

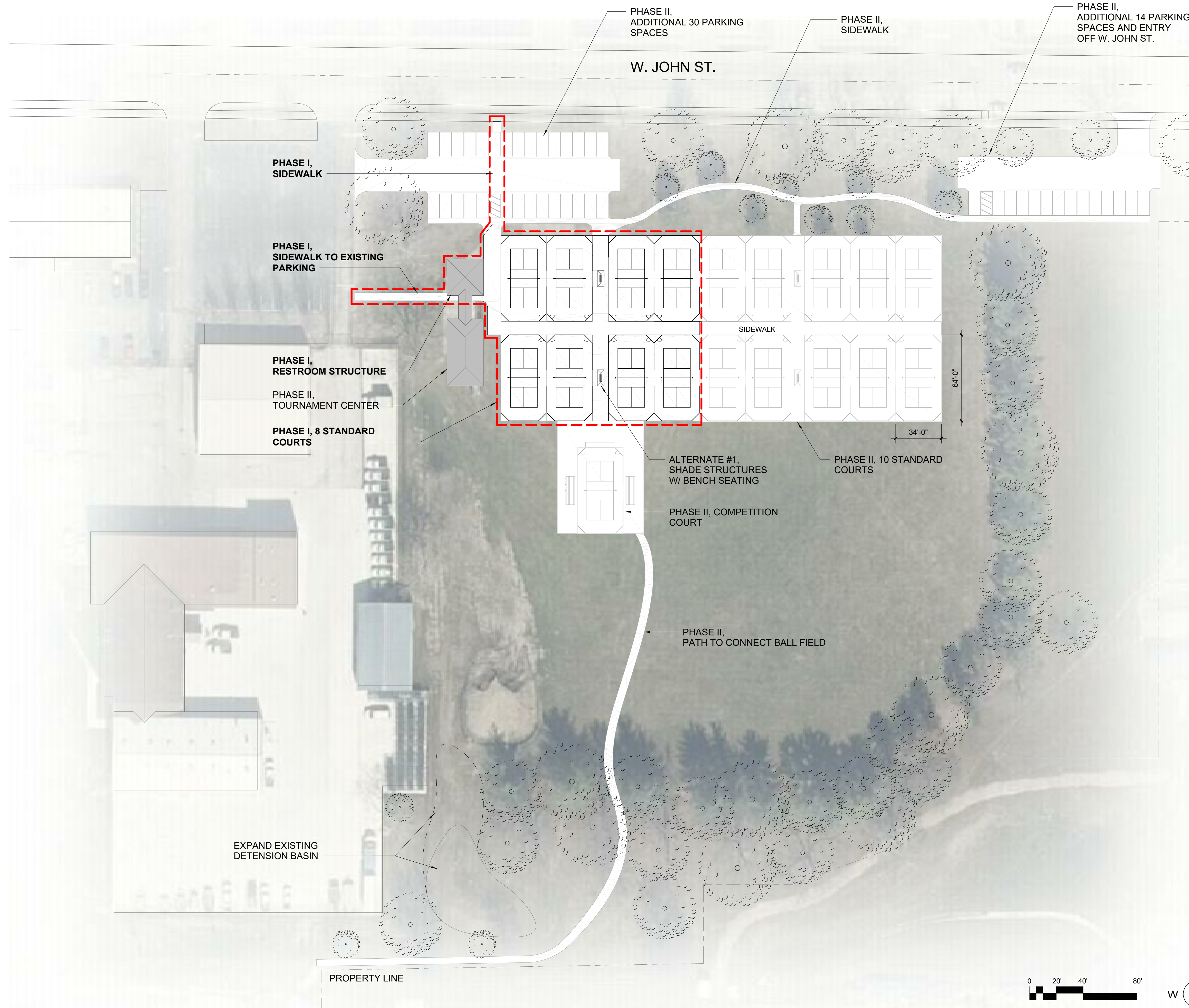
**CENTENNIAL PARK PICKLEBALL  
 COMPLEX- PHASE I**  
 CHAMPAIGN PARK DISTRICT  
 2203 W JOHN ST. CHAMPAIGN, IL

No.	Description	Date

PRELIMINARY

Project Number	6379
Date	03/16/22
Drawn By	JLK
Checked By	AEX

SP101



1 SITE PLAN  
1" = 40'-0"

DATE: \_\_\_\_\_  
LIC. EXP.: \_\_\_\_\_

**SITE PLAN**  
**CENTENNIAL PARK PICKLEBALL  
COMPLEX- PHASE I**  
CHAMPAIGN PARK DISTRICT  
CHAMPAIGN, IL

No.	Description	Date

**PRELIMINARY**

Project Number	6379
Date	01/06/22
Drawn By	JLK
Checked By	AEX

**SP101**



## PROJECT COST OPINION

<b>Project:</b>	Centennial Park Pickleball Complex - Phase I	<b>DATE:</b>	12/13/2021
<b>Owner:</b>	Champaign Park District	<b>AEX#:</b>	6379
<b>Description:</b>	8 Court Pickleball Complex: 17,338 SF	<b>OWNR#:</b>	
	Court: SF 17,338	<b>\$/SF:</b>	\$51.29
<b>ITEM</b>		<b>%</b>	<b>AMOUNT</b>
Pre-Planning Cost			N/A
Site Survey and Soil Investigation			N/A
Site Preparation (Incl. Demolition/Disposal)			
Hazardous Materials Remediation (Allowance)			N/A
Off-Site Work			N/A
<b>WORK ITEM</b>	<b>ESTIMATE</b>	<b>\$/SF:</b>	
GENERAL - Concessions Building Included	113,260.56	6.53	
COURT CONSTRUCTION	240,462.24	13.87	
SHELL			
SUPERSTRUCTURE	-	-	
EXTERIOR CLOSURE	-	-	
ROOFING	-	-	
INTERIORS	-	-	
SERVICES			
CONVEYING	-	-	
PLUMBING	7,983.20	0.46	
HVAC: Alternates 2 & 3	10,500.00	0.61	
FIRE PROTECTION	-	-	
ELECTRICAL	61,652.50	3.56	
Service Upgrade, Site Lighting			
EQUIPMENT & FURNISHINGS	-	-	
SPECIAL CONSTRUCTION	155,610.00	8.98	
Fencing			
SITE WORK	54,858.46	3.16	
Alternate #1: Detention Basin Expansion Phase 2- Not Included	3,294.00		
Sidewalks, Patios			
Site Preparation Demolition Disposal by CPD Excluding grading			
<b>Total Construction Contracts</b>	<b>644,326.96</b>	<b>37.16</b>	<b>\$ 644,326.96</b>
General Contractor Markups (General Conditions, Overhead, and Profit)		15%	\$ 96,649.04
<b>SUBTOTAL CONSTRUCTION RELATED ITEMS</b>		<b>42.74</b>	<b>\$ 740,976.00</b>
Fixtures, Furnishings and Equipment (FFE)			
Architectural/Engineering Fees (Estimated)			\$ 67,500.00
Owner's Rep			\$ -
Other Reimbursables (Printing)			
Bonds, Permits and Fees (not included in construction contracts)			
Fixed Capital Equipment (not in construction contracts)			
Building or Property Acquisition			
Archeological Investigation			
Audit			
<b>SUBTOTAL PROJECT RELATED ITEMS</b>		<b>46.63</b>	<b>\$ 808,476.00</b>
Contingency		10%	\$ 80,847.60
<b>TOTAL FOR PROJECT</b>		<b>51.29</b>	<b>\$ 889,323.60</b>

GENERAL - *Concessions Building Included*

Main Bldg.: 576 SF

Pavilion/Breezeway:

Breezeway:

Total:

DESCRIPTION	576 QUANTITY	SF U	UNIT COST	COST
Custom 1-Story w/ brick veneer, solid masonry	576	SF	\$135.00	\$77,760.00
Specialties				
Toilet Partitions (Custom w/ CMU)	3	Units	\$1,500.00	\$4,500.00
Bathroom Accessories, Grab Bars	1	LS	\$1,000.00	\$1,000.00
Plumbing				
First WC, battery, wall mounted, side by side	2	EA	\$3,733.00	\$7,466.00
Additional WC	1	EA	\$3,570.00	\$3,570.00
Wall Hung Urinal	1	EA	\$1,554.00	\$1,554.00
Wall Hung Lavatory	2	EA	\$1,460.00	\$2,920.00
Mop Sink	1	EA	\$1,900.00	\$1,900.00
Water Cooler	1	EA	\$1,992.00	\$1,992.00
Water Htr.	1	EA	\$1,500.00	\$1,500.00
Electric				
Hand Dryer	2	EA	\$500.00	\$1,000.00
11 Fixtures per 600 SF	576	SF	\$10.70	\$6,163.20
Electric Service-Refer to Electric Section				
Receptacles and Switches	576	SF	\$3.36	\$1,935.36
<b>CONSTRUCTION COST</b>				<b>\$113,260.56</b>

COURT CONSTRUCTION (8 Courts)

DESCRIPTION	QUANTITY	U	UNIT COST	COST
Aggregate Base Course 2" Ave.	210	TON	\$51.00	\$10,710.00
Bit. Mtls. Prime Coat MC-30	478	GAL	\$6.00	\$2,868.00
HMA Bit. Binder Course 2"	259	TON	\$130.00	\$33,670.00
Bit. Mtls. Tack Coat NTEA	215	GAL	\$8.00	\$1,720.00
HMA Bit. Surface Course 1 1/2"	240	TON	\$160.00	\$38,400.00
Court Base( Add for ADA)+6%	1	LS	\$5,242.00	\$5,242.00
Install Foundations/Post/Anchors/Nets/Etc.	8	SET	\$2,200.00	\$17,600.00
Paint Court Color System/Stripping/Nets/Posts/Anchors	17,408	SF	\$2.60	\$45,260.80
Subgrade Drainage	1290	LF	\$8.00	\$10,320.00
Construction Layout	1	LS	\$6,750.00	\$6,750.00
Mobilization of Equipment	1	LS	\$5,000.00	\$5,000.00
				\$0.00
Court Surface System (All Weather Court)	17,408	SF	\$1.46	\$25,415.68
Court Surface System (Add for ADA)	1,080	SF	\$1.46	\$1,576.80
				\$0.00
Conc.Paved Walk Areas between courts	3456	SF	\$8.66	\$29,928.96
Specialty Asphalt Patching & Leveling	1	SF	\$5,000.00	\$5,000.00
Specialty Asphalt Cutting joints	1	LS	\$1,000.00	\$1,000.00
<b>CONSTRUCTION COST</b>				<b>\$240,462.24</b>

PLUMBING

DESCRIPTION	QUANTITY	U	UNIT COST	COST
Sanitary Sewer- Connect @ north side John St.				
Trenching 4' x6' Deep	160	LF	\$23.65	\$3,784.00
Piping 4" Diameter PVC	160	LF	\$6.16	\$985.60
Repair Roadway Pavement	240	SF	\$7.14	\$1,713.60
Water Service-2" existing				
Remove Existing Water Fountain				
New Connection to Building	1	Allowance	\$1,500.00	\$1,500.00
<b>CONSTRUCTION COST</b>				<b>\$ 7,983.20</b>

HVAC: Alternates 2 & 3

<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>U</b>	<b>UNIT COST</b>	<b>COST</b>
Alternate #2: Minisplit in Vending Area	1	LS	\$6,000.00	\$6,000.00
Alternate #3: Bathroom Exhaust System Timer	1	LS	\$4,500.00	\$4,500.00
<b>CONSTRUCTION COST</b>				<b>\$ 10,500.00</b>

ELECTRICAL

DESCRIPTION	QUANTITY	U	UNIT COST	COST
Provide 200A with Load Center	1	LS	\$8,270.00	\$8,270.00
Underground Service Conductor	250	LF	\$26.73	\$6,682.50
Trenching for Service Conductor	250	LF	\$2.80	\$700.00
LED Site Lighting Courts, cut off low mast 22'	8	LS	\$5,000.00	\$40,000.00
LED Site Lot, 22' Alum. Pole	2	EA	\$3,000.00	\$6,000.00
<b>CONSTRUCTION COST</b>				<b>\$ 61,652.50</b>

SPECIAL CONSTRUCTION

DESCRIPTION	QUANTITY	U	UNIT COST	COST
Future-Shade Structure Structure; Shading 4 Courts	9250	SF		
Future Grandstand - 90 seats: Permanent closed deck, steel, composite design	90	SEATS		
Future-Flagpoles	2	EA		
New Fence Screen 8' high	1178	LF	\$120.00	\$141,360.00
New Fence Screen 3'-6" High	150	LF	\$90.00	\$13,500.00
Acoustic Screen				
Wind Screening				
Future-Shade Canopies	4	LS		
Signage-Court Numbers & Bathrooms	1	LS	\$750.00	\$750.00
<b>CONSTRUCTION COST</b>				<b>\$155,610.00</b>

SITE WORK

DESCRIPTION	QUANTITY	U	UNIT COST	COST
Expand Detension Basin-Phase 1	10,980	CF	\$0.30	\$3,294.00
Alternate 1 - Expand Detension Basin - Phase 2	10,980	CF	\$0.30	\$3,294.00
Temporay Construction Fence-not included		LF	\$13.00	
Clean and Grub Site	0.88	ACRE	\$11,902.00	\$10,473.76
Bulk Excavation	3690	CY	\$2.95	\$10,885.50
Spread and compact dumped materials	3704	CY	\$3.39	\$12,556.56
Deleted-Parking Lot for 8 cars, 8' Base, 3" Bit.		PER CAR	\$1,683.00	\$0.00
Concrete Sidewalks, 5' w.,6"	195	SF	\$8.66	\$1,688.70
Concrete Sidewalks, 12' w.,6"	768	SF	\$8.66	\$6,650.88
Fine Grading & Seeding	1422	SY	\$4.23	\$6,015.06
<b>CONSTRUCTION COST</b>				<b>\$54,858.46</b>





## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** July 27, 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.

### Discussion

Staff recommends the Park Board review and discuss updates to the following Board Policy Manual policies. If so directed, staff will list the following policies for Park Board review and approval at the August 10, 2022 Regular Board Meeting.

- a. Auditing Services Policy
- b. Capital Improvements Plan Policy
- c. Capitalization Policy
- d. Communicable Disease Policy
- e. Designation of Depositories Policy
- f. Economizing Purchases and Resources Policy
- g. Emergency Appropriations Policy
- h. Fund Balance Policy
- i. Payment of Bills Policy
- j. Payment Card Industry Data Security Standards Policy
- k. Payment of Employee Wages Policy
- l. Privacy Policy
- m. Tuition Reimbursement Policy

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.**



In accordance with the *Government Account Audit Act (50 ILCS 310, et seq.)*, the Champaign Park District Board of Commissioners (Board) shall select a licensed public accounting firm to perform the annual audit. It is required that the auditors conform to Accounting Principles Generally Accepted in the United States of America (GAAP), and *Government Auditing Standards issued by the U.S. Government Accountability Office*. The Park District shall issue a Request for Proposal for such services at least every three (3) years. The Park District is not required to change auditors at the end of an audit contract. The audit procurement process should be structured so that the principal factor in the selection of an independent auditor is the auditor's ability to perform a quality audit in a timely manner. In no event shall price be allowed to serve as the sole criterion for the selection of an independent auditor.

Approved by Board of Commissioners    March 14, 2012  
Revised by Board of Commissioners    October 12, 2016  
Revised by Board of Commissioners

\_\_\_\_\_  
Kevin J. Miller, President

\_\_\_\_\_  
Joseph C. DeLuce, Executive Director



In accordance with the *Government Account Audit Act (50 ILCS 310, et seq.)*, the Champaign Park District Board of Commissioners (Board) shall select a licensed public accounting firm to perform the annual audit. It is required that the auditors conform to Accounting Principles Generally Accepted in the United States of America (GAAP), and *Government Auditing Standards issued by the U.S. Government Accountability Office*. The Park District shall issue a Request for Proposal for such services at least every three (3) years. The Park District is not required to change auditors at the end of an audit contract. The audit procurement process should be structured so that the principal factor in the selection of an independent auditor is the auditor's ability to perform a quality audit in a timely manner. In no event shall price be allowed to serve as the sole criterion for the selection of an independent auditor.

Approved by Board of Commissioners	March 14, 2012
Revised by Board of Commissioners	October 12, 2016
Revised by Board of Commissioners	_____

\_\_\_\_\_  
Kevin J. Miller, President

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Joseph C. DeLuce, Executive Director



## Designation of Depositories Policy

It shall be the duty of the Champaign Park District Board of Commissioners (Board) to approve the financial institutions which qualify as depositories for Champaign Park District (Park District) funds. The Board may determine that banking services should be changed at any time. Financial institutions shall not be qualified to receive Park District funds unless they comply with the Public Funds Investment Act (30 ILCS 235/1 et. seq.) as further delineated in the Park District's Investment Policy.

The Director of Finance and/or Treasurer shall conduct an annual review of depository institutions and make recommendations to the Board. The Park District's intent is to maintain all relationships in accordance with law and the regulations of the Federal Deposit Insurance Corporation (FDIC). The Board has the sole discretion to disapprove of any financial institution and remove Park District's funds at any time.

Approved by Board of 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

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Kevin J. Miller, President

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Joseph C. DeLuce, Executive Director



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Approved by Board of Commissioners	November 9, 2005
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Revised by Board of Commissioners	_____

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Kevin J. Miller, President

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Joseph C. DeLuce, Executive Director



## Economizing Purchases and Resources Policy

It shall be the policy of the Champaign Park District Board of Commissioners (Board)~~of the Park District~~ to economize the purchases and resources of the Champaign Park District (Park District). The Executive Director (Director) and ~~department~~Department ~~H~~heads are directed to determine the best options available to the Park District when making purchases. Such options include, but are not limited to, joining other governmental bodies in cooperative purchasing, membership in the joint membership purchasing program with Illinois Parks and Recreation Association (IPRA), utilities purchasing co-op, intergovernmental agreements for construction or maintenance, joint purchasing of health insurance with the City of Champaign, joint bidding with other local units of government and using the State of Illinois purchasing program for vehicles and equipment.

The Park District shall strive to be fiscally responsible in its purchases to the extent possible under prevailing market conditions and without jeopardizing performance or resident's satisfaction.

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    July 13, 2016  
Revised by Board of Commissioners

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Kevin J. Miller, President

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Joseph C. DeLuce, Executive Director



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Kevin J. Miller, President

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Joseph C. DeLuce, Executive Director



## Emergency Appropriations Policy

In case of emergencies, which call for immediate resolution, the Executive Director (~~Director~~) shall take prompt action to employ persons or firms to ~~do complete~~ the necessary corrective work and shall require the persons or firms ~~doing completing~~ the corrective work to furnish a detailed report of the ~~completed~~ corrections ~~made and as well as~~ the basis for making the corrections. For the purpose of this policy, an emergency shall consist of a threat to the health or safety of park users, ~~staff, officials and volunteers~~ commissioners, officers, employees, agents, representatives, and volunteers, or severe damage to Park District property. The ~~Executive~~ Director shall obtain authorization from the Champaign Park District Board of Commissioners (Board) for any expenditures of funds necessary to address such emergency.

In the event of an emergency, disaster, or other unanticipated event of a serious nature, funding from other sources may be required. Funding for needed repairs to a facility or other item of property may be made available through capital funds approved, but not yet spent, for a particular project. If funds are utilized for an already approved, but not yet commenced project, that affected project ~~will may~~ be deleted from the affected fiscal year's capital budget and redistributed to cover the emergency expenditures with Board approval. Those affected projects will be funded in a future year if approved by the Board. The Board shall determine authorization for any such actions.

In situations for which there is no available funding in the current year's budget, the justification and expenditure estimates will be brought to the Board ~~of Commissioners~~ for proper resolution.

Approved by Board of Commissioners

August 24, 2011

Revised by Board of Commissioners

August 9, 2017

Revised by Board of Commissioners

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Kevin J. Miller, President

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Joseph C. DeLuce, Executive Director





## Emergency Appropriations Policy

In case of emergencies, which call for immediate resolution, the Executive Director (Director) shall take prompt action to employ persons or firms to complete the necessary corrective work and shall require the persons or firms completing the corrective work to furnish a detailed report of the completed corrections as well as the basis for making the corrections. For the purpose of this policy, an emergency shall consist of a threat to the health or safety of park users, commissioners, officers, employees, agents, representatives, and volunteers, or severe damage to Park District property. The Director shall obtain authorization from the Champaign Park District Board of Commissioners (Board) for any expenditures of funds necessary to address such emergency.

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

August 24, 2011  
August 9, 2017

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Kevin J. Miller, President

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Joseph C. DeLuce, Executive Director



It shall be the policy of the Champaign Park District Board of Commissioners (Board) that all purchases of the Champaign Park District (Park District) shall be paid promptly as provided by the Local Government Prompt Payment Act. All bills will be paid within thirty (30) days of receipt of the bill unless there is some mitigating circumstance as to why the bill should not be paid within the thirty (30) daytime frame. The Finance Department will prepare a monthly listing of the bills to be paid by the Park District. The Treasurer and the Director of Finance shall review the listing and recommend that the Board approve payment at the regular monthly Board meeting. After the Board approves the bills to be paid, payments will be processed. Checks will then be signed by the authorized personnel and mailed to the vendors. Payments made by direct deposits and wire transactions will be deposited into vendor accounts.

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

September 23, 1999  
September 14, 2005  
July 13, 2011  
July 13, 2016

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Kevin J. Miller, President

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Joseph C. DeLuce, Executive Director



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Kevin J. Miller, President

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Joseph C. DeLuce, Executive Director