



AGENDA
REGULAR BOARD MEETING
REMOTE MEETING HELD VIA TELECONFERENCE
(As permitted by Public Act 101-0640)

The President of the Board of Commissioners has determined that an in-person meeting or a meeting conducted pursuant to the Open Meetings Act is not practical or prudent because of the COVID-19 disaster.

Citizens may participate in the zoom meeting by going to the following web address:
<https://us02web.zoom.us/j/86949973253?pwd=djIjHUmwvcFpZak9EZzZrU0pBaEtEQT09>

For online video access, please use the following Meeting ID and Password when prompted:
Meeting ID: 869 4997 3253
Password: 123607

Alternatively, the meeting may be accessed by telephone at:
1-312-626-6799, If prompted for the following items, please enter:
Meeting ID: 869 4997 3253, followed by the # symbol
Password: 123607, followed by the # symbol

Citizens will be offered an opportunity to speak to the Board during the public comment portion. To facilitate this and not have individuals speaking over one another, the Park District kindly requests that individuals wishing to address the Board via the conference line during public comment notify the Park District via email, as noted below, of their intent to address the Board. Alternatively, citizens may submit public comments by email prior to the Board meeting, to be announced by the Park Board President during the public comment portion of the meeting. Email submissions (notice of intent to speak or comment via email) should be submitted by Noon on Wednesday, September 14, 2022, and sent to joe.deluce@champaignparks.org.

Wednesday, September 14, 2022
7:00 P.M.

A. CALL TO ORDER

B. COMMENTS FROM THE PUBLIC

C. COMMUNICATIONS

D. TREASURER'S REPORT

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

E. EXECUTIVE DIRECTOR'S REPORT

1. General Announcements

F. COMMITTEE REPORTS

1. Champaign Parks Foundation

G. REPORT OF OFFICERS

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

H. CONSENT AGENDA

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

1. Approval of Minutes of the Regular Board Meeting, August 10, 2022
2. Approval of Executive Session "A" Minutes, August 10, 2022
3. Approval of Executive Session "B" Minutes, August 10, 2022
4. Approval of Minutes of the Special Board Meeting, August 24, 2022
5. Approval of Executive Session Minutes, August 24, 2022
6. Approval of Updates to Board Policy Manual
 - a. Acceptance of Donations, Gifts, Devises, and Bequests Policy
 - b. Communicable Disease Policy
 - c. Drug Free Workplace Policy
7. Approval of Updates to the Safety Manual
8. Approval of Updates to the Crisis Communication Plan

I. NEW BUSINESS

1. Approval of Disbursements
Staff recommends approval of disbursements for the period beginning August 10, 2022 and ending September 13, 2022. **(Roll Call Vote)**
2. Approval of a Resolution Initiating the 2022 General Obligation Bond Issue
Staff recommends that the Champaign Park District Board of Commissioners approve a resolution stating the Park District's need and intent to issue \$1,255,000 of General Obligation Bonds for FYE2023. **(Roll Call Vote)**
3. Approval of a Resolution Setting a Public Hearing on Proposed Bond Issue
Staff recommends that the Champaign Park District Board of Commissioners approve a resolution to set a Public Hearing for Wednesday, October 12, 2022 at 7:00 p.m. at the Bresnan Meeting Center, which can be heard and participated in live by the public utilizing Zoom call in information that will be posted on the Champaign Park District's website, to discuss the issuance of \$1,255,000 of General Obligation Bonds. **(Roll Call Vote)**
4. Approval of Acceptance of Interim GASB 75 Actuarial Valuation Report for FYE2022 Ending April 30, 2022
Staff recommends the Board accept the FYE2022 GASB 75 Actuarial Valuation report as presented. **(Roll Call Vote)**
5. Approval of an Agreement with Champaign Unit 4 School District for use of Various Facilities
Staff recommends approving an agreement with Champaign Unit #4 School District to provide access to certain facilities during times of crisis and authorizing the Executive Director to execute the agreement for a three-year term.
6. Approval of Bid for Janitorial Services at the Virginia Theatre
Staff recommends that the Board authorize the Executive Director to execute an agreement with the low, responsible bidder, RamClean 2 Cleaning Services, Champaign, to provide janitorial services at the Virginia Theater for a term of one (1) year, from September 26, 2022, through September 25, 2023, with the option to renew for one (1) additional year, from September 26, 2023, through September 25, 2024.

J. OLD BUSINESS

1. Approval of Adoption of Ordinance No. 661: Annexing Territory
Staff recommends approval of Ordinance No. 661 annexing territory pursuant to petition (3602 W. Curtis Road, Champaign; 407 Wallace Avenue, Champaign; and A Portion of 401 Gerty Drive and a portion of 200 St. Mary's Road, Champaign). **(Roll Call Vote)**
2. Approval of Recreational Trail Easement for Parker Glen Trail
Staff recommends the Park Board vote to approve the recreational trail easement for the 800-foot Parker Glen Trail that connects to the North Champaign Trail. **(Roll Call Vote)**
3. Approval of Amending Motion and Ratifying Agreement with Don Moyer Boys and Girls Club at the Martens Center. **(Roll Call Vote)**

J. DISCUSSION ITEMS

4. FY23 Operating Budget – Marketing and Development

K. COMMENTS FROM COMMISSIONERS

L. EXECUTIVE SESSION

The Board will convene into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2(c)(1) The appointment, employment, compensation, performance, discipline, or dismissal of specific employees of the public body; (c)(5) The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired; and (c)(6) The setting of a price for sale or lease of property owned by the public body.

M. RETURN TO REGULAR MEETING

N. ADJOURN

**CHAMPAIGN PARK DISTRICT
MINUTES OF THE SPECIAL BOARD MEETING
BOARD OF PARK COMMISSIONERS
August 10, 2022**

The Champaign Park District Board of Commissioners held the Special Board Meeting on Wednesday, August 10, 2022 at 5:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, and online due to President Miller's determination that an in-person meeting or a meeting conducted pursuant to the Open Meetings Act was not practical or prudent because of the COVID-19 disaster. The Special Board Meeting was held pursuant to published notice duly given. President Miller presided over the meeting. The eight individuals identified below were physically present at the meeting. Citizens were given the opportunity to participate in the teleconference at the web address:

<https://us02web.zoom.us/j/89438812005?pwd=bIVFTkVyKzVOcHk4bkhOS3hFK3N3dz09> or by calling 312-626-6799. Citizens were also offered the opportunity to submit comments or questions by email prior to the meeting. Those comments were to be announced by President Miller during the public comment portion of the meeting. Email submissions were solicited from the public through a notice of intent to speak or comment to be submitted by noon on Wednesday, August 10, 2022 to be sent to the Executive Director of the Park District at: joe.deluce@champaignparks.org. There were no email comments or questions submitted by citizens for consideration by the Board.

Present in person: President Kevin J. Miller, Vice President Craig W. Hays, Commissioners Barbara J. Kuhl, Jane L. Solon, Timothy P. McMahon, and Attorney Guy C. Hall.

Chuck Balling and Barbara Cremin from GovHR USA were also in-person attendees.

Call to Order

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

Comments from the Public

None.

Executive Session

Vice President Hays moved pursuant to the basis set forth below to convene into Executive Session. The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Vice President Hays – yes; Commissioner McMahon – yes; Commissioner Solon – yes; and President Miller - yes. The motion passed 5-0. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2(c)(1) for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body.

Return to Special Meeting

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

Adjourn to Regular Meeting

There being no further business to come before the Board at the Special Meeting, Commissioner McMahon made a motion to adjourn the meeting. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Commissioner McMahon – yes; Commissioner Kuhl – yes; President Miller - yes; and Commissioner Solon - yes. The motion passed 5-0 and the meeting was adjourned at 6:52 p.m.

Approved

Kevin J. Miller, President

Jarrod Scheunemann, Secretary

**CHAMPAIGN PARK DISTRICT
MINUTES OF THE REGULAR BOARD MEETING
BOARD OF PARK COMMISSIONERS
August 10, 2022**

The Champaign Park District Board of Commissioners held the Regular Board Meeting on Wednesday, August 10, 2022 at 7:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, and online due to President Miller's determination that an in-person meeting or a meeting conducted pursuant to the Open Meetings Act was not practical or prudent because of the COVID-19 disaster. The Regular Board Meeting occurred pursuant to published notice duly given. President Miller presided over the meeting. The twelve individuals identified below were physically present at the meeting. Citizens were given the opportunity to participate in the teleconference at the web address: <https://us02web.zoom.us/j/89438812005?pwd=bIVFTkVYKzVOcHk4bkhOS3hFK3N3dz09> or by calling 312-626-6799. Citizens were also offered the opportunity to submit comments or questions by email prior to the meeting. Those comments were to be announced by President Miller during the public comment portion of the meeting. Email submissions were solicited from the public through a notice of intent to speak or comment to be submitted by noon on Wednesday, August 10, 2022 to be sent to the Executive Director of the Park District at: joe.deluce@champaignparks.org. There were no email comments or questions submitted by citizens for consideration by the Board.

Present in person: President Kevin J. Miller, Vice President Craig W. Hays, Commissioners Barbara J. Kuhl, Jane L. Solon, and Timothy P. McMahon, Attorney Guy C. Hall, Joseph C. DeLuce, Executive Director, and Jarrod Scheunemann, Secretary and Director of Administrative Services.

Excused as absent with prior notice duly given: Treasurer Brenda Timmons.

Staff present in person: Heather Miller, Director of Human Resources and Jimmy Gleason, Director of Revenue Facilities.

Staff present electronically: Andrew Weiss, Director of Planning and Steven Bentz, Director of the Virginia Theatre.

Rabbi Dovid Tiechtel and Will Kyles were also in-person meeting attendees.

Jean Flood, a representative from the League of Women's Voters, and Julia Cronin also attended the meeting electronically.

Call to Order

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

Presentation

Rabbi Tiechtel presented about Washington Park. He leads the Illini Chabad, which is located near the south side of Washington Park. He requested improvements to Washington Park, such as new courts, pathways, and lighting. Rabbi Tiechtel asked the Board to consider the installation of a playground and offered to assist with the fundraising efforts.

Mr. DeLuce stated that staff will assist Rabbi Tiechtel with concepts and costs.

Mr. Will Kyles presented on behalf of the Champaign County Black Chamber. He resides in the Douglass Park neighborhood and thanked the Board for recent improvements to Douglass Park. Mr. Kyles explained his interest in the Champaign Park District supporting local black/minority-owned businesses in connection with project opportunities.

The Board thanked Mr. Kyles for his presentation.

Comments from the Public

Ms. Julia Cronin addressed the Board regarding path width at West Side Park. She noted that individuals who require mobility aides such as wheelchairs, are not currently able to pass each other safely on the pathways within West Side Park. She asked the Board to consider widening the paths to a minimum of 66”.

Communications

None

Treasurer’s Report

Mr. Scheunemann presented the Treasurer’s Report noting the month of July 2022 included three payrolls. He stated the Park District’s finances had been reviewed and were found to be in appropriate order.

Commissioner Hays made a motion to accept the Treasurer’s Report for the month of July 2022. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Commissioner McMahon – yes; Vice President Hays – yes; Commissioner Solon – yes; Commissioner Kuhl – yes; and President Miller – yes. The motion passed 5-0.

Executive Director’s Report

General Announcements

Mr. DeLuce reported Keeva Keeling, Administrative Assistant in the Finance Department, unexpectedly passed away this week and staff mourn her loss. Mr. DeLuce stated he will inform the Board about upcoming arrangements.

Mr. DeLuce congratulated Jameel Jones, Director of Recreation, on the birth of his baby.

Mr. DeLuce requested the Commissioners review their calendars to determine if they are available on September 30, October 1, or October 2 for a potential Martens Center opening event.

Commissioner Solon requested more information about repouring cracked exterior concrete at the Martens Center. Mr. DeLuce responded that Broeren Russo is working with Mid-Illinois Concrete to address the issues.

President Miller requested staff address the turf at Human Kinetics Park and a broken latch on the Futsal court gate. Mr. DeLuce noted that staff were waiting for cooler temperatures to finalize turf work at the park and staff will address the latch.

Commissioner Solon shared her appreciation for the plants within Human Kinetics Park’s community garden. Mr. Weiss responded that Katie Hicks and he have been caring for the gardens.

Committee and Liaison Reports

Champaign Parks Foundation

Mr. Scheunemann reported that the Foundation is investigating locations and available Thursday evenings in September 2023 for its gala fundraiser. Mr. DeLuce added that marketing staff from Carle have shown interest in joining the Parks Foundation board. He noted that two open Directors seats are available.

Report of Officers

Attorney’s Report

Attorney Hall reported that he is addressing routine ongoing matters. He noted work regarding the Parks Foundation by-laws and resolution.

President's Report

None.

Consent Agenda

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

1. Approval of Minutes of the Regular Board Meeting, July 13, 2022
2. Approval of Minutes of the Executive Session Minutes, July 13, 2022
3. Approval of Minutes of the Special Board Meeting, July 27, 2022
4. Approval of Minutes of the Executive Session, July 27, 2022
5. Approval of Updates to Board Policy Manual
 - a. Auditing Services Policy
 - b. Designation of Depositories Policy
 - c. Economizing Purchases and Resources Policy
 - d. Emergency Appropriations Policy
 - e. Payment of Bills Policy

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

New Business

1. Approval of Disbursements

Vice President Hays made a motion to approve the list of disbursements for the period beginning July 13, 2022 and ending August 9, 2022. The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: Commissioner Solon – yes; Vice President Hays – yes; Commissioner Kuhl – yes; President Miller – yes; and Commissioner McMahon - yes. The motion passed 5-0.

2. Approval of Adoption of Ordinance No. 661: Annexing Territory

Mr. DeLuce reported that staff recommends approval of Ordinance No. 661 annexing territory pursuant to petition (3602 W. Curtis Road, Champaign; 407 Wallace Avenue, Champaign; and A Portion of 401 Gerty Drive and a portion of 200 St. Mary's Road, Champaign).

Commissioner Solon requested more information about why the City has chosen to annex University property when there is no perceived tax revenue. Attorney Hall responded that the Park District approves the City's annexations to maintain a coterminous boundary with the City. Discussion ensued.

Staff is to investigate the City's annexation of a portion of 401 Gerty Drive and a portion of 200 St. Mary's Road, Champaign and report back at a future meeting.

Vice President Hays made a motion to table approval of adopting Ordinance No. 661: annexing territory pursuant to petition (3602 W. Curtis Road, Champaign; 407 Wallace Avenue, Champaign; and a Portion of 401 Gerty Drive and a Portion of 200 St. Mary's Road, Champaign). The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: Commissioner McMahon – yes; President Miller – yes; Vice President Hays – yes; Commissioner Kuhl – yes; and Commissioner Solon – yes. The motion passed 5-0.

Comments from Commissioners

Vice President Hays noted the length of the Martens Center punch list and its progress. He is impressed with the building and encouraged other Board members to visit and review and note any areas of concern.

Executive Session

Vice President Hays moved pursuant to the bases set forth below to convene into Executive Session. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Commissioner McMahon – yes; President Miller – yes; Vice President Hays – yes; Commissioner Kuhl – yes; and Commissioner Solon - yes. The motion passed 5-0. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2(c)(6) The setting of a price for sale or lease of property owned by the public body and (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.

Return to Regular Meeting

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

Executive Session Action Item**1. Approval to Make Available for Public Viewing Certain Executive Session Minutes**

Vice President Hays made a motion to table making available for public viewing minutes from Executive Session meetings: December 13, 2017; August 11, 2021; August 25, 2021; January 12, 2022; March 9, 2022; March 23, 2022; April 13, 2022; April 27, 2022; and May 11, 2022. The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: President Miller – yes; Vice President Hays – yes; Commissioner McMahon – yes; Commissioner Kuhl – yes; and Commissioner Solon - yes. The motion passed 5-0.

Adjourn

There being no further business to come before the Board, Commissioner Solon made a motion to adjourn the meeting. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Commissioner Solon – yes; Commissioner McMahon – yes; President Miller – yes; and Vice President Hays - yes. The motion passed 5-0 and the meeting was adjourned at 8:40 p.m.

Approved

Kevin J. Miller, President

Jarrod Scheunemann, Secretary

**CHAMPAIGN PARK DISTRICT
MINUTES OF THE SPECIAL BOARD MEETING
BOARD OF PARK COMMISSIONERS
August 24, 2022**

The Champaign Park District Board of Commissioners held a Special Board Meeting on Wednesday, August 24, 2022 at 5:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, and online due to President Miller's determination that an in-person meeting or a meeting conducted pursuant to the Open Meetings Act was not practical or prudent because of the COVID-19 disaster. The Special Board Meeting occurred pursuant to published notice duly given. President Miller presided over the meeting. The fourteen individuals identified below were physically present at the meeting with appropriate social distancing. Citizens were given the opportunity to participate in the teleconference at the web address:

<https://us02web.zoom.us/j/89438812005?pwd=bIVFTkVyKzVOcHk4bkhOS3hFK3N3dz09> or by calling 312-626-6799. Citizens were also offered the opportunity to submit comments or questions by email prior to the meeting. Those comments were to be announced by President Miller during the public comment portion of the meeting. Email submissions were solicited from the public through a notice of intent to speak or comment to be submitted by noon on Wednesday, August 24, 2022 to the Executive Director of the Park District at: joe.deluce@champaignparks.org. There were no email comments or questions submitted by citizens for consideration by the Board.

Present in person: President Kevin J. Miller, Vice President Craig W. Hays, Commissioners Barbara J. Kuhl, Timothy P. McMahon, and Jane L. Solon, Attorney Guy C. Hall, Treasurer Brenda Timmons, Joseph C. DeLuce, Executive Director, and Jarrod Scheunemann, Secretary and Director of Administrative Services.

Staff present in person: Dan Olson, Director of Operations, Heather Miller, Director of Human Resources, Jimmy Gleason Director of Revenue Facilities, and Steven Bentz, Director of the Virginia Theatre.

Staff present electronically: Jameel Jones, Director of Recreation.

Barry Accountius of Woda Cooper Companies attended the meeting in-person.

Jean Flood of the League of Women's Voters, Ethan Simmons from the News-Gazette, and Rob Sperl were also electronically in attendance.

Call to Order

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

Presentation

Mr. Accountius presented on behalf of Woda Cooper Companies (WCC). WCC is currently constructing phase one (1) of its apartment complex development in the Parker Glen subdivision. He estimated that the fifty-eight (58) unit apartment building would render annual tax benefit of \$41,000 per year for the Park District. As part of the development, WCC will build the Parker Glen Trail, per the City's Subdivision Regulations that requires developers to build and dedicate trail as outlined in the City and Park District's 2011 joint trail plan. WCC indicated it will manage the trail's mowing needs and it asked the Park District to assume ownership of the trail, including snow removal.

Discussion and clarifications ensued regarding the presentation's map features, current sidewalk infrastructure within the Parker Glen subdivision area, WCC's long-term ownership plans and other elements of the project.

Comments from the Public

None.

New Business

1. Approval of a Resolution to Apply for an Open Space Land Acquisition and Development (OSLAD) Grant for the Douglass Park Concessions and Baseball Project

Mr. DeLuca presented the report. He stated that staff recommend applying for a \$400,000 OSLAD grant by September 30, 2022 for the Douglass Park Concessions and Baseball Improvements Project. Mr. DeLuca added that the Board could do so by approving the Illinois Department of Natural Resources (IDNR) resolution.

Discussion and clarifications ensued regarding whether the project amenities can be amended after the application has been submitted, First String's interest in of the conceptual design, project amenities, the Park District's ownership and scheduling, concession stand location, and storage/sanitary needs.

Vice President Hays made a motion to approve proceeding with an application for a \$400,000 OSLAD grant to support the Douglass Park Concessions and Baseball Improvements Project and authorizing the Resolution. The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: Vice President Hays – yes; Commissioner Solon – yes; Commissioner Kuhl – yes; Commissioner McMahon – yes; and President Miller - yes. The motion passed 5-0.

2. Approval of a Request for Proposal (RFP) to Sell Alcohol Beverages at Virginia Theatre

Mr. Bentz reported that the Virginia Theatre contracts with an outside vendor to provide alcoholic beverages at certain shows and events. Staff contacted thirty (30) vendors and received two (2) proposals. Staff recommends the Park Board authorize the Executive Director to enter into an agreement with Carbri Inc., doing business as Farren's Pub and Eatery to act as sole merchant for alcohol sales at the Virginia Theatre for a one-year period beginning September 13, 2022, with the option to extend the agreement by one year, upon mutual agreement.

Commissioner Kuhl made a motion to approve authorizing the Executive Director to enter into an agreement with Carbri Inc., doing business as Farren's Pub and Eatery to act as sole merchant for alcohol sales at the Virginia Theatre for a one-year period beginning September 13, 2022, with the option to extend the agreement by one year, upon mutual agreement. The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: President Miller – yes; Commissioner McMahon – yes; Vice President Hays – yes; Commissioner Solon – yes; and Commissioner Kuhl – yes. The motion passed 5-0.

3. Approval of a Bid for Janitorial Services at the Dodds Tennis Center

Mr. Gleason presented the report. Staff received one bid from ESS Clean, Inc., which has provided the services for the last five years. Mr. Gleason noted that the bid total was higher due to increased staffing expenses. However, he anticipated that the final amount would be lower due to prorated expenses for holiday closures.

Commissioner Solon made a motion to approve the Base Bid and Alternate 1 Carpet Cleaning, Alternate 1 Fabric Covered Furniture Cleaning and Alternate 1 West Wall Dusting and authorizing the Executive Director to execute a two-year contract with the option to renew for one additional year with, ESS Clean, Inc., in the annual base bid amount \$28,180.00 with Alternate 1 Carpet Cleaning of \$195.00, Alternate 1 Fabric Covered Furniture Cleaning of \$195.00 and Alternate 1 West Wall Dusting of \$165.00 as well as accepting and approving Alternate 2 Additional Services Rate of \$22.00/hour on an as needed basis. The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Commissioner Solon – yes; President Miller – yes; Commissioner McMahon – yes; and Vice President Hays – yes. The motion passed 5-0.

Commissioner Kuhl requested more information on the status of janitorial services at the Virginia Theatre. Mr. Bentz responded that Ram Clean will temporarily provide janitorial services due to ServiceMaster's cancellation of its agreement.

Old Business

1. Approval of a Resolution to Amend Champaign Parks Foundation By-Laws

Mr. Scheunemann reported that staff had worked with Attorney Hall to prepare a resolution for the Board to consider regarding the amendment of the Champaign Parks Foundation By-Laws.

Attorney Hall responded that the resolution has been prepared to represent elements of the General Not-for-Profit Act. He recommended retaining certain language to adhere to Roberts Rules of Order.

Commissioner McMahon made a motion to approve of a resolution to amend the Champaign Parks Foundation By-Laws to allow electronic attendance of its meetings and establish procedures for electronic attendance. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: President Miller – yes; Vice President Hays – yes; Commissioner Kuhl – yes; Commissioner McMahon – yes; and Commissioner Solon – yes. The motion passed 5-0.

Discussion

1. Final Discussion – Review and Updates to Ordinance 618: Park Rules and Regulations

Mr. Olson presented the report. He noted that President Miller had approved a public review of the next draft of the ordinance. Mr. Olson reviewed several updates to the Park Rules and Regulations including panhandling, motorized vehicles, and bicycles.

Discussion and clarification ensued about bicycle regulations, ADA compliance, duration of public comment, regulation of neighborhood vehicles, and editorial review process.

Commissioner Kuhl commended Mr. Olson and staff for their thorough review of the ordinance.

2. FY23 Annual Operating Budget – Operations Department

President Miller noted that the Board requested more information about each Department's budget before it formally adopts the Park District's budget book.

Mr. Olson reported that staff research indicated potential increases in consumables, materials, and supplies and predicted significant increases in gasoline (5%), pesticides and fertilizers (10%), paint (5%), and automotive parts expenses (7%). Overall, staff anticipated and planned for a 7% total increase in the Operations budget. Mr. Olson noted that staff also reviewed and planned for increased expenses related to several of its contracted services (i.e., mowing).

Discussion and clarifications ensued related to the budget process, fiscal year comparatives, accounting for increased use of parks, evaluation of the new maintenance building, budget schedule, and staff turnover and hiring challenges.

Comments from Commissioners

Commissioner Solon thanked staff for investigating questions regarding an individual without an address at Mattis Park. Discussion ensued.

Vice President Hays noted that he and staff had attended the memorial service for Keeva Keeling, Administrative Assistant to the Finance Department. He expressed his sorrow for her loss and stated she will be missed. Commissioner Kuhl added that she will be donating toward a memorial tree in her honor and encouraged others to consider a gift in her honor as well.

Executive Session

Commissioner Kuhl moved pursuant to the basis set forth below to convene into Executive Session. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows:

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

Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2(c)(6) The setting of a price for sale or lease of property owned by the public body.

Return to Regular Meeting

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

Executive Session Action Item

1. Proposed Agreement with Don Moyer Boys and Girls Club

There was no motion taken on this matter.

Adjourn

There being no further business to come before the Board, Vice President Hays made a motion to adjourn the meeting. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Vice President Hays – yes; Commissioner McMahon – yes; President Miller – yes; Commissioner Kuhl – yes; and Commissioner Solon – yes. The motion passed 5-0 and the meeting was adjourned at 7:13 p.m.

Approved

Kevin J. Miller, President

Jarrod Scheunemann, Secretary



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director
DATE: September 14, 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 list of standards which need to be met 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.

Recommendation

Staff recommends the Park Board approve updates to the following Board Policy Manual policies.

- a. Acceptance of Donations, Gifts, Devises, and Bequests Policy
- b. Communicable Disease Policy
- c. Drug Free Workplace Policy

Prepared by:

Jarrold Scheunemann
Director of Administrative Services

Reviewed by:

Joe DeLuce
Executive Director



Acceptance of Donations, Gifts, Devises and Bequests Policy

The purpose of this policy is to provide guidelines for recognizing donations, gifts and bequests.

The Champaign Park District (Park District) may at times be asked to consider accepting donations, gifts, devises, and bequests (hereinafter generally referred to as, "Gifts"). Definition: Gifts are hereby defined as a donor's voluntary transfer of personal, real, or intangible property to the Park District or Champaign Parks Foundation without exchange of consideration or Imposition of undue restriction. The acceptance of such Gifts will be initially directed to the Champaign Parks Foundation as the charitable entity for the benefit of the Park District In the event a donor prefers to give directly to the Park District, then Park District staff will consider and analyze in context the following:

- A. All applicable state laws, including the Illinois Gift Ban Act;
- B. All relevant Park District policy and personnel practices;
- C. The overall benefit to the community;
- D. The overall benefit to the Park District;
- E. The potential associated costs, liabilities, and exposure to/of the Park District; and
- F. Compliance with any potential limitations or reversionary clauses associated with such Gifts. The Park District seeks to ensure perpetuity of open space/recreation use(s) without undue limitation or restriction.

All Gifts of real estate will be considered by the [Champaign Park District](#) Board of Commissioners ([Board](#)) for approval or denial of acceptance at a public meeting.

Scope

1. Acknowledgment of park amenities such as trees and benches.
2. Acknowledgment of donated land, facilities or funds for land or facility construction, including naming rights.
3. Acknowledgment of Gifts for any Park District programs or endeavor.

Procedure

1. Acknowledgment of park amenities shall be by Installation of a plaque, if requested by the donor, and included in the value of the amenity.
2. Acknowledgment of donated land or facilities or a majority of funds for land or facility construction shall be by installation of a plaque and may also be by naming the park or facility as suggested by the donor; provided that, park naming shall be in accordance with the Park Naming Policy.
3. Acknowledgment of Gifts to the Park District, shall be by a letter of thanks accompanied by tax identification information, unless another alternative is approved by the [Champaign Park District](#) Board of Commissioners. For example: naming opportunities for renovation of the Virginia Theatre has been considered such an alternative.

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

December 2001
November 9, 2005
July 13, 2011
August 10, 2016
May 10, 2017

Kevin J. Miller, President

Joseph C. DeLuce, Executive Director

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



Acceptance of Donations, Gifts, Devises and Bequests Policy

The purpose of this policy is to provide guidelines for recognizing donations, gifts and bequests.

The Champaign Park District (Park District) may at times be asked to consider accepting donations, gifts, devises, and bequests (hereinafter generally referred to as, "Gifts"). Definition: Gifts are hereby defined as a donor's voluntary transfer of personal, real, or intangible property to the Park District or Champaign Parks Foundation without exchange of consideration or Imposition of undue restriction. The acceptance of such Gifts will be initially directed to the Champaign Parks Foundation as the charitable entity for the benefit of the Park District In the event a donor prefers to give directly to the Park District, then Park District staff will consider and analyze in context the following:

- A. All applicable state laws, including the Illinois Gift Ban Act;
- B. All relevant Park District policy and personnel practices;
- C. The overall benefit to the community;
- D. The overall benefit to the Park District;
- E. The potential associated costs, liabilities, and exposure to/of the Park District; and
- F. Compliance with any potential limitations or reversionary clauses associated with such Gifts. The Park District seeks to ensure perpetuity of open space/recreation use(s) without undue limitation or restriction.

All Gifts of real estate will be considered by the Champaign Park District Board of Commissioners (Board) for approval or denial of acceptance at a public meeting.

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Employees with Chronic Infectious Diseases Policy

The Champaign Park District (Park District) recognizes that the transmission of communicable diseases is a genuine health risk. It is the desire of the Park District to exercise appropriate measures to assist in preventing the spread of diseases. The Champaign Park District Board of Commissioners (Board) acknowledges its desire and willingness to respond effectively to the genuine concerns of the public consistent with its obligation to discharge its duties in accordance with applicable law.

Statement of Purpose

Employees with identified chronic infectious diseases shall be permitted to retain their positions whenever, through an interactive process and reasonable accommodation, their employment does not constitute a direct threat to the health or safety of themselves or others, and the employee is able to satisfactorily perform the Essential Functions of the job in question.

Administration of the Policy

Employment decisions will be made in accordance with applicable law and in conjunction with current, available state and local public health department guidelines concerning the particular disease in question. Individual cases will not be prejudged; rather, decisions will be made based upon the facts of the particular case.

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), leprosy, severe acute respiratory syndrome (SARS), including the SARS-CoV-2 (coronavirus) and tuberculosis. The Park District may choose to broaden this definition within its best interest and in accordance with information received through the Centers for Disease Control and Prevention (CDC).

The determination of an employee's continued employment status shall be made in accordance with procedures implemented by the Park District. Employees with chronic infectious diseases shall maintain all rights, privileges and services provided by law and the policies and procedures of the Park District.

The Park District shall respect the right to privacy of any employee who has a chronic infectious disease. Subject to applicable law, the employee's medical condition shall be disclosed only to the extent necessary to avoid a health or safety threat to the employee or others. The number of personnel aware of the employee's condition will be kept at the minimum needed to assure proper care of the employee and to detect situations in which the potential for transmission of the disease may increase. Persons deemed to have "a direct need to know" will be provided with the appropriate information and will be made aware of confidentiality requirements.

The Park District will follow all federal, state, and local guidance, which includes Center for Disease Control (CDC), Occupational Safety and Health Administration (OSHA), Illinois Department of Public Health (IDPH) and the Champaign Urbana Public Health District, in response and prevention of communicable diseases.

~~Participants with Chronic Infectious Diseases Policy~~

~~The Park District recognizes that the transmission of communicable diseases is a genuine health risk. It is the desire of the Park District to exercise appropriate measures to assist in preventing the spread~~

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.

~~of diseases. The Board of Commissioners acknowledges its desire and willingness to respond effectively to the genuine concerns of the public consistent with its obligation to discharge its duties in accordance with applicable law.~~

Statement of Purpose

~~Participants with identified chronic infectious diseases may attend Park District programs whenever, through reasonable accommodation, their attendance does not constitute a direct threat to the health or safety of themselves or others.~~

Administration of the Policy

~~Decisions will be made in accordance with applicable law and in conjunction with current, available public health department guidelines concerning the particular disease in question. Individual cases will not be prejudged; rather, decisions will be made based upon the facts of the particular case. The determination of whether a participant with a chronic infectious disease may attend Park District programs shall be made in accordance with procedures implemented by the Park District. Participants with chronic infectious diseases shall maintain all rights, privileges and services provided by law and the policies and procedures of the Park District.~~

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Approved by Board of Commissioners	July 13, 2011
Revised by Board of Commissioners	July 13, 2016
Revised by Board of Commissioners	_____

Kevin J. Miller, President

Joseph C. DeLuce, Executive Director



**CHAMPAIGN
PARK DISTRICT**
Communicable Disease Policy

Employees with Chronic Infectious Diseases Policy

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The Champaign Park District (Park District) has implemented this policy in response to overwhelming evidence that alcohol and drug abuse has a detrimental impact on employees' health, job performance, safety, and efficiency. Since Park District employees operate, supervise, and maintain parks, facilities, programs, and equipment for use by members of the public and perform services that may have a direct effect on the health and safety of members of the public and fellow employees, the Park District wishes to aid in enhancing the health and safety of its patrons and employees.

This policy also expresses the Park District's desire to satisfy the requirements of the federal and state Drug Free Workplace Acts (41 U.S.C.A. § 701 et seq. and 30 ILCS. 580/1 et seq.). In accordance with those laws and related concerns, the Park District has resolved to maintain a drug free workplace.

The Park District's Drug and Alcohol Abuse Policy is further outlined in Appendix A of the Park District's Employment Policies and Procedures Handbook. The purpose of this policy is to inform employees of the Park District's investigation, treatment, and disciplinary policy relating to alcohol and drugs. As such, all Park District employees ~~will~~shall abide by its terms. As with all policies, this policy is subject to periodic review, amendment, modification, or deletion.

This policy does not replace any of the provisions or requirements of the Park District's Controlled Substance and Alcohol Testing Policy and Procedures for positions that require a Commercial Driver's License (CDL) which is located in Appendix B of the Park District's Employment Policies and Procedures Handbook and Appendix A of the Park District's Transportation Manual.

Park District employees who operate Park District commercial motor vehicles and possess a commercial driver's license have special responsibilities necessitated by the fact that they operate vehicles that require particular skill and attentiveness beyond that of non-commercial motor vehicle licensees. As part of its continuing commitment to safety and in order to comply with applicable law, the Park District has established a ~~controlled substance~~drug and alcohol ~~testing~~ policy and procedure for Park District positions that require a commercial driver's license ("CDL Testing Policy"). Both the Park District and the federal government recognize that it is important to establish programs to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles. The CDL Testing Policy is in addition to and supplements and complements, rather than supersedes, all other Park District policies, rules, procedures, and practices, including without limitation this ~~Alcohol and~~ Drug Abuse-Free Workplace Policy. However, for persons to whom the CDL Testing Policy applies, in the event of any conflict between any of the provisions of the CDL Testing Policy and the provisions of any other Park District policy, rule, procedure, or practice, the provisions of the CDL Testing Policy shall control.

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July 13, 2016

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Approved by Board of Commissioners
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July 13, 2016

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REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: September 14, 2022

SUBJECT: Crisis Communication Program

Background

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.

Part of the accreditation process requires the Park District to develop and update a Crisis Communications Program every 5 years. This program communicates crisis team assembly procedures and tips about how to navigate the crisis.

The Park District's current Crisis Communications program was approved in 2017. Since then, there have been no new updates to the plan template from PDRMA and after review, staff believes the current program meets the requirements for a successful Crisis Communications Program. The main updates to the manual include revisions to correct grammatical errors and updates to the call list for the Crisis Management Team.

Recommendation

Staff recommends approval of the Crisis Communications Program, which meets one Distinguished Agency Accreditation standards.

Prepared by:

Joe Kearfott
Assistant Director of Administrative Services

Reviewed by:

Jarrod Scheunemann
Director of Administrative Services

Champaign Park District Crisis Management Plan

Revised by Board of Commissioners _____

Kevin J. Miller, President

Joseph C. DeLuce, Executive Director

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Acknowledgments

The Buffalo Grove Park District

PDRMA – Park District Risk Management Agency

Crisis Management Plan

What Is a Crisis?

A crisis is a situation or event that causes – or has the potential to cause – intense public or media focus such as an accidental drowning, severe injury, and allegations of child abuse, severe vehicle accident, or criminal act. Any incident, minor or grave, that attracts significant public/media interest and scrutiny will impact the nature and scope of a crisis event.

Chain of Responsibility

It is critical for employees to understand their respective roles in the event of a crisis. This includes immediately implementing the Park District's emergency response plan and reporting any potential or actual crisis to the Executive Director or Crisis Team Leader.

The Champaign Park District Board of Commissioners has appointed the Executive Director as the Crisis Team Leader. This person, in conjunction with Park District management, activates the Crisis Management Plan and coordinates the crisis response. If the Executive Director or Crisis Team Leader is not available, immediately report any event to the Department Head. Do not report a crisis via voice mail, text, social media, or email as time may be of the essence, and you should communicate directly to an authorized person about a potential crisis situation.

In the event the Crisis Team Leader or Executive Director is unavailable, identify the next available person from the list below (starting from the top) to activate and manage the crisis plan. That staff member is responsible for implementing the Park District's Crisis Management Plan and notifying all Crisis Team members. The Crisis Team is then responsible for decision making during the crisis including fact gathering, notification of key persons/agencies, operational decisions, public relations, and media response.

The following is the list of Crisis Team Leaders:

1. Executive Director or assigned Director or staff person "in charge"
2. Director of Operations
3. Director of Marketing and Communications
4. Director of Recreation/Revenue Facilities
5. Director of Administrative Services
6. Director of Finance
7. Director of Planning
8. Director of Human Resources
9. Director of the Virginia Theater

The Crisis Management Team shall be supported by the following staff positions:

1. Assistant Director of Administrative Services
2. Assistant Director of Operations

Facility Receptionists

There also is a chain of responsibility for the Spokesperson. The Spokesperson is responsible for making official statements (written or oral) to the media on behalf of the Crisis Team and Park District and coordinating the dissemination of public information via social media and the Park District website. All those listed as potential Spokespersons should review their duties on a periodic basis to ensure they are

prepared in the event of an actual crisis. Staff members should direct all media inquiries to the designated Spokesperson.

Note: No formal media or public statement of any kind should be made until corporate legal counsel has reviewed and approved those statements.

The following is a list of alternate Park District Spokespersons:

1. Executive Director or assigned staff person “in charge”
2. Director of Marketing and Communications
3. Director of Operations
4. Director of Administrative Services

Legal Considerations

After any serious incident, the Crisis Management Team will have to manage a wide variety of issues, demands and distractions – simultaneously pulling them in many directions. However, one of the most important actions to complete during the initial crisis-response period is to **contact the park district’s corporate counsel and call the Park District’s representing Risk Management Agency IMMEDIATELY!** (Regardless of the time or day) Time is of the essence, and it may be critical to consult with legal counsel and the Risk Management Agency’s staff early in the crisis to establish attorney/client privilege and protect the investigation. The Park District’s Risk Management Agency claims, and legal staff are part of your team and are ready to provide guidance. The Park District staff should also immediately contact corporate counsel for additional legal input and to serve as legal liaison to the Park District board members.

Protect the Investigation – Get Legal Counsel Involved Immediately

It is critical that the Park District does not accept or assume responsibility and/or liability for any incident *before all facts are fully known and confirmed and without legal counsel guidance*. There is a delicate balance between acknowledging the seriousness of the incident and being accountable to your community and making unnecessary (and often incorrect) admissions of liability and/or responsibility.

In the age of instant communication and immediate media involvement, which may or may not be reporting accurate information, it is challenging to exercise restraint and caution. However, while it might be difficult to withhold comment, The Risk Management Agency and/or corporate legal counsel must be part of the investigative process, public response, and overall coordination of communication for any serious incident (both internal and external). Legal counsel’s role is to establish, maintain and protect confidentiality and attorney-client privilege, as well as to help the park district avoid making comments and statements that may unnecessarily expose the Park District to potential liability and/or unfounded public scrutiny.

“Attorney-client privilege” is a legal rule that protects certain communications between a client and attorney and keeps those communications privileged and confidential. By assuring confidentiality, clients can make *full and frank* disclosures to their attorney, who can better provide candid advice and effective representation. However, communications that do not fall within the scope of attorney-client privilege are often subject to public disclosure via the Freedom of Information Act (FOIA), subpoena and discovery in litigation, or through third parties such as law enforcement and other official investigative agencies. Those unprotected communications sometimes contain inaccurate information, incomplete information and/or

admissions that others can and will use against the member in a court of law and the court of public opinion.

Remember, you can only give a statement with absolute confidentiality to the Risk Management Agency's legal counsel (or your corporate counsel). This includes written statements prepared by staff witnesses and third-party accounts documented and prepared by member staff. Park District staff should consult with legal counsel **before** requesting or preparing substantive written statements or incident/loss reports, or before contemplating any disciplinary action against staff. This does not include compiling a list of witnesses and/or potential witnesses that includes personal and professional contact information.

Park District staff should take the following steps immediately after a crisis:

1. Contact the Park District's Risk Management Agency's representative.
2. Consult with the Risk Management Agency's legal counsel and/or the Park District's corporate counsel before giving any statement, requesting a written statement, preparing a written statement, preparing any report – or forwarding substantive text messages, tweets, or emails about the incident.

Park District staff should obtain legal counsel **prior to** cooperating with investigating law enforcement or other official agencies. It is crucial for Park District staff to consult with the Risk Management Agency's legal counsel **before** providing any statement to law enforcement agencies or other official investigating agencies such as OSHA, IEPA or the Department of Public Health.

Cooperation with an official third-party investigation and consulting with an attorney from our Risk Management Agency is not inconsistent or mutually exclusive. For example, if a law enforcement investigator asks, "Why do you need a lawyer?" you simply say: "The Park District wants to provide its full cooperation but also wants to protect its legal rights." Keep in mind that investigative reports and/or statements taken by investigating police or other official investigator(s) are often subject to public disclosure under FOIA laws.

Third parties such as the local media, personal injury attorneys and potential claimants may also be able to obtain business text messages, tweets, blog entries, Facebook postings and emails among staff via FOIA requests, records subpoenas and/or written discovery requests in a subsequent lawsuit. For the same reasons you avoid creating a damaging "paper trail," you should not create an equally damaging electronic trail with texts, email messages or social media among staff. There is no such thing as a "private" message among Park District staff.

3. Prepare a preliminary Accident/Incident Report using the Risk Management Agency's Accident/Incident Report Form and **not** the Park District's internal accident/incident form. When completing the Risk Management Agency's Accident/Incident Report Form, always provide a brief, objective, and factual account of the incident without any personal opinions as to fault or other unknowns.

The Risk Management Agency's standard claims reporting forms contain specific language designed to establish and protect the confidentiality of the report through attorney-client privilege. Never release this report to any third party (including investigating police) without first consulting the Risk Management Agency's legal counsel and obtaining authorization from the Risk

Management Agency. Any written account or description of the incident or supplemental written (including electronic) communication or report pertaining to the incident should have the following language at the top of the document:

***THIS DOCUMENT IS AN ATTORNEY-CLIENT PRIVILEGED COMMUNICATION
PREPARED FOR, AND AT THE REQUEST OF, THE CHAMPAIGN PARK DISTRICT'S
RISK MANAGEMENT AGENCY'S LEGAL COUNSEL.***

When directed by the Risk Management Agency's legal counsel or the Risk Management Agency's-assigned outside legal counsel, communications (email, fax, other) should always contain the above phrase in the subject heading of the communication and should be directed to the Park District's Risk Management Agency's General Counsel. Please DO NOT send the draft documents to any other recipients (e.g., facility managers, superintendents, etc.) since that could negate the attorney-client privilege.

Remember, any "internal report" you create that is not specifically and purposely directed to the Risk Management Agency legal counsel or the Park Districts corporate counsel may be obtained via a FOIA or other document request and be potentially damaging in subsequent litigation.

4. **DO NOT** request or prepare any witness and/or employee statements without first consulting legal counsel. Such statements are often incomplete, inaccurate and/or misleading. For non-employee witnesses (i.e., patron witnesses), get their personal contact information and a brief verbal account of the incident. At a later time, the Risk Management Agency will arrange to conduct a subsequent interview and/or request a written witness account.

When/if the Risk Management Agency's asks Park District staff to document a witness account, insert the following language at the top of the summary:

***THIS DOCUMENT IS AN ATTORNEY-CLIENT PRIVILEGED COMMUNICATION
PREPARED FOR, AND AT THE REQUEST OF THE RISK MANAGEMENT AGENCY
LEGAL COUNSEL.***

5. Use the Risk Management Agency's in-house legal counsel or a Risk Management Agency-assigned outside counsel to conduct the Park District internal confidential investigation.

While the Park District staff may want to conduct their own investigation, if they do that *on their own* and not at the request of our Risk Management Agency, the investigative findings and materials may be discoverable or subject to disclosure. However, if our Risk Management agency conducts the investigation on behalf of the Park District, all related communications are more likely to be subject to attorney-client privilege and protected. The Risk Management Agency's legal counsel can hire investigators, employ consulting experts, and enlist a variety of research and investigative resources on the Park District's behalf. The Risk Management Agency can then report the results back to Park District staff while protecting the findings and conclusions from disclosure.

Crisis Team Action Plan

The Crisis Team Leader should use the following steps as a guide to manage a crisis and make decisions:

1. Whenever a crisis involving personal injury and/or property damage occurs, the first responsibility of the Crisis Team is to activate the Park District's emergency response plan and ensure necessary and appropriate actions are taken to minimize further loss. Immediate safety needs of people and property are the top priority.
2. Crisis Team should obtain, compile, monitor and verify the accuracy of incoming information. It is critical to document **all** incoming events and information in chronological order to assess and address the crisis accurately. The team must verify and review new and incoming information against past and known information. The team needs the available information to be compiled accurately to make well-informed decisions.
3. Park District staff will feel the emotional and physical impact of a crisis. The Crisis Team should reassure staff so the process of information gathering can begin. Employees exhibiting signs of unusual stress and/or an inability to attend to their respective duties effectively should be relieved of their duties and directed to a designated area. Employees directly involved in the incident should remain on duty until the decision is made as to whether or not to conduct post-incident interviews under the direction of the Risk Management Agency legal staff.
4. The Crisis Team should move employees directly involved in the crisis incident to a more private location if media is present or the environment is stressful. The Park District should provide transportation for staff to a secure facility for debriefing, interviewing and evaluation of their physical and emotional well-being.
5. Notify parents of minor employees as to the location of their children as soon as possible. Inform parents as they arrive that they can remain with their son/daughter and be present during the interview process conducted by police or legal staff.
6. Identify a secure facility location for the Crisis Team to meet and begin implementing the Crisis Management Plan. This is where the team continues fact finding and coordinating the crisis response with key parties such as emergency response agencies, Risk Management Agency, EMS, local police, key staff, legal counsel, and the media.
 - a. Communicate to all staff that a crisis exists and to forward all communications and relevant information immediately to the Crisis Management Team. Identify the Official Spokesperson and reinforce with staff to direct all media inquiries to the Spokesperson.
 - b. The Crisis Team Leader and legal counsel will direct staff actions, coordinate information gathering, consult with outside groups, interface with emergency responders, communicate with staff and the public, and provide direction on needed resources.

7. Contact the governing board president to notify them of the situation, and then notify other board members. Remind all board members not to make any public comments concerning the incident, and that the Risk Management Agency is conducting a formal investigation under the direction of its legal counsel.
8. Identify all staff directly involved in the crisis as soon as possible so legal counsel and the Executive Director can interview and debrief them.
9. Assign staff to monitor (and digitally record/videotape, if possible) television news reports, social media sites, local blogs, radio stations and other media outlets to determine what information about the crisis is available to the public.
10. Assign staff to verify the accuracy of information as it becomes known. Legal counsel and the Crisis Team rely on this information to respond to the crisis, prepare a media relations plan, address public concerns, determine the scope and nature of investigative action, and address the needs of victims, staff, relatives, and other affected parties.
11. Establish a communication team to answer incoming phone calls, emails, and social media outlets to keep the Crisis Team informed. The communication team documents all incoming information received or directed to the Park District. The team documents who called, the information provided/requested, the caller's title, time of call, and return phone number or email address. The team should forward all emails and social media inquiries to the Crisis Team.
12. Develop a crisis communications strategy working in conjunction with the Crisis Team and legal counsel and consider the following:
 - a. Obtain legal counsel approval of all public communications.
 - b. Identify the newsworthiness of the incident and how the media is reporting it.
 - c. Communicate with staff informing them of the crisis and that all statements shall come from the Park District's spokesperson.
 - d. Reassure the community and manage public relations.
 - e. Verify the accuracy and availability of information.
 - f. Limit initial contact with the media to a written press release.
 - g. Debrief and prepare the Official Spokesperson.
 - h. Determine the manner and means of addressing the media (i.e., off-camera or on-camera).
 - i. Limit an on-camera response to the Spokesperson to read a prepared, written statement to the press. The Crisis Team should regularly reassess the need to address the media. Consider what stage the crisis is in; the scope and extent of the crisis; the expectations of your community; public relations; the need to balance inaccurate reporting; and the ability of the press to report about the crisis fairly. The Spokesperson should never admit or address fault or liability, so it is critical to coordinate all media response with legal counsel.

Crisis Information Gathering – Questions to Consider

It can be difficult for the Crisis Team to know how to start the information-gathering process. The team can use the following list of sample questions as a guide to gather information and make decisions:

1. Is the emergency-response portion of the crisis complete or ongoing?
2. Has the Park District notified their Risk Management Agency?
3. Have the families of all victims been notified? (Coordinate with local police.)
4. Have the proper authorities been notified? (Police, fire, poison control, EPA, Department of Public Health, utility companies, etc.)
5. Have all Crisis Team members been notified and gathered? Does the team need to establish a crisis center? If so, where?
6. Has the team notified the Park District's attorney and board members?
7. What is the status of the internal investigation process?
8. Is there an investigation being conducted by a third party? (Police, fire, EPA, OSHA, private investigator, aquatic certification entity, etc.)
9. Has the Crisis Team been provided contact information for all potential staff and non-staff witness(s)?
10. Has the team assured the public the crisis is under control?
11. Has a Park District representative contacted the local and/or reporting media to tell them the Park District will provide information once facts have been gathered and verified? Has onsite media been made reasonably comfortable (electrical power for equipment, computer access, administrative support services, coffee, etc.)?
12. Is a formal written press statement appropriate and/or necessary?
13. Has the Park District communicated the appropriate level of compassion for the victim(s) and the families?
14. Has the Spokesperson been updated with current information and thoroughly prepared? (Anticipated questions, rehearsed responses, etc.)
15. Have false, misleading, or inaccurate statements been made and/or reported by the media that should be balanced by facts?
16. Are there visual images of the incident and/or post-incident damages/losses? (Cell phone, video or photographs, security video cameras, etc.)

17. Should the EAP and/or other counseling/support services be made available for Park District staff/board members? Does staff need a group EAP meeting in addition to individual staff counseling?

Members of the Crisis Team and Their Roles

Executive Director Duties (Official Spokesperson, Crisis Team Leader)

Often the Executive Director acts as the official Crisis Team leader and as Spokesperson. The director, working with legal counsel, is responsible for the overall coordination of the Crisis Management Plan.

The director or designated legal counsel are typically the primary representative of the Park District throughout the crisis. However, others with specialized and/or direct knowledge may also serve in the Spokesperson's role.

Director of Recreation/Revenue Facilities Duties

The Director of Recreation, if not acting as the Crisis Team Leader, shall:

1. Coordinate the identification of Park District employees affected by the crisis and gather contact information.
2. Coordinate the identification of program participants and contact guardians (minors only).
3. Coordinate facility personnel.
5. Assist the Director of Human Resources in gathering pertinent information.
6. Assign recreation staff duties related to the crisis as needed.
7. Log all crisis-related phone calls and activities.
8. Reschedule planned programs/activities as necessary, locating alternative programming sites or cancelling programs, if appropriate. This includes communicating programming changes to affected staff and the general public.

Director of Operations Duties

The Director of Operations coordinates the information and activities associated with department operations as directed by the Crisis Team. Duties may include:

If not acting as the Crisis Team Leader, the Director of Operations shall:

1. Provide Crisis Team with access to necessary buildings, facilities, and power resources.
2. Coordinate Park District activities with the City Public Works Department, Police Department, utility companies, etc.
3. Organize a transportation fleet for Crisis Team and staff.
4. Assist Marketing and Development Director in providing support services to media (power, tables, etc.).
5. Log all crisis-related phone calls and activities.

Assistant Director of Administrative Services Duties

1. Assist Risk Management Agency legal and risk management staff during the investigative process. (Including other authorized third-party investigators.)
2. Coordinate identification of witnesses and gather personal and professional contact information, and obtain all pertinent information:
 - Exactly what happened?
 - Who was/is involved?
 - Where did the incident occur?
 - When did it happen?
 - What is currently being done to minimize the existing crisis?
 - If the answers to the above questions are not known, when will they be known?
3. Take photographs/digitally record/video tape and preserve evidence as directed by legal counsel.
4. Secure evidence gathered and release evidence only after approval by the Risk Management Agency's legal counsel using a chain-of-custody document. (See Appendix D.)
5. Contact the necessary governmental agencies, when applicable. (EPA following chemical spills, IDOL following the death of an employee, Illinois Department of Public Health, etc.)
6. Obtain, compile or present pertinent safety documentation or practices conducted by the Park District.
7. Complete the Risk Management Agency Accident/Incident Report Form (not an internal reporting form), have Risk Management Agency legal counsel review it, and send it to the Risk Management Agency within 24 hours of the incident.
8. Gather employee statements in a narrative format to supplement the accident report form and as directed by the Risk Management Agency legal counsel.
9. Obtain any pertinent contracts, waivers, training records, certifications, or similar documentation.
10. Review circumstances and cause(s) of the crisis and, if applicable, recommend and implement post-crisis measures to minimize future similar events.

Director of Finance Duties

The Director of Finance shall:

1. Advise crisis management leader and the board of the total cost-to-date of incident
2. Assist in obtaining pertinent contracts, waivers, or similar documentation.
3. Oversee the administrative staff efforts
4. Work to determine financial damage to the District. If any.

Director of Human Resource Duties

The Director of Human Resource shall:

1. Notify remainder of Crisis Team.
2. Notify the Executive Director with investigative efforts
3. Update the official spokesperson about changes in the situation as they occur.
4. Coordinate with Assistant Director of Administrative Services to obtain all pertinent information. Communicate all pertinent information to the Crisis Team.
5. Coordinate the identification of Park District employees affected by the crisis and gather contact information.
6. Contact EAP services for employees in need and contact EAP and/or other support services to inform them of the crisis and need for services.

7. Notify parents or guardians of all involved minor employees.
- 8.. Coordinate the processing and verification of departmental policies, procedures, training, records, etc.
9. Provide information concerning any applicable contracts, affiliate groups and independent contractors the Park District uses.
10. Communicate with staff concerning Park District policies on not sharing any information about the incident or making comments to people outside the Park District (**See Appendix C**).
11. Determine if any affected staff needs EAP assistance or other support services.

Director of Marketing and Communications Duties

1. Coordinate and draft communications under direction of Crisis Team with legal input.
2. Establish a centralized media center, as directed.
3. Compile a list of local television, radio and newspaper phone numbers and contacts, if known.
4. Distribute information through media channels as directed. (Park District website; social media sites; patron distribution lists; and local, television and print reporters.)
5. Manage the communications team in monitoring media outlets, including social media, to track crisis reporting. (Facebook, Twitter, blogs, etc.)
6. Update the Park District website to take on a lower profile as necessary based on the sensitivity of the crisis. Provide information proactively through the website to communicate with the public.
7. Identify and manage all communication channels including email lists, mailing lists, website, and social media.
8. Monitor Media Outlets.
9. Keep Park District staff and the board informed and updated on facts and developments. Employees often need reassurance and/or a better understanding of the crisis. These communications also provide an opportunity to remind employees they should direct media and third-party requests for information to the designated Spokesperson. Careful monitoring of media output, along with careful management of internal communications, prevents the release of misinformation, problematic speculation, and rumors.
10. Provide specific information about a program or facility.
11. Compile and verify facts and information and formulate appropriate responses to questions and concerns.
12. Communicate with staff concerning Park District policies on not sharing any information about the incident or making comments to people outside the Park District. (**See Appendix C**)
13. Assist the Spokesperson in responding to inquiries, as directed.

Director of Administrative Services

1. Work with Director of Marketing and Communications (if applicable) to screen telephone calls, email, website, and social media inquiries.
2. Screen reporters, family members or others who may arrive unannounced at the administration building. Obtain the following information and keep a log:
 - o Name.
 - o Title and organization. (Who is the person representing?)
 - o Name of newspaper, radio, or TV station, if applicable.

- Telephone number to reach the person.
 - Email address of person, if applicable.
 - Reporter's deadline, if applicable.
 - Nature of the inquiry.
3. If a reporter, photographer, attorney, investigator, or victim's family appears in person at the administrative office or another location, obtain the above information and immediately contact the Crisis Team and official Spokesperson.
4. All responses to information inquiries are limited to providing the official information pre-approved by the Crisis Team for distribution. If possible, a script should be provided (and up-dated periodically) for all staff to read from if responsible for answering the Park District phones.

Spokesperson Duties

The role of the Spokesperson is to represent the Park District as the liaison to the media and third parties. At the direction of the Crisis Team, the Spokesperson presents official, accurate and pre-approved information to the media on behalf of the Park District. The Park District is not obligated in any way to share information with the media. However, it is often advisable to provide a brief statement, before requested, acknowledging the incident, and expressing sympathy for the family and others involved.

Any Park District -approved communication should never include a "no comment" statement. Such a statement leads to a misinterpretation that the Park District has something to hide, leading to speculation and innuendo and prompting the media to find other information sources that may be unreliable and/or have hidden agendas. The Park District can, with legal counsel input, provide a written press release including the following:

- Acknowledge the incident/crisis.
- Express compassion and support for victims and their families.
- Explain it is premature to provide details pending further investigation.
- Describe rescue/proactive efforts/safety record, etc.
- Emphasize the matter is under investigation and your Park District is fully cooperating with other agencies.
- Assure public you will provide additional facts as they become known.

The designated Spokesperson should have in-depth knowledge of the organization, be well spoken and professional, and be comfortable and confident in the role as Spokesperson. Pre-crisis training through exercises such as mock press conferences is a valuable exercise to prepare your Spokesperson for a future crisis. Remember, the Spokesperson is the Park District's primary liaison and the face of your Park District that the public sees.

On behalf of the Park District and Crisis Team, the Spokesperson presents factual information in a means and manner directed by the Crisis Team. If the Park District determines a press conference or in-person interview is necessary, it is advisable to have the Spokesperson begin by reading a prepared statement that accurately presents the Park District's response to the crisis. This allows the Park District to list points proactively for the media to know, even if reporters do not ask the Spokesperson questions that would elicit that information.

The Spokesperson should not answer any questions for which verified facts are not available. In such a situation, the Spokesperson can say:

“Regretfully, we all must respect the pending investigation, and it is premature to address this question/issue at this time. I certainly would not want to provide any inaccurate or misleading information inadvertently. Of course, as facts become known and verified, I would be pleased to revisit this question/issue.”

In addition, the Spokespersons **should never:**

- Release victim information until family members are notified.
- Speculate on liability, damage costs, causes, etc., until verified and reviewed by legal counsel.
- Fix blame on others or mislead.
- Speak off the record.

Role of Board Members and Elected Officials

Board members and elected officials are concerned during a crisis. Often, they feel obligated to speak to the media, victims/families, and/or the general public. Despite their good intentions, they may inadvertently compromise the Park District’s reputation and ability to minimize potential liability exposure. Strongly advise board members not to make any statements to the news media or any third party without prior consultation and approval from legal counsel. Risk Management Agency counsel or assigned counsel often speaks with board members through the protection provided by executive session to update them on the crisis and related legal and liability issues.

Role of Employees in Dealing with the News Media

All employees must recognize their role in a crisis. They must understand it is the Park District’s policy and expectation that any information released comes from the designated Spokesperson. Employees should know, as soon as possible, the contact information of the Park District Spokesperson.

Advise those employees directly or indirectly involved in the crisis that reporters or other investigators may approach them. The same is true for employees involved in the investigative process and/or information flow. Reinforce your media-response policy with these employees during interviews and crisis debriefing so they know the appropriate responses to questions.

Offer employees the following guidelines in handling reporters or others seeking information:

1. If anyone approaches you for information, you are not required to give an interview, and we ask you to direct the person to the designated Park District Spokesperson. You can say, "I’m sorry. I am not the best person to answer that question. You should contact (state designated Spokesperson), and I am confident he/she can assist you."
2. It is acceptable not to know the answer to a question. Say, "I don’t know," and direct the reporter/person to the Spokesperson.
3. Never say, "No comment." Reporters may interpret that phrase to imply guilt or that you have something to hide. Instead, say, "Please understand that I am not the best person to discuss this event. I would not want to provide inaccurate or incomplete information unintentionally. You should direct your inquiry to (provide name and number of designated Spokesperson)."

4. Never make an off-the-record statement. There is no such thing as an off-the-record comment. Any statement made off-the-record can become front page headlines. The confidentiality of off-the-record statements cannot, and often will not, be guaranteed.

Media Relations Plan

Through direction of the Crisis Team and legal counsel, the Spokesperson coordinates all interaction with the media and any outside requests for information. The Crisis Team decides the time, place and means of sharing information with the media and/or responding to media requests, with advice of legal counsel.

You want to show you are a willing partner in sharing information, and you are committed to cooperating with the media. However, you must also be very clear that the Park District will not share any information until legal counsel verifies and reviews it.

Do not make promises to reporters. Tell them you will share information when it is available for the public.

Monitor all news and social media to determine how the crisis is being reported. Determine whether reports are objective and accurate. When necessary, prepare and distribute accurate information to balance any serious false statements.

Always prepare an initial written press release and consider posting it on your website or on other social media channels.

Continuing Operations

- **Evaluate staff readiness** – The Crisis Team Leader should meet with supervisors of employees directly involved in the incident to determine if they are ready to resume duties.
- **Reopen the facility** – Consider a gradual reopening to keep staff from becoming overwhelmed following the incident. A supervisor should be available when reopening a facility involved in a crisis event to answer any questions from the public so as not to distract the staff.
- **Communicate with the public** – Set a date to reopen when staff is ready. Consider shorter hours or limiting public participation in programs for a period of time. Let the public and patrons know staff evaluations and other readiness training was completed prior to reopening.
- **Communicate with outside groups/users** – Consider suspending out-of-the-ordinary programming activities, special events or large-group facility use for a period of time.

Appendix A - Initial Press Release

The Champaign Park District has recently been informed that on (date of crisis) at approximately _____ (identify time), the following occurred:

(Briefly describe crisis)

At this time, the specific facts and circumstances surrounding this event have been neither fully substantiated nor confirmed. We are currently in the process of investigating this matter in full cooperation with:

(Identify other investigative agencies)

Out of respect for the investigative process and in fairness to the families and parties involved, we are unable to provide further details at this time. However, we are committed to providing additional facts and developments as they become known and confirmed. In the interim, anyone wishing to provide or request further information should contact (identify Spokesperson) at (phone number). We are also providing updated information on our Park District website at www.champaignparks.com.

Appendix B - Emergency Phone List

Executive Director ~ Joe DeLuce

Office: 217-819-3821
Cell Phone: 217-714-2333
Email: Joe.DeLuce@champaignparks.com

Director of Finance ~Andrea Wallace

Office: 217-819-3826
Cell Phone: 217-778-8608
Email: andrea.wallace@champaignparks.com

Director of Human Resources~ Heather Miller

Office: 217-819-3823
Cell Phone: 630-688-9753
Email: heather.miller@champaignparks.org

Director of Marketing and Communications~ Chelsea Norton

Office: 217-819-3843
Cell Phone: 217-273-3943
Email: Chelsea.norton@champaignparks.com

Director of Operations ~ Dan Olson

Office: 217-819-3812
Cell Phone: 217-369-5860
Email: Dan.Olson@champaignparks.org

Director of Recreation ~Jameel Jones

Office: 217-819-3907
Cell Phone: 217-390-5656
Email: Jameel.jones@champaignparks.com

Director of Revenue Facilities ~ Jimmy Gleason

Office: 217-819-3835
Cell Phone: 708-522-5665
Email: jimmy.gleason@champaignparks.org

Director of Planning ~Andrew Weiss

Office: 217-819-3822
Cell Phone: 217-377-9536
Email: andrew.weiss@champaignparks.org

Director of Recreation ~Jarrod Scheunemann

Office: 217-819-3831
Cell Phone: 217-390-5857
Email: jarrod.scheunemann@champaignparks.org

Director of The Virginia Theater ~Steven Bentz

Office: 217-819-3902
Cell Phone: 217-358-1614
Email: steven.bentz@champaignparks.org

Assistant Director of Administrative Services – Joe Kearfott

Office: 217-819-3834

Cell Phone: 217-781-7446

Email: joe.kearfott@champaignparks.org

Risk Management Agency ~PDRMA

Office (630) 769-0332

Fax (630) 769-0449

Risk Management Agency After Hours – Includes instructions on how to reach their staff after hours.

Email: www.pdrma.org

Appendix C - Statements of Admission and Social Media

(To be read or otherwise communicated to staff from Management)

In a tragedy such as the one that has occurred, it is important to remind everyone of the Champaign Park District's communication policy. It is critical to the reputation of the Park District that all incident-related communications be accurate, appropriate, and properly attributed. Only those employees officially designated by the Park District have the authorization to speak on behalf of the Park District. In this matter, (identify Spokesperson) has been designated the Park District Spokesperson. Staff is expected to refer all media inquiries to _____, as our Spokesperson. Should anyone from the media contact you, a simple and appropriate response would be: *"Please understand that _____ has been designated as the Champaign Park District Spokesperson. Kindly direct your inquiries to _____."* You can then simply walk away, hang up the phone, or close the door. You have no obligation to talk to the media and should not feel pressured to do so.

Staff should be cautious in discussing the incident with family members, friends, residents and other third parties. Your communications may be inaccurate, misunderstood, misperceived, or result in rumors that can negatively impact the image of the Park District and our staff, and compromise our ability to defend potential litigation. Similarly, the Park District recognizes and respects the right of employees to use social networking, personal websites, texting, and weblogs as a medium of self-expression. Again, only those employees officially designated by the Park District have the authorization to speak on behalf of the District. It is important to keep in mind that this matter is currently under investigation. Many facts remain unknown, and there is significant information that has yet to be confirmed.

Please be careful to avoid disclosing any information that may compromise the investigation, is confidential, or may violate privacy rights or privacy perceptions. Show proper consideration and respect to coworkers, the victim(s), our patrons, and others. While we cannot prevent you from using social media, we strongly recommend you do not use it to discuss the incident or to discuss this incident in an inappropriate or counterproductive manner. Your perceptions or representations may not be accurate, may violate attorney/client privileged, may violate privacy rights, and can later be used against you or the

Park District by the media or in a future lawsuit against the Park District. In short, remember that what you post will be around for a long time, so consider the content carefully.

The Park District and its Employee Assistance Program provider are available to you if you should need help coping with the incident. Please talk to your supervisor or manager if you have questions about this policy.

Appendix D - Chain of Custody Document

Chain of custody documents are important from a legal perspective in that it document the movement and location of physical evidence from the time it is obtained until the time it is presented in court.

A chain of custody document should be used when physical evidence as part of an investigation is placed in secure storage and/or provided to another person or organization. It is important to document the chain of custody so that it reflects the care provided in handling important physical evidence when stored or transferred to indicate its condition and that it was not physically altered while in the care of any individual.

(Reference here the incident relating to the need to execute a chain of custody document)

(Describe here exactly what was done to obtain a device or document, on what day, time and were stored securely). (Sign and date document).

_____ Date _____
Trevor Warren, Locklear Park District

Example:

Trevor Warren turned over control of the above cited device/document to Jason Anders, Risk Management Agency staff, at approximately 11:00 a.m. on xx/xx/xxxx at (Add location here). Jason Anders delivered the device/document to Shawn Belinski, Risk Management Agency, Legal Counsel, at the Risk Management Agency office at approximately 8:30 a.m. on xx/xx/xxxx.

Description of Device or document:

6" X 5" white box hard drive (now brownish and discolored) square shape with venting around three sides.

- In hand-written pen on one side. – **"10.20.13.10 (space) Sept 2009"**

- Three ports on one side – one round, one cable jack and a rectangle prong jack.
- Additional manufacturer information on a label that may be readable but will need closer inspection and cleaning to identify details. Manufacturer listed as Security Digital.

Security Camera:

3 XYZ Security Cameras provided by Trevor Warren to Jason Anders on xx/xx/xxxx. Jason Anders provided cameras to Shawn Belinski on xx/xx/xxxx.

Camera description:

Camera 1 Bar Code 10.4.192.33 10.23.15.109

_____ Date _____
 Shawn Belinski, Risk Management Agency

On xx/xx/xx (approximately 9:00 a.m.), Shawn Belinski provided the devices to Chris Kessler, Risk Management Agency Claims Supervisor, who removed the hard drive and three security cameras from their storage container for the purpose of photographing the items and placing identifying stickers on the devices. The hard drive and camera were returned to their original container and securely stored at the Risk Management Agency office.

_____ Date _____
 Chris Kessler, Risk Management Agency

Appendix E - Crisis Management Plan

Acknowledgment of Receipt Form

The _____ Crisis Management Plan supplements the many safety policies and procedures already in place at the Park District. As an employee, you are expected to read this document thoroughly and return this completed acknowledgment of receipt form which will be placed in your personnel file.

Signature of employee:

Date:



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: September 14, 2022

SUBJECT: Safety Manual

Background

The Champaign Park District (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.

Part of the accreditation process requires the Park District to develop and update a Safety Manual every five (5) years. This manual offers best practices to guide staff about how to maintain safety throughout the Park District

Our current Safety Manual was approved in 2017. Since then, there have been several staffing changes that need to be reflected in the new manual along with updated procedures that line up with and provide consistency amongst other documents at the District.

Prior Board Action

The safety manual was listed as a discussion item for the June 22, 2022 Special Board Meeting. At that time, the Board requested additional time for review, and it was agreed to revisit the Safety Manual at an August Board Meeting.

Clarification on Documents

A word version of the safety manual from 2017 could not be located. Therefore, staff redlined all changes in the original pdf document (for reference) and created a new word document that reflects all updates and changes, which are highlighted in yellow on the 2022 version of the Safety Manual.

Discussion

Staff recommends review of the Safety Manual, which will meet one of the required Distinguished Agency Accreditation. standards.

Prepared by:

Joe Kearfott
Assistant Director of Administrative Services

Reviewed by:

Jarrod Scheunemann
Director of Administrative Services

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.



CHAMPAIGN

PARK DISTRICT

SAFETY MANUAL

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Safety Policy

We acknowledge an obligation to provide safe working conditions for employees and a safe leisure environment for the public using our programs, facilities, and parks.

It is the intention of the Champaign Park District to develop, implement, and administer a safety and comprehensive loss control program. In all of our assignments, the health and safety of all should be an important consideration.

Personnel at all levels are directed to make safety a manner of continuing and mutual concern, equal in importance with other operational considerations. Each supervisor is to ensure that work is done in a safe manner. Inspections are conducted on a regular basis, hazards are confronted, and accidents are investigated.

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

Approved by Board of Commissioners	March 12, 1997
Revised by Board of Commissioners	September 14, 2005
Revised by Board of Commissioners	July 13, 2011
Revised by Board of Commissioners	May 20, 2013
Revised by Board of Commissioners	Augusta 23, 2017

President

Employee Safety

Staff Responsibilities

The success of the Champaign Park District safety program will depend upon the announced and demonstrated interest of management, the sincere and consistent example set by supervisors and the cooperative, concerted efforts of all employees.

All Park District employees are required, as a condition of employment, to develop safe work habits and to contribute in every manner possible to the safety of themselves, their co-workers, and the general public.

Park District staff members have the following responsibilities:

EXECUTIVE DIRECTOR

- Provide administrative and financial support for all safety programs.
- Become thoroughly familiar with the safety manual contents.
- Approve safety policies.
- Participate in safety by making safety tours, review safety reports, and praises safety work methods.
- Communicate safety policies and programs to the Board of Commissioners

ASSISTANT DIRECTOR OF ADMINISTRATIVE SERVICES

- Establish and administer the loss control program.
- Become thoroughly familiar with the safety manual contents.
- Maintain a working knowledge of all general and department specific safety rules.
- Instill in each department head, a clear understanding of their duties and responsibilities in the areas of loss control and safety.
- Act as chair of the Safety Committee
- Administer the accident investigation policy and procedures to ensure that sufficient data is being gathered for review.
- Makes specific budget recommendations for the purchase of safety equipment, service, and training.
- Provides proper job instruction training and in-service training to employees and supervisors.

DEPARTMENT HEADS

- Work in harmony with the Assistant Director of Administrative Services to organize loss control program aspects which are particular to their department.
- Become thoroughly familiar with the safety manual contents.
- Maintain a working knowledge of all general and department specific safety rules.

- Enforce safety rules and improve employee and public knowledge of the same by confronting and correcting unsafe behavior and conditions. Negligence to enforce safety rules on the part of the supervisory personnel is also considered a safety violation.
- Prepare needed support information for the PDRMA **Risk Management Review**.
- Make budget recommendations for improving safety specific to their department.

MANAGERS AND SUPERVISORS

- Become thoroughly familiar with the safety manual contents.
- Maintain a working knowledge of all general and department specific safety rules.
- Inspect work areas for compliance with safe work practices and rules.
- Properly orient new employees while providing good job training and in-service safety training to current employees.
- Enforce safety rules and improve employee and public knowledge of the same by confronting and correcting unsafe behavior and conditions. Negligence to enforce safety rules on the part of the supervisory personnel is also considered a safety violation.
- Report and investigate accidents.
- Make sure necessary safety equipment and protective devices for each job or program are available, used, and properly maintained.
- Cooperate with the Assistant Director of Administrative services in making sure all memos, training records, safety data sheets, and correspondence are sent for their review.
- Treat public complaints and concerns with the utmost attention being courteous in all cases.

EMPLOYEES

- Maintain a working knowledge of all general and department specific safety rules.
- Immediately report all accidents and unsafe conditions to their supervisor.
- Cooperate and assist in the investigation of accidents.
- Attends all required safety programs, job instruction training and in-service educational meetings.
- Treat public complaints and concerns with the utmost attention being courteous in all cases.
- Pay strict attention to housekeeping of work areas.

General Safety Rules

- Horseplay and fighting will not be tolerated in the work place.
- Possession of unauthorized firearms, alcoholic beverages, illegal drugs or unauthorized medically prescribed drugs will not be tolerated in the work place.

- Your immediate supervisor must be informed if you are required to take medication during work hours which may cause drowsiness, alter judgment, perception or reaction time. Written medical evidence stating that the medication will not adversely affect your decision making or physical ability may be required. Please refer to Section 6-11 and review the comprehensive Alcohol and Drug Abuse Policy in Appendix A in the Personnel Policy Manual.
- Your immediate supervisor must be notified of any permanent or temporary impairment that reduces your ability to perform in a safe manner or prevent or hinder your performance of the essential functions of your position.
- Personal protective equipment must be used when potential hazards cannot be eliminated.
- Equipment is to be operated only by trained and authorized personnel.
- Periodic inspections of workstations may be conducted to identify potential hazards and to ensure that equipment or vehicles are in safe operating condition.
- Any potentially unsafe conditions or acts are to be reported immediately to your immediate supervisor.
- If there is any doubt about the safety of a work method, your immediate supervisor should be consulted before beginning work.
- All accidents, near misses, injuries and property damage must be reported to your immediate supervisor, regardless of the severity of the injury or damage.
- Failure to report an accident or known hazardous condition may be cause for disciplinary action up to and including dismissal.
- All employees must follow recommended work procedures outlined for their job, department, and/or facility.
- Employees are responsible for maintaining an orderly environment. All tools and equipment must be stored in a designated place. Scrap and waste material are to be discarded in a designated refuse container.
- Any smoke, fire or unusual odors must be reported promptly to your immediate supervisor.
- If you create a potential slip or trip hazard, correct the hazard immediately or mark the area clearly before leaving it unattended.
- Vehicle safety belts must be used on all public roadways in accordance with state statute.
- Employees who operate vehicles must obey all driver safety instructions and comply with traffic signs, signals, and markers and all applicable laws.
- Employees who are authorized to drive are responsible for having a valid driver's license for the class of vehicle they operate. You must report revocation or suspension of your driver's license to your immediate supervisor.
- All drivers will submit authorization for drivers abstracts annually.
- All employees must know District rules regarding accident reporting, evacuation routes and fire department notification.
- Departmental and facility rules and procedures outlined in specific manuals must be followed by each employee in the department. Employees must assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as required.
- Any employee found to be in violation of a safety standard will be issued a warning by his/her supervisor. Disciplinary actions, as described in the Personnel Policy Manual, may be taken as a result of an employee's failure to abide by safety rules and regulations.

Accident Reporting Procedures

An accident report should be prepared for any accident, injury or "near miss" which occurs on Champaign Park District property or at any program sponsored by the Park District. The accident report forms will be used for all injuries sustained by patrons or injuries that occur to staff and volunteers.

PREPARE A DETAILED ACCIDENT REPORT

- Attain as much information as possible regarding the accident. Be thorough in your description of the injury, how it occurred, and what type of first aid was administered. Others should be able to read the report and fully understand the circumstances involved.
- It is very important that the accident report is prepared in a timely manner. Accident reports should be filled out immediately after the injured has been properly attended to. Reports are to be filled out online and will automatically be submitted to the Director and Assistant Director of Administrative Services.
- If the injury occurs to an employee, within 2 hours an accident report must be completed. If the employee injury requires more than basic first aid and requires medical attention, the employee should contact the Assistant Director of Administrative Services who will refer the employee to Occupational Health.

Accident Investigation Procedure

- Accident investigations are the responsibility of the Safety Committee and may be initiated by any member of the Safety Committee. Accident, injuries, and "near misses" may result in the need for an accident investigation.
- The accident investigation team will consist of the Assistant Director of Administrative Services, the appropriate Department Head, and at least two safety committee members.
- The scope of the investigation will include
 - Summary of the accident site

- Interviews with witnesses
- Determination of improper safety procedures, if any
- Correction of any safety deficiencies

Employee Safety Gear

- The Park District will provide essential safety gear for use with specific equipment as designated in its Personal Protective Equipment Safety Program.

Compliance Programs

The **Champaign** Park District has developed guidelines for employees in protecting themselves against hazardous conditions in the workplace as well as complying with local, state, and federal regulations. The Park District will provide training when applicable to employees' job function.

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

The Park District has developed procedures that will address occupational exposure to blood and other potentially infectious materials. The plan outlines methods of compliance, hepatitis B vaccination, post-exposure evaluation and follow-up, communication of hazards, and training and record keeping. The Park District will provide training on an annual basis and/or as needed.

FALL PROTECTION PROGRAM

The Park District will ensure that the hazards of all elevated falls over 4 feet are evaluated, and that information concerning their hazards are communicated to all employees affected. The **Assistant Director of Administrative Services** and/or other designated trained fall protection personnel are responsible for the administration of this program and have full authority to make necessary decisions to ensure success of the program. A written program will be reviewed and evaluated on an annual basis or when changes occur to the Occupational Safety and Health Administration (OSHA) standard. A training program will be provided for those employees exposed to fall protection. Training will ensure that employees understand the purpose, function, and proper use of fall protection. Also, that they acquire the knowledge and skills required for the safe application and usage. The Park District will provide training to employees on an annual basis.

HAZARDOUS COMMUNICATION PROGRAM

This program is intended to meet all requirements of the Toxic Substances Disclosure to Employees Act, commonly referred to as the Illinois Employee Right-to-Know Law. The law requires the Park District to communicate and train their employees about the health and safety hazards of the chemicals in the workplace. The Assistant Director of Administrative Services has been designated as the Hazardous Communications Coordinator. The responsibilities include posting Right-to-Know law signs, labeling hazardous substances, obtaining and maintaining Safety Data Sheets, and providing initial and refresher training to all employees. The

Park District will provide training to employees on an annual basis.

LOCKOUT/TAGOUT PROGRAM

The purpose of this program is to help ensure that the machine or equipment is stopped or isolated from all potentially hazardous energy sources and locked out before employees do any maintenance. The Park District will provide training to employees annually.

PERSONAL PROTECTIVE EQUIPMENT SAFETY PROGRAM

Where jobs have inherent hazards, employees will be notified and supplied with the proper PPE. The Assistant Director of Administrative Services and/or supervisors will train employees to appreciate the inherent risks, proper selection, implementation and care of the equipment. The Assistant Director of Administrative Services and/or supervisors will enforce the use of PPE as well as any associated safety rules pertaining to work activities. All employees will meet or exceed OSHA, American National Standards Institute, American Society for Testing and Materials, manufacturer specification and any organizational guidelines pertaining to personal protective equipment. The Park District will provide training on an annual basis.

CONFINED SPACES SAFETY PROGRAM

The Park District has developed the following guidelines to ensure the safety of our employees exposed to confined spaces which are based on the requirements established by OSHA as well as regulations adopted by the Illinois Department of Labor. This agency will maintain a written program, identify confined spaces within its facilities and recreation areas, and train employees on safe entry and specific safety precautions. The Park District will provide training annually.

ERGONOMICS POLICY AND TRAINING PROGRAM

Stretching is an important component of the Park District's effort to reduce the effects of ergonomic risk factors both on and off the job. Over time, the excessive stress and strain on tendons, muscles, ligaments, cartilage, blood vessels, and nerves resulting from ergonomic risk factors can lead to injury. Stretching, as an ergonomic intervention, can be a useful method to providing a safer working environment for Park District staff. It is the policy of the Park District to engage in a proactive, sustained program to reducing or eliminating ergonomic related injuries to employees by educating and implementing an agency wide policy of simple reversal of posture and stretching exercises that are intended to increase worker flexibility and range of motion, improve circulation, relieve stress, and enhance coordination, both on and off the job.

POWERED INDUSTRIAL TRUCK PROGRAM

The Park District will ensure that the requirements of the standard for powered industrial trucks will be adhered to. This standard practice instruction is intended to address comprehensively the issues of employee training,

authorization, safety requirements, fire protection, maintenance, and general operation of fork trucks, tractors, platform lift trucks, motorized hand trucks, and other specialized industrial trucks used within the Park District, including end loaders and bobcats equipped with forks.

HOT WORK PROGRAM

Cutting/welding projects can be extremely dangerous activities if the proper precautions are not taken. Agencies must ensure that staff is properly trained, the proper personal protective equipment is used and the work area is properly inspected prior to performing any cutting or welding projects. Attached is a pre-work checklist and procedures for fire watch/work area monitoring that must be considered prior to starting any project.

Emergency Procedures

In the event of an emergency, all staff must follow the emergency procedures that are outlined in the Park District Emergency Operations/Crisis Management Plan. Please refer to the Park District Emergency Response Plan found at each facility for further emergency instructions.

Remember the first priority in any type of emergency is always the direct safety of all Park District staff and to the general public.

Communication Plan

In the event of an emergency the Bresnan Meeting Center front desk staff shall act as the communication center for the Park District.

- The Executive Director shall notify Department Heads and the Board of Commissioners and Officers.
- Each Department head will be responsible of notification to their managers and supervisors.
- If an emergency occurs after hours, notification shall be made in the following order.

Title	Name	Cell Phone
Executive Director	Joe DeLuce	217-714-2333
Director of Admin. Services	Jarrod Scheunemann	217-390-5857
Asst. Director of Admin. Services	Joe Kearfott	217-781-7446
Director of Operation	Dan Olson	217-369-5860
Director of Recreation	Jameel Jones	217-390-5656
Director of Rev. Facilities	Jimmy Gleason	708-522-5665
Director of Marketing & Communication	Chelsea Norton	217-273-3943

Tornado Plan

FACILITIES

Tornado Watch

- Turn on weather radio to 162.550
- Inform everyone in facility of watch
- Check park areas and inform everyone of watch
- Continue programs as scheduled

Tornado Warning

- Turn on weather radio to 162.550
- Inform everyone in the facility of the warning and direct them to the designated cover area.

VEHICLES

Tornado Watch

- Director of Operations will inform all park personnel of weather updates
- Turn radio to emergency radio station 1400 AM
- Check park areas and inform everyone of watch

Tornado Warning

- Director of Operations will inform all park personnel of weather updates
- Turn radio to emergency radio station 1400 AM
- Inform everyone in the general vicinity of warning
- Seek the closest shelter and take cover

Lightning and Thunder Guidelines

If lightning strikes are detected within a 10-mile radius, outdoor programs should suspend programming for at least 20 minutes after the last lightning strike was seen or thunder was heard. Staff and participants should seek cover and all programming should be moved indoors if able to do so.

Temperature Guidelines for Programs

Outdoor programs should be moved indoors or cancelled if either of the following occur.

- **Excessive Heat Warning**
 - Current or forecasted high air temperatures combined with high humidity levels expected or imminent within 12 hours. This includes when a heat index is at least 105* for more than 3 hours per day for two consecutive days or anytime the heat index will reach 110*
- **Extreme Cold Warning**
 - Current or below zero air temperatures combined with any level of winds producing extreme wind chill levels that can cause hypothermia or frostbite. This typically occurs when wind-chill readings reach -40* or lower for at least 3 hours per day.

Fire and Explosion Plan

Fires can begin through explosions from highly volatile materials, arson, lightning strikes, vandalism, overheating appliances, fireworks, smoking materials, or improperly stored flammables.

To stop the spread of fire, early detection and extinguishing are essential. If a fire gets out of control or an explosion is imminent, evacuation must be immediate. The impact of fire is greatly affected by fire alarms, sprinkler systems, exit signs, emergency lighting, and employees trained in fire extinguisher use.

FIRE EXTINGUISHER USE

Fight a fire with an extinguisher only if the following are true:

- The fire department has been notified of the fire.
- The fire is small and confined to its immediate area of origin
- You have a way out and can fight the fire with your back to an exit
- You have the proper extinguisher and know how to use it
- You use careful judgment. If your effort is failing, get out of the facility quickly, and close the door behind you.

BASIC ACTION AND EVACUATION

- Contact the Fire Department (911) and activate the nearest fire alarm.
- Begin evacuation of all participants and staff
- Attempt to extinguish the fire under the recommended guidelines.
- Do not use elevators to exit to upper or lower levels.
- Leave lights and windows as they are
- Be aware of the number of participants for whom you are responsible. Upon evacuation, do a head count.
- Close all doors as you exit rooms.
- A site supervisor or designated staff should prepare to meet the fire department.
- Available staff should stay with all participants. However, one staff member should contact the Assistant Director of Administrative Services and another staff member should contact parents of youth participants if applicable.

Utility Failure Plan

In the event that utilities in the Champaign area go out, the following will occur.

- Emergency lighting systems will operate in Park District facilities for at least 15 minutes.
- Staff should utilize flashlights and emergency radios located at each facility
- Staff should take the appropriate steps to calm all participants and to proceed with activities if able to.
- Staff should check the elevators for patrons

- If utility failure continues for an extended period of time contact parents of youth participants and send adult participants home.
- Call Ameren at the following number if you see downed power lines or smell gas.
 - 1-800-755-5000
- If gas or burning odors are detected within the building, evacuate the building immediately.

Bomb or Terrorist Threat

- Take the threat seriously
- Get as much information as possible and write it down immediately.
 - Name of Caller
 - Age
 - Gender
 - Date
 - Location of the threat
 - Time of detonation
 - What the threat looks like
 - Why they are threatening the Park District
 - What kind of threat is it
 - Any other identification
- If possible, keep the caller on the primary line and contact the police on a secondary line
- Contact Park District staff to initiate the Crisis Management Plan
- Have a staff member prepared to meet authorities when they arrive
- If instructed to, evacuate the facility
- If the police request assistance, the Assistant Director of Administrative Services will coordinate with them and provide assistance.

Armed Intruder

Guidelines for responding during an active shooter or violent intruder situation.

The purpose of a lockdown is to minimize accessibility to facilities and reduce the risk of injury or danger to staff and patrons.

A lockdown would be implemented when requested by public safety, law enforcement, fire department, or Champaign Park District staff.

INCIDENTS THAT MAY REQUIRE A LOCKDOWN

- Person(s) armed with firearm or weapon on Park District Property
- Gunshots directed at or near the Park District facilities
- Police incidents involving dangerous person(s) that are adjacent to or within a short distance of Park District property
- Hazardous chemical spills
- Gas leaks

- Electrical conditions
- Disasters close to Park District facilities
- Any other violent incident that a reasonable person would recommend a lock down

LOCKDOWNS

Lock downs will be announced via telephone, radio, in-person, text message and/or email.

Soft Lock Down

A soft lock down should be initiated whenever there is a situation or event that causes concern for personal safety that is taking place out in the community. This includes, but is not limited to:

- Violent acts like mob action
- Violence near Park District property
- Armed robbery near Park District property
- Other criminal acts that may escalate into a facility

Park District staff are to lock all exterior doors of the effected facility. Entry into the building should be limited to only known non-threatening individuals. Staff should encourage all patrons to remain in the facility until the all clear has been announced.

Hard Lock Down

A hard lock down should be initiated when there is a situation or event that causes concern for personal safety inside one of our facilities or parks. This includes:

- Witnessed violent acts
- A violent intruder with/without a weapon
- Loud screaming
- Anytime there is a heightened concern of escalating violence.

ACTIVE INTRUDER INSIDE THE BUILDING

Immediate action to take

- Try to keep everyone quiet as not to bring attention to you and others.
- Move to a securable area if able to do so.
- If the area you are in can be locked, lock it and stay away from the entry and windows.
- If you cannot lock the door barricade the door and hide somewhere inside the room
- If you can determine where the shooting is coming from and can safely run to any exit do so.
- If able to exit leave everything behind except your cell phone.
- Keep your hands visible and follow the instructions of the police.
- Do not stop to assist wounded victims or attempt to move them. Report their location to the police once you have exited the building.

- Dial 911 to contact the emergency dispatch center as soon as possible to report what is happening. Dispatchers will advise you on what to do.
- Give as much detail about the intruder as you can.

What to expect from law enforcement

- Police are trained to respond as quickly as possible to gunfire.
- Their purpose is to stop the shooter.
- Officers may be in plain clothes, uniforms, SWAT uniforms and armed with long rifles, shotguns, and/or handguns.
- They will have identification.
- Do as the officers direct you, and keep your hands visible at all times to show the officers you are not a threat.
- If possible, tell the officers where the shooter was last seen and provide any details about the shooter that you can.
- The first officers to respond will not stop to assist injured people. Other officers will follow to treat the injured.
- Do not allow anyone into or out of your secure area until instructed to do so by the police.

Specific Safety Standards

Facilities

- At least two (2) exits must be available from all floors.
- There must never be any obstructions in aisles or exits.
- Enough fire extinguishers of the proper type must be provided to meet the minimum fire code restrictions.
- Smoking is prohibited indoors.
- Materials and equipment must be stored in predesigned areas.
- Custodial carts are not to be stored in public areas or left unattended.
- All refuse must be placed in the proper containers and a sufficient number of receptacles should be in each building.
- Guns are not allowed in Park District facilities

Parks

- Signs should be posted communicating hours parks are open.
- All newly installed and any necessary replacements for playground apparatus must comply with the Consumer Product Safety Commission (CPSC) guidelines.

- No asphalt or other hard surfaces shall be under playground equipment. All surfaces must comply with CPSC guidelines.
- All playgrounds are to be inspected monthly.
- All parks and trails are to be inspected quarterly.
- All employees are to clean up broken glass when it is found.
- All employees are to report unsafe conditions in an y park to the Assistant Director of Administrative Services.
- Operators of mowers, weed eaters and other power equipment are to ensure that grass clippings, rocks, etc. are not discharged towards park users, employees, and vehicles.
- Park crews are to perform a general safety inspection for the entire park and playground on each weekly visit.

Vehicles

- Staff must completely a 360* circle for safety every time you go to get into a vehicle.
- Seat belts must be worn at all times.
- Staff must use 3 points of contact any time getting into or out of equipment or vehicles.
- No one below the age of 18 may operate any motorized vehicle or any other piece of equipment that may be outlined in specific departmental procedures.
- Employees under the age of 21 will not be allowed to transport passengers.
- Out of Town checklists must be completed for any trip taken outside the Champaign-Urbana area.
- Accurate records must be kept and up-to-date on all repairs, tune-ups, etc. for each vehicle.
- No person should ride in or on equipment being towed.
- No person shall ride in the back of a truck.
- All trucks should be equipped with a gate, which should be put up when transporting. If a gate must be down for wide or extra long items, vehicles must be properly flagged and four-way flashers or strobe be on.
- All loads must be secured when transported in a vehicle.
- Roll bars should be installed on all mowers and tractors and seat belts should be worn at all times.
- No vehicle is to be operated or moved unless all doors are closed and latched.
- No vehicle is to be left idling unattended unless in “park” or in neutral with emergency brakes or air brakes engaged if the vehicle does not have a “park” option.
- All vehicles must be equipped with the proper fire extinguishers.
- Any new vehicles that are purchased must comply with the Department of Transportation standards.

- Each driver is responsible for reporting all accidents, incidents, vehicle damage and malfunctions to their immediate supervisor.
- Drivers must obey all traffic laws and speed limits at all times.
- Vehicles that are traveling in parks or on trails should not exceed 5 mph.
- All drivers must receive a drivers check before operating any vehicle.

Equipment and Tools

- Proper training is required for all staff prior to use of any tool or equipment.
- All equipment and tools must be stored in a pre-designed area and should be kept clean and repaired at all times.
- All new equipment and tools must comply with local, state and federal standards.
- Operational instructions for all machinery and equipment must be in written form and kept close to the appropriate machine or equipment for employee reference.
- Proper use and inspections of ladders must be taught to employees before use.
- Ear protection devices are to be utilized with portable air hammers, chainsaws, brush chippers, mowers, weed eaters and any other loud equipment.
- When sanding, spray painting, or working with fiber glass materials, appropriate ventilation and PPE must be used to protect the employee.
- All proper fall protection shall be worn when working from elevated heights.
- A separate room or safety curtain must be used while welding.
- Two employees shall be present at all times while using the tree chipper and proper safety equipment must be worn.
- At no time shall equipment or tools be left unattended at a work site.

Accident Prevention

- Slippery substances spilled on floors must be cleaned up immediately.
- Floors, walks, and parking lots must be maintained. Repairs must be made to holes, depressions, broken flooring, uncovered drains, loose or poorly fitted grating or sagging and expanded floor supports.
- All painting supplies and combustible materials must be stored in a separate room or fire-resistant cabinet.
- Emergency lights are present in all buildings used by the public and are to be checked monthly.
- All exits must be clearly lit and marked.
- Broken lights must be replaced immediately.
- Electrically wiring must be properly encased and replaced when worn.
- Care must be taken not to over load circuits.

- Extension cords should be used on a short term, temporary basis only.
- Electrical cords must be kept in as orderly a fashion as possible to prevent any falls.
- Any replacement curtains or drapes must be fire retardant.
- All stairways must be equipped with secure railings and well lit.
- All buildings must have emergency phone numbers located at the telephone as well as emergency procedures posted.
- Each facility manager should have a copy of the emergency plan.
- Every facility should be equipped with a first aid kit and AED.
- All tables and chairs should be inspected and repaired regularly by facility staff.
- A three (3) foot clear zone must be maintained around all electrical switch gear, breaker boxes and heating and cooling units.

Occupational Safety and Health Administration

In the event of an OSHA inspection under the auspices of the Illinois Health and Safety Act, the following guidelines will apply:

- The Assistant Director of Administrative Services is designated as the responsible individual to participate in the inspection process.
- A list of required materials or posters and their locations is kept at the Bresnan Meeting Center
- Records necessary for the inspection, OSHA 300 etc. are located in the Assistant Director of Administrative Services office.
- The Executive Director and Director and Assistant Director of Administrative Services may negotiate timeframes for corrections of any citations, and are responsible for the completion of said corrections.



CHAMPAIGN
PARK DISTRICT

SAFETY MANUAL

Revised by the Board of Commissioners

Kevin J. Miller, President

Joseph C. DeLuce, Executive Director

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**CHAMPAIGN
PARK DISTRICT**
Safety Policy

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

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

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

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

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



Kevin J. Miller, President



Joseph C. DeLuce, Executive Director

Employee Safety

Staff Responsibilities

The success of the Champaign Park District safety program will depend upon the announced and demonstrated interest of management, the sincere and consistent example set by supervisors and the cooperative, concerted efforts of all employees.

All Park District employees are required, as a condition of employment, to develop safe work habits and to contribute in every manner possible to the safety of themselves, their co-workers, and the general public.

Park District staff members have the following responsibilities:

EXECUTIVE DIRECTOR

- Provide administrative and financial support for all safety programs.
- Become thoroughly familiar with the safety manual contents.
- Approve safety policies.
- Participate in safety by making safety tours, review safety reports, and praises safety work methods.
- Communicate safety policies and programs to the Board of Commissioners

ASSISTANT DIRECTOR OF ADMINISTRATIVE SERVICES

- Establish and administer the loss control program.
- Become thoroughly familiar with the safety manual contents.
- Maintain a working knowledge of all general and department specific safety rules.
- Instill in each department head, a clear understanding of their duties and responsibilities in the areas of loss control and safety.
- Act as chair of the Safety Committee
- Administer the accident investigation policy and procedures to ensure that sufficient data is being gathered for review.
- Makes specific budget recommendations for the purchase of safety equipment, service, and training.
- Provides proper job instruction training and in-service training to employees and supervisors.

DEPARTMENT HEADS

- Work in harmony with the Assistant Director of Administrative Services to organize loss control program aspects which are particular to their department.
- Become thoroughly familiar with the safety manual contents.
- Maintain a working knowledge of all general and department specific safety rules.

- Enforce safety rules and improve employee and public knowledge of the same by confronting and correcting unsafe behavior and conditions. Negligence to enforce safety rules on the part of the supervisory personnel is also considered a safety violation.
- Prepare needed support information for the PDRMA Risk Management Review.
- Make budget recommendations for improving safety specific to their department.

MANAGERS AND SUPERVISORS

- Become thoroughly familiar with the safety manual contents.
- Maintain a working knowledge of all general and department specific safety rules.
- Inspect work areas for compliance with safe work practices and rules.
- Properly orient new employees while providing good job training and in-service safety training to current employees.
- Enforce safety rules and improve employee and public knowledge of the same by confronting and correcting unsafe behavior and conditions. Negligence to enforce safety rules on the part of the supervisory personnel is also considered a safety violation.
- Report and investigate accidents.
- Make sure necessary safety equipment and protective devices for each job or program are available, used, and properly maintained.
- Cooperate with the Assistant Director of Administrative Services in making sure all memos, training records, safety data sheets, and correspondence are sent for their review.
- Treat public complaints and concerns with the utmost attention being courteous in all cases.

EMPLOYEES

- Maintain a working knowledge of all general and department specific safety rules.
- Become thoroughly familiar with the safety manual contents.
- Immediately report all accidents and unsafe conditions to their supervisor.
- Cooperate and assist in the investigation of accidents.
- Attends all required safety programs, job instruction training and in-service educational meetings.
- Treat public complaints and concerns with the utmost attention being courteous in all cases.
- Pay strict attention to housekeeping of work areas.

General Safety Rules

- Horseplay and fighting will not be tolerated in the work place.
- Possession of unauthorized firearms, alcoholic beverages, illegal drugs or unauthorized medically

prescribed drugs will not be tolerated in the work place.

- Your immediate supervisor must be informed if you are required to take medication during work hours which may cause drowsiness, alter judgment, perception or reaction time. Written medical evidence stating that the medication will not adversely affect your decision making or physical ability may be required. Please refer to Section 6-11 and review the comprehensive Alcohol and Drug Abuse Policy in Appendix A in the Personnel Policy Manual.
- Your immediate supervisor must be notified of any permanent or temporary impairment that reduces your ability to perform in a safe manner or prevent or hinder your performance of the essential functions of your position.
- Personal protective equipment must be used when potential hazards cannot be eliminated.
- Equipment is to be operated only by trained and authorized personnel.
- Periodic inspections of workstations may be conducted to identify potential hazards and to ensure that equipment or vehicles are in safe operating condition.
- Any potentially unsafe conditions or acts are to be reported immediately to your immediate supervisor.
- If there is any doubt about the safety of a work method, your immediate supervisor should be consulted before beginning work.
- All accidents, near misses, injuries and property damage must be reported to your immediate supervisor, regardless of the severity of the injury or damage.
- Failure to report an accident or known hazardous condition may be cause for disciplinary action up to and including dismissal.
- All employees must follow recommended work procedures outlined for their job, department, and/or facility.
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- Vehicle safety belts must be used at all times.
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- Employees who are authorized to drive are responsible for having a valid driver's license for the class of vehicle they operate. You must report revocation or suspension of your driver's license to your immediate supervisor.

- All drivers will submit authorization for drivers abstracts annually.
- All employees must know District rules regarding accident reporting, evacuation routes and fire department notification.
- Departmental and facility rules and procedures outlined in specific manuals must be followed by each employee in the department. Employees must assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as required.
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An accident report should be prepared for any accident, injury or "near miss" which occurs on Champaign Park District property or at any program sponsored by the Park District. The accident report forms will be used for all injuries sustained by patrons or injuries that occur to staff and volunteers.

PREPARE A DETAILED ACCIDENT REPORT

- Attain as much information as possible regarding the accident. Be thorough in your description of the injury, how it occurred, and what type of first aid was administered. Others should be able to read the report and fully understand the circumstances involved.
- It is very important that the accident report is prepared in a timely manner. Accident reports should be filled out immediately after the injured has been properly attended to. Reports are to be filled out online and will automatically be submitted to the Director and Assistant Director of Administrative Services.
- If the injury occurs to an employee, within 2 hours an accident report must be completed. If the employee injury requires more than basic first aid and requires medical attention, the employee should contact the Assistant Director of Administrative Services who will refer the employee to Occupational Health.

Accident Investigation Procedure

- Accident investigations are the responsibility of the Safety Committee and may be initiated by any member of the Safety Committee. Accident, injuries, and "near misses" may result in the need for an accident investigation.
- The accident investigation team will consist of the Assistant Director of Administrative Services, the appropriate Department Head, and at least two safety committee members.

- The scope of the investigation will include
 - Summary of the accident site
 - Interviews with witnesses
 - Determination of improper safety procedures, if any
 - Correction of any safety deficiencies

Employee Safety Gear

- The Park District will provide essential safety gear for use with specific equipment as designated in its Personal Protective Equipment Safety Program.

Compliance Programs

The Champaign Park District has developed guidelines for employees in protecting themselves against hazardous conditions in the workplace as well as complying with local, state, and federal regulations. The Park District will provide training when applicable to employees' job function.

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

The Park District has developed procedures that will address occupational exposure to blood and other potentially infectious materials. The plan outlines methods of compliance, hepatitis B vaccination, post-exposure evaluation and follow-up, communication of hazards, and training and record keeping. The Park District will provide training on an annual basis and/or as needed.

FALL PROTECTION PROGRAM

The Park District will ensure that the hazards of all elevated falls over 4 feet are evaluated, and that information concerning their hazards are communicated to all employees affected. The Assistant Director of Administrative Services and/or other designated trained fall protection personnel are responsible for the administration of this program and have full authority to make necessary decisions to ensure success of the program. A written program will be reviewed and evaluated on an annual basis or when changes occur to the Occupational Safety and Health Administration (OSHA) standard. A training program will be provided for those employees exposed to fall protection. Training will ensure that employees understand the purpose, function, and proper use of fall protection. Also, that they acquire the knowledge and skills required for the safe application and usage. The Park District will provide training to employees on an annual basis.

HAZARDOUS COMMUNICATION PROGRAM

This program is intended to meet all requirements of the Toxic Substances Disclosure to Employees Act, commonly referred to as the Illinois Employee Right-to-Know Law. The law requires the Park District to communicate and train their employees about the health and safety hazards of the chemicals in the workplace. The Assistant Director of Administrative Services has been designated as the Hazardous Communications Coordinator. The responsibilities include posting Right-to-Know law signs, labeling hazardous substances, obtaining and maintaining Safety Data Sheets, and

providing initial and refresher training to all employees. The Park District will provide training to employees on an annual basis.

LOCKOUT/TAGOUT PROGRAM

The purpose of this program is to help ensure that the machine or equipment is stopped or isolated from all potentially hazardous energy sources and locked out before employees do any maintenance. The Park District will provide training to employees annually.

PERSONAL PROTECTIVE EQUIPMENT SAFETY PROGRAM

Where jobs have inherent hazards, employees will be notified and supplied with the proper PPE. The Assistant Director of Administrative Services and/or supervisors will train employees to appreciate the inherent hazards, proper selection, implementation and care of the equipment. The Assistant Director of Administrative Services and/or supervisors will enforce the use of PPE as well as any associated safety rules pertaining to work activities. All employees will meet or exceed OSHA, American National Standards Institute, American Society for Testing and Materials, manufacturer specification and any organizational guidelines pertaining to personal protective equipment. The Park District will provide training on an annual basis.

CONFINED SPACES SAFETY PROGRAM

The Park District has developed the following guidelines to ensure the safety of our employees exposed to confined spaces which are based on the requirements established by OSHA as well as regulations adopted by the Illinois Department of Labor. This agency will maintain a written program, identify confined spaces within its facilities and recreation areas, and train employees on safe entry and specific safety precautions. The Park District will provide training annually.

ERGONOMICS POLICY AND TRAINING PROGRAM

Stretching is an important component of the Park District's effort to reduce the effects of ergonomic risk factors both on and off the job. Over time, the excessive stress and strain on tendons, muscles, ligaments, cartilage, blood vessels, and nerves resulting from ergonomic risk factors can lead to injury. Stretching, as an ergonomic intervention, can be a useful method to providing a safer working environment for Park District staff. It is the policy of the Park District to engage in a proactive, sustained program to reducing or eliminating ergonomic related injuries to employees by educating and implementing an agency wide policy of simple reversal of posture and stretching exercises that are intended to increase worker flexibility and range of motion, improve circulation, relieve stress, and enhance coordination, both on and off the job.

POWERED INDUSTRIAL TRUCK PROGRAM

The Park District will ensure that the requirements of the standard for powered industrial trucks will be adhered to. This standard practice instruction is intended to address

comprehensively the issues of employee training, authorization, safety requirements, fire protection, maintenance, and general operation of fork trucks, tractors, platform lift trucks, motorized hand trucks, and other specialized industrial trucks used within the Park District, including end loaders and bobcats equipped with forks.

HOT WORK PROGRAM

Cutting/welding projects can be extremely dangerous activities if the proper precautions are not taken. Agencies must ensure that staff is properly trained, the proper personal protective equipment is used, and the work area is properly inspected prior to performing any cutting or welding projects. A pre-work checklist for fire watch/work area monitoring must be reviewed prior to starting any project.

Emergency Procedures

In the event of an emergency, all staff must follow the emergency procedures that are outlined in the Park District Emergency Operations/Crisis Management Plan. Please refer to the Park District Emergency Response Plan found at each facility for further emergency instructions.

Remember the first priority in any type of emergency is always the direct safety of all Park District staff and the general public.

Communication Plan

In the event of an emergency the Bresnan Meeting Center front desk staff shall act as the communication center for the Park District.

- The Executive Director shall notify Department Heads and the Board of Commissioners and Officers.
- Each Department head will be responsible of notification to their managers and supervisors.
- If an emergency occurs after hours, notification shall be made in the following order.

Title	Name	Cell Phone
Executive Director	Joe DeLuce	217-714-2333
Director of Admin. Services	Jarrod Scheunemann	217-390-5857
Asst. Director of Admin. Services	Joe Kearfott	217-781-7446
Director of Operation	Dan Olson	217-369-5860
Director of Recreation	Jameel Jones	217-390-5656
Director of Rev. Facilities	Jimmy Gleason	708-522-5665
Director of Marketing & Communication	Chelsea Norton	217-273-3943

Tornado Plan

FACILITIES

Tornado Watch

- Turn on weather radio to 162.550
- Inform everyone in facility of watch
- Check park areas and inform everyone of watch
- Continue programs as scheduled

Tornado Warning

- Turn on weather radio to 162.550
- Inform everyone in the facility of the warning and direct them to the designated cover area.

VEHICLES

Tornado Watch

- Director of Operations will inform all park personnel of weather updates
- Turn radio to emergency radio station 1400 AM
- Check park areas and inform everyone of watch

Tornado Warning

- Director of Operations will inform all park personnel of weather updates
- Turn radio to emergency radio station 1400 AM
- Inform everyone in the general vicinity of warning
- Seek the closest shelter and take cover

Lightning and Thunder Guidelines

If lightning strikes are detected within a 10-mile radius, outdoor programs should suspend programming for at least 20 minutes after the last lightning strike was seen or thunder was heard. Staff and participants should seek cover and all programming should be moved indoors if able to do so.

Temperature Guidelines for Programs

Outdoor programs should be moved indoors or cancelled if either of the following occur.

- **Excessive Heat Warning**
 - Current or forecasted high air temperatures combined with high humidity levels expected or imminent within 12 hours. This includes when a heat index is at least 105* for more than 3 hours per day for two consecutive days or anytime the heat index will reach 110*
- **Extreme Cold Warning**
 - Current or below zero air temperatures combined with any level of winds producing extreme wind chill levels that can cause hypothermia or frostbite. This typically occurs when wind-chill readings reach -40* or lower for at least 3 hours per day.

Fire and Explosion Plan

Fires can begin through explosions from highly volatile materials, arson, lightning strikes, vandalism, overheating appliances, fireworks, smoking materials, or improperly stored flammables.

To stop the spread of fire, early detection and extinguishing are essential. If a fire gets out of control or an explosion is imminent, evacuation must be immediate. The impact of fire is greatly affected by fire alarms, sprinkler systems, exit signs, emergency lighting, and employees trained in fire extinguisher use.

FIRE EXTINGUISHER USE

Fight a fire with an extinguisher only if the following are true:

- The fire department has been notified of the fire.
- The fire is small and confined to its immediate area of origin
- You have a way out and can fight the fire with your back to an exit
- You have the proper extinguisher and know how to use it
- You use careful judgment. If your effort is failing, get out of the facility quickly, and close the door behind you.

BASIC ACTION AND EVACUATION

- Contact the Fire Department (911) and activate the nearest fire alarm.
- Begin evacuation of all participants and staff
- Attempt to extinguish the fire under the recommended guidelines.
- Do not use elevators to exit to upper or lower levels.
- Leave lights and windows as they are
- Be aware of the number of participants for whom you are responsible. Upon evacuation, do a head count.
- Close all doors as you exit rooms.
- A site supervisor or designated staff should prepare to meet the fire department.
- Available staff should stay with all participants. However, one staff member should contact the Assistant Director of Administrative Services and another staff member should contact parents of youth participants if applicable.

Utility Failure Plan

In the event that utilities in the Champaign area go out, the following will occur.

- Emergency lighting systems will operate in Park District facilities for at least 15 minutes.
- Staff should utilize flashlights and emergency radios located at each facility
- Staff should take the appropriate steps to calm all participants and to proceed with activities if able to.
- Staff should check the elevators for patrons

- If utility failure continues for an extended period of time contact parents of youth participants and send adult participants home.
- Call Ameren at the following number if you see downed power lines or smell gas.
 - 1-800-755-5000
- If gas or burning odors are detected within the building, evacuate the building immediately.

Bomb or Terrorist Threat

- Take the threat seriously
- Get as much information as possible and write it down immediately.
 - Name of Caller
 - Age
 - Gender
 - Date
 - Location of the threat
 - Time of detonation
 - What the threat looks like
 - Why they are threatening the Park District
 - What kind of threat is it
 - Any other identification
- If possible, keep the caller on the primary line and contact the police on a secondary line
- Contact Park District staff to initiate the Crisis Management Plan
- Have a staff member prepared to meet authorities when they arrive
- If instructed to, evacuate the facility
- If the police request assistance, the Assistant Director of Administrative Services will coordinate with them and provide assistance.

Armed Intruder

Guidelines for responding during an active shooter or violent intruder situation.

The purpose of a lockdown is to minimize accessibility to facilities and reduce the risk of injury or danger to staff and patrons.

A lockdown would be implemented when requested by public safety, law enforcement, fire department, or Champaign Park District staff.

INCIDENTS THAT MAY REQUIRE A LOCKDOWN

- Person(s) armed with firearm or weapon on Park District Property
- Gunshots directed at or near the Park District facilities
- Police incidents involving dangerous person(s) that are adjacent to or within a short distance of Park District property
- Hazardous chemical spills
- Gas leaks

- Electrical conditions
- Disasters close to Park District facilities
- Any other violent incident that a reasonable person would recommend a lock down

LOCKDOWNS

Lock downs will be announced via telephone, radio, in-person, text message and/or email.

Soft Lock Down

A soft lock down should be initiated whenever there is a situation or event that causes concern for personal safety that is taking place out in the community. This includes, but is not limited to:

- Violent acts like mob action
- Violence near Park District property
- Armed robbery near Park District property
- Other criminal acts that may escalate into a facility

Park District staff are to lock all exterior doors of the effected facility. Entry into the building should be limited to only known non-threatening individuals. Staff should encourage all patrons to remain in the facility until the all clear has been announced.

Hard Lock Down

A hard lock down should be initiated when there is a situation or event that causes concern for personal safety inside one of our facilities or parks. This includes:

- Witnessed violent acts
- A violent intruder with/without a weapon
- Loud screaming
- Anytime there is a heighten concern of escalating violence.

ACTIVE INTRUDER INSIDE THE BUILDING

Immediate action to take

- Try to keep everyone quiet as not to bring attention to you and others.
- Move to a securable area if able to do so.
- If the area you are in can be locked, lock it and stay away from the entry and windows.
- If you cannot lock the door barricade the door and hide somewhere inside the room
- If you can determine where the shooting is coming from and can safely run to any exit do so.
- If able to exit leave everything behind except your cell phone.
- Keep your hands visible and follow the instructions of the police.
- Do not stop to assist wounded victims or attempt to move them. Report their location to the police once you have exited the building.

- Dial 911 to contact the emergency dispatch center as soon as possible to report what is happening. Dispatchers will advise you on what to do.
- Give as much detail about the intruder as you can.

What to expect from law enforcement

- Police are trained to respond as quickly as possible to gunfire.
- Their purpose is to stop the shooter.
- Officers may be in plain clothes, uniforms, SWAT uniforms and armed with long rifles, shotguns, and/or handguns.
- They will have identification.
- Do as the officers direct you, and keep your hands visible at all times to show the officers you are not a threat.
- If possible, tell the officers where the shooter was last seen and provide any details about the shooter that you can.
- The first officers to respond will not stop to assist injured people. Other officers will follow to treat the injured.
- Do not allow anyone into or out of your secure area until instructed to do so by the police.

Specific Safety Standards

Facilities

- At least two (2) exits must be available from all floors.
- There must never be any obstructions in aisles or exits.
- Enough fire extinguishers of the proper type must be provided to meet the minimum fire code restrictions.
- Smoking is prohibited indoors.
- Materials and equipment must be stored in predesigned areas.
- Custodial carts are not to be stored in public areas or left unattended.
- All refuse must be placed in the proper containers and a sufficient number of receptacles should be in each building.
- Guns are not allowed in Park District facilities

Parks

- Signs should be posted communicating hours parks are open.
- All newly installed and any necessary replacements for playground apparatus must comply with the Consumer Product Safety Commission (CPSC) guidelines.

- No asphalt or other hard surfaces shall be under playground equipment. All surfaces must comply with CPSC guidelines.
- All playgrounds are to be inspected monthly.
- All parks and trails are to be inspected quarterly.
- All employees are to clean up broken glass when it is found.
- All employees are to report unsafe conditions in any park to the Assistant Director of Administrative Services.
- Operators of mowers, weed eaters and other power equipment are to ensure that grass clippings, rocks, etc. are not discharged towards park users, employees, and vehicles.
- Park crews are to perform a general safety inspection for the entire park and playground on each weekly visit.

Vehicles

- Staff must complete a 360* circle for safety every time you go to get into a vehicle.
- Seat belts must be worn at all times.
- Staff must use 3 points of contact any time getting into or out of equipment or vehicles.
- No one below the age of 18 may operate any motorized vehicle or any other piece of equipment that may be outlined in specific departmental procedures.
- Employees under the age of 21 will not be allowed to transport passengers.
- Out of Town checklists must be completed for any trip taken outside the Champaign-Urbana area.
- Accurate records must be kept and up-to-date on all repairs, tune-ups, etc. for each vehicle.
- No person should ride in or on equipment being towed.
- No person shall ride in the back of a truck.
- All trucks should be equipped with a gate, which should be put up when transporting. If a gate must be down for wide or extra long items, vehicles must be properly flagged and four-way flashers or strobe be on.
- All loads must be secured when transported in a vehicle.
- Roll bars should be installed on all mowers and tractors and seat belts should be worn at all times.
- No vehicle is to be operated or moved unless all doors are closed and latched.
- No vehicle is to be left idling unattended unless in “park” or in neutral with emergency brakes or air brakes engaged if the vehicle does not have a “park” option.
- All vehicles must be equipped with the proper fire extinguishers.
- Any new vehicles that are purchased must comply with the Department of Transportation standards.

- Each driver is responsible for reporting all accidents, incidents, vehicle damage and malfunctions to their immediate supervisor.
- Drivers must obey all traffic laws and speed limits at all times.
- Vehicles that are traveling in parks or on trails should not exceed 5 mph.
- All drivers must receive a drivers check before operating any vehicle.

Equipment and Tools

- Proper training is required for all staff prior to use of any tool or equipment.
- All equipment and tools must be stored in a pre-designed area and should be kept clean and repaired at all times.
- All new equipment and tools must comply with local, state and federal standards.
- Operational instructions for all machinery and equipment must be in written form and kept close to the appropriate machine or equipment for employee reference.
- Proper use and inspections of ladders must be taught to employees before use.
- Ear protection devices are to be utilized with portable air hammers, chainsaws, brush chippers, mowers, weed eaters and any other loud equipment.
- When sanding, spray painting, or working with fiber glass materials, appropriate ventilation and PPE must be used to protect the employee.
- All proper fall protection shall be worn when working from elevated heights.
- A separate room or safety curtain must be used while welding.
- Two employees shall be present at all times while using the tree chipper and proper safety equipment must be worn.
- At no time shall equipment or tools be left unattended at a work site.

Accident Prevention

- Slippery substances spilled on floors must be cleaned up immediately.
- Floors, walks, and parking lots must be maintained. Repairs must be made to holes, depressions, broken flooring, uncovered drains, loose or poorly fitted grating or sagging and expanded floor supports.
- All painting supplies and combustible materials must be stored in a separate room or fire-resistant cabinet.
- Emergency lights are present in all buildings used by the public and are to be checked monthly.
- All exits must be clearly lit and marked.
- Broken lights must be replaced immediately.
- Electrical wiring must be properly encased and replaced when worn.
- Care must be taken not to over load circuits.

- Extension cords should be used on a short term, temporary basis only.
- Electrical cords must be kept in as orderly a fashion as possible to prevent any falls.
- Any replacement curtains or drapes must be fire retardant.
- All stairways must be equipped with secure railings and well lit.
- All buildings must have emergency phone numbers located at the telephone as well as emergency procedures posted.
- Each facility manager should have a copy of the emergency plan.
- Every facility should be equipped with a first aid kit and AED.
- All tables and chairs should be inspected and repaired regularly by facility staff.
- A three (3) foot clear zone must be maintained around all electrical switch gear, breaker boxes and heating and cooling units.

Occupational Safety and Health Administration

In the event of an OSHA inspection under the auspices of the Illinois Health and Safety Act, the following guidelines will apply:

- The Assistant Director of Administrative Services is designated as the responsible individual to participate in the inspection process.
- A list of required materials or posters and their locations is kept at the Bresnan Meeting Center
- Records necessary for the inspection, OSHA 300 etc. are located in the Assistant Director of Administrative Services office.
- The Executive Director and Director of Administrative Services may negotiate timeframes for corrections of any citations, and are responsible for the completion of said corrections.



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: September 8, 2022

SUBJECT: Approval of a Resolution Setting a Public Hearing on Proposed 2022 General Obligation Bond Issue

Background

According to State Statute, if the Champaign Park District is to sell General Obligation Bonds, a Public Hearing must occur for the purpose of receiving public comments on the Board proposal to sell bonds. Staff is requesting Board approval of a Resolution to set the public hearing date for Wednesday, October 12, 2022 at 7:00 p.m. at the Bresnan Meeting Center (The said public hearing can be heard and participated in live by the public utilizing Zoom call in information that will be posted on the Champaign Park District's website: <http://www.champaignparks.com> before the hearing on the General Obligation Bonds) to discuss the issuance of \$1,255,000 of bonds for the purpose of providing funds for capital improvements and to pay debt service on alternate bonds.

Prior Board Action

None

Budget Impact

The FYE2023 budget includes the GO Bond issue at the full value mentioned above, as well as all applicable attorney and filing fees. Due to the tax cap restriction this year, the issuance will be less than the full amount indicated in the budget. With anticipated increases in interest income for the bond proceeds fund and the projected surplus at 4/30/2023, the impact will be minimal.

Recommended Action

Staff recommends that the Champaign Park District Board of Commissioners approve a resolution to set a Public Hearing for Wednesday, October 12, 2022 at 7:00 p.m. at the Bresnan Meeting Center, which can be heard and participated in live by the public utilizing Zoom call in information that will be posted on the Champaign Park District's website, to discuss the issuance of \$1,255,000 of General Obligation Bonds.

Prepared by:

Reviewed by:

Andrea N. Wallace, CPA
Director of Finance

Joe DeLuce, CPRP
Executive Director

RESOLUTION

WHEREAS, it is the intention of Champaign Park District to sell bonds in the total amount of \$1,255,000.00 for the purpose of providing funds to pay for the building, maintaining, improving and protecting the parks and boulevards of the Park District, and for certain debt service on alternate bonds issued for such purpose, and for the payment of expenses incident thereto.

WHEREAS, it is required by statute that a governmental unit proposing to sell non-referendum general obligation bonds hold a public hearing concerning its intent to do so prior to the sale of such bonds, and that it give notice of such hearing as required by said statute.

NOW, THEREFORE, BE IT RESOLVED by the Board of Park Commissioners of Champaign Park District that said Park District shall hold a public hearing concerning its intent to issue and sell general obligations bonds of said Park District in the amount of \$1,255,000.00 for said purpose, said public hearing to be held Wednesday, October 12, 2022 at 7:00 P.M. Central Daylight time at Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, which can be heard and participated in live by the public utilizing zoom call in information that will be posted on the Champaign Park District's website as part of the regularly scheduled meeting of said Board to be held that date.

BE IT FURTHER RESOLVED that the Secretary of this Board shall give due public notice of said hearing in the time and manner prescribed by law.

Adopted this 14th day of September, 2022.

Approved:

Kevin J. Miller, President

Attest:

Jarrod Scheunemann, Secretary



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: September 8, 2022

SUBJECT: Approval of a Resolution Initiating the 2022 General Obligation Bond Issue

Background

Each year the Champaign Park District issues General Obligation (GO) Bonds in order to fund necessary improvements and repairs to Park District property and has been pledged towards the future outstanding debt service payments on the alternate revenue bonds (ARB) issued to build Sholem Aquatic Center. For fiscal year ended (FYE) 2023, this translates to approximately \$546,200 of the bond issue applied to the ARB debt service payment, and the remaining \$708,800 to capital improvements. Last year the Board authorized the issuance of \$1,212,500 of non-referendum General Obligation Bonds. The consumer price index (CPI) increased 7.0% during this past year, therefore the District has the authority to add the lessor of CPI or 5%. The capped 5% increase from prior year issuance calculates to a 2022 bond issue of \$1,255,000. The current debt service extension base of the District for calendar year 2022 is \$1,301,063.16, which is the maximum amount (including interest) that the District may levy. The interest rate for the 2021 bond issue that matures November 30, 2022 is 0.449%, or \$5,444 in estimated total expense.

Timeline for bond issuance

- September – resolution of intent to issue the annual GO bond is presented for approval and the date for the public hearing is set
- October – request approval to solicit bids for the bond issue
- November – request approval to accept bid for bond issue, approve bond ordinance, and approve payoff amount for the prior year bond issue due November 30

Prior Board Action

None

Budget Impact

The FYE2023 budget includes the GO Bond issue at the full value mentioned above, as well as all applicable attorney and filing fees.

Recommended Action

Staff recommends that the Champaign Park District Board of Commissioners approve a resolution stating the Park District's need and intent to issue \$1,255,000 of General Obligation Bonds for FYE2023.

Prepared by:

Reviewed by:

Andrea N. Wallace, CPA
Director of Finance

Joe DeLuce, CPRP
Executive Director

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

RESOLUTION

WHEREAS, the Champaign Park District is a duly authorized General Park District organized under the provisions of the Park District Code of the State of Illinois as amended; and

WHEREAS, for the payment of land purchased for parks and boulevards, for the building, maintaining, improving and protecting of the same, and for certain debt service on alternate bonds issued for such purposes, and for the payment of expenses incident thereto, the Champaign Park District is authorized and empowered to issue general obligation limited bonds of said Park District in an amount not to exceed .575% of the total assessed valuation of all property in said Park District by Ordinance, and within the Park District's applicable debt service extension base, without an election on such proposition; and

WHEREAS, it is now reasonably expected that the aggregate outstanding unpaid balance of bonds and notes of the Park District, including the bond issue which the Park District proposes to issue and sell on or about December 1, 2022, will not, on that date, exceed .575% of the total assessed valuation of all taxable property in the Park District, and in any event such amount will not be exceeded; and

WHEREAS, the Commissioners of the Champaign Park District have made a thorough investigation and given careful consideration of the needs for maintaining, improving and protecting of the lands and buildings and the parks of said Park District, and for land acquisition and the payment of debt service on outstanding alternate bonds; and

WHEREAS, said Commissioners have determined it is necessary to raise additional funds for maintaining, improving and protecting the lands, buildings and parks of said Park District, including the payment of expenses incident thereto and the payment of debt service on outstanding alternate bonds; and

WHEREAS, Champaign Park District does not have sufficient funds available for such purposes and, therefore, it will be necessary to borrow and to issue and sell general obligation limited bonds of said Park District as evidence of such indebtedness in the sum of up to \$1,255,000.00, all as provided for by The Park District Code and the statutes of the State of Illinois thereunto enabling;

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

Section 1. It is desirable and necessary for the best interests of the Champaign Park District and for the residents thereof that the Park District raise additional funds for the maintaining, improving and protecting of the lands and buildings and the parks of said Park District, and the payment of debt service on outstanding alternate bonds, and for land acquisition, including the payment of expenses incident thereto.

Section 2. The Park District has obligated itself to pay the costs of such improvements and repairs and the payment of debt service on outstanding alternate bonds in excess of \$1,255,000.00 and that, in order to be able to pay those costs, it is necessary, and for the best interests of Champaign Park District, that the Park District borrow the sum of \$1,255,000.00 and that general obligation bonds of the Park District in the aggregate amount of \$1,255,000.00 be issued in evidence thereof, and sold.

Section 3. The ordinance selling such general obligation bonds shall not be enacted for a period of seven days after the adjournment of the public hearing to receive public comments on the proposal to sell such bonds. After expiration of said seven day period, the Park District may act on the ordinance selling such bonds for sale on terms to be hereafter approved by this Board general obligation limited bonds of Champaign Park District in the aggregate amount of up to \$1,255,000.00, said bonds to be dated as provided in such ordinance, maturing on or about November 30, 2023 and the Treasurer of the Park District is hereby authorized and directed to seek out and negotiate with prospective purchasers of said bonds and to report to this Board for its consideration and approval or disapproval the interest rates and other terms bid by said prospective purchasers.

Adopted this 14th day of September, 2022.

Approved:

Kevin J. Miller, President

Attest:

Jarrod Scheunemann, Secretary



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: September 9, 2022

SUBJECT: Acceptance of GASB 75 Interim Actuarial Valuation Report for Fiscal Year Ending April 30, 2022

Background

The Park District engaged NyHart to conduct the actuarial valuation for the Park District in relation to health insurance offered to retirees and spouses upon retirement from the Park District. The results of the report are required under governmental accounting standard (GASB) No. 75 *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*, commonly referred to as OPEB. The report for April 30, 2022 is an update only to the assumptions for health insurance and the discount rate.

The executive summary on page 3 shows a comparison between the current and prior year liability, expenses and discount rate. Of items to note, the discount rate provided is based on the GASB 75 standard and reflects the 20-year general obligation bond indices, and increased from the prior year. This resulted in a decrease to the OPEB liability at 4/30/2022. A detailed breakdown of the liability is represented on page 4; no liability is recognized for Medicare eligible retirees. The footnote disclosure to be included in the financial audit report, along with the liability to be recognized in the government-wide financials are presented on pages 4-8.

Prior Board Action

May 26, 2021 – Board authorized the Executive Director to execute the Service Agreement with The Howard E Nyhart Company for the two fiscal years ended April 30, 2021 and 2022.

Budget Impact

The FYE2023 budget includes funds to cover this expenditure of \$2,100.

Recommended Action

Staff recommends the Board accept the FYE2022 GASB 75 Interim Actuarial Valuation report as presented.

Prepared by:

Reviewed by:

Andrea N. Wallace, CPA
Director of Finance

Joe DeLuce, CPRP
Executive Director



GASB 75 INTERIM ACTUARIAL VALUATION

Fiscal Year Ending April 30, 2022

CHAMPAIGN PARK DISTRICT

CONTACT

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August 24, 2022

**Andrea N. Wallace, CPA
Champaign Park District
Bresnan Meeting Center
706 Kenwood Road
Champaign, IL 61821**

This report summarizes the interim GASB actuarial valuation for the Champaign Park District 2021/22 fiscal year. To the best of our knowledge, the report presents a fair position of the funded status of the plan in accordance with GASB Statement No. 75 (Accounting and Financial Reporting by Employers for Post-Employment Benefits Other Than Pensions). This report may not be appropriate for other purposes. Please contact Nyhart prior to disclosing this report to any other party or relying on its content for any purpose other than that explained above. Failure to do so may result in misrepresentation or misinterpretation of this report.

The information presented herein is based on the actuarial assumptions and substantive plan provisions summarized in this report and participant information furnished to us by the Plan Sponsor. We have reviewed the employee census provided by the Plan Sponsor for reasonableness when compared to the prior information provided but have not audited the information at the source, and therefore do not accept responsibility for the accuracy or the completeness of the data on which the information is based. When relevant data may be missing, we may have made assumptions we feel are neutral or conservative to the purpose of the measurement. We are not aware of any significant issues with and have relied on the data provided.

The discount rate, other economic assumptions, and demographic assumptions have been selected by the Plan Sponsor with the concurrence of Nyhart. In our opinion, the actuarial assumptions are individually reasonable and in combination represent our estimate of anticipated experience of the Plan. All calculations have been made in accordance with generally accepted actuarial principles and practice.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following:

- plan experience differing from that anticipated by the economic or demographic assumptions;
- changes in economic or demographic assumptions;
- increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period); and
- changes in plan provisions or applicable law.

We did not perform an analysis of the potential range of future measurements due to the limited scope of our engagement.

To our knowledge, there have been no significant events prior to the current year's measurement date or as of the date of this report that could materially affect the results contained herein.



Neither Nyhart nor any of its employees has any relationship with the plan or its sponsor that could impair or appear to impair the objectivity of this report. Our professional work is in full compliance with the American Academy of Actuaries "Code of Professional Conduct" Precept 7 regarding conflict of interest. The undersigned are compliant with the continuing education requirements of the Qualification Standards for Actuaries Issuing Statements of Actuarial Opinion in the United States.

Should you have any questions please do not hesitate to contact us.

A handwritten signature in black ink that reads "Cody Kocher".

Cody Kocher, ASA, MAAA
Actuary

A handwritten signature in black ink that reads "John Mallows".

John Mallows, FSA, MAAA
Actuary

Executive Summary

Champaign Park District Interim GASB 75 Valuation for Fiscal Year Ending April 30, 2022

Summary of Results

Presented below is the summary of GASB 75 results for the fiscal year ending April 30, 2022 compared to the prior fiscal year as shown in the District's Notes to Financial Statement.

	As of April 30, 2021		As of April 30, 2022	
Total OPEB Liability	\$	421,490	\$	355,684
Actuarial Value of Assets	\$	0	\$	0
Net OPEB Liability	\$	421,490	\$	355,684
Funded Ratio		0.0%		0.0%

	FY 2020/21		FY 2021/22	
OPEB Expense	\$	39,923	\$	31,253
Annual Employer Contributions	\$	19,217	\$	32,390

	As of April 30, 2021		As of April 30, 2022	
Discount Rate		2.27%		3.98%
Expected Return on Assets		N/A		N/A

GASB Disclosures

Champaign Park District Interim GASB 75 Valuation for Fiscal Year Ending April 30, 2022

Schedule of Changes in Net OPEB Liability and Related Ratios

OPEB Liability	FY 2021/22	FY 2020/21	FY 2019/20	FY 2018/19
Total OPEB Liability				
Total OPEB Liability - beginning of year	\$ 421,490	\$ 320,633	\$ 304,966	\$ 291,538
Service cost	17,617	17,628	15,028	13,956
Interest	9,602	9,599	11,813	11,823
Change of benefit terms	0	0	0	0
Changes in assumptions	(36,563)	41,908	15,201	3,153
Differences between expected and actual experience	(24,072)	50,939	(9,631)	0
Benefit payments	(32,390)	(19,217)	(16,744)	(15,504)
Net change in total OPEB liability	\$ (65,806)	\$ 100,857	\$ 15,667	\$ 13,428
Total OPEB Liability - end of year	\$ 355,684	\$ 421,490	\$ 320,633	\$ 304,966
Plan Fiduciary Net Position				
Plan fiduciary net position - beginning of year	\$ 0	\$ 0	\$ 0	\$ 0
Contributions - employer	32,390	19,217	16,744	15,504
Contributions - active employees	0	0	0	0
Net investment income	0	0	0	0
Benefit payments	(32,390)	(19,217)	(16,744)	(15,504)
Trust administrative expenses	0	0	0	0
Net change in plan fiduciary net position	\$ 0	\$ 0	\$ 0	\$ 0
Plan fiduciary net position - end of year	\$ 0	\$ 0	\$ 0	\$ 0
Net OPEB Liability - end of year	\$ 355,684	\$ 421,490	\$ 320,633	\$ 304,966
Plan fiduciary net position as % of total OPEB liability	0.0%	0.0%	0.0%	0.0%
Covered employee payroll	\$ 4,040,824	\$ 3,367,228	\$ 3,641,572	\$ 3,571,632
Net OPEB liability as % of covered payroll	8.8%	12.5%	8.8%	8.5%

GASB Disclosures

Champaign Park District Interim GASB 75 Valuation for Fiscal Year Ending April 30, 2022

OPEB Expense

OPEB Expense	FY 2021/22	FY 2020/21
Discount Rate		
Beginning of year	2.27%	2.92%
End of year	3.98%	2.27%
Service cost	\$ 17,617	\$ 17,628
Interest	9,602	9,599
Change of benefit terms	0	0
Projected earnings on OPEB plan investments	0	0
Reduction for contributions from active employees	0	0
OPEB plan administrative expenses	0	0
Current period recognition of deferred outflows / (inflows) of resources		
Differences between expected and actual experience	\$ 1,724	\$ 5,163
Changes in assumptions	2,310	7,533
Net difference between projected and actual earnings on OPEB plan investments	0	0
Total current period recognition	\$ 4,034	\$ 12,696
Total OPEB expense	\$ 31,253	\$ 39,923

GASB Disclosures

Champaign Park District Interim GASB 75 Valuation for Fiscal Year Ending April 30, 2022

Deferred Outflows / (Inflows) of Resources

Deferred Outflows / (Inflows) of Resources represents the following items that have not been recognized in the OPEB Expense:

1. Differences between expected and actual experience of the OPEB plan
2. Changes of assumptions
3. Differences between projected and actual earnings in OPEB plan investments (for funded plans only)

The initial amortization period for the first two items noted above is based on expected future service lives while the difference between the projected and actual earnings in OPEB plan investment is amortized over five years. All balances are amortized linearly on a principal only basis and new bases will be created annually for each of the items above.

Differences between expected and actual experience for FYE	Initial Balance	Initial Amortization Period	Annual Recognition	Unamortized Balance as of April 30, 2022
April 30, 2019	\$ 0	N/A	\$ 0	\$ 0
April 30, 2020	\$ (9,631)	8	\$ (1,204)	\$ (6,019)
April 30, 2021	\$ 50,939	8	\$ 6,367	\$ 38,205
April 30, 2022	\$ (24,072)	7	\$ (3,439)	\$ (20,633)

Changes in assumptions for FYE	Initial Balance	Initial Amortization Period	Annual Recognition	Unamortized Balance as of April 30, 2022
April 30, 2019	\$ 3,153	8	\$ 394	\$ 1,577
April 30, 2020	\$ 15,201	8	\$ 1,900	\$ 9,501
April 30, 2021	\$ 41,908	8	\$ 5,239	\$ 31,430
April 30, 2022	\$ (36,563)	7	\$ (5,223)	\$ (31,340)

GASB Disclosures

Champaign Park District Interim GASB 75 Valuation for Fiscal Year Ending April 30, 2022

Deferred Outflows / (Inflows) of Resources (Continued)

Net Difference between projected and actual earnings in OPEB plan investments for FYE	Initial Balance	Initial Amortization Period	Annual Recognition	Unamortized Balance as of April 30, 2022
April 30, 2019	\$ 0	N/A	\$ 0	\$ 0
April 30, 2020	\$ 0	N/A	\$ 0	\$ 0
April 30, 2021	\$ 0	N/A	\$ 0	\$ 0
April 30, 2022	\$ 0	N/A	\$ 0	\$ 0

As of fiscal year ending April 30, 2022	Deferred Outflows	Deferred Inflows
Differences between expected and actual experience	\$ 38,205	\$ (26,652)
Changes in assumptions	42,508	(31,340)
Net difference between projected and actual earnings in OPEB plan investments	N/A	N/A
Total	\$ 80,713	\$ (57,992)

Annual Amortization of Deferred Outflows / (Inflows)

The balances as of April 30, 2022 of the deferred outflows / (inflows) of resources will be recognized in OPEB expense in the future fiscal years as noted below.

FYE	Balance
2023	\$ 4,034
2024	\$ 4,034
2025	\$ 4,034
2026	\$ 4,035
2027	\$ 3,642
Thereafter	\$ 2,942

GASB Disclosures

Champaign Park District Interim GASB 75 Valuation for Fiscal Year Ending April 30, 2022

Sensitivity Results

The following presents the Net OPEB Liability as of April 30, 2022, calculated using the discount rate assumed and what it would be using a 1% higher and 1% lower discount rate.

- The current discount rate is 3.98%.
- The 1% decrease in discount rate would be 2.98%.
- The 1% increase in discount rate would be 4.98%.

As of April 30, 2022	Net OPEB Liability	
1% Decrease	\$	376,690
Current Discount Rate	\$	355,684
1% Increase	\$	335,863

The following presents the Net OPEB Liability as of April 30, 2022, using the health care trend rates assumed and what it would be using 1% higher and 1% lower health care trend rates.

- The current health care trend rate starts at an initial rate of 7.50%, decreasing to an ultimate rate of 4.50%.
- The 1% decrease in health care trend rates would assume an initial rate of 6.50%, decreasing to an ultimate rate of 3.50%.
- The 1% increase in health care trend rates would assume an initial rate of 8.50%, decreasing to an ultimate rate of 5.50%.

As of April 30, 2022	Net OPEB Liability	
1% Decrease	\$	325,034
Current Trend Rates	\$	355,684
1% Increase	\$	391,230

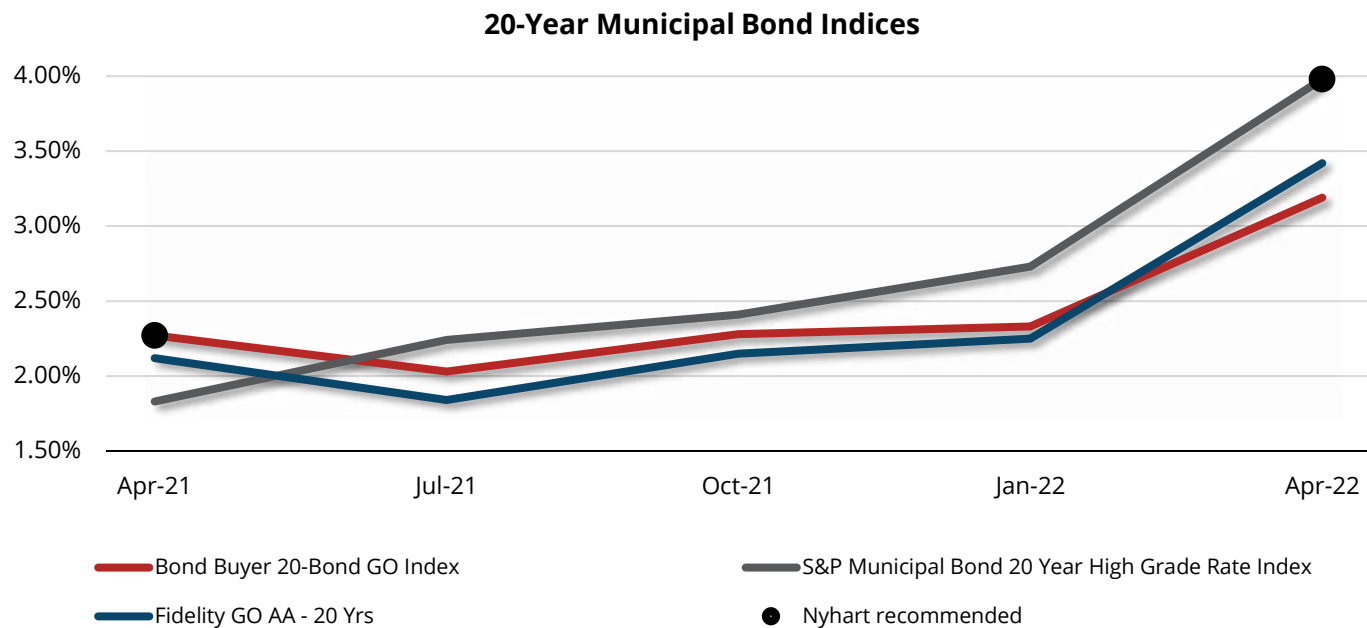
Discussion of Discount Rates

Champaign Park District Interim GASB 75 Valuation for Fiscal Year Ending April 30, 2022

Under GASB 75, the discount rate used in valuing OPEB liabilities for unfunded plans as of the Measurement Date must be based on a yield for 20-year tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher (or equivalent quality on another rating scale).

For the current valuation, the discount rate was selected from the range of indices as shown in the table below, where the range is given as the spread between the lowest and highest rate shown.

	Bond Buyer Go 20-Bond Municipal Bond Index	S&P Municipal Bond 20-Year High Grade Rate Index	Fidelity 20-Year Go Municipal Bond Index	Bond Index Range	Actual Discount Rate Used
Yield as of May 1, 2021	2.27%	1.83%	2.12%	1.83% - 2.27%	2.27%
Yield as of April 30, 2022	3.19%	3.98%	3.42%	3.19% - 3.98%	3.98%



Summary of Key Actuarial Assumptions

Champaign Park District Interim GASB 75 Valuation for Fiscal Year Ending April 30, 2022

For a complete summary of actuarial methods and assumptions, refer to the GASB 75 actuarial valuation report for the fiscal year ending April 30, 2021.

Measurement Date

For fiscal year ending April 30, 2022, an April 30, 2022 measurement date was used.

Actuarial Valuation Date

May 1, 2021 with results actuarially projected on a “no gain / no loss” basis to get to the April 30, 2022 measurement date. Liabilities as of May 1, 2021 are based on an actuarial valuation date of May 1, 2021 with no adjustments.

Discount Rate

2.27% as of May 1, 2021 and 3.98% as of April 30, 2022 for accounting disclosure purposes. Refer to the Discussion of Discount Rates section for more information on selection of the discount rate.

The discount rate was chosen by the plan sponsor based on the information provided in the “Discussion of Discount Rates” section above.

Payroll Growth

Payroll growth including general wage inflation of 2.75% (includes 2.25% price inflation and 0.50% productivity increases and other macroeconomic forces) plus merit/longevity increases as shown below, which are based on the Illinois Municipal Retirement Fund (IMRF) actuarial valuation as of December 31, 2020. Sample merit/productivity increases are shown in the table below.

Regular			
< 5 Years of Service		5+ Years of Service	
YOS	Merit	Age	Merit
0	7.10%	25	2.50%
1	6.40%	30	2.02%
2	3.60%	35	1.34%
3	2.70%	40	0.98%
4	2.20%	45	0.72%
		50	0.48%
		55	0.28%
		60+	0.14%

The IMRF payroll growth rates were used since the District’s health plan does not have sufficient data to be deemed credible experience.

Summary of Key Actuarial Assumptions

Champaign Park District Interim GASB 75 Valuation for Fiscal Year Ending April 30, 2022

Inflation Rate 2.25% per year

The inflation rate is based on the current economic environment and future expectations.

Cost Method

Allocation of Actuarial Present Value of Future Benefits for services prior and after the Measurement Date was determined using Entry Age Normal Level % of Salary method where:

- Service Cost for each individual participant, payable from date of employment to date of retirement, is sufficient to pay for the participant's benefit at retirement; and
- Annual Service Cost is a constant percentage of the participant's salary that is assumed to increase according to the Payroll Growth.

Health Care Trend Rates

FYE	Medical/Rx	FYE	Medical/Rx
2023	7.5%	2027	5.5%
2024	7.0%	2028	5.0%
2025	6.5%	2029+	4.5%
2026	6.0%		

Retiree Contributions

Retiree contributions are assumed to increase according to health care trend rates.

Actuary's Notes

Champaign Park District Interim GASB 75 Valuation for Fiscal Year Ending April 30, 2022

Other than the addition of the POS health plan, there have been no substantive plan provision changes since the last full valuation, which was for the fiscal year ending April 30, 2021. For a complete summary of plan provisions, refer to the GASB 75 actuarial valuation report for the fiscal year ending April 30, 2021.

Interim year valuation results have been projected from the prior year's valuation, with adjustments for actual premium increases from FY 2021/22 to FY 2022/23. Since the overall increase in premiums was lower than anticipated, the impact of this change was a decrease in liabilities.

Additionally, we have updated the discount rate assumption based on the yield for 20-year-tax-exempt general obligation municipal bonds as of April 30, 2022 (measurement date). The discount rate is 2.27% as of May 1, 2021 and 3.98% as of April 30, 2022. Refer to the Discussion of Discount Rates section for more information on selection of the discount rate. The impact of this change was a decrease in liabilities.

Medical Benefits

Same benefit options are available to retirees as active employees. The Park District's health plan is fully-insured and experience-rated. The monthly premiums effective on March 1, 2021 and March 1, 2022 are as shown below.

	Eff. March 1, 2021		Eff. March 1, 2022	
	Retiree	Ret + Spouse	Retiree	Ret + Spouse
HMO	\$ 667.16	\$ 1,579.40	\$ 706.82	\$ 1,747.12
POS	N/A	N/A	\$ 606.13	\$ 1,498.04

Retiree Cost Sharing

Retirees pay the full cost of coverage.



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: September 9, 2022

SUBJECT: Agreement with Champaign Unit #4 School District for Emergency Relocation Space

Background

The Champaign Park District has held an agreement with Champaign Unit #4 School District for many years regarding emergency evacuation of its schools and the subsequent use of Park District facilities during the evacuation period.

The current agreement has expired and the proposed agreement is a three (3) year term. The agreement will allow Unit #4 students and staff to evacuate to Park District facilities during an emergency. The evacuated individuals will be allowed access to the following facilities:

1. Douglass Center for all Booker T. Washington Elementary School faculty, staff and students.
2. The Virginia Theatre for all Central High School faculty, staff, and students.
3. The Leonhard Center for all Jefferson Middle School faculty, staff, and students.
4. The Leonhard Center for all Centennial High School faculty, staff, and students.

The agreement terms have not changed except for the dates of use.

Prior Board Action

August 12, 2016 - Board approved an agreement between Unit #4 and the Park District for a three (3) year term

September 25, 2019 – Board approved an agreement between Unit #4 and the Park District for a (3) year term

Budget Impact

There should be no cost to the Park District except any possible program disruption in case of an evacuation.

Recommended Action

Staff recommends approving an agreement with Champaign Unit #4 School District to provide access to certain facilities during times of crisis and authorizing the Executive Director to execute the agreement for a three-year term.

Prepared by:

Joe Kearfott
Assistant Director of Administrative Services

Reviewed by:

Jarrold Scheunemann
Director of Administrative Services

**INTERGOVERNMENTAL AGREEMENT
BETWEEN
CHAMPAIGN UNIT #4 SCHOOL DISTRICT AND
CHAMPAIGN PARK DISTRICT**

THIS AGREEMENT is made and entered into effective this September 1, of 2022 by and between the Champaign Park District, a municipal corporation (hereinafter referred to as, "Park District"), whose principal address is 706 Kenwood Road, Champaign, Illinois, and Champaign Unit #4 School District (hereinafter referred to as "Unit #4"), whose principal address is 502 W. Windsor Road, Champaign, Illinois.

WITNESSETH:

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

Section 1 – General Purpose. For purposes of this Agreement the Park District shall provide emergency relocation space, support services and assistance, limited as set forth herein, to Booker T. Washington Elementary, Jefferson Middle School, Central High School and Centennial High School during times of emergency, threat, or crisis, arising out of circumstances which necessitate an evacuation of any one, or all, of the above-referenced Unit #4 schools, and occupancy of Park District facilities, as herein designated, in accordance with the Park District's policies, priorities and capabilities.

Section 2 – Term. This Agreement shall be in effect for a period of three (3) years from the date the Agreement is executed by both parties. This Agreement may be terminated at any time without notice upon the express written consent of both Parties or for default as otherwise provided for herein.

Section 3 – Permitted Uses. This agreement shall be used only in the event that the Unit #4 schools are evacuated by order or direction of a proper authority in the event of an emergency, threat, or crisis.

Section 4 - Unit #4 Responsibilities. Unit #4 shall:

- A. Safeguard the Park District's facilities, including the Douglass Center, the Virginia Theatre and the Leonhard Center, and the contents thereof during any occupancy by students, faculty and staff of Unit #4 schools;
- B. In the event facility keys are provided, safeguard such keys to all designated facilities. If there is any indication that a key to any Park District facility has been tampered with in any manner, including being copied, or if a key is believed to be lost, Unit #4 shall promptly notify the Park District's designated personnel, but not more than two (2) hours after becoming informed of the circumstances;
- C. Bear any and all expense associated with the emergency occupancy of the facility, and pay any such amount within thirty (30) days after the date of any invoice for amounts due the Park District;
- D. Provide any necessary materials for the safety and comfort of the evacuees, such as diapering supplies, medications, and the like;
- E. Provide sufficient staff to supervise and arrange for the needs of evacuees. It is expected that all pre-school staff will remain with the evacuees until Unit #4 schools can be reoccupied or all evacuees have been reunited with their caregivers;
- F. Be solely responsible for the care and security of all evacuees and that evacuees are reunited with caregivers or Unit #4 personnel; and

- G. Designate a primary and secondary points of contact for coordination of all efforts to effectuate any emergency and administrative response, as well as reunification of students with their caregivers or Unit #4 personnel.

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

- A. Provide Unit #4 schools access to the following Park District facilities:
 - 1. Douglass Center for all Booker T. Washington Elementary School faculty, staff and students;
 - 2. The Virginia Theatre for all Central High School faculty, staff and students;
 - 3. The Leonhard Center for all Jefferson Middle School faculty, staff and students; and
 - 4. The Leonhard Center for all Centennial High School faculty, staff and students.
- B. Permit entry of all faculty, staff and students to any Unit #4 school designated evacuation site during any time of emergency, threat, or crisis, necessitating indoor evacuation, as determined by the administration of Unit #4 or principal of the respective Unit #4 school, as the case may be;
- C. Permit any and all Unit #4 school to conduct reunification of students and their caregivers at any Unit #4 school designated evacuation site;
- D. Permit Unit #4 and emergency responders to establish an Incident Command Post at any designated facility set forth in A. above, as necessary to respond to the applicable situation;
- E. Designate a primary and secondary point of contact for coordination of all efforts to effectuate any emergency and administrative response, and reunification of students with their caregivers or Unit #4 personnel;
- F. Upon notification of a situation requiring evacuation of a Unit #4 facility, suspend programming for the duration of the situation where such programming may conflict with the safety and security of the evacuees;
- G. Allow the use of equipment, such as telephones and computers, as may be needed to effectuate reunification of evacuees with caregivers or Unit #4 personnel;
- H. Provide at least one (1) Park District employee who shall remain in each facility until Unit #4 can be reoccupied or all evacuees have been reunited with caregivers or Unit #4 personnel; and
- I. Designate a primary and secondary point of contact (risk manager and facility manager, respectively) for coordination of all efforts to effectuate any emergency and administrative response, and reunification efforts.

Section 6 – Rules, Laws, and Ordinances. Unit #4 shall comply with any and all applicable federal, state and local laws, statutes and ordinances.

Section 7 – Default. In the event that either Party fails to comply with the terms of this Agreement, and cure such default within fifteen (15) days of written notice from the other Party, then the non-defaulting Party shall have the right to terminate this Agreement. Any such termination shall not terminate or affect the obligations or rights to enforce the same as they may have accrued prior to termination.

Section 8 – Insurance. Unit #4 shall keep in full force and effect at all times during this Agreement a comprehensive general liability insurance policy, with contractual liability coverage, with minimum limits of not less than \$2,000,000 per occurrence and \$2,000,000 annual aggregate together with property damage insurance of not less than \$2,000,000. All insurance carriers providing the coverage set forth herein shall have a rating of A as assigned by A.M. Best and Co. and shall be reasonably satisfactory

to Park District. All insurance coverage provided by Unit #4 shall be primary insurance as to Park District. Any insurance or self-insurance maintained by Park District shall be in excess of Unit #4 insurance and shall not contribute with it. The Park District, its commissioners, officers, employees, agents, representatives, and volunteers shall be covered as additional insured's under the general liability coverage which shall contain no special limitation on the scope of protection afforded to the additional insured's, and shall contain appropriate extensions or riders necessary to assure coverage. Such insurance shall not be cancelled or amended without at least ten (10) days prior written notice having been given to the Park District. Cancellation of any such insurance without substitute insurance containing the required coverage's being in force shall be grounds for the Park District to immediately terminate this Agreement with no further rights afforded Unit #4. At its option, Park District may continue such insurance at its cost and obtain reimbursement and repayment thereof from Unit #4. In such event, Unit #4 shall pay the amount due within ten (10) days of payment by Park District. The Parties acknowledge that Unit #4 may from time to time change insurers; provided that, the Park District shall be provided with a certificate of such insurance otherwise conforming to and in compliance with the terms hereof promptly upon such change.

Unit #4 shall provide a certificate of such insurance as may be applicable from time to time, as listed below at the time Agreement is signed and annually thereafter. All limits of liability for insurance shall be not less than the following amounts, and must be greater where required by other laws or regulations and must be insured on an "occurrence" basis and not on a "claims made" basis:

- i. Workers' Compensation :
 - State Statutory
 - Applicable Federal Statutory
- ii. Comprehensive General Liability:
 - Bodily Injury (including completed operation and products liability) and Property Damage: \$2,000,000 Each Occurrence, \$2,000,000 Annual Aggregate or a combined single limit of \$2,000,000
 - Property damage liability insurance will provide Explosion, Collapse and Underground coverages where applicable.
 - Contractual Liability (Hold Harmless Coverage): Bodily Injury: \$2,000,000
 - Each Occurrence Property Damage: \$2,000,000
 - Each Occurrence \$2,000,000 Annual Aggregate
- iii. Comprehensive Automobile Liability:
 - Bodily Injury: \$2,000,000 Each Person and \$2,000,000 Each Occurrence
 - Property Damage: \$500,000 Each Occurrence or combined single limit of \$500,000

Section 9 – Independent Contractors. Notwithstanding any other provision of this Agreement, the relationship between Park District and Unit #4 is, and shall remain, one of independent contractors. Nothing in this Agreement shall be construed to establish a relationship of employer/employee, partners or joint venturers between the Parties. In addition, Unit #4 may from time-to-time hire person(s) to perform labor and other services for it, and any such person(s) shall not be construed to be an employee of or contractor with the Park District in any manner whatsoever. Furthermore, Unit #4 does hereby acknowledge its obligations and shall remain responsible for the payment of all withholdings, insurance or other amounts as may be required by law in connection with its hiring or contracting with any such person(s), and shall in all respects hold Park District harmless from and indemnify it for the payment of any such amounts.

Section 10 – Hold Harmless and Indemnification. Park District shall indemnify, defend and hold harmless Unit #4 and any of its directors, officers, employees, agents, and representatives from and against any and all liability, loss, costs, causes of actions, demands, attorney's fees, expenses, claims, suits and judgments of whatsoever kind and character, including without limitation, all possible costs of responding to demands, in whatever form that may take, with respect to any claim made against Unit #4 that arises solely from an act, failure or omission on the part of Park District or any of its commissioners, officers, employees, agents, volunteers and representatives in carrying out of the terms of this Agreement.

Unit #4 shall indemnify, defend and hold harmless the Park District and any of its commissioners, officers, employees, agents, volunteers, and representatives from and against any and all liability, loss, costs, causes of actions, demands, attorney's fees, expenses, claims, suits and judgments of whatsoever kind and character, including without limitation, all possible costs of responding to demands, in whatever form that may take, with respect to any claim made against the Park District that arises solely from an act, failure or omission on the part of Unit #4 or any of its directors, officers, employees, agents and representatives in carrying out of the terms of this Agreement.

Section 11 – Severability. In the event any one or more of the provisions contained in this Agreement shall be held invalid, illegal, or unenforceable in any respect by a court of competent jurisdiction, such provision shall be deemed severed from this Agreement, and the validity, legality, or enforceability of the remaining provisions of this Agreement or any other application thereof shall not be affected or impaired thereby, and shall, therefore, remain in effect.

Section 12 – Assignment - Binding Effect. Neither party nor any subsidiary, successor, partner, employee, agent or affiliate shall assign or delegate any of their rights or responsibilities under this Agreement without the prior written consent of the other.

Section 13– Non-Waiver. Failure to insist upon strict compliance with any of the terms, covenants, or conditions of this Agreement, shall not be deemed a waiver of that term, covenant, or condition; nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of the right or power at all or any other times.

Section 14 – Entire Agreement and Amendment. This Agreement and any written addendum to it executed in writing by the Parties constitute(s) the entire contract between Park District and Unit #4, and may be changed, modified or amended only by mutual written agreement executed by Park District and Unit #4.

Section 15 – Counterparts. This Agreement shall be executed in duplicate, each of which shall be deemed to be an original.

Section 16 – Notice. All notices required pursuant to this Agreement shall be in writing, and shall be deemed to have been given at the time they are mailed to the respective parties at the address set forth in this Agreement, or at such other place or address as the parties shall provide to each other in writing.

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

**Champaign-Park District,
municipal corporation**

By: _____

Name: _____

Title: Executive Director

Date: _____

Attest:

By: _____

Champaign Unit #4 School District

By: Shelia Boozer

Name: Shelia Boozer

Title: Superintendent

Date: 9/8/22



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: September 14, 2022

SUBJECT: Virginia Theatre Janitorial Services Bid

Background

Janitorial services at the Virginia Theatre are arranged according to the facility's event schedule, with post-event cleanings of the auditorium, lobbies, and backstage areas taking place after live shows, movie screenings, and private bookings—all at different hours of the day, in the evenings, and on weekends. To this always-changing schedule the theatre adds a standing weekly schedule of regular front-of-house service to keep the facility's lobbies, restrooms, and offices in clean, sanitary condition.

Given the Virginia's busy, variable event schedule, the Champaign Park District has utilized independent contractors since 2016 as the most effective and efficient solution to the theatre's cleaning challenges. A contract janitorial service is scalable (additional workers can easily be scheduled at busier times and after larger events), always available when needed, and open to around-the-clock shift work. This flexibility and efficiency, coupled with the cost savings compared to a full-time, benefitted Building Services Worker plus additional part-time employees, has led staff to recommend contract cleaning as the best option for the theatre.

On July 20, 2022, CU ServiceMaster, LLC, submitted notice in writing to the Park District that they were terminating their agreement for cleaning at the Virginia Theatre, effective August 20. Since August 21, 2022, the facility has been cleaned by RamClean 2 of Champaign. On August 6, 2022, the Virginia Theatre's janitorial services contract was publicly announced for bid.

Prior Board Action

The Park Board previously authorized the Executive Director to enter into agreements with JMC Serve, Inc., DBA ServiceMaster Janitorial Cleaning, Champaign, IL, to provide janitorial services at the Virginia Theatre from August 1, 2016, to July 31, 2017; from September 15, 2017, to October 11, 2017; from October 12, 2017, to October 11, 2020; from October 12, 2020, to October 11, 2021; and from October 12, 2021, through October 11, 2023, with the option to renew for one additional year.

Bid Results

An invitation to bid was published in *The News-Gazette* and bids were subsequently opened and read aloud at the Virginia Theatre on Thursday, August 25, 2022, at 4:30 P.M. (CDT). One bid was received and the result is as follows:

BIDDER	ZONE 1: FOH	ZONE 2: AUDITORIUM	ZONE 3: BACKSTAGE	ALT 1: Carpets	ALT 1: Vents	ALT 1: Furniture	ALT 1: Windows	ALT 2: Other
RamClean 2 Champaign, IL	\$25.54 / Hour	\$25.54 / Hour	\$25.54 / Hour	\$27.00 / Hour	\$25.54 / Hour	\$25.54 / Hour	\$25.54 / Hour	\$25.54 / Hour

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.

RamClean 2 Cleaning Services, Champaign, IL, was deemed the low, responsible bidder.

Budget Impact

Staff has evaluated the amount submitted by the low, responsible bidder, RamClean 2 Cleaning Services, and determined that the Virginia Theatre's FY23 budget for contract janitorial services—\$37,000.00—should be sufficient to cover the total cost.

Over the past twelve months, the Park District paid \$26,743.00 to its previous contractor for cleaning services at the Virginia Theatre. RamClean 2 Cleaning Services has bid a rate \$2.04 per hour higher than the rate paid by the Park District under its previous agreement, an increase of 8.7%, or \$2,326.00 more than the amount paid the past twelve months.

However, RamClean also included chemical cleaning supplies in with their bid amount, something the District's past contractor did not include. In the past twelve months, the Park District spent more than \$2,141.00 purchasing our own chemical cleaning supplies.

Recommended Action

Staff recommends that the Board authorize the Executive Director to execute an agreement with the low, responsible bidder, RamClean 2 Cleaning Services, Champaign, to provide janitorial services at the Virginia Theater for a term of one (1) year, from September 26, 2022, through September 25, 2023, with the option to renew for one (1) additional year, from September 26, 2023, through September 25, 2024.

Prepared by:

Reviewed by:

Steven Bentz
Director, Virginia Theatre

Joe DeLuce, CPRP
Executive Director



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: August 6, 2022

SUBJECT: Ordinance 661 Annexing Territory to Champaign Park District

Background:

The City of Champaign recently annexed property as described in the attached document. The *Illinois Park District Code* Section 3-10 provides:

Whenever a Park District operating within territory predominantly in a city or village or two or more cities or villages would become coterminous or nearly coterminous with such city or village or two or more cities or villages upon the annexation of the additional territory within such municipalities but not incorporated within such a Park District, such Park District may annex such additional territory by the passage of an ordinance to that effect.

District *Annexation Ordinance 661* prepared by the Park District Attorney must be signed, certified, and recorded with the County in order to be formally included within the boundary of the Champaign Park District. Email from City of Champaign is attached, explaining the Gerty property annexation in question.

Prior Board Action:

August 10, 2022 Regular Meeting—Action item tabled.

Budget Impact:

None.

Recommendation:

Staff recommends signing and certifying attachment 2, Annexation Ordinance, and recording it with the Champaign County Clerk.

Prepared by:

Reviewed by:

Andrew Weiss
Director of Planning

Joe DeLuce
Executive Director

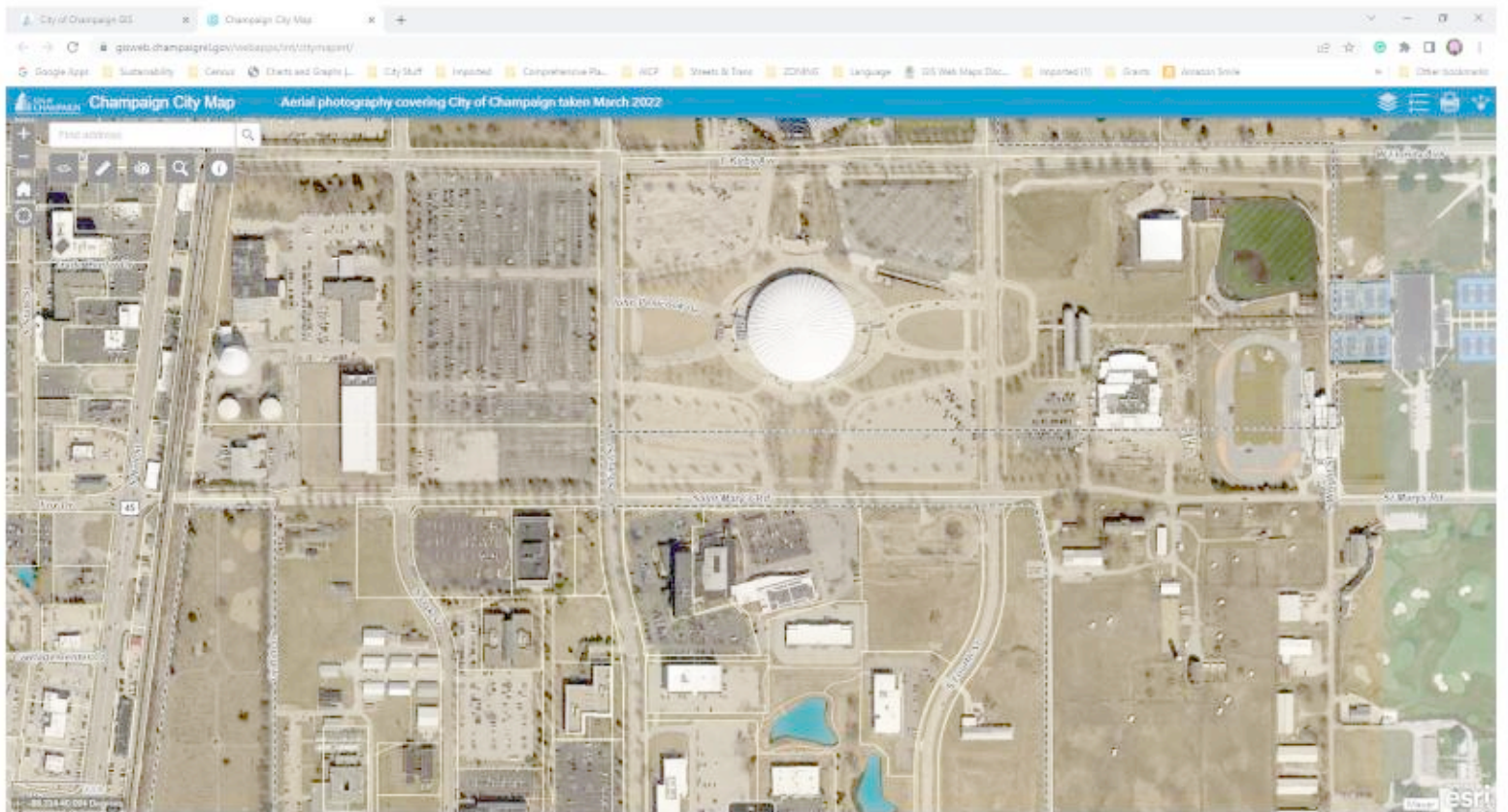
Andrew Weiss

From: Lacey Rains <Lacey.Rains@champaignil.gov>
Sent: Tuesday, August 23, 2022 16:12
To: Andrew Weiss; Jeff Marino
Subject: [External Email]-->A question about annexation

Hi Andrew,

Thank you for your call and sorry it has taken me so long to get back to you. I believe the land that caused confusion is a segment between Assembly Hall and the I-Hotel. This should have been annexed previously, but a scrivener's error caused the boundary to be wrong. As we annex property for the U of I Research Park, this is getting cleaned up.

The developer is required to build sidewalks where they may be lacking, though most of St. Mary's Road and Fourth Street are already improved with 10' wide sidewalks. I copied Jeff, he is managing the case and can provide more details if you need them.



Thanks!

Lacey

Lacey Rains Lowe

Senior Planner

City of Champaign

102 N. Neil Street

Champaign, IL 61820

(217) 403-8800 :: champaignil.gov

ORDINANCE NO. 661
AN ORDINANCE ANNEXING TERRITORY
TO CHAMPAIGN PARK DISTRICT

WHEREAS, Champaign Park District is a General Park District organized and existing under the provisions of the Park District Code approved May 17, 1951, as amended, and

WHEREAS, Section 3-10 of the Park District Code provides:

"Whenever a Park District operating within territory predominantly in a city or village or two or more cities or villages would become coterminous or nearly coterminous with such city or village or two or more cities or villages upon the annexation of the additional territory within such municipalities but not incorporated within such a Park District, such Park District may annex such additional territory by the passage of an ordinance to that effect."

and

WHEREAS, Champaign Park District is presently operating within a territory predominantly within the corporate limits of the City of Champaign, Illinois; and

WHEREAS, the tracts of land hereinafter described are located within the corporate boundaries of the City of Champaign, Illinois, but are not presently incorporated within the present corporate boundaries of Champaign Park District or any other park district; and

WHEREAS, upon the annexation of said tracts of land hereinafter described by Champaign Park District, the boundaries of the City of Champaign, Illinois and of Champaign Park District will become coterminous or nearly coterminous;

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

Section 1. The following described tracts of land be and the same are hereby annexed to Champaign Park District, effective as of the date of passage of this ordinance, and said tracts shall henceforth become and be a part of Champaign Park District the same as though originally included in said district.

Section 2. The territories hereby annexed are described as follows:

TERRITORY PURSUANT TO PETITION
(3602 W. Curtis Road, Champaign, Illinois)
Council Bill No. 2022-035

A PART OF THE SOUTHEAST QUARTER OF SECTION 29, TOWNSHIP 19 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, CITY OF CHAMPAIGN, CHAMPAIGN COUNTY, ILLINOIS, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF LOT 128 OF THE LEGENDS OF CHAMPAIGN PHASE 1 SUBDIVISION PLAT, RECORDED FEBRUARY 14, 2008 AS DOCUMENT NUMBER 2008R03385 IN THE OFFICE OF THE CHAMPAIGN COUNTY RECORDER, THENCE SOUTH 00°36'18" EAST 177.78 FEET ALONG THE SOUTHERLY EXTENSION OF THE EAST LINE OF SAID LOT 128 TO THE POINT OF BEGINNING. FROM SAID POINT OF BEGINNING, THENCE NORTHEASTERLY 83.30 FEET ALONG THE ARC OF A NON-TANGENTIAL CURVE CONCAVE TO THE NORTH HAVING A RADIUS OF 333.00 FEET AND WHOSE 83.08 FOOT CHORD BEARS NORTH 73°43'21" EAST; THENCE SOUTH 00°36'13" EAST 116.50 FEET; THENCE SOUTH 87°32'24" EAST 40.92 FEET; THENCE SOUTH 02°27'36" WEST 142.00 FEET; THENCE SOUTH 89°23'47" WEST 33.28 FEET; THENCE SOUTH 00°36'13" EAST 647.89 FEET TO THE FORMER NORTH RIGHT-OF-WAY LINE OF CURTIS ROAD, SAID FORMER RIGHT-OF-WAY LINE BEING 33.00' NORTH OF AND PARALLEL WITH THE SOUTH LINE OF SAID SOUTHEAST QUARTER; THENCE NORTH 89°33'52" WEST 659.18 FEET ALONG SAID FORMER NORTH RIGHT-OF-WAY LINE; THENCE NORTH 00°37'18" WEST 687.10 FEET; THENCE SOUTH 89°33'52" EAST 579.40 FEET TO THE SOUTHERLY EXTENSION OF THE EAST LINE OF SAID LOT 128; THENCE NORTH 00°36'18" WEST 197.38 FEET ALONG SAID SOUTHERLY EXTENSION TO THE POINT OF BEGINNING, CONTAINING 10.900 ACRES, MORE OR LESS.

(PIN: 03-20-29-400-003)

Commonly known as: 3602 W. Curtis Road, Champaign, IL 61822

Together with any and all adjacent streets, highways, or parts thereof not now within the corporate limits of Champaign Park District, to the far side of said streets, highways or parts thereof.

TERRITORY PURSUANT TO PETITION
(407 Wallace Avenue, Champaign, Illinois)
Council Bill No. 2022-072

Lots 85, 86, 87, and 88 of Wilber Heights Subdivision in the Southwest Quarter of Section 31, Township 20 North, Range 9 East of the 3rd Principal Meridian Located in Champaign County, Illinois Recorded in Plat Book "E", Page 326 in the Champaign County Recorder's Office on October 8, 1924, encompassing 0.303 Acre, More or Less.

(PIN: 25-15-31-376-026)

Commonly known as: 407 Wallace Ave, Champaign, IL 61821

Together with any and all adjacent streets, highways, or parts thereof not now within the corporate limits of Champaign Park District, to the far side of said streets, highways or parts thereof.

TERRITORY PURSUANT TO PETITION

(A Portion of 401 Gerty Drive and a portion of 200 St. Mary's Road, Champaign, Illinois)
Council Bill No. 2022-118

A part of the Northwest Quarter of Section 19, Township 19 North, Range 9 East of the Third Principal Meridian, and also part of the Northeast Quarter of Section 24, Township 19 North, Range 8 East of the Third Principal Meridian, Champaign County, Illinois, more particularly described as follows with bearings based on the Illinois State Plane Coordinate System, East Zone:

Commencing at the southwest corner of the northwest Quarter of aforesaid Section 19, thence along the west line of said Section 19, North 0 degrees 16 minutes 33 seconds West 1300.61 feet, to a point on the westerly extension of the St. Mary's back of curb line, said point also being the POINT OF BEGINNING; thence along said curb extension, South 89 degrees 45 minutes 6 seconds West 22.92 feet, to the southerly extension of the First Street back of curb line; thence along said west curb line extension, North 0 degrees 13 minutes 42 seconds West 284.77 feet, to a line parallel with and offset 264 feet northerly from the north line of the southwest Quarter and southeast Quarter of the northwest Quarter of aforesaid Section 19; thence along said 264 foot offset line, North 89 degrees 36 minutes 22 seconds East 2826.36 feet, to the east line of the northwest Quarter of said Section 19, said east line also being the Urbana City boundary line; thence along said east line of the northwest Quarter of Section 19, South 0 degrees 36 minutes 32 seconds East 297.00 feet, to the south St. Mary's Road existing right of way line; thence along said south right of way line, South 89 degrees 36 minutes 22 seconds West 1164.30 feet, to the approximate west edge of an existing gravel drive; thence along said edge of drive, North 11 degrees 33 minutes 13 seconds West 8.17 feet, to the easterly extension of the south St. Mary's Road back of curb line; thence along said back of curb line and its extension, South 89 degrees 45 minutes 6 seconds West 1639.50 feet, to the POINT OF BEGINNING, encompassing 18.891 Acres, more or less, all in Champaign County, Illinois.

PIN 30-21-19-400-010 (part) multiple addresses

This property is commonly known as 200 Saint Mary's Road, Champaign, Illinois.

A part of the Southeast and Northeast Quarters of the Southwest Quarter of Section 19, Township 19 North, Range 9 East of the Third Principal Meridian, and also part of the Northeast Quarter of the Northwest Quarter of Section 30, Township 19 North, Range 9 East of the Third Principal Meridian, Champaign County, Illinois, more particularly described as follows with bearings based on the Illinois State Plane Coordinate System, East Zone:

Commencing at the southwest corner of Section 19, Township 9 North, Range 9 East of the Third Principal Meridian; thence along the south line of said Section 19, North 89 degrees 27 minutes 24 seconds East 2068.72 feet, to the POINT OF BEGINNING; Thence along the East line of Parcel 1004 in the University of Illinois South Research Park, North 0 degrees 52 minutes 31 seconds West 2678.92 feet, to the north line of the Hazelwood existing R-O-W Easement, said line also being the easterly extension of the north line of said Parcel 1004; Thence along said easterly extension of Parcel 1004, North 89 degrees 25 minutes 12 seconds East 162.14 feet, to the approximate westerly edge of the existing gravel access drive; Thence along said approximate edge of the gravel access drive, South 0 degrees 2 minutes 29 seconds East 2613.99 feet, to the north Windsor Road right of way line; Thence at a right angle to said existing north Windsor Road right of way line, South 0 degrees 32 minutes 2 seconds East 195.00 feet, to the south Windsor Road

right of way line; Thence along said south right of way line, South 89 degrees 27 minutes 58 seconds West 38.60 feet; Thence continuing along said south right of way line, North 82 degrees 56 minutes 21 seconds West 85.14 feet, to the southerly extension of the aforesaid East line of Parcel 1004 in the University of Illinois South Research Park; Thence along said southerly extension of the East line of Parcel 1004, North 0 degrees 52 minutes 31 seconds West 118.65 feet, to the POINT OF BEGINNING, encompassing 9.130 Acres, more or less, all in Champaign County, Illinois.

[PIN: 30-21-19-400-009 (part)]

Commonly known as 401 Gerty Drive, Champaign, Illinois

Together with any and all adjacent streets, highways, or parts thereof not now within the corporate limits of Champaign Park District, to the far side of said streets, highways or parts thereof.

Section 3. The Secretary of this Board is hereby authorized and directed to file a certified copy of this ordinance together with an accurate map of the territories hereby annexed, in the offices of the County Clerk and the Recorder of Deeds of Champaign County, Illinois.

Section 4. This ordinance shall be in full force from and after its passage and approval as required by law.

PASSED this _____ day of _____ 2022.

APPROVED this _____ day of _____ 2022.

Kevin J. Miller, President

ATTEST:

_____, Secretary

CERTIFICATE OF SECRETARY

I, _____, Secretary of Champaign Park District, do hereby certify that the foregoing is a true and correct copy of an Ordinance Annexing Territory to Champaign Park District duly adopted by the Board of Park Commissioners of said Park District at a regular meeting of said Board held the ____ day of _____ 2022.

Dated this _____ day of _____ 2022.

_____, Secretary
Board of Park Commissioners
Champaign Park District

OFFICIAL SEAL

PREPARED BY AND RETURN TO:

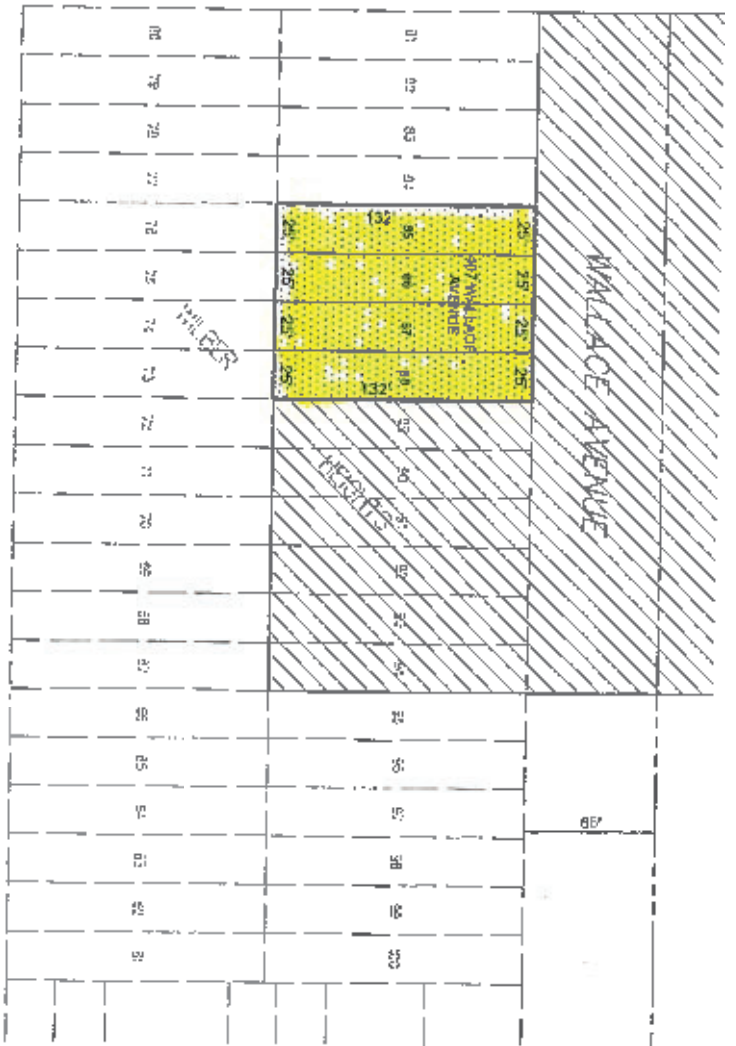
Jarred Scheunemann
Champaign Park District
706 Kenwood Road
Champaign, IL 61821



407 WALDACE AVENUE
CITY OF CHAMPAIGN
CHAMPAIGN COUNTY, ILLINOIS
ANNEXATION PLAT

FOURTH STREET

PAUL AVENUE



GENERAL NOTES:
1. THIS ANNEXATION PLAT WAS PREPARED FROM RECORD DOCUMENT DATA AND INFORMATION, AND THEREFORE DOES NOT CONSTITUTE A BOUNDARY SURVEY.



LEGEND

- ANNEXATION AREA = 0.3032 ACRE
- AREA INSIDE CITY LIMITS
- ANNEXATION LIMITS
- EXISTING R.O.W. LINE

LEGAL DESCRIPTION - PIN 25-15-31-37B-028

LOTS 06, 07, 08, 09 AND 10 OF WILBER HERBERTS SUBDIVISION IN THE SOUTHWEST QUARTER OF SECTION 31, TOWNSHIP 20 NORTH, RANGE 9 EAST OF THE 5TH PRINCIPAL MERIDIAN LOCATED IN CHAMPAIGN COUNTY, ILLINOIS RECORDED IN PLAT BOOK "E", PAGE 328 IN THE CHAMPAIGN COUNTY RECORDER'S OFFICE ON OCTOBER 8, 1934, ENCUMBRING 0.303 ACRE, MORE OR LESS.

WITNESS MY HAND AND SEAL THIS 18TH DAY OF MARCH 2022.

FARNSWORTH GROUP, INC.
2411 WEST BRADLEY AVENUE
CHAMPAIGN, ILLINOIS 61821



DATE: 3-18-2022

EXP. DATE: 11-30-2022
DESIGN: FBK REGISTRATION
VIA: 194-01158

BY: *Wesley J. Meyers*
WESLEY J. MEYERS
ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 2903

SW 1/4, SEC. 31 T. 20 N. R. 9 E. 3RD P.M.

COUNCIL BILL NO: 2022-072
DATE PASSED: MAY 3, 2022

99-LE-07 NO. 0201555-04	99-LE-07 NO. 0201555-04
GRANT	MBB
RECORDS	YLM
DATE	3/18/2022



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: September 14, 2022

SUBJECT: Approval of Recreational Trail Easement for Parker Glen Trail and City/Park District Trails Plan

Background

The Champaign Trail Plan adopted by the Park District in 2011 indicates a planned spur of the North Champaign Trail to be constructed once platting and development of the parcel takes place.

The purpose of the Trails Plan is to provide a vision for a connected system throughout the community. The plan also sets clear expectations for where trails should be built and to what standard. The plan will influence the site design of development, provide direction for public works projects, and be a resource in applying for grant funding for new trail segments. Most importantly, the plan provides a common vision that can be supported and promoted by the broader community.

The Trails Plan is a joint effort between the City of Champaign and the Champaign Park District. Both the City and Park District understand the quality-of-life benefits that can result from a well-connected trail system in the community. During the creation of this plan these two units of government coordinated to better understand how the vision of this plan can be realized. The implementation of this plan outlines how the City and Park District will work together to achieve the vision of the plan with the construction and maintenance of new trails.

The North Champaign Multi-Use Trail is a 1.6-mile trail that runs through the north Neil Street and Prospect Avenue shopping district and connects several residential neighborhoods. To connect to the Boneyard Greenway, a pedestrian/bicycle overpass will be necessary over interstate 74. Much of this trail is already built and travels through Ashland Park, 88 West Apartments, and along Moreland Boulevard.

The City is currently in the platting phase of a multi-family development to occur within the property (attached). Part of the plat conditions are for the developer to construct the North Champaign Trail spur along the southern property line. The drawings indicate a recreational easement to be granted to the Park District for this segment contiguous with the North Champaign Trail (last four pages of attachment). Before the City finalizes the plat with developers they are requesting acceptance of the easement in order to move forward with the development.

Prior Board Action

2011 the Park Board accepted the Champaign Trails Plan between the Park District and the City of Champaign in order to help plan for the future development and maintenance of trails in the overall community. Please see the additional information provided by the city on the trails plan.

The Park Board tabled approval of the Recreational Trail Easement for Parker Glen Trail at its September 8, 2021 Regular Board meeting and at its October 13, 2021 Regular Board meeting.

Budget Impact

The trail construction will be undertaken by the developer. Maintenance of the trail would be in accordance with the easement. The Park District operations staff estimates the annual cost to maintain this portion of the North Champaign Trail would be less than \$1,000 per year. The property taxes generated for the Park District from Parker Glen Apartments would be in excess of \$40,000 per year.

Discussion

The City Planning staff talked about the possibility that the Park Board would not accept the Parker Glen Trail and none of the city staff know of any agreement requiring the Park Board to accept the trail.

Excerpt from email correspondence with Bruce Knight, Planning and Development Director for the City of Champaign:

"I will say that in reliance of both the City and Park Board adopting the trails plan the City amended its Subdivision Regulations to require developers to build and dedicate the trails shown in the plan. At the time the City Staff believe the Park District even had a goal to add a certain mileage of trails to the District system each year. If I recall correctly, that goal resulted from a survey the District did of the public where trails were the most desired recreational amenity for the community. The language requiring trails to be build and dedicated reads as follows:

(e) Multi-Use Trails. The developer of any parcel of land, which is shown in the City of Champaign Comprehensive Plan or any adopted element of the Comprehensive Plan including the Champaign Trails Plan as having a trail on or adjacent to that parcel shall be required to dedicate and construct said trail, and such construction shall be in compliance with these regulations.

This potential decision by the Park Board not to accept the trails, raises the question of whether the City should no longer have such a requirement. Alternatively, if the City starts accepting the dedication of these trails it seems like we start to take on responsibilities that fall under the mandate of the Park District. At the same time, the City can't require trails to be built as a public improvement and then have the body they were built for decline to accept the dedication. The City Planning staff is also concerned about what this could mean for the next phases of the Pipeline trail with the developer of Legends getting ready to build the piece along their west side."

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

Recommendation

The Park District staff recommends the Park Board vote to approve the recreational trail easement for the 800-foot Parker Glen Trail that connects to the North Champaign Trail.

The Park District staff also recommends the Park Board agree to provide recreational trail easements for any additional trails constructed that were designated in the City/Park District Trail Plan until a new City/Park District Trails Plan can be completed.

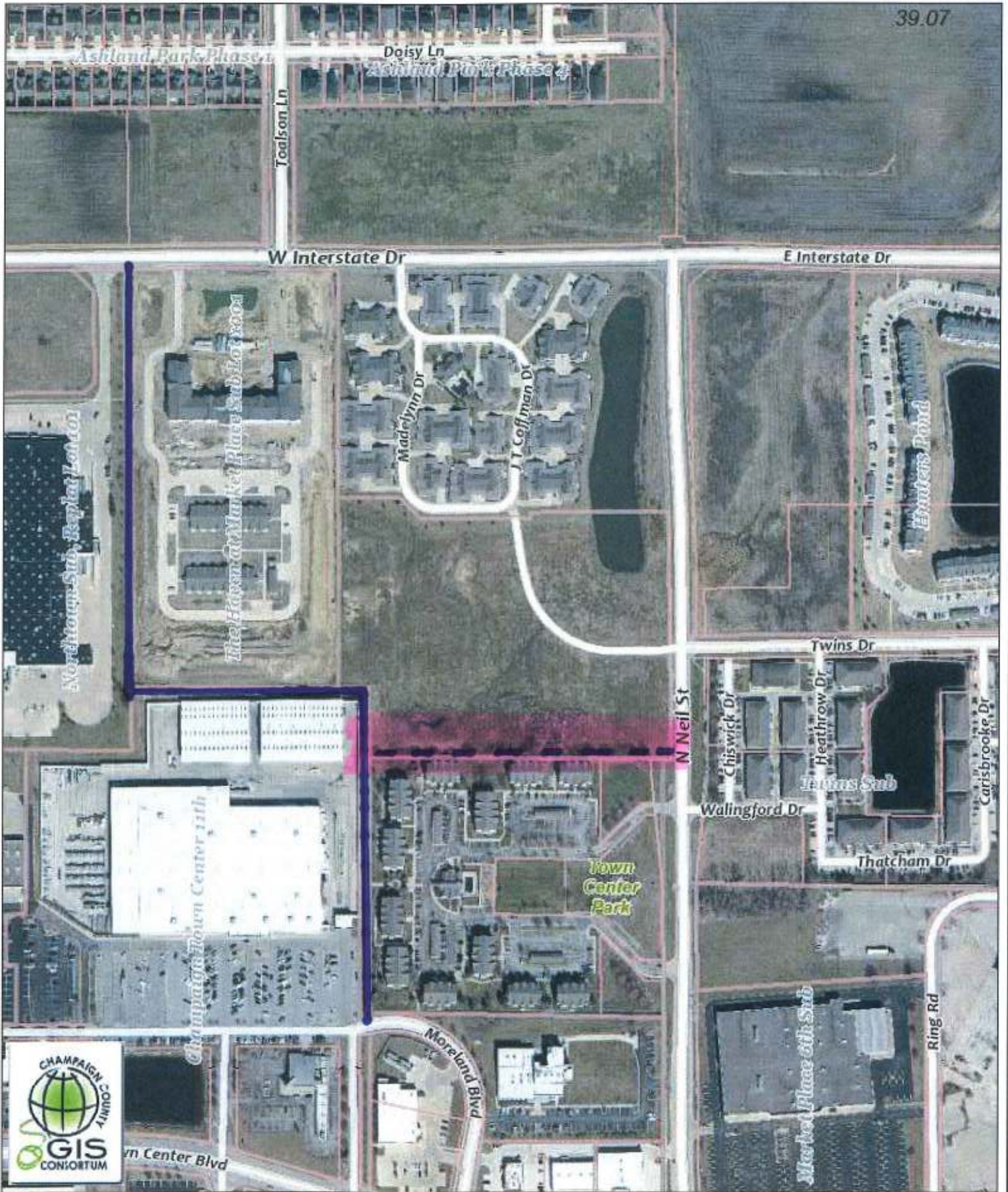
Prepared by:

Reviewed by:

Andrew Weiss
Director of Planning

Joe DeLuce, CPRP
Executive Director

North Champaign Trail and Parker Glen Development



39.07

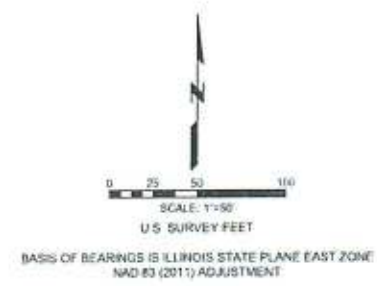


This map application was prepared with geographic information system (GIS) data created by the Champaign County GIS Consortium (CCGIS), or other CCGISC member agency. These entities do not warrant or guarantee the accuracy or suitability of GIS data for any purpose. The GIS data within this application is intended to be used as a general index to spatial information and not intended for detailed, site-specific analysis or resolution of legal matters. Users assume all risk arising from the use or misuse of this application and information contained herein. The use of this application constitutes acknowledgement of this disclaimer.



THE REPLAT OF LOT 101 OF THE REPLAT OF THE VILLAS AT ASHLAND FARM

BEING PART OF THE W 1/2 OF SECTION 36, TOWNSHIP 20 NORTH, RANGE 8 EAST OF THE 3RD PRINCIPAL MERIDIAN, CHAMPAIGN COUNTY, ILLINOIS

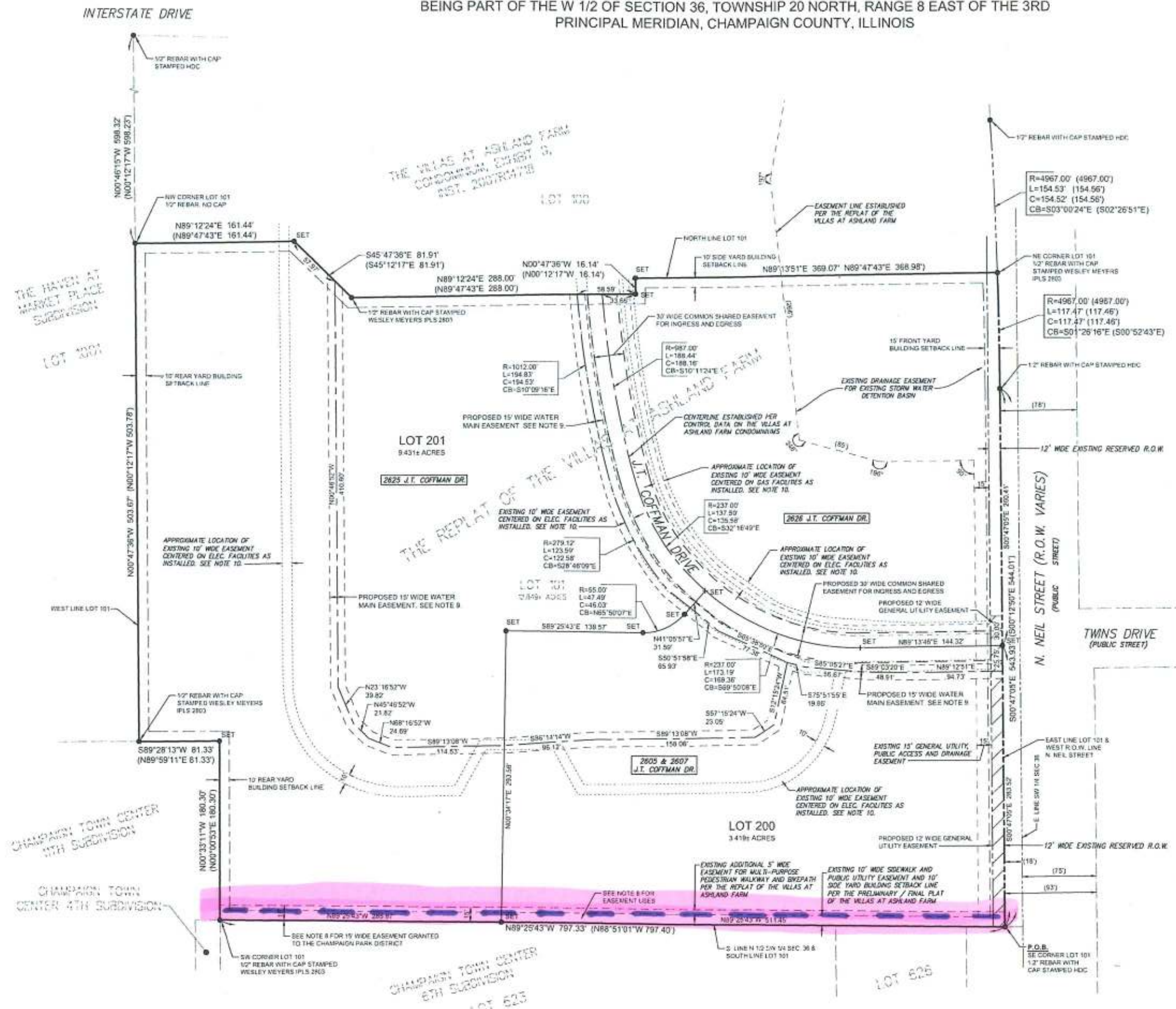


LEGEND

- SET
- SET
- BOUNDARY LINE
- - - LOT LINE
- - - BUILDING SETBACK LINE
- - - ADJACENT LOT LINE
- - - RIGHT OF WAY LINE
- ||||| PROPOSED 12' WIDE GENERAL UTILITY EASEMENT
- ||||| ALL OTHER EASEMENTS ARE NOTED AS SHOWN
- RECORD BEARING AND DISTANCE
- MEASURED BEARING AND DISTANCE
- STREET ADDRESS

LOT AREAS:

LOT 200	= 141,243 SQ. FT. ± (3.119 ACRES)±
LOT 201	= 406,504 SQ. FT. ± (9.431 ACRES)±
TOTAL AREA	= 547,747 SQ. FT. ± (12.550 ACRES)±



Farnsworth GROUP
 2211 WEST BRADLEY AVENUE
 CHAMPAIGN, ILLINOIS 61821
 (217) 252-7408 / info@f-g.com

www.f-g.com
 Engineers | Architects | Surveyors | Scientists

#	DATE	DESCRIPTION

PROJECT: WOODA PARKER GLEN

THE REPLAT OF LOT 101 OF THE REPLAT OF THE VILLAS AT ASHLAND FARM

City of Champaign, Illinois

DATE:	05/13/2021
DESIGNED:	WJM
DRAWN:	PDM
REVIEWED:	PJM
FIELD BOOK NO.:	CHA 147/55

MINOR SUBDIVISION PLAT

DATE PLATTED:

NOTES:

1. BEARINGS ARE REFERENCED TO THE ILLINOIS STATE PLANE COORDINATE SYSTEM, NAD83 (2011 ADJUSTMENT), EAST ZONE.
2. THE REPLAT OF LOT 101 OF THE REPLAT OF THE VILLAS AT ASHLAND FARM IS LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF CHAMPAIGN, CHAMPAIGN COUNTY, ILLINOIS.
3. SEE THE CITY OF CHAMPAIGN ZONING ORDINANCE FOR BUILDING SETBACK REQUIREMENTS AND OTHER INFORMATION.
4. THE REPLAT OF LOT 101 OF THE REPLAT OF THE VILLAS AT ASHLAND FARM LIES WITHIN THE ZONE X (AREAS OF MINIMAL FLOOD HAZARD) ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY'S NATIONAL FLOOD INSURANCE RATE MAP NO. 17019C0313D, WITH EFFECTIVE DATE OF OCTOBER 2, 2013, FOR CHAMPAIGN COUNTY, ILLINOIS AND INCORPORATED AREAS.
5. THE REPLAT OF LOT 101 OF THE REPLAT OF THE VILLAS AT ASHLAND FARM IS NOT SITUATED WITHIN 500 FEET OF A WATERCOURSE SERVING A TRIBUTARY AREA OF 840 ACRES OR MORE.
6. THE REPLAT OF LOT 101 OF THE REPLAT OF THE VILLAS AT ASHLAND FARM IS LOCATED WITHIN THE URBANA-CHAMPAIGN SANITARY DRAINAGE DISTRICT.
7. DIMENSIONS BETWEEN ADJACENT MONUMENTS ARE HORIZONTAL DISTANCES IN FEET AND DECIMAL PARTS THEREOF.
8. THERE IS A 10 FOOT WIDE EASEMENT DEDICATED FOR THE PURPOSE OF A PUBLIC SIDEWALK AND UTILITIES ALONG THE SOUTH LINE OF THIS SUBDIVISION BY THE PRELIMINARY / FINAL PLAT OF THE VILLAS AT ASHLAND FARM RECORDED AS DOCUMENT NUMBER 2006R00328. THERE IS AN ADDITIONAL 5 FOOT WIDE EASEMENT DEDICATED FOR THE PURPOSE OF PUBLIC SIDEWALK AND UTILITIES ADJOINING THE NORTH LINE OF THE ABOVE 10 FOOT WIDE EASEMENT BY THE REPLAT OF THE VILLAS AT ASHLAND FARM RECORDED AS DOCUMENT 2008R27768. THE COMBINED 15 FOOT WIDTH OF THESE EASEMENTS IS GRANTED TO THE CHAMPAIGN PARK DISTRICT BY DOCUMENT NUMBER XXXXXXXX FOR ACCESS AND MAINTENANCE FOR IMPROVEMENTS WITHIN THE EASEMENT AREA.
9. THE LOCATION FOR THE PROPOSED 15-FOOT WIDE WATER MAIN EASEMENT SHOWN ON THE ATTACHED PLAT IS BASED ON AN AS-BUILT DRAWING PROVIDED BY ILLINOIS AMERICAN WATER COMPANY.
10. THE LOCATIONS FOR THE EXISTING 10-FOOT WIDE UNDERGROUND ELECTRIC AND GAS MAIN EASEMENTS ARE PER EASEMENTS RECORDED AS DOCUMENT NUMBER 2013R14409 (UNDERGROUND ELECTRIC) AND DOCUMENT NUMBER 2013R14410 (GAS). ACCORDING TO THE DOCUMENTS THE EASEMENTS ARE CENTERED ON THE UNDERGROUND ELECTRIC AND GAS LINES AS INSTALLED. THESE EASEMENTS ARE SHOWN FOR REFERENCE AND ARE APPROXIMATE IN LOCATION BASED ON THE LOCATION OF ABOVE GROUND UTILITY APPURTENANCES AND LIMITED FIELD MARKINGS.
9. DOCUMENTS AND SURVEYS USED IN THE PREPARATION OF THIS SURVEY AS FOLLOWS
 - A. A QUIT CLAIM DEED RECORDED AS DOCUMENT NUMBER 2018R07019.
 - B. THE PRELIMINARY/FINAL PLAT OF THE VILLAS AT ASHLAND FARM RECORDED AS DOCUMENT NUMBER 2006R00328.
 - C. THE REPLAT OF LOT 101 OF THE VILLAS AT ASHLAND FARM RECORDED AS DOCUMENT NUMBER 2008R27768.
 - D. EXHIBIT 'G' TO THE VILLAS AT ASHLAND FARM CONDOMINIUM DECLARATION RECORDED AS DOCUMENT NUMBER 2007R14718.

DRAINAGE STATEMENT

TO THE BEST OF OUR KNOWLEDGE AND BELIEF PROVISIONS HAVE BEEN MADE FOR THE COLLECTION AND DIVERSION OF SURFACE WATERS INTO PUBLIC AREAS OR DRAINS WHICH THE SUBDIVIDER HAS THE RIGHT TO USE, AND THAT SUCH SURFACE WATERS ARE PLANNED FOR IN ACCORDANCE WITH GENERALLY ACCEPTED ENGINEERING PRACTICES SO AS TO REDUCE THE LIKELIHOOD OF DAMAGE TO THE ADJOINING PROPERTY BECAUSE OF THE CONSTRUCTION OF THE REPLAT OF LOT 101 OF THE REPLAT OF THE VILLAS AT ASHLAND FARM.

AGENT FOR VALHALLA HOUSING PROPERTIES, LTD. DATE

PATRICK J. MOONE DATE
ILLINOIS PROFESSIONAL ENGINEER NO. 092-049972



SURVEYOR'S DECLARATION:

I, WESLEY J. MEYERS, ILLINOIS PROFESSIONAL LAND SURVEYOR NUMBER 2803, DO HEREBY STATE THAT AT THE REQUEST OF VALHALLA PROPERTIES, LTD., I HAVE CAUSED A SURVEY TO BE MADE AND A PLAT TO BE DRAWN UNDER MY DIRECT SUPERVISION OF THE FOLLOWING DESCRIBED TRACT OF LAND:

LEGAL DESCRIPTION FOR LOTS 200 AND 201:

SITUATED IN THE COUNTY OF CHAMPAIGN, STATE OF ILLINOIS, AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

LOT 101 IN THE REPLAT OF THE VILLAS AT ASHLAND FARM, BEING A PART OF THE WEST 1/2 OF SECTION 36, TOWNSHIP 20 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, CHAMPAIGN COUNTY, ILLINOIS.

FOR INFORMATIONAL PURPOSES NEW LOTS 200, 201 AND OUTLOT 202 ARE MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

A PART OF THE WEST ONE-HALF OF SECTION 36, TOWNSHIP 20 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN THE CITY OF CHAMPAIGN, CHAMPAIGN COUNTY, ILLINOIS, BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF LOT 101 IN THE REPLAT OF THE VILLAS AT ASHLAND FARM RECORDED AS DOCUMENT NUMBER 2008R27768 IN THE OFFICE OF THE CHAMPAIGN COUNTY RECORDER, SAID SOUTHEAST CORNER ALSO BEING ON THE WEST RIGHT-OF-WAY LINE OF NORTH NEIL STREET, FROM SAID POINT OF BEGINNING, THENCE NORTH 89 DEGREES 25 MINUTES 43 SECONDS WEST 737.33 FEET ALONG THE SOUTH LINE OF SAID LOT 101 TO THE SOUTHWEST CORNER THEREOF; THENCE NORTH 00 DEGREES 33 MINUTES 11 SECONDS WEST 180.30 FEET ALONG THE WEST LINE OF SAID LOT 101; THENCE SOUTH 89 DEGREES 28 MINUTES 13 SECONDS WEST 81.33 FEET ALONG SAID WEST LINE OF SAID LOT 101; THENCE NORTH 00 DEGREES 47 MINUTES 36 SECONDS WEST 503.67 FEET ALONG SAID WEST LINE OF LOT 101 TO THE NORTHWEST CORNER THEREOF; THENCE NORTH 89 DEGREES 12 MINUTES 24 SECONDS EAST 161.44 FEET ALONG THE NORTH LINE OF SAID LOT 101; THENCE SOUTH 48 DEGREES 47 MINUTES 36 SECONDS EAST 81.31 FEET ALONG THE NORTH LINE OF SAID LOT 101; THENCE NORTH 89 DEGREES 12 MINUTES 24 SECONDS EAST 288.00 FEET ALONG THE NORTH LINE OF SAID LOT 101; THENCE NORTH 00 DEGREES 47 MINUTES 36 SECONDS WEST 16.14 FEET ALONG THE NORTH LINE OF SAID LOT 101; THENCE NORTH 89 DEGREES 13 MINUTES 51 SECONDS EAST 369.07 FEET ALONG THE NORTH LINE OF SAID LOT 101 TO THE NORTHEAST CORNER THEREOF, SAID NORTHEAST CORNER ALSO BEING ON THE WEST RIGHT-OF-WAY LINE OF NORTH NEIL STREET; THENCE SOUTHERLY 117.47 FEET ALONG THE EAST LINE OF SAID LOT 101 AND WEST RIGHT-OF-WAY LINE OF NORTH NEIL STREET ALONG THE ARC OF A CURVE CONCAVE TO THE WEST HAVING A RADIUS OF 4,367.00 FEET AND THE 117.47 FOOT CHORD OF SAID ARC BEARS SOUTH 01 DEGREE 28 MINUTES 16 SECONDS EAST; THENCE SOUTH 00 DEGREES 47 MINUTES 05 SECONDS EAST 343.93 FEET ALONG THE EAST LINE OF SAID LOT 101 AND WEST RIGHT-OF-WAY LINE OF NORTH NEIL STREET TO THE POINT OF BEGINNING, CONTAINING 12.85 ACRES, MORE OR LESS.

FARNSWORTH GROUP, INC.
2211 WEST BRADLEY AVENUE
CHAMPAIGN, ILLINOIS 61821



BY: WESLEY J. MEYERS
ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 2803

DATE: EXP. DATE: 11-30-2022
DESIGN FIRM REGISTRATION NO. 184-001804

THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS STANDARDS FOR A BOUNDARY SURVEY.

ENGINEER/SURVEYOR

FARNSWORTH GROUP, INC.
2211 WEST BRADLEY AVENUE
CHAMPAIGN, ILLINOIS 61821
(217) 352-7408

OWNER/DEVELOPER

VALHALLA HOUSING PROPERTIES, LTD.
505 S. FRONT STREET, 10TH FLOOR
COLUMBUS, OHIO 43215

BY: AGENT FOR VALHALLA HOUSING PROPERTIES, LTD.

DATE:

APPROVED:

THE CITY COUNCIL OF THE CITY OF CHAMPAIGN,
ILLINOIS IN ACCORDANCE WITH COUNCIL.

BILL NO. _____

DATE: _____

BY: MAYOR _____

ATTEST: CITY CLERK _____

APPROVED AS TO FORM:

BY: ASSISTANT CITY ATTORNEY _____



Farnsworth
GROUP

2211 WEST BRADLEY AVENUE
CHAMPAIGN, ILLINOIS 61821
(217) 352-7408 / info@f-w.com

www.f-w.com
Engineers | Architects | Surveyors | Scientists

DATE: DESCRIPTION:

PROJECT
WODA PARKER GLEN

THE REPLAT OF LOT 101 OF THE REPLAT OF THE VILLAS AT ASHLAND FARM

City of Champaign, Illinois

DATE: 05/13/2021

DESIGNED: WJM

DRAWN: PDM

REVIEWED: PJM

FIELD BOOK NO.: CHA 147/55

MINOR SUBDIVISION PLAT

SHEET NUMBER:

2
OF 2

PERMANENT EASEMENT

(2605 JT Coffman Dr., Champaign)

THE GRANTOR, the CITY OF CHAMPAIGN, in the County of Champaign and State of Illinois, for and in consideration of One Dollar (\$1.00) in hand paid and other good and valuable consideration, and the conditions and agreements hereinafter contained, hereby give, grant, and convey to the GRANTEE, THE CHAMPAIGN PARK DISTRICT, an Illinois Municipal Corporation, of the City of Champaign, a permanent, perpetual and non-exclusive easement for ingress and egress only together with the privilege, right and authority to work, erect, construct, install and/or lay, and thereafter use, operate, inspect, repair, maintain, replace, and conduct all activities necessary for the construction of trail improvements (hereinafter "Improvements"), and appurtenances to any of the same, located upon or adjacent to, over, under, across and through the land of the GRANTOR(S), which part shall hereinafter be referred to as the "Easement Area" described as follows:

COMMON ADDRESS: 2605 JT Coffman Dr., Champaign, Illinois, 61822

PERMANENT PARCEL NO: 41-14-36-326-035

LEGAL DESCRIPTION:

The part of the tract being granted for a permanent easement is depicted on the attached plat and is more particularly described as follows:

Lot 101 of the Villas at Ashland Farms Replat, recorded as Document Number 2008R27768 on November 3, 2008 at the Champaign County Recorder's Office, encompassing 12.85 acres, more or less, situated in Champaign County, Illinois. all situated in the City of Champaign, County of Champaign, and State of Illinois.

Together with the right of ingress and egress over adjacent land of the GRANTOR for purposes of the easement.

In consideration of the grant of easement herein contained, the parties hereby agree to the following terms and conditions:

1. That the GRANTOR shall retain all rights not herein granted, to the ownership, use and occupation of the above described Easement Area. The GRANTOR shall not place anything or allow anything to be placed or parked with their permission, within the easement area without prior authorization by the GRANTEE, including structures, obstacles, obstructions, furniture, vehicles, fences, trees, bushes, shrubs, plants, gardens, machinery, supplies, etc. The GRANTOR shall not deny or impair the GRANTEE or its contractors access thereto for purposes of construction, maintenance, repair or replacement of the Improvements. During the period of

construction or maintenance of the Improvements, the GRANTEE shall have the exclusive use of the easement area for any and all construction and maintenance work.

2. That all materials, equipment, tools, supplies and apparatus used in the construction and/or maintenance of the Improvements and all surplus soil and debris excavated in the course of the maintenance or construction of the Improvement, may be transported to or from and be used upon the site of said construction work, on and across the Easement Area, and over the remainder of the GRANTOR's property in a reasonable working space adjacent to the work being performed. GRANTOR shall not restrict or impede GRANTEE or its contractor access to, ingress to or egress from the Improvements.

3. That the GRANTEE, or its contractor, if reasonable, shall refill the excavations so that the surface of the Easement Area adjacent to the Improvements shall be restored to the approximate level and condition existing at the place of the construction before the easement thereof and shall remove from the above-described real estate all surplus soil and debris resulting from said construction work. The "approximate elevation" shall be interpreted to mean such elevations as will provide drainage and usefulness comparable to or better than that now existing.

4. The GRANTEE, or its contractor, in consideration of the granting of this easement and as a condition of such grant, will repair or replace to conform as nearly to the original condition as is reasonable, at no cost to the GRANTOR, any fence, driveway or sidewalk that is damaged, destroyed or disturbed during the construction of said Improvements. If the original surface condition was that of a grassy area, then the GRANTEE, or its contractor, shall prepare such surface area for reseeding with grass, and shall reseed the area disturbed by the construction. The GRANTOR shall be responsible for any watering of the reseeded area.

5. That the GRANTOR shall be privileged to remove any structures, sod, trees, bushes, shrubs and plants of any kind which are on any part of the Easement Area, prior to the construction of the said Improvements. The GRANTEE may remove small portable structures, sod, rock, gravel, trees, signs, parking directional equipment or signage, bushes, shrubs and plants of any kind which are on any part of the easement area during the construction, replacement or maintenance of the Improvements and GRANTEE shall not be obligated to replace small portable structures, trees, bushes, shrubs and plants of any kind, or any portion of the Easement Area which may be removed or damaged.

6. Consideration herein shall be full payment for any damages to the GRANTOR's land, or successors and assigns, by reason of the construction, improvement or repairs of the Improvements.

7. In the event that the GRANTEE shall ever abandon or stop using the easement, then in such event GRANTEE shall, unless directed otherwise by GRANTOR, at its sole cost and expense, remove the Improvements it made to the Easement Area and return the area said easement was onto substantially the same condition it was in prior to the granting of the easement.

8. That as long as this easement shall remain in full force and effect GRANTEE shall provide and make all maintenance and repairs which are necessary for the upkeep of the paved portion of the easement.

9. That time shall be of the essence of this easement and that the terms and conditions hereof shall extend to and be obligatory upon the GRANTOR, its successors and assigns and upon the GRANTEE and its successor, assigns and contractors until the construction of the Improvement has been completed.

WITNESS our hands and seals as set forth below.

GRANTOR

Approved as to form:

City of Champaign, Illinois, a Municipal Corporation

By: _____

Assistant City Attorney

Date: _____

By: _____

City Manager

STATE OF ILLINOIS)
) ss.
COUNTY OF CHAMPAIGN)

I, the undersigned, a Notary Public in and for said County and State aforesaid, DO HEREBY CERTIFY, that _____, personally known to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that he/she signed, sealed and delivered the said instrument as his/her free and voluntary act, for the uses and purposes therein set forth, including the waiver of the right of homestead.

Given under my hand and Notarial Seal this ____ day of _____, 2021.

Notary Public

COUNCIL BILL NO. 2016-202

AN ORDINANCE

AMENDING SECTION 37- 620 IN CHAPTER 31 OF THE CHAMPAIGN MUNICIPAL
CODE, 1985, AS AMENDED
(Subdivision Regulations – Streets, Sidewalks, and Driveways – Location of streets, sidewalks,
crosswalks, and driveways)

WHEREAS, the Zoning Ordinance text amendment set forth in this Council Bill was
the subject of a case before the Plan Commission as Case PL16-0029 on September 21, 2016;

WHEREAS, the Plan Commission unanimously voted to recommend approval of said
text amendment.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY
OF CHAMPAIGN, ILLINOIS, as follows:

Section 1. That §31-620 of the Champaign Municipal Code, 1985, entitled “Streets,
Sidewalks, and Driveways” is hereby amended to read as follows:

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

(a) *Streets.*

- (1) The classification and location of all streets shall conform to the
Comprehensive Plan, these Regulations, and the Manual of Practice.
- (2) Streets shall be planned in relation to existing and proposed streets,
topographical conditions, public safety and convenience, and anticipated
land use.
- (3) Each lot within a new subdivision shall have at least thirty (30) feet of
frontage to the public street unto which it has the right to take access.

- (4) The street system in each new subdivision shall continue and extend existing connecting streets in adjoining subdivisions, except that minor streets shall not be required to cross major streets unless such continuation and crossing is deemed necessary to promote pedestrian and/or vehicular circulation and safety.
- (5) The street system in each new subdivision shall be dedicated and constructed to any property adjacent to the subdivision, as directed by the City Engineer, except in those instances in which the adjacent property cannot be subdivided.
- (6) No street shall be located less than two hundred sixty (260) feet from any parallel street, measured from the centerline of the street except as provided in subsection (8), provided that the length, width, and shape of blocks shall be determined with due regard to the need for convenient access, circulation, control and safety of pedestrian and vehicular traffic.
- (7) All streets shall be dedicated to the City if within City boundaries or to the public if not within City boundaries.
- (8) When a subdivision borders on and has lots fronting on or contiguous to a present or proposed arterial street as depicted or described in the Comprehensive Plan, necessary traffic service to lots of the subdivision bordering such facility shall be provided by a marginal access street, local, or collector street, as set forth in the Comprehensive Plan.
- (9) The distance of one (1) street from others, access from lots or tracts to streets, and access to arterial streets by local or collector streets and the use of private streets to substitute for public streets shall be designed to comply with the Manual of Practice.

(b) *Sidewalks.*

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

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

(c) *Driveways.* Driveway location and construction shall conform to Chapters 30 and 37 (Streets, Sidewalks and Public Ways) (Zoning).

(d) *Marathon pipeline easement multi-use trail.* When a tract of land is subdivided, a portion of which is encumbered by the pipeline easement owned by Marathon Pipe Line LLC, or any successor in ownership of said easement, hereinafter referred to as the pipeline easement owner, created for the purpose of constructing, operating and maintaining a pipeline, the approximate location of which is shown on the map in the Manual of Practice entitled "Marathon Pipe Line Operated Lines Near West Side of Champaign, IL", the owner or developer of the tract, hereinafter referred to collectively as the "developer", shall be required to construct a ten (10) foot wide multi-use trail in the easement subject to any applicable provisions of this Chapter and the Manual of Practice, and the following additional conditions and requirements:

(1) Prior to construction of the trail, the developer must submit two copies of detailed plans to the City of Champaign Planning Director showing the location of the pipeline easement, the location of the constructed trail within said easement, and the specifications for construction of the trail. The City of Champaign Planning Director shall provide one copy of said plans to the pipeline easement owner.

(2) Construction of the trail shall not commence without prior written approval of plans for construction of the trail referenced in paragraph (1) above by the

City of Champaign Planning Director and the owner of the pipeline easement.

- (3) Said multi-use trail shall be constructed to the City of Champaign Sidewalk standards in compliance with City of Champaign Manual of Practice, subject to any modifications to those standards required by the owner of the pipeline easement as provided in this section.
- (4) Notwithstanding any other provisions in this section to the contrary, the owner of the pipeline easement will retain the power to withhold its approval of the multi-use trail as designed by the developer if said owner determines, in its sole discretion, that construction of the trail as proposed will conflict with or otherwise abrogate the owner's rights and privileges under said pipeline easement.
- (5) If the owner of the pipeline easement determines that it can approve of construction of the multi-use trail with modifications as to its location and/or design, the City Engineer will determine, in his or her sole discretion, whether said modifications would unreasonably affect the functionality or safety of said trail, and will determine whether to approve construction of said trail as modified.
- (6) In the event the owner of the pipeline easement withholds its approval for construction of a multi-use trail within said easement, or the City Engineer determines that construction of the easement subject to modifications required by the owner of the pipeline easement will unduly compromise the functionality of the multi-use trail or the public safety, then the City Engineer shall determine whether to waive the requirement for construction of the multi-use trail or require that the trail be constructed at a location outside of the pipeline easement.

(7) Any multi-use trail constructed to meet the requirements of this section shall, upon completion, be dedicated for use as a multi-use trail to the Champaign Park District or other public body designated by the City Engineer.

(e) Multi-Use Trails. The developer of any parcel of land, which is shown in the City of Champaign Comprehensive Plan or any adopted element of the Comprehensive Plan including the Champaign Trails Plan as having a trail on or adjacent to that parcel shall be required to dedicate and construct said trail, and such construction shall be in compliance with these regulations.”

Section 2. That the City Clerk is hereby directed to publish this Ordinance so that its effective date is October 18, 2016.

Section 4. If any section, paragraph, or provision of this Ordinance is held to be invalid or unenforceable, such invalidity or unenforceability of such section, paragraph, or provision shall not affect any of the remaining provisions of this Ordinance, or the provisions of the Code.

Section 5. The provisions of this Ordinance shall take precedence and be interpreted as superseding any other ordinance or statute in conflict with the provisions of this Ordinance.

COUNCIL BILL NO. 2016-202

PASSED:

APPROVED: _____
Mayor

ATTEST: _____
City Clerk

APPROVED AS TO FORM:

City Attorney



REPORT TO CITY COUNCIL

FROM: Dorothy Ann David, City Manager

DATE: September 30, 2016

SUBJECT: EXPLANATION OF COUNCIL BILL NO. 2016-202

A. Introduction: The purpose of this Council Bill is to amend Chapter 31 of the Champaign Municipal Code to require the construction of multi-use trails within new developments in locations where trails are shown in the Champaign Trails Plan.

B. Recommended Action: The Administration recommends approval of this Council Bill.

C. Prior Council Action:

- On November 20, 2007, City Council adopted Council Bill No. 2007-288, which approved an amendment to the Municipal Code requiring the construction of multi-use trails when development includes land covered by the Marathon Oil Easement.
- On March 29, 2011, City Council adopted Council Bill No. 2011-061, which adopted the Champaign Trails Plan as an element of the Champaign Comprehensive Plan.
- On May 15, 2012, City Council adopted Council Bill No. 2012-071, which adopted an amendment to the Municipal Code clarifying the requirements for constructing multi-use trails in the Marathon Oil Easement.

D. Summary:

- The Champaign Trails Plan was a joint planning effort between the City of Champaign and the Champaign Park District in 2011. It was adopted as an element of the Comprehensive Plan.
- The Champaign Trails Plan illustrates desired locations for multi-use trails throughout the community. This includes locations along arterial streets, waterways as well as along railroad corridors.
- In 2007, a requirement was adopted that required developers to construct a multi-use trail in the Marathon Oil Pipeline Easement if their development included land covered by the easement.
- The proposed text amendment follows the same principle as the requirement for the Marathon Oil Pipeline Easement and will require the construction of multi-use trails for new developments that are on or adjacent to areas where a trail has been planned in the adopted Champaign Trails Plan.
- The Champaign Trails Plan identifies type and location of trails, as well as minimum standards for their construction.

- Under this requirement, the trails would be built by the developer and ultimately dedicated to either the Park District or the City for ownership and maintenance, similar to the current requirements for sidewalks.

E. Background:

1. History. In 2009, the City of Champaign partnered with the Champaign Park District to create a joint Champaign Trails Plan. Both agencies conducted community surveys asking residents about quality of life amenities they desire. Residents rated recreational trails as a high priority. In addition to these surveys, the City of Champaign and Champaign Park District hosted a public meeting in February 2010 on the seventeen proposed trail routes and the different trail types. The meeting was “open house” style and staff was available to speak with residents about the maps. Overall the comments received were positive. On March 29, 2011, City Council adopted the Champaign Trails Plan as an element of the Comprehensive Plan.

Prior to the adoption of the Champaign Trails Plan, the City negotiated easements in the Marathon Oil Pipeline for the construction of a trail. Some of the early phases of the trail were constructed by the Champaign Park District with grant dollars; however, in 2007 City Council adopted a regulation that developers be required to construct and dedicate to the Park District any portion of the trail that falls within their development site. This requirement has resulted in the extension of the trail in subdivisions such as Jacob's Landing.

2. Issues Being Addressed. The adopted Champaign Trails Plan provides a foundation for requiring the construction of multi-use trails during the development of property. Multi-use trails are essentially a piece of the overall public infrastructure that is included in development, similar to streets, sidewalks and sewers. In many cases, the construction of a multi-use trail will replace standard sidewalk construction requirements when that trail is planned along a roadway. The proposed amendment will address three primary issues:

- a. Construction requirement:** The intent of the Champaign Trails Plan was to have new trails built in new development as a piece of the overall public infrastructure. However, the Municipal Code has never contained language that specifically required their construction. This text amendment would specifically require a new development to construct a trail, which has been identified in the Champaign Trails Plan on, or adjacent to, the development being proposed. If a trail is shown on an adjacent right-of-way to a proposed subdivision, this amendment would require that the developer construct a trail in that right-of-way consistent with the Plan. Depending upon the location and type of trail, the trail could be dedicated to either the Park District or the City. As with the construction of any sidewalk or trail, at the time of a fringe development, the sidewalk or trail may not connect to any infrastructure on either side of the development. However, over time, as additional development occurs, the infrastructure fills in to create a complete network of sidewalks and trails.
- b. Construction Standards:** In addition to the location of trails, the Champaign Trails Plan also identifies the construction standards for trails. These

standards include the materials for their construction, the minimum widths of a trail, the depth of the concrete, etc. The Champaign Trails Plan incorporates the standards for construction found in the Champaign County Greenways and Trails Plan.

- c. **Timing of Construction.** The requirement will require the trails to be constructed as part of the initial phase of construction. This allows future property owners that want to be located on a trail to select a lot that has good access to a trail, and conversely property owners that do not want to be located near a trail can select a lot in the development that is away from a trail. When a trail is installed after the development has been built out, the homeowners that would not have chosen a lot near a trail may be unhappy when it is built.

3. Proposed Amendments. Section 37-620 of the Champaign Municipal Code is proposed to be amended to read as follows:

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

(e) **Multi-Use Trails.** The developer of any parcel of land, which is shown in the City of Champaign Comprehensive Plan or any adopted element of the Comprehensive Plan including the Champaign Trails Plan as having a trail on or adjacent to that parcel shall be required to dedicate and construct said trail, and such construction shall be in compliance with these regulations.”

This amendment will address trails on the fringe of the community that are being developed. For redevelopments in areas that are largely developed, there is an opportunity to see trails constructed as a part of redevelopments. However, it is expected that only a small portion of an overall network would be built this way. For trails located in the center of the community, alternative methods for implementation were identified in the Trails plan. One possible method identified were grants, this amendment will not specifically address that.

4. Plan Commission. The Plan Commission conducted a public hearing for this case at its September 21, 2016 meeting. At the meeting the Commission voted unanimously to recommend the text amendment to Council for approval. Vote: Bryan, Cole, Kroencke, Dudley, Wakefield, Reynolds, Stauffer and Carlson all voted “yes”.

F. Alternatives:

1. Approve this Council Bill, adding a requirement that trails are required to be constructed in new developments as adopted in the Champaign Trails Plan.
2. Defeat this Council Bill and maintain the current regulations.

G. Discussion of Alternatives:

Alternative 1 would approve the text amendment.

a. Advantages

- Implements the Champaign Trails Plan.
- Sets clear expectations for the location and construction standards for new multi-use trails in the City of Champaign.
- Creates an amenity that the public can enjoy for recreation, exercise, or transportation.
- Addresses the public's desire to have access to more trails in our community.

b. Disadvantages

- Adds additional cost to a new development.
- Creates additional infrastructure maintenance responsibilities for the City and the Park District.

Alternative 2 would deny the text amendment.

a. Advantages

- Does not increase the infrastructure cost of a new development.
- Does not create any additional infrastructure responsibilities for the City or the Park District.

b. Disadvantages

- Does not implement the Champaign Trails Plan.
- Does not set clear standards or locations for new trails in the City of Champaign.
- Does not add an amenity that residents can enjoy for recreation, exercise, or transportation.
- Does not address a desire of residents of the community expressed through survey results.

H. Community Input. Notification for amendment to Chapter 31 of the Municipal Code does not require any specific public notification. There were opportunities for public input as part of the adoption of the Champaign Trails Plan in 2011 including surveys, open house workshops, and study sessions. There were no public comments given at the September 21 Plan Commission meeting. One Commissioner asked about the future maintenance of trails. Some of the trails which are being dedicated to the Park District will be maintained by the Park District. Some regional trails will be located adjacent to arterial streets in the public right-of-way, which will be owned and maintained by the City. For these trails, they will be maintained through the routine maintenance of the sidewalk system. There will be further opportunities for public comment at the City Council meeting when this Council Bill is being considered.

I. Budget Impact. There is no immediate budget impact associated with the proposed text amendment. There will be an incremental increase of the amount of public infrastructure, which will incrementally increase maintenance costs. It should be noted, that some trails will be maintained by the Champaign Park District; however, some trails, which are located in public rights-of-ways adjacent to City Streets, will be maintained by the City.

J. Staffing Impact. There is no immediate staffing impact associated with the proposed text amendment to the Zoning Ordinance. Approximately 6 hours of staff time were spent drafting, reviewing and editing the verbiage of the text amendment along with drafting the report. Upon adoption of this text amendment, the design and construction of the trails will happen with the standard review process for a new subdivision.

Prepared by:

Reviewed by:

Jeff Marino, AICP
Senior Planner

Bruce A. Knight, FAICP
Planning and Development Director

Attachment: Code Revision Sheet
Trails Plan Map

Code Revision Sheet

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

(a) *Streets.*

- (1) The classification and location of all streets shall conform to the Comprehensive Plan, these Regulations, and the Manual of Practice.
- (2) Streets shall be planned in relation to existing and proposed streets, topographical conditions, public safety and convenience, and anticipated land use.
- (3) Each lot within a new subdivision shall have at least thirty (30) feet of frontage to the public street unto which it has the right to take access.
- (4) The street system in each new subdivision shall continue and extend existing connecting streets in adjoining subdivisions, except that minor streets shall not be required to cross major streets unless such continuation and crossing is deemed necessary to promote pedestrian and/or vehicular circulation and safety.
- (5) The street system in each new subdivision shall be dedicated and constructed to any property adjacent to the subdivision, as directed by the City Engineer, except in those instances in which the adjacent property cannot be subdivided.
- (6) No street shall be located less than two hundred sixty (260) feet from any parallel street, measured from the centerline of the street except as provided in subsection (8), provided that the length, width, and shape of blocks shall be determined with due regard to the need for convenient access, circulation, control and safety of pedestrian and vehicular traffic.
- (7) All streets shall be dedicated to the City if within City boundaries or to the public if not within City boundaries.

(8) When a subdivision borders on and has lots fronting on or contiguous to a present or proposed arterial street as depicted or described in the Comprehensive Plan, necessary traffic service to lots of the subdivision bordering such facility shall be provided by a marginal access street, local, or collector street, as set forth in the Comprehensive Plan.

(9) The distance of one (1) street from others, access from lots or tracts to streets, and access to arterial streets by local or collector streets and the use of private streets to substitute for public streets shall be designed to comply with the Manual of Practice.

(b) *Sidewalks.*

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

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

(c) *Driveways.* Driveway location and construction shall conform to Chapters 30 and 37 (Streets, Sidewalks and Public Ways) (Zoning).

(d) *Marathon pipeline easement multi-use trail.* When a tract of land is subdivided, a portion of which is encumbered by the pipeline easement owned by Marathon Pipe Line LLC, or any successor in ownership of said easement, hereinafter referred to as the pipeline easement owner, created for the purpose of constructing, operating and maintaining a pipeline, the approximate location of which is shown on the map in the Manual of Practice entitled "Marathon Pipe Line Operated Lines Near West Side of Champaign, IL", the owner or developer of the tract, hereinafter referred to collectively as the "developer", shall be required to construct a ten (10) foot wide multi-use trail in the easement subject to any applicable provisions of this Chapter and the Manual of Practice, and the following additional conditions and requirements:

(1) Prior to construction of the trail, the developer must submit two copies of detailed plans to the City of Champaign Planning Director showing the location of the pipeline easement, the location of the constructed trail within said easement, and the specifications for construction of the trail. The City of Champaign Planning Director shall provide one copy of said plans to the pipeline easement owner.

(2) Construction of the trail shall not commence without prior written approval of plans for construction of the trail referenced in paragraph (1) above by the City of Champaign Planning Director and the owner of the pipeline easement.

(3) Said multi-use trail shall be constructed to the City of Champaign Sidewalk standards in compliance with City of Champaign Manual of Practice, subject to any modifications to those standards required by the owner of the pipeline easement as provided in this section.

(4) Notwithstanding any other provisions in this section to the contrary, the owner of the pipeline easement will retain the power to withhold its approval of the multi-use trail as designed by the developer if said owner determines, in its sole discretion, that construction of the trail as proposed will conflict with or otherwise abrogate the owner's rights and privileges under said pipeline easement.

(5) If the owner of the pipeline easement determines that it can approve of construction of the multi-use trail with modifications as to its location and/or design, the City Engineer will determine, in his or her sole discretion, whether said modifications would unreasonably affect the functionality or safety of said trail, and will determine whether to approve construction of said trail as modified.

(6) In the event the owner of the pipeline easement withholds its approval for construction of a multi-use trail within said easement, or the City Engineer determines that construction of the easement subject to modifications required by the owner of the pipeline easement will unduly compromise the functionality of the multi-use trail or the

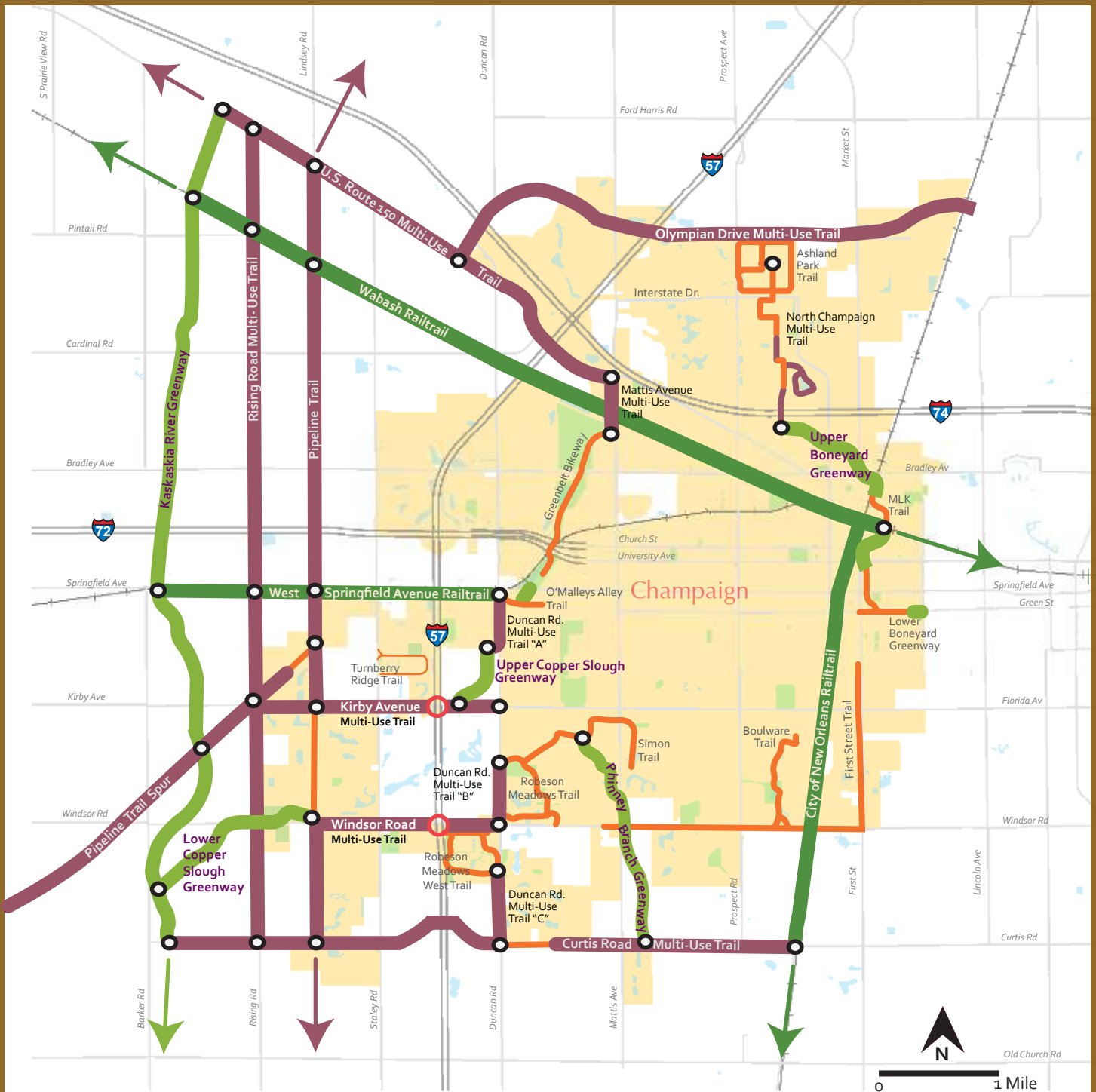
public safety, then the City Engineer shall determine whether to waive the requirement for construction of the multi-use trail or require that the trail be constructed at a location outside of the pipeline easement.

(7) Any multi-use trail constructed to meet the requirements of this section shall, upon completion, be dedicated for use as a multi-use trail to the Champaign Park District or other public body designated by the City Engineer.

(e) Multi-Use Trails. The developer of any parcel of land, which is shown in the City of Champaign Comprehensive Plan, or any adopted element of the Comprehensive Plan including the Champaign Trails Plan as having a trail on or adjacent to that parcel shall be required to dedicate and construct said trail, and such construction shall be in compliance with these regulations.

(C.B. No. 2002-040, § 1, 3-5-02; C.B. No. 2005-029, § 1, 2-1-05; C.B. No. 2007-288, § 1, 11-20-07; C.B. No. 2011-060, § 1, 4-5-11; C.B. No. 2012-071, § 1, 5-15-12)

Existing and Proposed System Map



Greenways

- Boneyard
- Copper Slough
- Kaskaskia River
- Phinney Branch

Railtrails

- City of New Orleans
- Wabash
- West Springfield Avenue

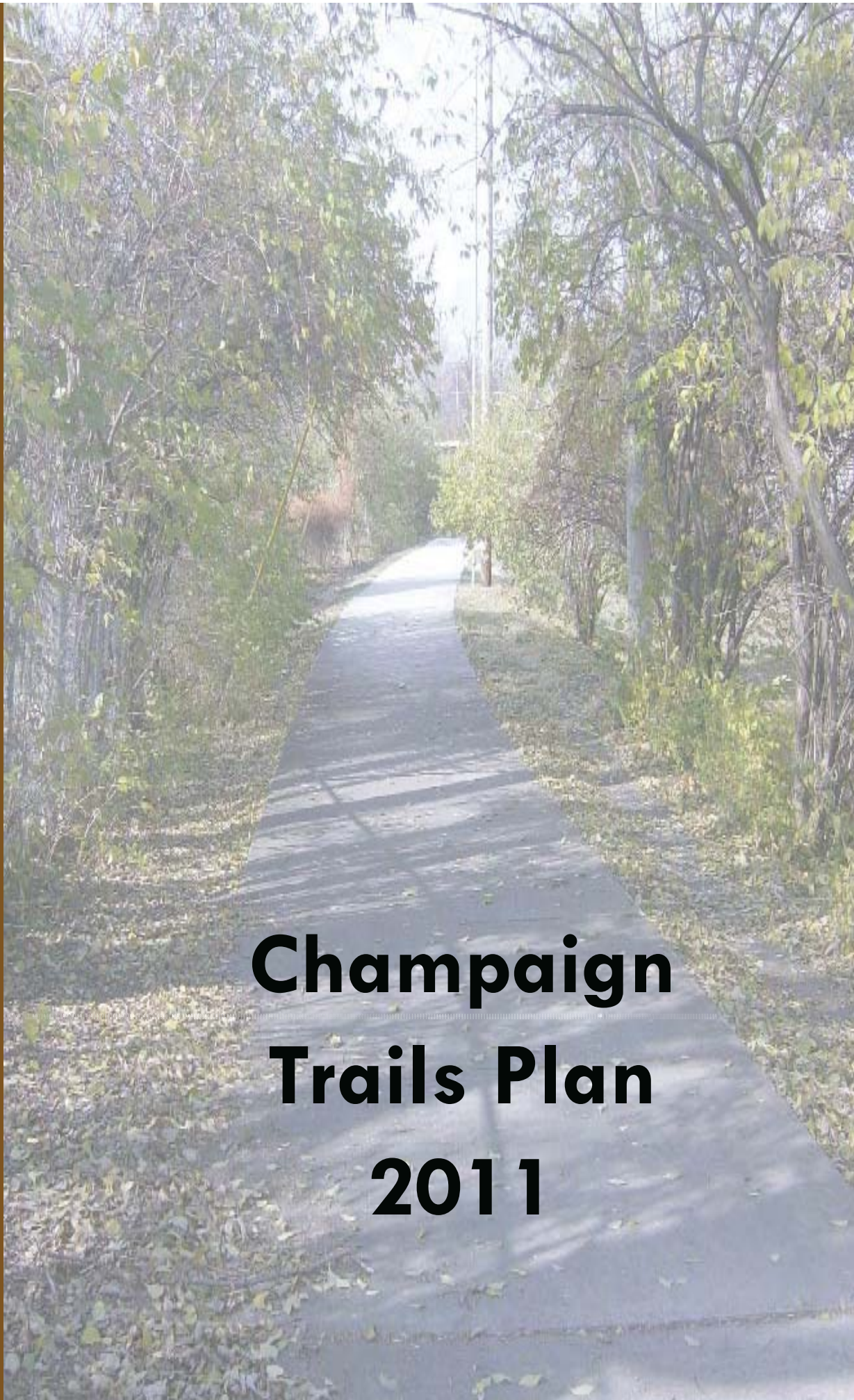
Multi-Use Trails

- U.S. Route 150
- Curtis Road
- Duncan Road
- Kirby Avenue
- Pipeline
- Rising Road
- Windsor Road
- Mattis Avenue
- North Champaign
- Olympian Drive

- Multi-Use Trail, Planned
- Railtrail, Planned
- Greenway, Planned
- Existing Trail Segment

- Connection
- Interstate Overpass "Complete Street"
- Arterial Street
- Interstate





Champaign Trails Plan 2011



Acknowledgments



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Photos in this document were taken by the City of Champaign Planning Department except where noted

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Multi-Use Trails

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Kirby Avenue
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Mattis Avenue

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Appendix

Design Guidelines from CCRPC Greenways and Trails Plan



Why a Trails Plan?

A recreational trail is a quality-of-life amenity highly desired by Champaign residents. In recent years both the Champaign Park District and City of Champaign Planning Department completed long range strategic plans which included surveys of Champaign residents. In both cases residents indicated they would like to see more trails throughout the community. A well-connected trail system provides many benefits. It promotes healthier lifestyles, provides recreational opportunities for all ages and abilities and links together different neighborhoods and community destinations. National studies also show that property values can be higher when located near a trail system. Although many trail segments have been built in the community throughout the years, there has yet to be a plan with a strategy to link them together and promote the construction of new trails.

The purpose of the Trails Plan is to provide a vision for a connected system throughout the community. The plan also sets clear expectations for where trails should be built and to what standard. The plan will influence the site design of development, provide direction for public works projects, and be a resource in applying for grant funding for new trail segments. Most importantly, the plan provides a common vision that can be supported and promoted by the broader community.

Working Together to Create the Plan

The Trails Plan is a joint effort between the City of Champaign and the Champaign Park District. Both the City and Park District understand the quality-of-life benefits that can result from a well connected trail system in the community. During the creation of this plan these two units of government coordinated to better understand how the vision of this plan can be realized. The implementation of this plan (page 44) further outlines how the City and District will work together to achieve the vision of the plan with the construction and maintenance of new trails.



Introduction

How the Plan will be Used

The Trails Plan illustrates 17 different trail segments that would create a cohesive network of off-street facilities for recreational use. The Trails Plan is not necessarily a “bicycle plan.” The City maintains a bicycle plan within the Transportation Master Plan, called *Champaign Moving Forward*. That plan maps on-street bicycle facilities including bike lanes, bike routes and “sharrows.” While the bicycle plan promotes bicycling more as a mode of transportation, the Trails Plan places more emphasis on recreational use. However, the Trails Plan was developed in close coordination with the existing bicycle plan to ensure proper connections. It is envisioned that the Trails Plan will be used primarily by the following groups:

The City of Champaign when considering street improvement projects;

The Champaign Park District when considering new projects and applying for grants;

Developers when considering site layouts for new development; and

Future Residents when making choices on where to live and recreate.; and

Current Residents when walking, running and biking.

Relationship to Other Planning Efforts

The Trails Plan is a product of several larger planning initiatives for the community. It is a “stand alone” plan but takes its direction from the following efforts:



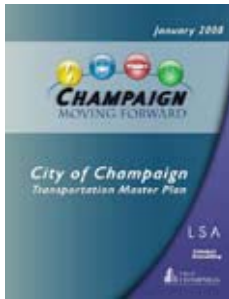
Champaign Comprehensive Plan, Champaign Tomorrow, 2011

The Trails Plan is considered an “element” of the City’s overall Comprehensive Plan which sets policy direction for the future growth and development of the community. The Comprehensive Plan, called *Champaign Tomorrow*, was adopted in 2011 and contains several guiding principles and strategies related to trails, parks and community recreation. Completing a trails plan is a stated implementation strategy of *Champaign Tomorrow*.



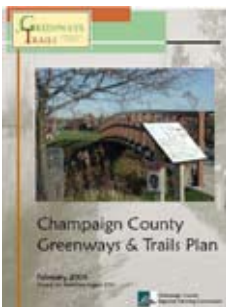
Champaign Park District Strategic Plan 2005-2015 & Comprehensive Park and Open Space Plan, 2008

These strategic plans for the Champaign Park District provide an overall vision for the District along with specific recommendations to strengthen the operation and facilities of the District. A top priority of each plan is to develop a comprehensive path and trail system throughout the District.



Champaign Transportation Master Plan, Champaign Moving Forward, 2008

This plan is also an element of the City's Comprehensive Plan and provides detailed recommendations for the City's transportation system. The plan provides a specific vision for the City's bicycle and pedestrian networks and suggests actions to improve them. A cohesive trail system contributes to these goals.



Champaign County Regional Planning Commission Greenways and Trails Plan, 2008

This plan provides a *regional* strategy for greenways and trails. The Champaign Trails Plan is closely coordinated with this plan yet provides a greater level of detail that is specific to the City of Champaign. Most importantly, the Greenways and Trails effort produced specific trail design guidelines which are included as the appendix of this plan and intended to be the primary source for trail design.



Key Considerations

Who Builds the Trail System?

Completing the trail system as proposed in this plan is a long term endeavor. Some segments can be pursued in the short term but several segments will not be completed for years to come. Nevertheless, it's important to establish the vision today and stay focused into the future. Most of the trails envisioned on the maps will be built by either the City of Champaign, the Champaign Park District, or by a private developer with an eventual dedication to either the City or Park District. It is possible a non-profit group could also emerge and build trail segments as well. For the multi-use trails along city streets the trails would be built either by the City as a component of a larger street improvement project or by a developer as a requirement of a development plan. Similar to the Pipeline Trail, it is the intent of this plan to require construction of the trails shown in this plan when they are situated within or adjacent to a proposed development site. The wider trail may be required in lieu of the standard sidewalk requirement.



The Curtis Road Multi-Use Trail is an example of a trail within a street right-of-way maintained by the City of Champaign.

Who Maintains the Trail System?

The implementation chapter of this plan details maintenance expectations. In general it is anticipated that the multi-use trails within the right-of-way (or adjacent easement) of City streets would be maintained by the City. Multi-use trails that are within dedicated Park District easements (such as the Pipeline Trail and portions of the North Champaign Multi-Use Trail) would be maintained by the Park District. It's possible the Kaskaskia River Greenway trail could be maintained by the Champaign County Forest Preserve District. The maintenance of railtrails and trails within the greenways will need to be determined at the appropriate time. Trails that may be private (such as some connector trails) would be privately maintained by the appropriate homeowner's association or business group. However, all of the trails identified in this plan are expected to be public trails.



The Pipeline Trail and its amenities are maintained by the Champaign Park District.



A variety of improvements can be implemented to make difficult crossings safer for bicycles and pedestrians.

Handling Difficult Crossings

One of the biggest challenges for creating a continuous trail system in the community is dealing with the many difficult crossings the trails will encounter. These crossings include primarily busy arterial streets, interstates, railroads and in some case wide creeks or ditches. This is particularly challenging for Champaign since interstate highways bisect the community on both the north and west sides. It is not possible for this plan to propose detailed design solutions for all difficult crossings and further study will be needed for each trail segment. For arterial streets, many trails will need to cross at signalized intersections with pedestrians. The Greenways and Trails Design Guidelines provide design detail for crossing streets (see Appendix) .



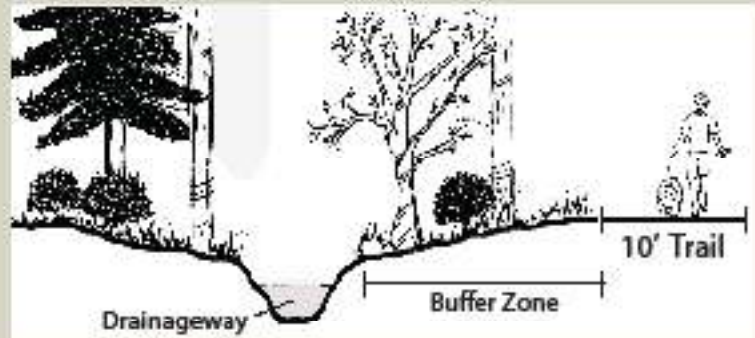
An example of a bicycle/pedestrian overpass bridge.

Crossing Interstates

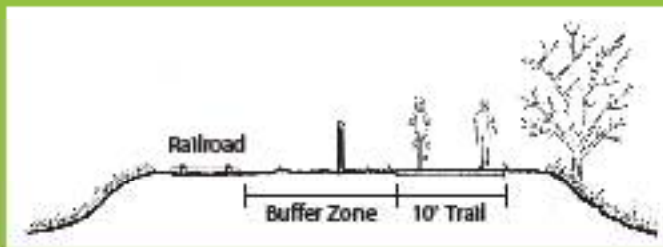
Crossing Interstates 57, 74 and 72 on the north and west sides of Champaign is a challenge for all modes of transportation but most significantly for bicyclists and pedestrians. Many of the existing bridge structures are obsolete and only allow for two narrow vehicular travel lanes. This presents a difficult challenge for creating a connected trail system. This plan calls out the need for “complete street” improvements to several of the bridges crossing Interstate 57. These bridges are scheduled for replacement by the Illinois Department of Transportation and should include facilities for pedestrians and bicyclists. In other cases where bridges are not proposed to be replaced, a retrofit can be considered allowing for additional shoulder space to safely cross the bridge. Finally, this plan recommends a limited number of new bicycle/pedestrian-only bridge structures. This presents the safest, yet most expensive, option for fostering a safe crossing over the interstates.

Greenways

A "greenway" is a corridor that runs along a naturally sensitive area. For this plan, greenways are identified along four different drainageways including the Kaskaskia, the Copper Slough, the Boneyard and the Phinney Branch. A greenway contains the ditch itself, a buffer zone and then a ten-foot wide trail running parallel to the ditch. In this plan, a trail is only intended to run along one side of the drainage ditch. The width of the buffer zone will vary depending on the location and drainage needs. In most cases, the greenways identified in this plan have limited natural vegetation other than prairie grass along the banks. Establishing the greenway trail may include providing additional landscaping and/or stormwater detention in the buffer zones which would provide additional amenities for the trail.



Railtrails



Railtrails are ten-foot wide trails that run within existing railroad rights-of-way. For this plan these include the City of New Orleans Railtrail, the Wabash Railtrail and the West Springfield Railtrail. In most cases a trail is proposed to run parallel to an existing railroad. For a portion of the Wabash Railtrail in downtown Champaign a trail is proposed within portions of abandoned railroad rights-of-way. In all cases the width of the trail is intended to be ten feet wide, consistent with the width of trails within greenways and multi-use trails. The appropriate distance of the trail from the railroad tracks will vary depending on location as well as screening between the two different activities.

Multi-Use Trails

Multi-use trails are a minimum of 10-feet wide and will accommodate bicyclists and pedestrians. This plan identifies most multi-use trails to be located alongside arterial streets in lieu of a narrower sidewalk. However, in some cases multi-use trails do not follow arterial streets (examples include the Pipeline Trail and North Champaign Trail). Similar to sidewalks, multi-use trails will be separated from the curb-line of the street. The distance of separation will depend on the design of the street. A minimum of two feet on each side of the trail should be maintained for a clear zone. Multi-use trails do not need to be striped to separate bicyclists and pedestrians unless heavy use is anticipated.



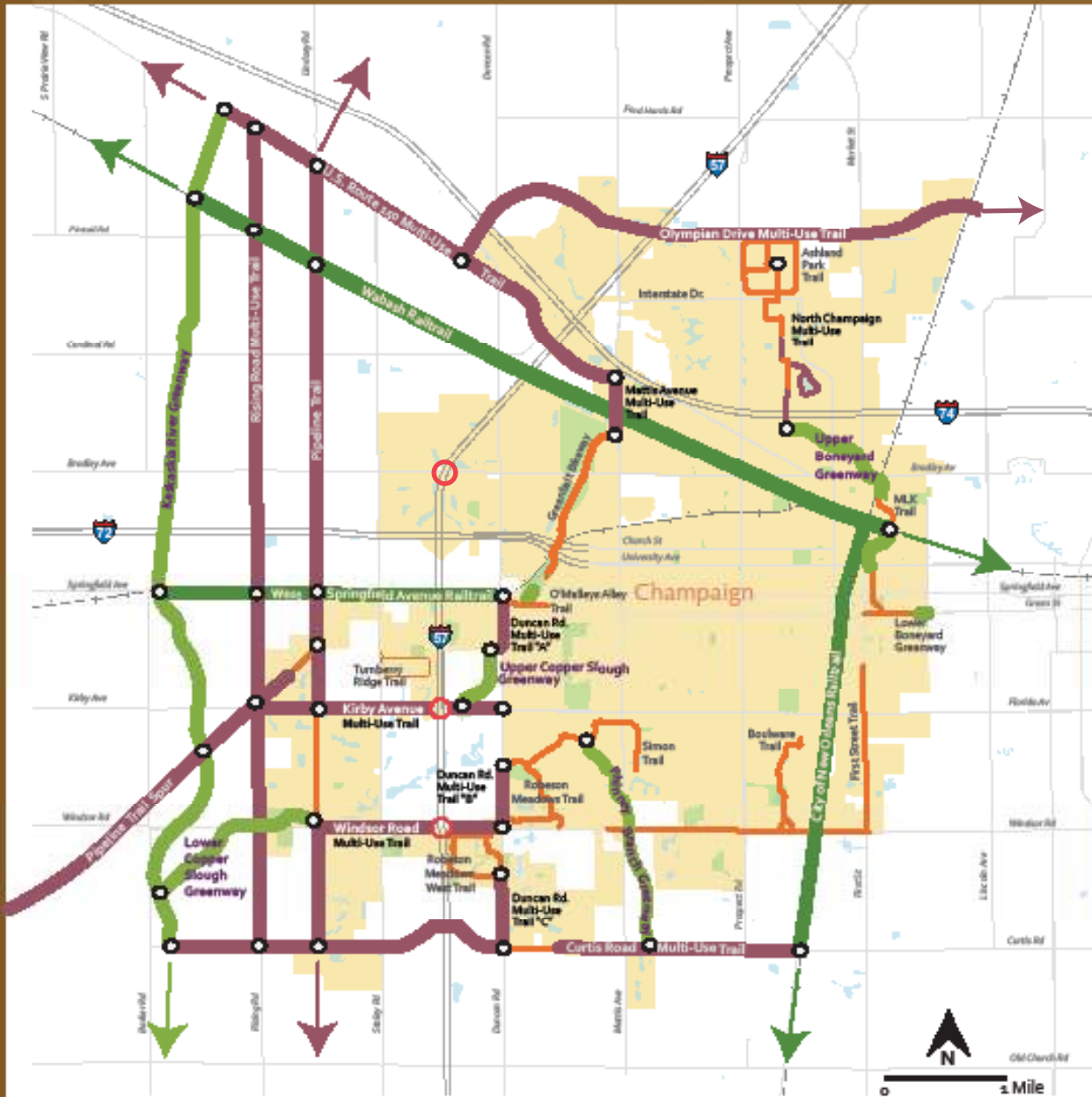
Connector Trails



Connector trails are intended to connect a development to the larger trail system. They are not necessarily segments of the Trail system but rather connect residents to the system. They are not mapped in this plan because they would be considered in the site design of new development as proposed. Since these trails would not have the traffic of the larger trail system, they do not have to be 10-feet in width. Connector paths are an important function to the overall trail system because they provide a safe connection to the beginning and end points of each trip.



Existing and Proposed System Map



Greenways

- Boneyard
- Copper Slough
- Kaskaskia River
- Phinney Branch

Railtrails

- City of New Orleans
- Wabash
- West Springfield Avenue

Multi-Use Trails

- U.S. Route 150
- Pipeline
- Rising Road
- Duncan Road
- Windsor Road
- Kirby Avenue
- Mattis Avenue
- North Champaign
- Olympian Drive

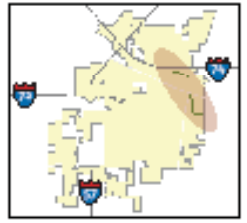
	Multi-Use Trail, Planned		Connection
	Railtrail, Planned		Interstate Overpass "Complete Street"
	Greenway, Planned		Avtorial Street
	Existing Trail Segment		Interstate

Boneyard Greenway

The Boneyard Greenway has two distinct sections. The upper section would connect to the North Champaign Multi-Use Trail and southern section intersects with the planned Wabash Railtrail. The entire Boneyard Greenway is 2.4 miles long. It links to the commercial areas at the northern end of the city to Downtown Champaign and Campustown at the southern end.



Trails Legend	Connecting Trails	Destination Options
Multi-Use Trail, Planned	North Champaign Multi-Use Trail	North Neil and Prospect shopping area
Railtrail, Planned	Martin Luther King Trail	Wesley Park
Greenway, Planned	Wabash Railtrail	Bristol Park
Existing Trail Segments	Lower Boneyard Trail	Boneyard Second St. Reach / Scott Park
Connection		Downtown and Campustown



Champaign Trails Plan

Boneyard Greenway

Opportunities

1 Connection to North Champaign Multi-Use Trail

A proposed connection between the North Champaign Multi-Use Trail and the Boneyard Greenway will link areas north of I-74, including major shopping centers and newly developing residential areas, with areas south of I-74, including the University of Illinois campus and downtown Champaign. The key to this will be establishing a connection point near the City Public Works facility. Also, a pedestrian / bicycle bridge would need to be provided over the Interstate as noted on page 5.

2 Connection to Wabash and City of New Orleans Railtrails

The Upper Boneyard Greenway provides the opportunity to connect to two of the network's railtrails. The Greenway would connect with the Wabash Railtrail via the Martin Luther King Trail and to the City of New Orleans Railtrail at its intersection with the Wabash Railtrail. These two trails provide multiple connections to other trail systems in the City thereby creating a continuous system of trails that can be used for both recreation and commuting.

3 Connection to Downtown and Campustown

Downtown and Campus are two key destinations for many bicyclists. The Boneyard Greenway connects the northern areas of Champaign, including the Market Place Mall and the North Prospect commercial center, to downtown Champaign and Campustown located at the southern end of the greenway. With additional improvements to other trail segments, it would be possible for residents in Campustown and the east side of downtown to easily access shopping areas on the north side of the City.



This greenway travels through Scott Park and the Second Street Basin area connecting campus to downtown.



The Boneyard Greenway would connect to the North Champaign Multi-Use Trail at this location.

Constraints



Bradley Avenue at the CN Railroad tracks. The Boneyard Greenway would need to cross the tracks at this location.

1 Crossing at the CN Railroad and Bradley Avenue

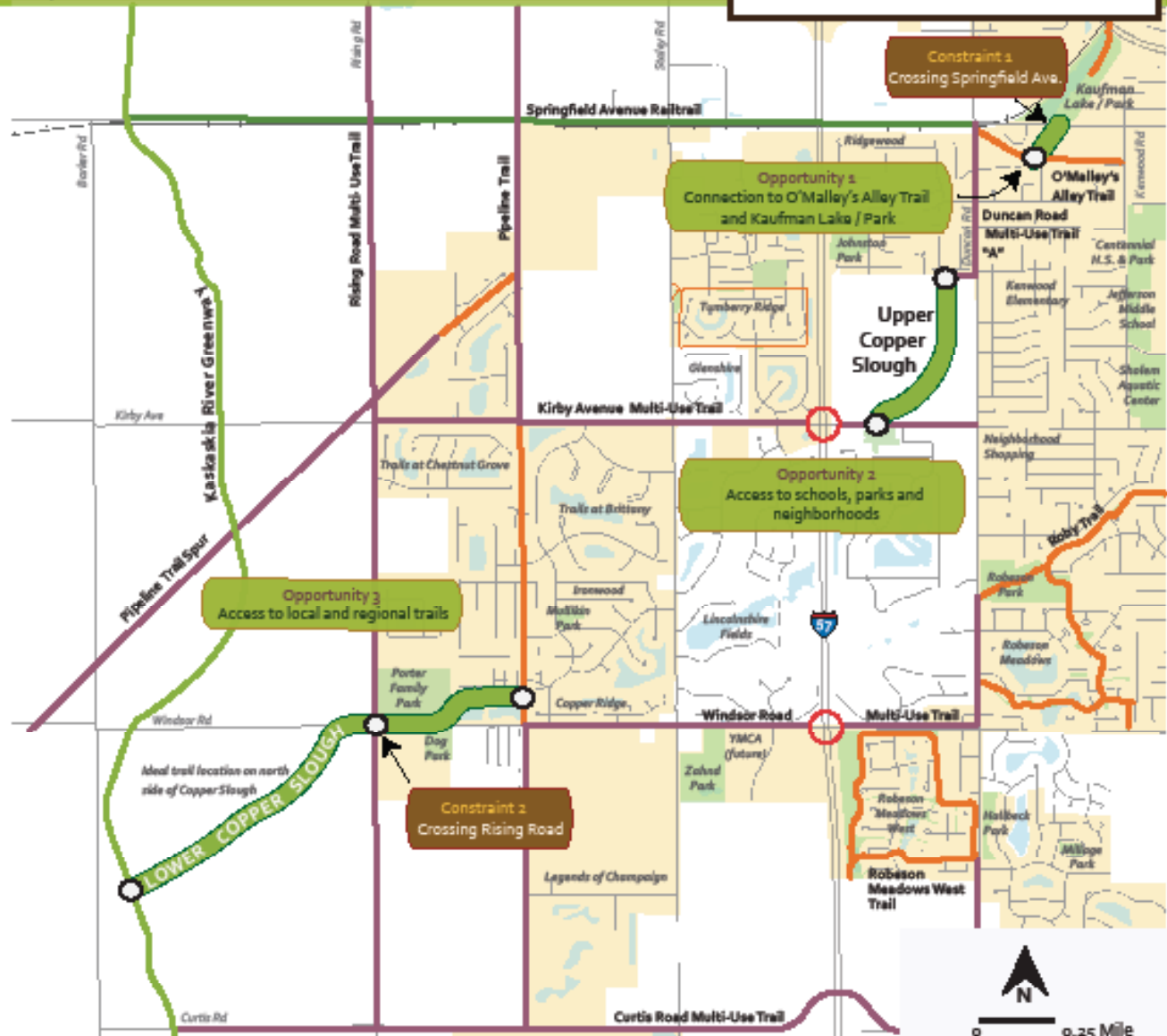
The Canadian National Railroad is a significant heavy rail line in the City of Champaign. The Boneyard Greenway would need to cross the tracks to continue north. The most logical crossing location would be along Bradley Avenue on the existing pedestrian sidewalk. However, this then presents the challenge of crossing busy Bradley Avenue without an existing crosswalk or signal. Consideration needs to be given on how a safe crossing can be provided.

2 Wabash Railroad Crossing

Although less formidable than then the CN Railroad crossing, care needs to be given when crossing the Wabash Railroad since it is an active rail line. As it approaches the Wabash Rail, it is proposed that the Boneyard Greenway head east alongside the tracks until it reaches Phillips Drive. The greenway can then cross the tracks alongside the pedestrian sidewalk and connect to the existing Martin Luther King Trail.

Copper Slough Greenway

A multi-use trail is planned to border the Copper Slough Creek in select locations between the Kaskaskia River and Kaufman Lake. The trail consists of two segments; the lower segment lies between the Kaskaskia River Greenway and the Pipeline Trail. The upper segment is located between the Kirby Avenue Multi-Use Trail and the Duncan Road Multi-Use Trail. The trail will cover 2.1 miles in total, linking other trails within the network. The Copper Slough Greenway will provide residents with access to the citywide trail network.



Trails Legend	Connecting Trails	Destination Options
Multi-Use Trail, Planned	Kaskaskia River Greenway	Porter Family Park / Dog Park
Railtrail, Planned	Rising Road Multi-Use Trail	Neighborhood Shopping
Greenway, Planned	Pipeline Trail	Kenwood Elementary
Existing Trail Segments	Kirby Avenue Multi-Use Trail	Kaufman Lake and Park
Connection	Duncan Road Multi-Use Trail	
"Complete Street" Bridge	O'Malley's Alley Trail	

Champaign Trails Plan

Copper Slough Greenway

Opportunities

1 Connection to O'Malley's Alley Trail and Kaufman Lake / Park

The Upper Copper Slough Greenway along with the Duncan Road Multi-Use Trail will provide a connection to the 0.5-mile O'Malley's Alley Trail which connects to Kenwood Road. This will provide better access to Centennial Park, Centennial High School, Jefferson Middle School and the Sholem Aquatic Center. The Copper Slough Greenway will also provide better access to Kaufman Park and Lake via the existing Greenbelt Bikeway. Kaufman Park is 8 acres and the lake covers approximately 16 acres.

2 Access to schools, parks, and neighborhoods.

Both the Lower and Upper Copper Slough will connect to schools, parks, and neighborhoods. For the Lower Copper Slough, the neighborhoods to be linked include Copper Ridge, Ironwood, Trails at Brittany and others. These areas would be able to connect to the Pipeline Trail and the Kaskaskia River Greenway without the need to ride along an arterial street. The Upper Copper Slough Greenway helps connect the residential area on the east side of Duncan Road at Kirby as well as Turnberry Ridge.

3 Access to local and regional trails.

The Lower Copper Slough Greenway has the opportunity to connect to several trails that each will eventually provide a key link in the regional trail network. These trails include the Pipeline Trail, the Rising Road Multi-Use Trail and the Kaskaskia River Greenway.



A trail extension through a parking lot (background) will connect O'Malley's Alley Trail to Kaufman Lake and Park.



The Lower Copper Slough looking west from the existing Pipeline Trail.

Constraints



Crossing Springfield Avenue from the O'Malley's Alley extension presents a challenge considering there is no signalized intersection nearby, it is a busy street and a state route. The view in this photo is looking south from Kaufman Lake across Springfield Avenue towards the O'Malley's Alley Trail.

1 Crossing Springfield Ave.

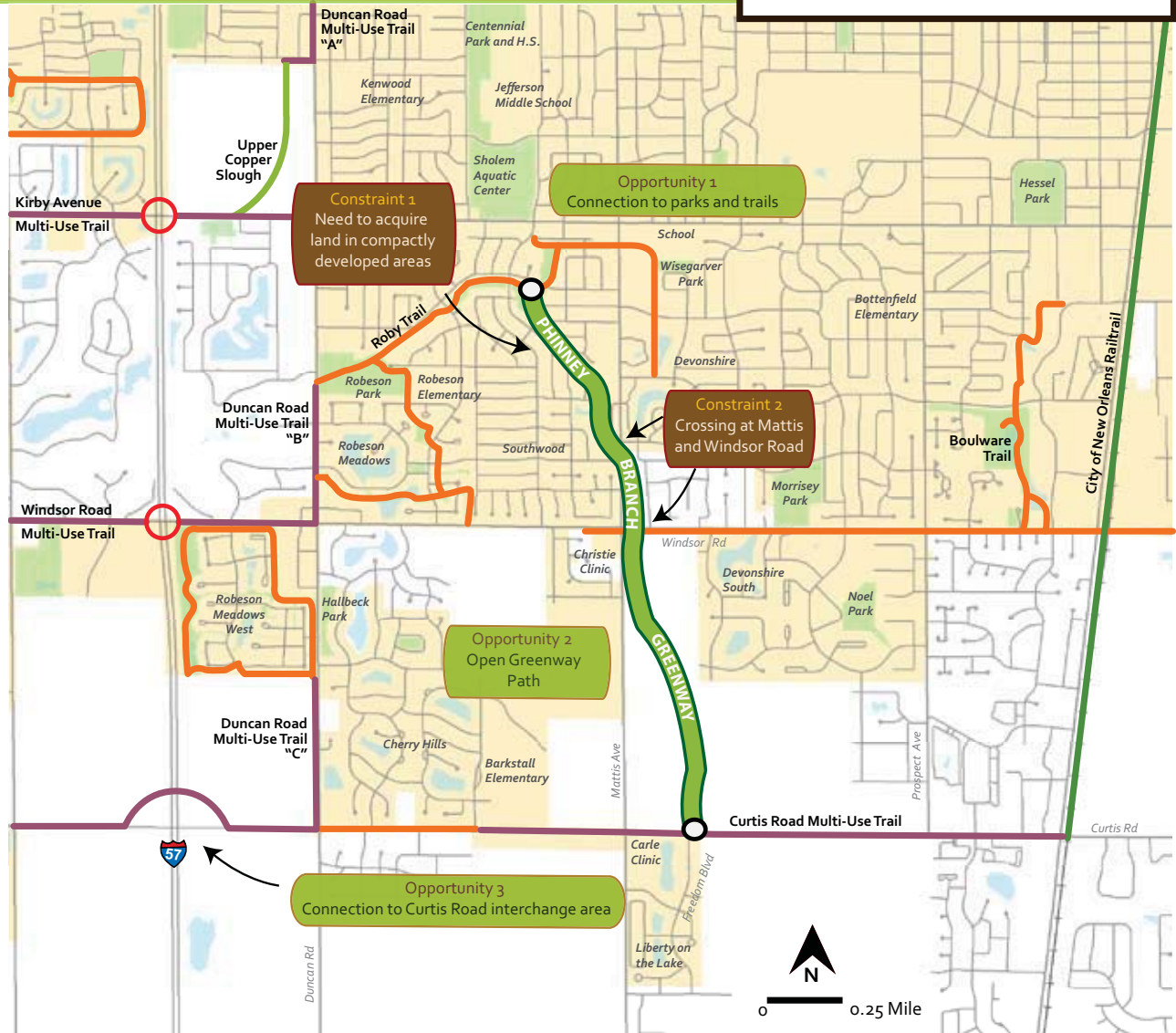
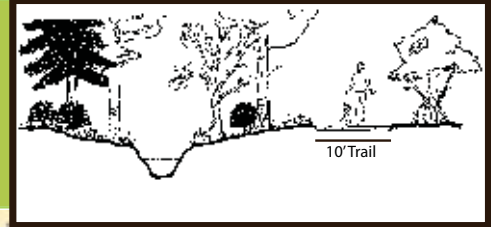
An important link in the trail system is a short connection from O'Malley's Alley Trail north to Kaufman Park and Lake. The construction of this trail link is required under an agreement with the El Toro site developer. However, the bigger challenge will be crossing Springfield Avenue to reach Kaufman Lake and Park. There is not a signalized intersection close to this location. A safe mid-block crossing will be necessary.

2 Crossing Rising Road

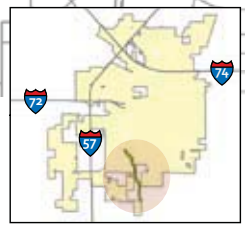
The Lower Copper Slough Greenway will intersect with Rising Road just north of the Windsor Road and Rising Road Intersection. A crossing could be at an improved intersection, however, should the trail be located on the north side of the Copper Slough, a bridge will be necessary to reach the intersection. Otherwise, a bike and pedestrian crossing on Rising Road just north of the intersection will need to be considered. A crossing design should be consistent with the Champaign County Greenways and Trails Plan Design Guidelines.

Phinney Branch Greenway

The planned Phinney Branch Greenway will run 1.9 miles along the Phinney Branch Creek starting at the existing Roby Trail and extending south to the proposed Curtis Road Multi-Use Trail. The Phinney Branch Greenway connects several residential neighborhoods like Southwood and Devonshire with community parks and schools. Also the southern end of the Greenway connects to the Liberty on the Lake neighborhood and the Curtis Road Interchange along the Curtis Road Multi-Use Trail.



Trails Legend	Connecting Trails	Destination Options
Multi-Use Trail, Planned	Roby Trail	Robeson Elementary
Railtrail, Planned	Windsor Road Multi-Use Trail	Wisegarver Park
Greenway, Planned	Curtis Road Multi-Use Trail	Robeson Park
Existing Trail Segments		Curtis Road Interchange
Connection		
"Complete Street" Bridge		



Champaign Trails Plan

Phinney Branch Greenway

Opportunities

1 Connection to parks and trails

The Phinney Branch Greenway connects to the Roby Trail at the north end of the greenway. The Roby Trail further connects to Robeson Elementary, Carrie Bussey Elementary and the Sholem Aquatic Center on the north side of Kirby Avenue. Centennial Park is located only a quarter mile north of the greenway.

2 Open Greenway Path

The lower half of the Phinney Branch Greenway runs through undeveloped property between Windsor Road and Curtis Road. Therefore, the trail's extension can be more easily routed without having existing development in place. Plans can be coordinated with future development or with current owner consent.

3 Connection to Curtis Road Interchange area

The southern terminus of the Phinney Branch Greenway connects to the Curtis Road Multi-Use Trail which will provide a safe connection to the Curtis Road Interchange development area. This access will benefit neighborhoods such as Cherry Hills and Southwood.



Phinney Branch near connection with the Roby Trail.



Phinney Branch looking north from its connection with Curtis Road.



Existing vegetation along the greenway.

Constraints



Existing development along drainage ditches in the community can be compact leaving little room to establish a trail system along the ditch.

1 Need to acquire land in compact developed areas

The northern portions of the Phinney Branch Greenway run through areas that are already developed. In some sections homes have been placed very close to the ditch which will make it a challenge to establish a trail. Careful analysis will need to be given on the feasibility of acquiring easements for building the trail.

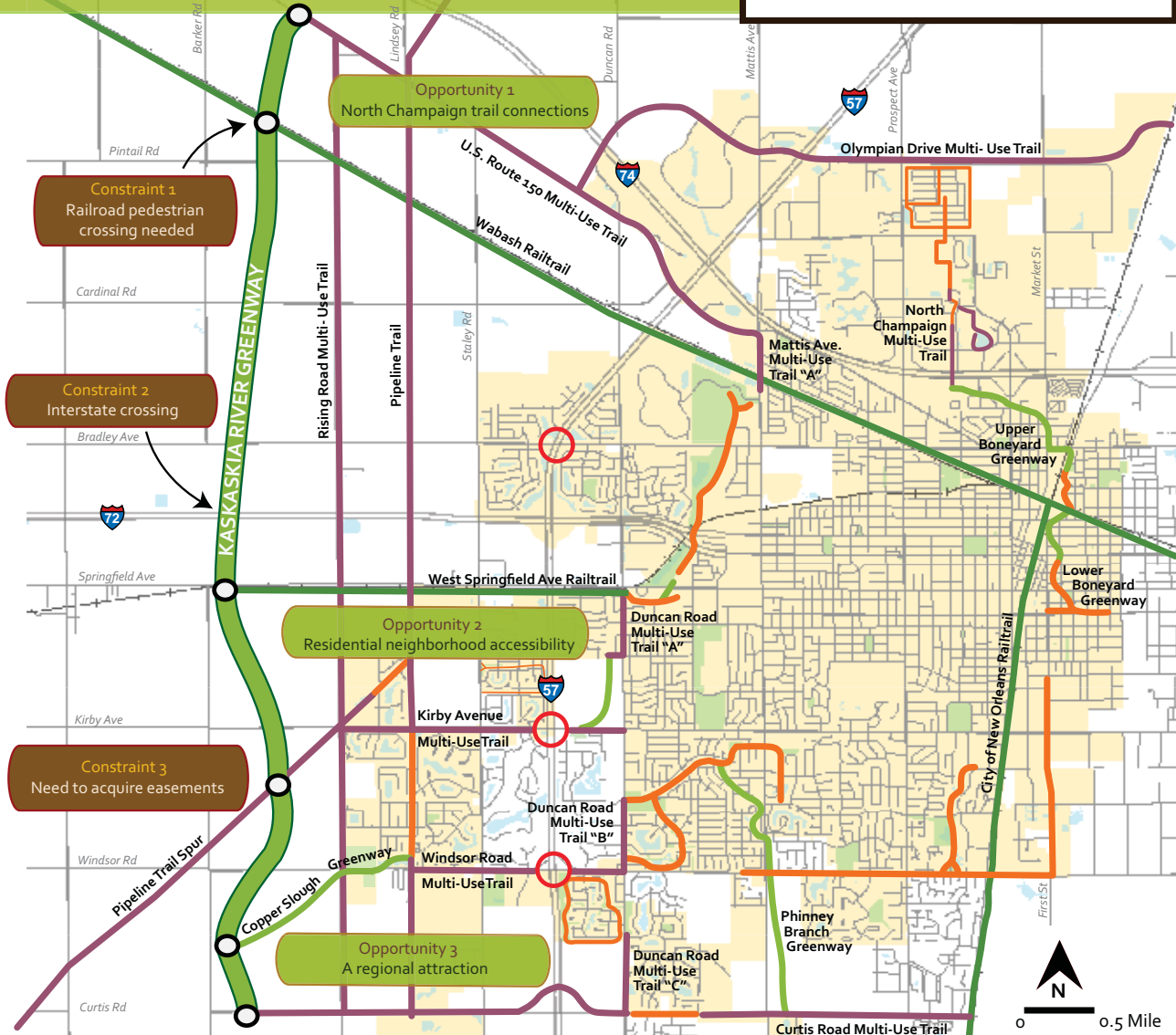
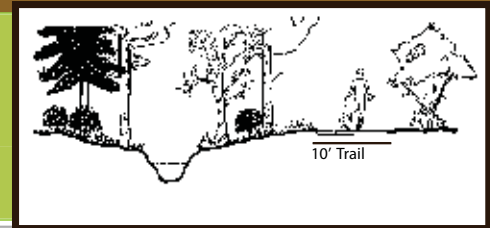
2 Crossings at Mattis and Windsor Roads

Like many of the trails in the system, the trail within the Phinney Branch Greenway will need to cross major arterial streets at Windsor and Curtis Roads. Analysis will need to be given to determine the safest crossing. The trail may need to cross Windsor at the Mattis Avenue Intersection and terminate on the north side of Curtis Road.

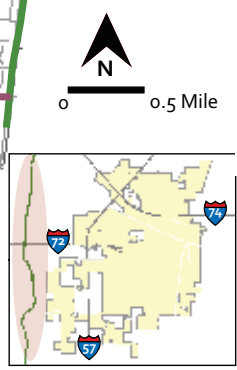


Kaskaskia River Greenway

The Kaskaskia River Greenway will begin at U.S. Route 150 and continue south 7.5 miles along the west side of Champaign. The wide greenway will include the Kaskaskia River, bordering land, and a 10-foot-wide multi-use trail on the east side of the river. The Kaskaskia River Greenway will provide recreation space along the banks of the river and will link with six other trails and greenways, contributing to the connectivity of the regional trail network.



Trails Legend	Connecting Trails	Destination Options
Multi-Use Trail, Planned	U.S. Route 150 Multi-Use Trail	The Kaskaskia River Greenway is intended to be a regional greenway and trail. It will provide multiple connections to destinations locally and eventually, regionally.
Railtrail, Planned	Wabash Railtrail	
Greenway, Planned	West Springfield Railtrail	
Existing Trail Segments	Pipeline Trail Spur	
Connection	Copper Slough Greenway	
"Complete Street" Bridge	Curtis Road Multi-Use Trail	



Champaign Trails Plan

Kaskaskia River Greenway

Opportunities

1 North Champaign trail connections

The Kaskaskia River Greenway will contain a multi-use trail that will be easily accessible from neighborhoods on the north end of Champaign. The greenway will connect with the U.S. Route 150 Multi-Use Trail, providing a paved, off-road path leading to Mattis Avenue. The Kaskaskia River Greenway will also connect with the Wabash Railtrail. In future years the Wabash Railtrail could be extended to communities beyond Champaign.

2 Residential neighborhood accessibility

The Kaskaskia River Greenway will be accessible from many newly developed residential neighborhoods in western Champaign. These neighborhoods include Boulder Ridge, Sawgrass, Jacob's Landing, Trails at Chestnut Grove, West Ridge and others. The trail will benefit not only these neighborhoods but future neighborhoods on the west side of the City.

3 A regional attraction

The Kaskaskia River Greenway has the potential to not only be a local amenity but also a regional amenity. It has the potential to achieve the same level of popularity as the Constitution Trail in Bloomington-Normal. A greenway is where bicyclists, walkers and others can enjoy several uninterrupted miles of trail while enjoying the scenery of neighboring farmland and the Kaskaskia River itself.



The Kaskaskia River Greenway would offer rural landscapes as well as proximity to developing neighborhoods.



Landscaping along stream corridors can mature over time creating lush greenways in the future.



Constraints



Photo from Bing.com

The Kaskaskia River running under Interstate 72



The Kaskaskia River and Route 10 / Springfield Avenue

1 Railroad pedestrian crossing

The Kaskaskia River Greenway must overcome several difficult crossings. One area where this crossing will be difficult is along Route 10 / Springfield Avenue. The trail must cross the Wabash Railtrail, and then almost immediately cross Route 10. While an overpass would have to be quite long and perhaps very expensive, an option to route the trail underneath these two barriers seems difficult to achieve as well. Further study will be needed to determine an optimal solution.

2 Interstate crossing

Similar to the challenges with Route 10, the Kaskaskia River Greenway must bridge Interstate 72. The design of this structure appears to make it difficult to cross underneath the interstate. All options for a safe crossing need to be considered including potentially routing the trail east to a crossing near Rising Road.

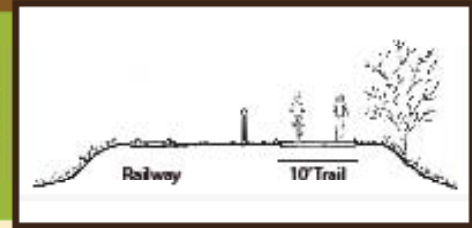
3 Need to acquire easements

The Kaskaskia River currently exists on private property. To establish a greenway and trail, conservation easements will need to be attained. These easements would have to be attained through building long-term relationships with property owners and having a clear vision for establishing the recreational amenity.

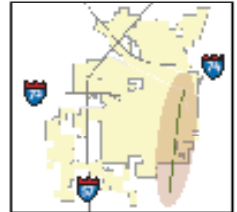


City of New Orleans Railtrail

A 3.7 mile railtrail is planned along the Canadian National Railroad in east Champaign. This railtrail will link the Wabash Railtrail in northern Champaign, with Curtis Road to the south. There will be opportunities for future expansion in both directions. Due to its location between downtown Champaign and the University of Illinois campus, the City of New Orleans Railtrail will serve as a good commuting trail.



Trails Legend		Connecting Trails	Destination Options
	Multi-Use Trail, Planned	Wabash Railtrail	Downtown and Campustown
	Railtrail, Planned	Boneyard Greenway	Illinois Terminal
	Greenway, Planned	Windsor Road Multi-Use Trail	University of Illinois
	Existing Trail Segments	Curtis Road Multi-Use Trail	Village of Savoy
	Connection		
	"Complete Street" Bridge		



Champaign Trails Plan

City of New Orleans Railtrail

Opportunities

1 Access to local and regional trails

The City of New Orleans Railtrail connects to several local trails including the Boneyard Greenway which leads to shopping areas on the north and the University of Illinois on the south. The City of New Orleans Railtrail also connects with two major east-west connector trails including the 5.8-mile Wabash Railtrail and the 3-mile Curtis Road Multi-Use Trail. The City of New Orleans Railtrail is the main north-south trail opportunity on the east side of the City.

2 Commuting corridor trails

The City of New Orleans Railtrail serves as a good commuting trail because of its length. The railtrail connects to several residential neighborhoods with key employment destinations including downtown, the University of Illinois main campus and the South Research Park campus. The railtrail can serve as a main route to several schools and parks as well.

3 Connection to downtown and University of Illinois

The City of New Orleans Railtrail runs parallel to the University of Illinois campus and the campus can be accessed from many connecting trails such as the Boneyard Greenway and the Windsor Road / First Street trails.



Where the City of New Orleans Railtrail will connect with the Wabash Railtrail



Connection into campus from Kirby Avenue



Constraints



The City of New Orleans Railtrail will need to cross Kirby Avenue and other streets

1 Railroad pedestrian crossing needed

The City of New Orleans Railtrail will connect with the Wabash Railtrail. While the Wabash Railtrail is used infrequently by trains, the City of New Orleans is still very much an active rail line with many freight trains and up to six Amtrak trains traveling on the route daily. Consideration will need to be given as to crossing the Wabash or simply ending the City of New Orleans Railtrail on the south end of the Wabash Railtrail.

2 Crossing urban arterials

If the City of New Orleans Railtrail is not located within the existing railroad right-of-way, then it will need to be located in an easement adjacent to the railroad right-of-way. In this case, the trail will need to cross arterial streets such as Windsor Road and Kirby Avenue at grade level.

3 Limited space along railroad corridor from Curtis to Green

Right-of-way appears to be very limited along the rail corridor from Curtis to Green. As an alternative, the railtrail could run in an easement parallel to the railroad corridor. Most of this land is owned by the University of Illinois. Easements would need to be negotiated.



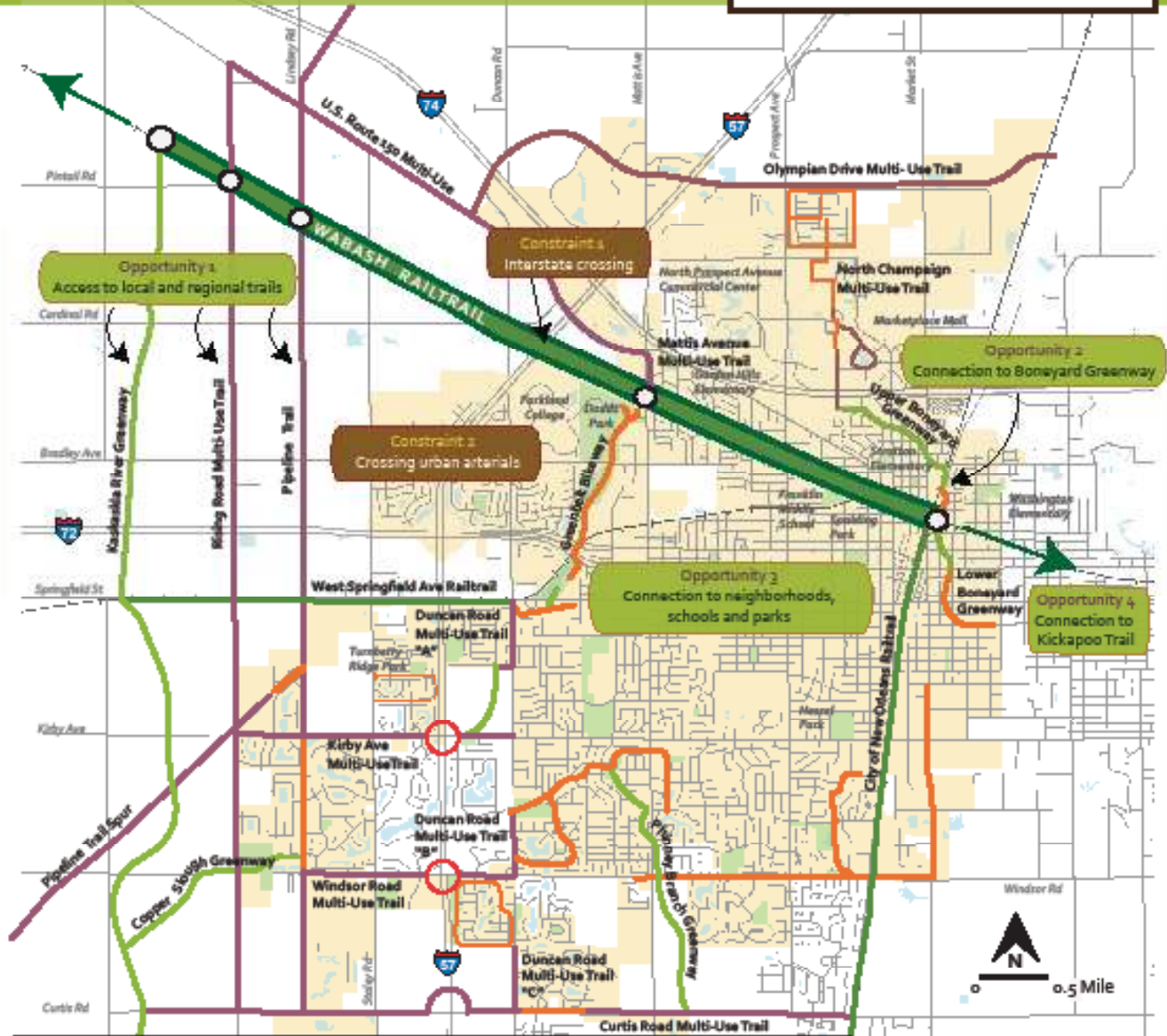
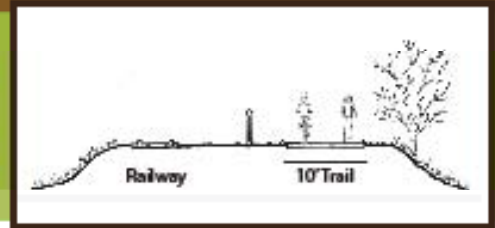
Example of limited space along existing rail line



Champaign Trails Plan

Wabash Railtrail

The planned Wabash Railtrail will begin at the Kaskaskia River Greenway and continue southeast 5.8 miles adjacent to the railroad to the city's eastern limits. This Greenway would connect several residential areas, like Garden Hills, Spalding Park and the Dodds Park neighborhoods. This trail also connects with three major north-south regional trails integrating the Wabash Railtrail into a larger network.



Trails Legend	Connecting Trails	Destination Options
— Multi-Use Trail, Planned	City of New Orleans Railtrail	Kickapoo State Park
— Railtrail, Planned	Boneyard Greenway	City of Urbana
— Greenway, Planned	Greenbelt Bikeway	Dodds Park
— Existing Trail Segments	Pipeline Trail	Spalding Park
○ "Complete Street" Bridge	Rising Road Multi-Use Trail	Franklin Middle School
	Kaskaskia River Greenway	



Champaign Trails Plan

Wabash Railtrail

Opportunities

1 Access to local and regional trails

The Wabash Railtrail connects to the larger network through two major north-south trails on the west side of the City. These are the Kaskasia River Greenway and the Pipeline Trail. The Wabash Railtrail will also connect to the Rising Road Multi-Use Trail and the City of New Orleans Railtrail.

2 Connection to Boneyard Greenway

The Wabash Railtrail provides an excellent connection opportunity on the east end to the Boneyard Greenway. The Boneyard Greenway then connects to the University of Illinois on the south and the shopping areas of Champaign on the north. This provides a vital link for many Champaign neighborhoods.

3 Connection to neighborhoods, schools and parks

The Wabash Railtrail connects neighborhoods, schools and parks, the largest being Dodds Park. Dodds Park is a 110-acre community park facility with soccer fields, softball fields, concession stands, public restrooms and more. The Wabash Railtrail would connect with the existing Greenbelt Bikeway trail within Dodds Park.

4 Connection to Kickapoo Trail

Perhaps the greatest opportunity for the Wabash Railtrail is the connection through Urbana to the east and the Kickapoo Trail developing in east Urbana. This connection would provide a trail of regional significance and give C-U residents a recognizable recreational facility in the community.



Vacated railroad right-of-way. A trail opportunity in downtown



Wabash Railtrail north of Dodds Park

Constraints



The Wabash Railroad crossing at Prospect Avenue

1 Interstate crossing

Like many trails, the Wabash Railtrail will need to cross an interstate. In this case the interstate is I-57 at Duncan Road. The existing railroad crosses over the interstate and there does not appear to be sufficient room on the bridge to fit a trail. A separate crossing of the interstate will need to be considered.

2 Crossing urban arterials

The Wabash Railtrail runs diagonally through the City. In doing so it crosses multiple arterial streets including Neil, Prospect, Mattis, Duncan and Staley Roads. Consideration will need to be given for the safest crossing at each of these locations. In some instances the crossing can be accommodated at a signalized intersection.



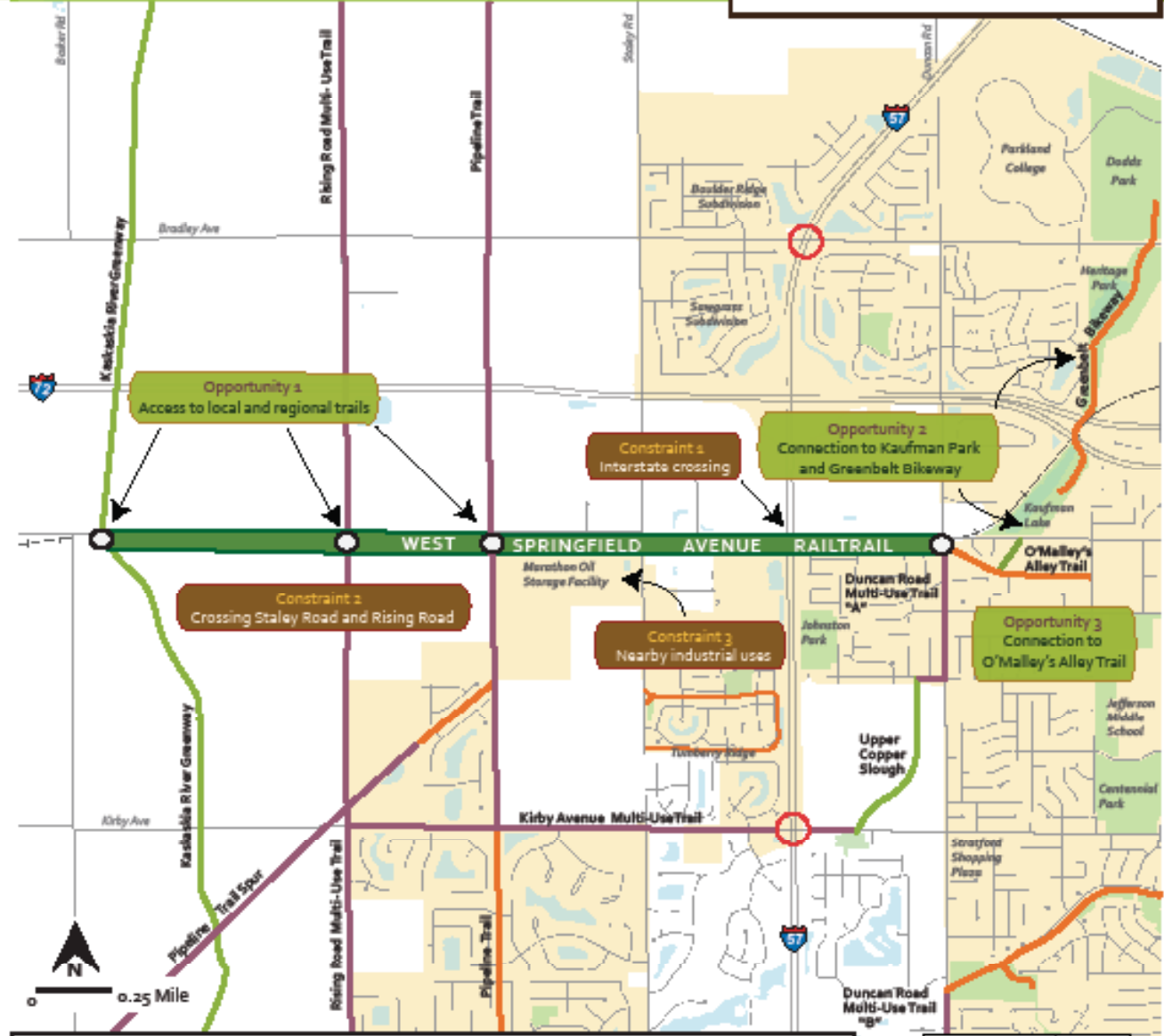
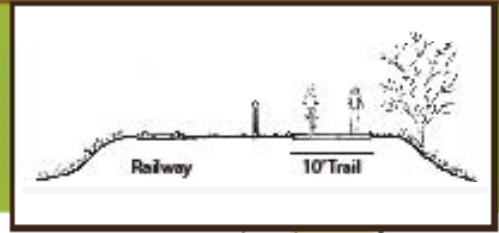
The Wabash Railroad crossing Interstate 57

Photo from Bing.com

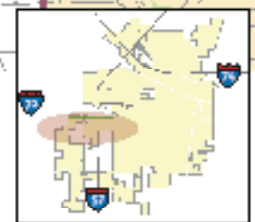
Champaign Trails Plan

West Springfield Avenue Railtrail

The West Springfield Avenue Railtrail is planned to link the Kaskaskia River Greenway with the existing O'Malley's Alley Trail at Duncan Road. The railtrail, which will include a 10-foot-wide multi-use trail, will run parallel to West Springfield Avenue for 2.8 miles. It is proposed to coexist within an existing easement alongside the railroad south of Springfield Avenue. The railtrail will contribute to the regional network by providing an east and west connection between three major trails.



Trails Legend		Connecting Trails	Destination Options
	Multi-Use Trail, Planned	Kaskaskia River Greenway	Kaufman Lake and Park
	Railtrail, Planned	Rising Road Multi-Use Trail	Centennial High School
	Greenway, Planned	Pipeline Trail	Centennial Park / Shoem Aquatic Ctr.
	Existing Trail Segments	O'Malley's Alley Trail	Kenwood Elementary
	Connection		Jefferson Middle School
	"Complete Street" Bridge		



Champaign Trails Plan

West Springfield Avenue Railtrail

Opportunities

1 Access to local and regional trails

The West Springfield Avenue Railtrail connects to the larger regional network via the Kaskaskia River Greenway and the Pipeline Trail. These two major north-south trail connections provide links to many Champaign neighborhoods. The West Springfield Avenue Railtrail will also connect to the Rising Road Multi-Use Trail.

2 Connection to Kaufman Park / Lake and Greenbelt Bikeway

The West Springfield Avenue Railtrail connects to Kaufman Park and Lake through the existing Greenbelt Bikeway. Kaufman Park is 8 acres and the lake covers about 16 acres. The park provides the community with outdoor recreational activities and is the current western entrance to the City.

3 Connection to O'Malley's Alley Trail

The 2.8-mile West Springfield Avenue Railtrail will connect to the existing O'Malley's Alley Trail thereby extending the east-west trail network another half mile. O'Malley's Alley Trail provides a connection to Jefferson Middle School and the Shoalem Aquatic Center and the 74-acre Centennial Park.



O'Malley's Alley Trail



Kaufman Lake (photo credit: RATIO Architects, Inc.)



Space for a trail alongside the railroad

Constraints



Marathon Oil storage facility

1 Interstate crossing

The West Springfield Avenue Railtrail will need to cross Interstate 37. Fortunately, the crossing is underneath the Interstate and there appears to be sufficient room to establish a trail. In this location, further analysis is needed to confirm feasibility.

2 Crossing Staley and Rising Roads

Like the other railtrails, the West Springfield Avenue Railtrail crosses busy arterial streets at locations where there is no traffic control. In this case, the biggest challenge appears to be at Staley Road and Rising Road. Mid-block crossing will need to be considered or the trail could be routed up to Springfield Avenue for crossing.

3 Nearby industrial uses

The West Springfield Avenue Railtrail would run through some areas that are rather industrial. Most significant is the Marathon Oil Storage Facility on Staley Road. Consideration should be given to providing a visual buffer between the trail and the industrial uses.



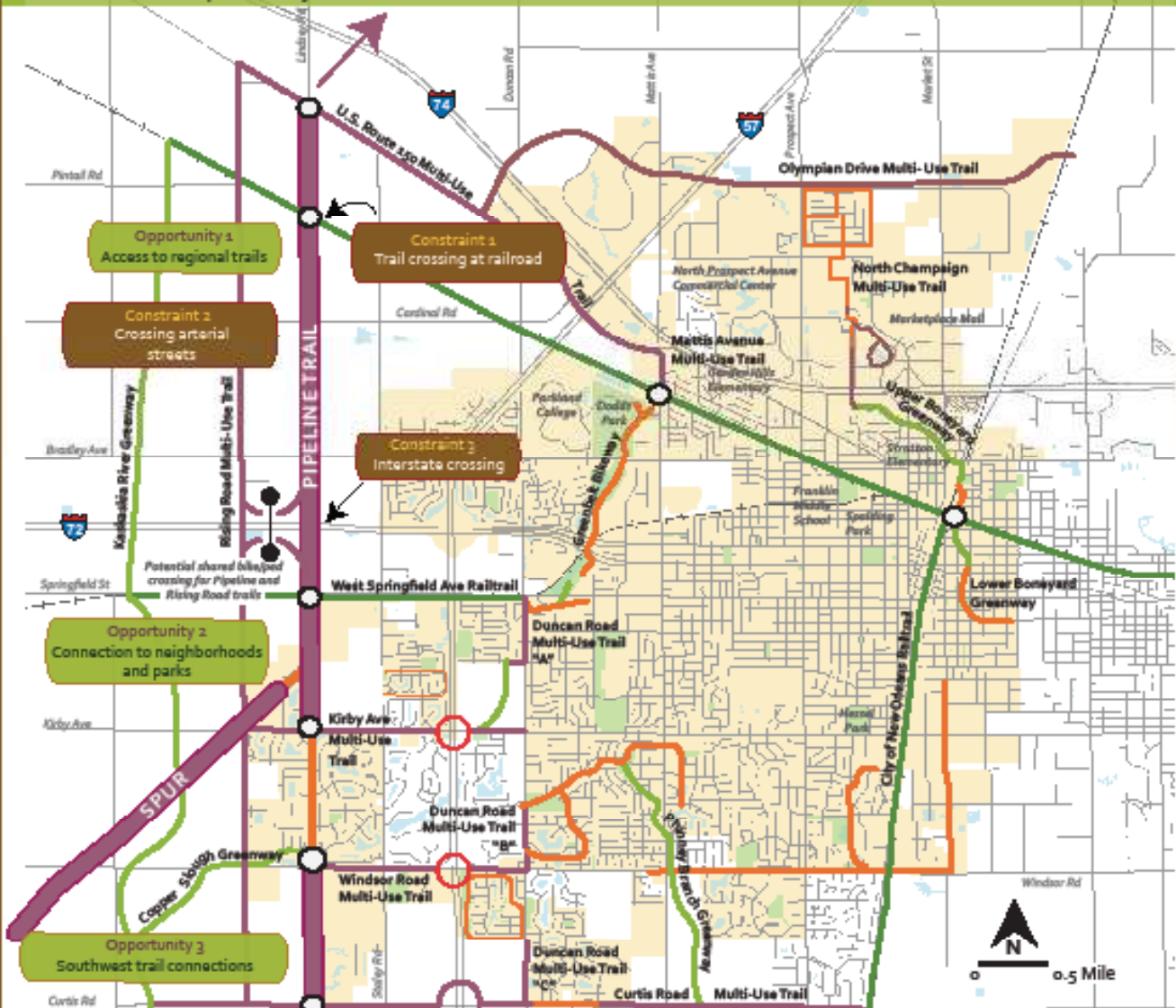
Running the trail under Interstate 57



The West Springfield Avenue Railtrail will need to cross this intersection at Staley Road

Pipeline Trail

The Pipeline Trail is located within a 50-foot wide easement held by Marathon Oil. This strip of undevelopable land can be utilized for a trail. Within this easement, developers are required to construct a 10-foot wide trail and dedicate the land to the Park District. The Pipeline Trail is 6.5 miles within the city boundaries with opportunities to expand in both directions, north of U.S. Route 150 and south of Curtis Road. The Pipeline Trail Spur will intersect with the existing Pipeline Trail and extend southwest past the city limits.



Trails Legend	Connecting Trails	Destination Options
Multi-Use Trail, Planned	U.S. Route 150 Multi-Use Trail	Future Regional Park and former landfill
Railtrail, Planned	Wabash Railtrail	Porter Family Park
Greenway, Planned	West Springfield Avenue Railtrail	Park District Dog Park
Existing Trail Segments	Pipeline Trail Spur	Zahnd Park
Connection	Kirby Avenue Multi-Use Trail	
"Complete Street" Bridge	Windsor Road Multi-Use Trail	
	Curtis Road Multi-Use Trail	

Champaign Trails Plan

Pipeline Trail

Opportunities

1 Access to regional trails

The Pipeline Trail offers the most connections of any other trail in the network. The trail will connect to seven different local and regional trails. The regional trail connections include U.S. Route 150 Multi-Use Trail, the Wabash Railtrail, the West Springfield Avenue Railtrail and the Copper Slough Greenway which connects to the Kaskaskia River Greenway.

2 Connection to neighborhoods and parks

The Pipeline Trail runs directly through several Champaign neighborhoods including Trails at Abbey Fields, Trails at Chestnut Grove, Cobblefield, Ironwood, Legends and others. The trail also leads to Porter Family Park and the Park District Dog Park. Through the Windsor Road Multi-Use Trail the Pipeline Trail connects to Zahnd Park.

3 Southwest trail connections

The south end of the Pipeline Trail is intersected by the Lower Copper Slough which forms an excellent connection between two major north-south trails; the Kaskaskia River Greenway and the Rising Road Multi-Use Trail. The trail also connects to the Windsor Road Multi-Use Trail and the Pipeline Spur. These connections provide an excellent amenity for this area of the community.



The Pipeline Trail looking south from Kirby Avenue



The Pipeline Trail built ahead of development



This land is proposed for development and the plans include construction of the Pipeline Trail within the existing easement.

Constraints



Where the Pipeline Trail would meet the Wabash Railtrail



Interstate 72 at the Pipeline easement

1 Trail crossing at railroad

The Pipeline Trail crosses two railroads: the Wabash Railroad and the rail line along Route 10. The Pipeline Trail will connect with those respective trails at these locations but will also need to provide a safe crossing across the tracks.

2 Crossing arterial streets

The Pipeline Trail will cross up to six major streets. These streets include Cardinal Road, Bradley Avenue, Springfield Avenue, Kirby Avenue, Windsor Road and Curtis Road. A consistent design needs to be used for each of these points ensuring a safe crossing.

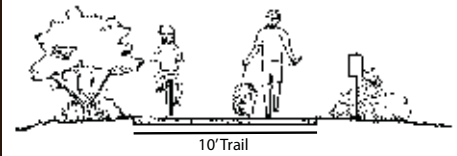
3 Interstate crossing

The Pipeline Trail will have to cross Interstate 72. The existing 50-foot wide easement does not provide any type of expanse across the interstate so a crossing would have to be a new structure. A dedicated bridge crossing should be coordinated with the Rising Road Multi-Use Trail so facilities can be shared.

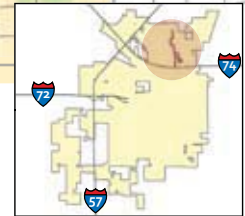


North Champaign Multi-Use Trail

The planned North Champaign Multi-Use Trail is 1.6 miles in north Champaign. It would run through the north Neil Street and Prospect Avenue shopping district and connect several residential neighborhoods. To connect to the Boneyard Greenway, a pedestrian / bicycle overpass will be necessary over Interstate 74. Much of this trail is already built and travels through Ashland Park, 88 West Apartments and along Moreland Boulevard.



Trails Legend	Connecting Trails	Destination Options
Multi-Use Trail, Planned	Ashland Park Trail	Ashland Park Subdivision
Railtrail, Planned	Olympian Drive Multi-Use Trail	Marketplace Mall
Greenway, Planned	Boneyard Greenway	North Prospect Shopping Area
Existing Trail Segments		
Connection		



Champaign Trails Plan

North Champaign Multi-Use Trail

Opportunities

1 Use area around detention lake for open space / trail

This area of Champaign lacks park space. With a growing residential population more park space will be needed. One opportunity would be converting the existing detention basin on Marketview Drive and its surrounding open space to a park with a trail. The land is privately owned and analysis will need to be given as to the need for more retail use in the area.

2 Linking neighborhoods and shopping

The North Champaign Multi-Use Trail links residential areas both north and south of the interstate with the City's largest commercial areas. The neighborhood of Ashland Park and the apartment developments of 88 West and Town Center Apartments are provided direct links. A future bicycle and pedestrian bridge over I-74 would link neighborhoods south of I-74 as well.

3 Boneyard Greenway connection

The North Champaign Multi-Use Trail would connect with the Boneyard Greenway near the Champaign Public Works building. This link would then provide a connection from the University of Illinois campus up to the north Champaign shopping area. The key to this connection will be a bicycle and pedestrian bridge over Interstate 74.



Rendering from Hitchcock Design Group
A conceptual rendering of a open space and trail at the Marketview detention basin



An existing portion of the North Champaign Multi-Use Trail

Constraints

1 Crossing busy streets

The north Champaign area has heavy traffic volumes and busy streets. Therefore, the North Champaign Multi-Use Trail will cross several busy streets. These include Interstate Drive, Town Center Boulevard, Marketview Drive and I-74. Careful analysis will be needed at each of these crossings to determine the safest method.

2 Interstate crossing

The key to linking neighborhoods south of Interstate 74 with the shopping areas north of the interstate will be providing a bicycle and pedestrian bridge. The bridge would provide an ideal connection between the North Champaign Multi-Use Trail and the Boneyard Greenway.



View of I-74 from Moreland Blvd. looking south across the Interstate. Narrowing Moreland Blvd. would allow for a bridge landing.



An example of a bicycle / pedestrian only overpass

Olympian Drive Multi-Use Trail

The planned Olympian Drive Multi-Use Trail is a 4.6 mile trail located in northern Champaign. A Multi-Use Trail would be located on both sides of Olympian Drive extending from the city limits on the east to an eventual connection to U.S. Route 150 on the west. The trail will connect such developments as Apollo Industrial Park, Ashland Park, Interstate Research Park and Clearview. The trail also provides a connection to the Ashland Park Trail system and the North Champaign Multi-Use Trail.



Opportunity 1
Continuous east-west route

Constraint 1
Interstate crossing

Opportunity 2
Crossing CN Railroad with a "complete street"

Constraint 2
Pedestrian crossing over ditches

Constraint 3
Placement of trails in existing right-of-way

Opportunity 3
Connection with neighborhoods, parks and employment centers

Trails Legend

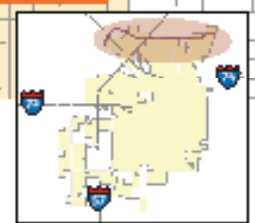
- Multi-Use Trail, Planned
- Railtrail, Planned
- Greenway, Planned
- Existing Trail Segments
- Connection

Connecting Trails

- Ashland Park Trail
- Olympian Drive Multi-Use Trail
- Boneyard Greenway

Destination Options

- Ashland Park Subdivision
- Marketplace Mall
- North Prospect Shopping Area



Champaign Trails Plan

Olympian Drive Multi-Use Trail

Opportunities

1 Continuous east-west route

The Olympian Drive Multi-Use Trail provides one of the only continuous east-west routes on the city's north side. Also, since Olympian Drive is a limited access road, there will be fewer interruptions along the trail. This trail has the opportunity to extend further as Olympian Drive is extended on both the east and west ends. Careful analysis will be needed to design the trail to cross the CN Railroad into Urbana.

2 Crossing the CN Railroad

The extension of Olympian Drive from its current terminus near Apollo Drive into Urbana requires crossing the CN Railroad. This bridge crossing and the extension of the road has been a priority capital project of both Urbana and Champaign and funding exists. A "complete street" crossing at this location would provide the only crossing over the tracks between Bradley and Ford Harris Road.

3 Connection with neighborhoods, parks and employment centers

North Champaign is not just a regional shopping area. It also contains large employment centers in Apollo and Interstate Research Parks. Also, there are several growing residential developments including Ashland Park Subdivision and several multi-family developments. The Olympian Drive Multi-Use Trail will help tie these uses together.



Existing trail segment along Olympian Drive



Olympian Drive looking east where the extension would cross the CN Railroad

Constraints

1 Interstate crossing

As the case with many of the trails in the system, the Olympian Drive Multi-Use Trail will need to cross Interstate 57 and eventually Interstate 74. Analysis is needed to determine how the existing roadway bridge across Interstate 57 can be retrofitted to accommodate bikes.

2 Pedestrian crossing over ditches

Stormwater along Olympian Drive is handled within large ditches running alongside the road. Therefore, trails located on the outside of the ditches will eventually need to bridge those ditches to cross intersections. A consistent technique for bridging these ditches will be needed.

3 Placement of trails in existing right-of-way

In some areas along the corridor there may not be space in the existing right-of-way to accommodate a trail. This is because the wider Olympian Drive along with drainage ditches take up quite a bit of the space already. Additional right-of-way will need to be acquired or trails can be established in easements.



Interstate 57 and Olympian Drive overpass

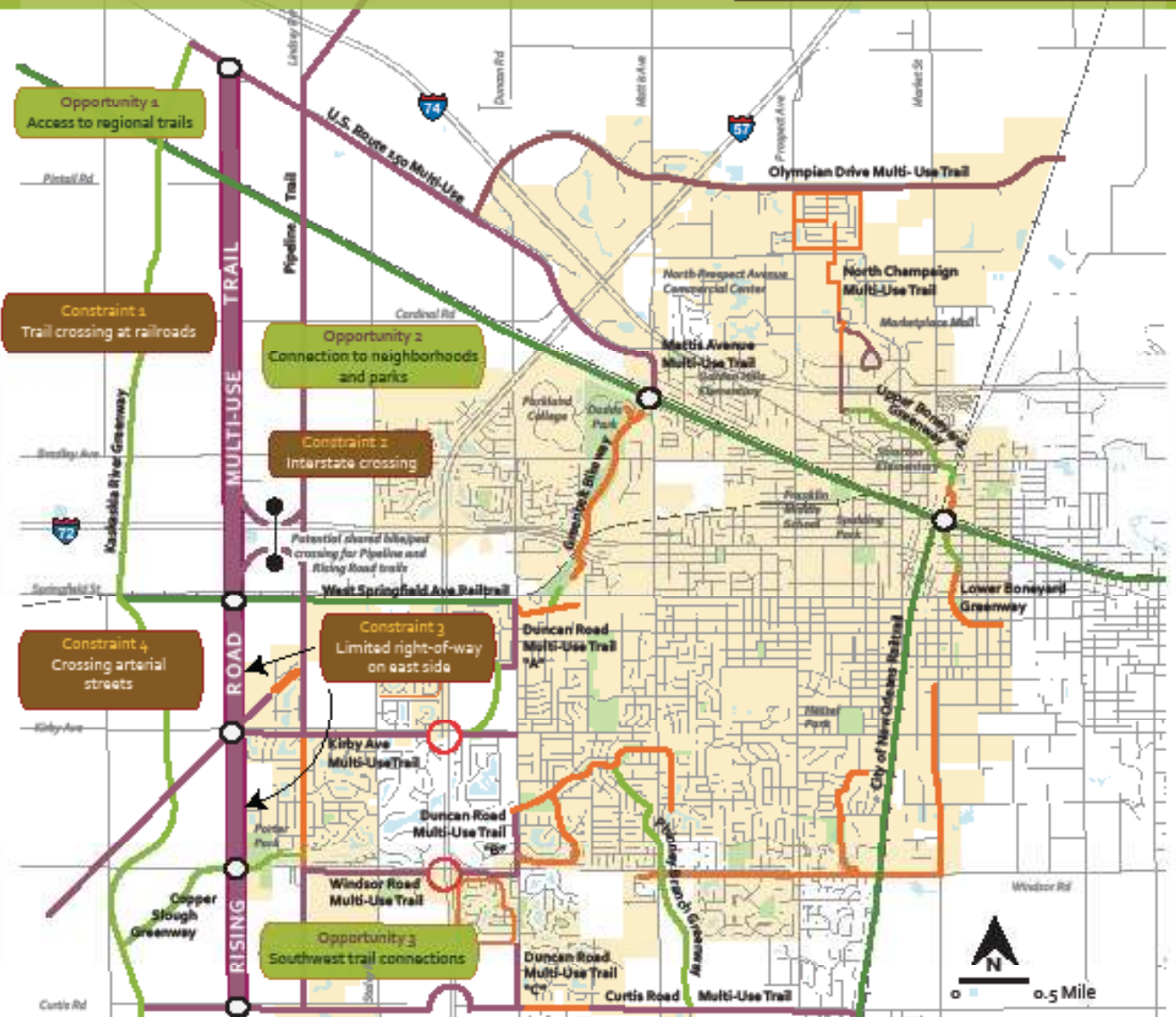


Drainage ditch at Prospect Avenue and Olympian Drive



Rising Road Multi Use Trail

The Rising Road Multi-Use Trail will begin at U.S. Route 150 and continue south 6.9 miles along both sides of Rising Road. The trail is proposed to end at the Curtis Road Multi-Use Trail. The multi-use trail will provide access to newly developing neighborhoods, parks, and commercial centers. The trail will also serve as an important link in the regional network by connecting to three major multi-use trails.



Trails Legend	Connecting Trails	Destination Options
Multi-Use Trail, Planned	U.S. Route 150 Multi-Use Trail	Porter Family Park
Railtrail, Planned	Wabash Railtrail	Park District Dog Park
Greenway, Planned	West Springfield Avenue Railtrail	
Existing Trail Segments	Pipeline Trail Spur	
Connection	Kirby Avenue Multi-Use Trail	
"Complete Street" Bridge	Windsor Road Multi-Use Trail	
	Curtis Road Multi-Use Trail	

Champaign Trails Plan

Rising Road Multi-Use Trail

Opportunities

1 Access to regional trails

The Rising Road Multi-Use Trail connects to several regional trails in the network. The regional trail connections include U.S. Route 150 Multi-Use Trail, the Wabash Railtrail, the West Springfield Avenue Railtrail and the Copper Slough Greenway which connects to the Kaskaskia River Greenway. The trail will mirror the Pipeline Trail but will run alongside Rising Road instead of a separate easement.

2 Connection to neighborhoods and parks

The Rising Road Multi-Use Trail will connect several developing and future neighborhoods. Existing neighborhoods to be served include Jacob's Landing, Trails at Chestnut Grove and Will's Trace.

3 Southwest trail connections

Similar to the Pipeline Trail and the Kaskaskia River Greenway, the Rising Road Multi-Use Trail will make several connections in southwest Champaign. This trail would connect with Curtis Road at its most southern point.



Rising Road connection at the Wabash Railtrail



Rising Road looking south near U.S. Route 10 (Springfield Avenue)



Rising Road and Curtis Road intersection

Constraints

1 Trail crossing at railroads

Similar to the Pipeline Trail, the Rising Road Multi-Use Trail will need to cross the Wabash railroad and the rail-road alongside Springfield Avenue. As Rising Road is improved, these at-grade crossings will need to include the appropriate crossing for the 10-foot wide trail.

2 Interstate crossing

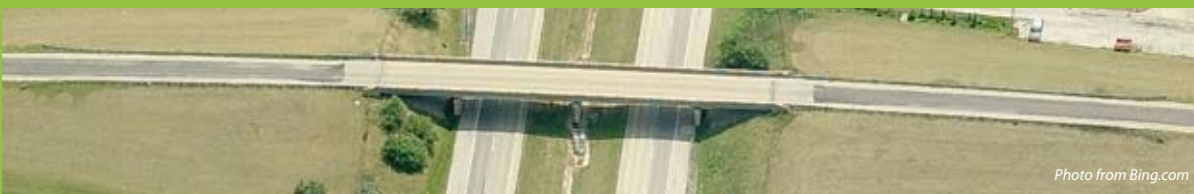
Rising Road crosses Interstate 72 as a two-lane unimproved roadway. When Rising Road is improved a new bridge structure will be necessary. This bridge structure should include shoulders. However, the trail design should also consider a route to connect to the nearby Pipeline Trail which is planned to have a dedicated bike/ped bridge.

3 Limited right-of-way on the east side

When Rising Road is improved, additional right-of-way will be necessary. However, portions of Rising Road are already developed and there will be limited opportunity to establish a trail on the east side of the street from Kirby to Windsor. Along this stretch a 10-foot wide trail may only work on the west side.

4 Crossing arterial streets

Rising Road is slated to be an urban arterial street in the future. Improving the road will include improvements to the various intersections. Careful design will be important to ensure the 10-foot wide trail safely crosses these intersections as well.



Rising Road bridge over Interstate 72 - a narrow two-lane road

Photo from Bing.com

Curtis Road Multi-Use Trail

The planned Curtis Road Multi-Use Trail is 5.2 miles long. It will begin at the Kaskaskia River Greenway and will be on the north and south sides of Curtis Road. The Curtis Road Trail will provide a space for various types of recreational use. The trail will connect several residential neighborhoods with convenience centers throughout southern Champaign and will create links with six other trails within the regional network. A separate bike and pedestrian bridge will be built across I-57 just north of the interchange.



Trails Legend	Connecting Trails	Destination Options
Multi-Use Trail, Planned	Kaskaskia River Greenway	Curtis Road Interchange area
Railtrail, Planned	Rising Road Multi-Use Trail	Barkstall Elementary
Greenway, Planned	Pipeline Trail	Cherry Hills neighborhood
Existing Trail Segments	Duncan Road Multi-Use Trail "C"	Liberty on the Lake neighborhood
Connection	Phinney Branch Greenway	Village of Savoy
"Complete Street" Bridge	City of New Orleans Railtrail	



Champaign Trails Plan

Curtis Road Multi-Use Trail

Opportunities

1 IDOT commitment for Ped. / Bike bridge

The recently completed I-57 interchange at Curtis Road did not include bicycle and pedestrian facilities along Curtis Road. The overpass does contain shoulders but not the proper facilities for bicyclists and pedestrians. It was agreed upon by the City and IDOT during the design of the interchange that a separate bicycle and pedestrian bridge would be built by IDOT just north of the interchange at such time as there is a plan for trails leading up to the future bridge. Development of the tracts at the interchange will incorporate these plans.

2 Coordination with the Village of Savoy

The City of Champaign's jurisdiction ends on Curtis Road immediately east of the Liberty on the Lake neighborhood. However, regional trail systems can only be successful if they can cross jurisdictional boundaries seamlessly. The Trails Plan creates the opportunity for the City and Village to work together to plan for a continuous trail that would ultimately link the interchange with U.S. Route 45 / Dunlap Road.

3 Connection to regional trail amenities

The Curtis Road Multi-Use Trail will connect with several other trails that provide community and regional links. For example, the trail will connect with the Pipeline Trail, the Rising Road Multi-Use Trail, the Phinney Branch Greenway and the Kaskaskia River Greenway. As the areas of southwest Champaign continue to grow, these connections will become more valuable and will add to the quality of life for residents.



Curtis Road and Interstate 57 interchange



The Pipeline Trail will eventually connect to the Curtis Road Multi-Use Trail

Constraints



The intersection of Curtis Road and Duncan Road



Curtis Road looking east from Wynstone Drive. A multi-use trail would need to be placed outside the existing drainage ditch (see page 7).

1 Placement of trails in existing rights-of-way

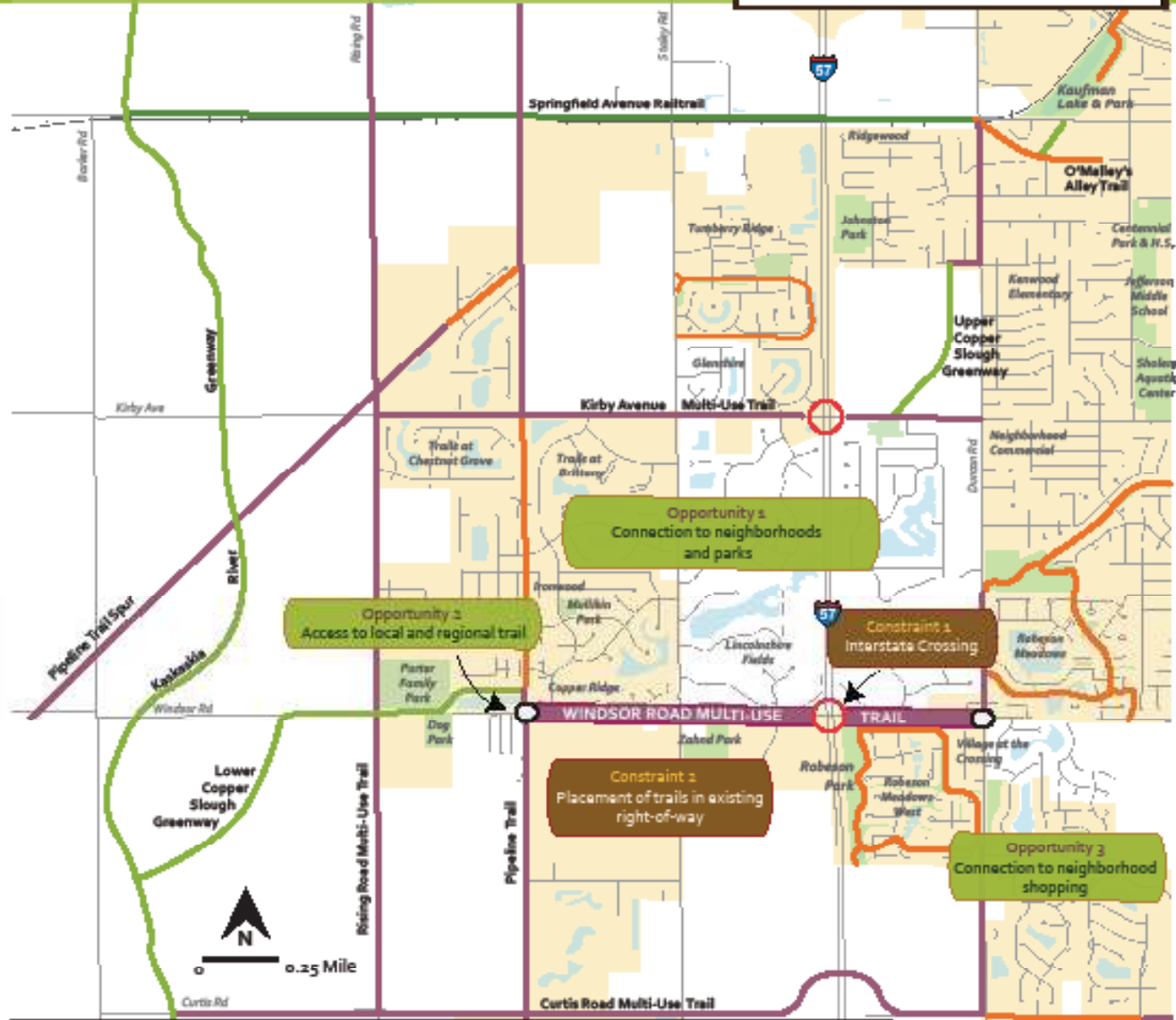
The cross-section design of Curtis Road changes in different locations depending on development and plans for managing stormwater. In some places the road uses a curb-and-gutter system. In other places it uses ditches for drainage. In the areas with ditches, the multi-use trail will need to be built "outside" the ditch. In some cases there may not be adequate right-of-way available and land will need to be acquired. For tracts that are developing, the 10-foot wide multi-use trail should be built in lieu of the standard 4-foot wide sidewalk.

2 Crossing Staley Road and Duncan Road

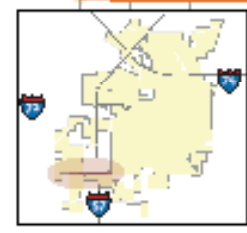
A continuous multi-use trail along Curtis Road has many advantages. However, since it will run alongside the road, it must cross several arterial streets with busy intersections. At these locations bicyclists need to act more like pedestrians and anticipate the traffic and many turning movements by vehicles. The intersection of Curtis and Duncan was recently improved with the completion on the interchange. Staley and Curtis is currently a four-way stop and will need signal improvements in the future as more development occurs.

Windsor Road Multi-Use Trail

The Windsor Road Multi-Use Trail is planned along both sides of Windsor Road connecting the future Pipeline Trail and Duncan Road. Through coordination with existing development, the Windsor Road Multi-Use Trail will form connections with several trails and provide access to parks, neighborhood shopping and residential areas. The trail will be 10 feet in width and 1.5 miles in length.



Trails Legend	Connecting Trails	Destination Options
Multi-Use Trail, Planned	Pipeline Trail	Robeson Park
Railtrail, Planned	Duncan Road Multi-Use Trail	Village at the Crossing
Greenway, Planned	Robeson Meadows West Trail	Zahnd Park
Existing Trail Segments		Hallbeck Park
Connection		Porter Family Park
"Complete Street" Bridge		Park District Dog Park



Champaign Trails Plan

Windsor Road Multi-Use Trail

Opportunities

1 Connection to neighborhoods and parks

The Windsor Road Multi-Use Trail connects to the residential neighborhoods of Copper Ridge, Legends of Champaign, Robeson Meadows and Cherry Hills. The trail also serves Zahnd Park and the park in Robeson Meadows West Subdivision.

2 Access to local and regional trails

The Windsor Road Multi-Use Trail connects to the larger regional trail system through one of the major north-south trails in the Pipeline Trail. The Pipeline Trail further connects to the Kaskaskia River Greenway and the Rising Road Multi-Use Trail, both of which are regional and local trails.

3 Connection to neighborhood shopping

Village at the Crossing is located at the southwest corner of Windsor Road and Duncan Road. The Windsor Road Multi-Use Trail will serve the purpose of connecting several neighborhoods with this neighborhood shopping area. Village at the Crossing includes several retail, restaurant and services uses.



Looking north along the Pipeline Trail from Windsor Road.



Village at the Crossing neighborhood shopping area.



Windsor Road west of Duncan. The eventual improvement of this stretch of street should include a 10-foot wide multi-use trail.

Constraints

Photo from Champaign County Regional Planning Commission



The existing Windsor Road bridge over Interstate 57 does not accommodate bicycles or pedestrians creating a hazardous situation for crossing. Bridge replacement should adhere to adopted City and State policies for "complete streets."

1 Interstate crossing

The Windsor Road overpass over I-57 is obsolete and does not accommodate bicycles and pedestrians. The Illinois Department of Transportation intends to replace the bridge in the near term. It is the expectation that the design of the new bridge will be compliant with state requirements to a "complete street."

2 Placement of trail in existing right-of-way

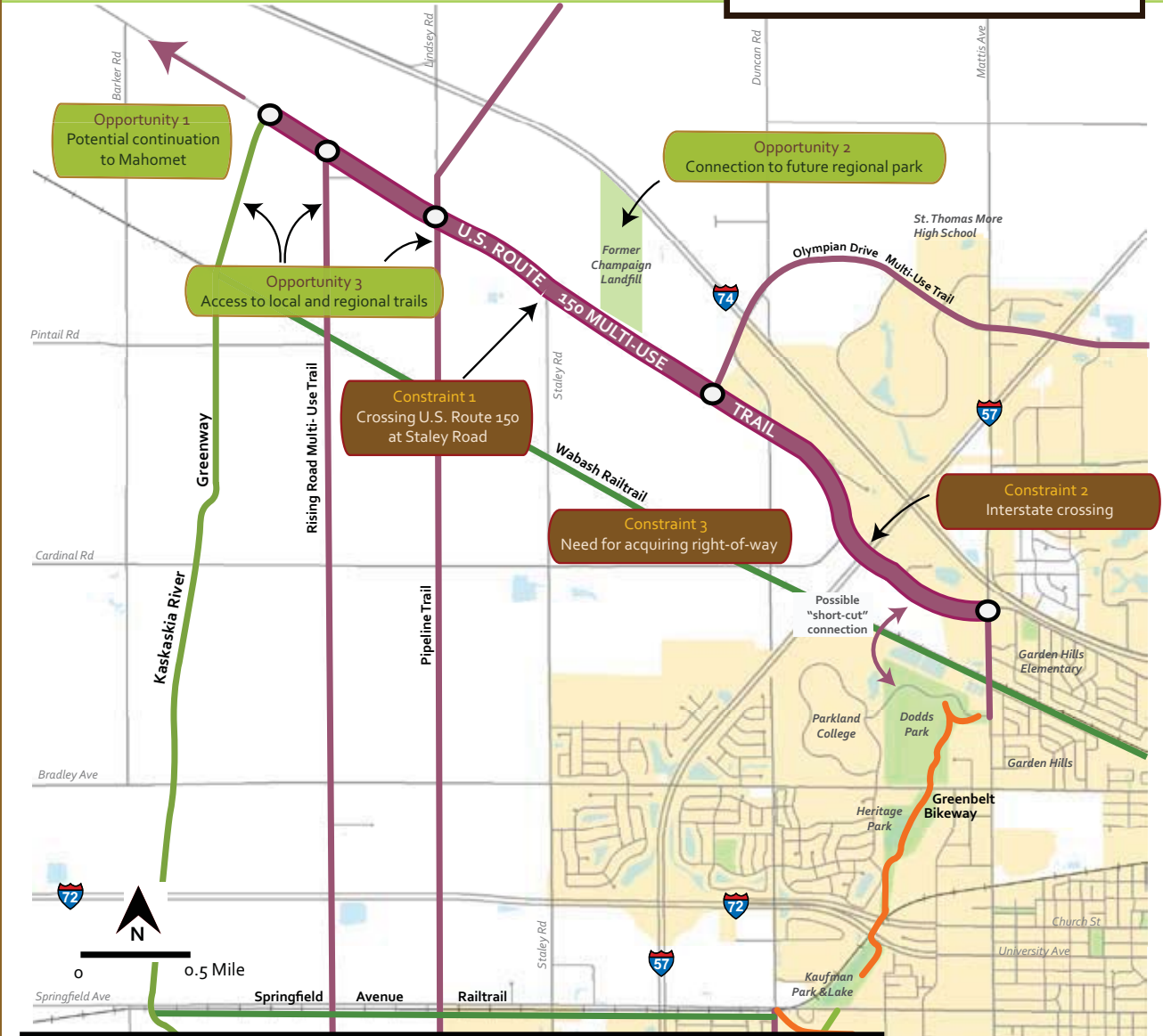
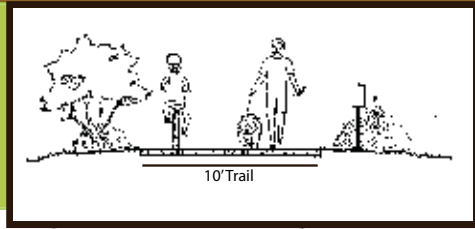
Similar to other arterial streets, there may be segments of Windsor Road where there is limited right-of-way to place a trail. In these cases either additional right-of-way will need to be purchased or the trail will need to be placed in an easement.



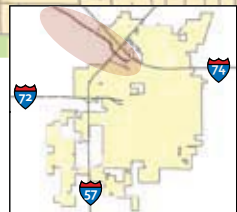
Limited space on the existing bridge over Interstate 57

U.S. Route 150 Multi-Use Trail

The U.S. Route 150 Multi-Use Trail is 4.0 miles long and connects the future Kaskaskia River Greenway with the existing Greenbelt Bikeway at Dodds Park. The trail would run on the south side of the road so it can safely connect with the Pipeline, Rising Road and Kaskaskia River Greenway trails. At some point, however, the trail will need to cross U.S. Route 150 and run on the north side so it can connect with the existing trail into Mahomet.



Trails Legend	Connecting Trails	Destination Options
Multi-Use Trail, Planned	Kaskaskia River Greenway	Future Regional Park at landfill site
Railtrail, Planned	Rising Road Multi-Use Trail	Garden Hills Park
Greenway, Planned	Pipeline Trail	Dodds Park
Existing Trail Segments	Olympian Drive Multi-Use Trail	Kaufman Lake and Park
Connection	Mattis Avenue / Greenbelt Bikeway	Heritage Park



Champaign Trails Plan

U.S. Route 150 Multi-Use Trail

Opportunities

1 Potential continuation to Mahomet

This plan envisions the U.S. Route 150 Multi-Use Trail extending to the Kaskaskia River Greenway. However, there would be potential to coordinate with other entities to continue the trail along U.S. Route 150 to Mahomet and connect with other regional amenities such as Lake of the Woods and other trails in the Village.

2 Connection to future regional park (landfill site)

The 2008 Landfill Reuse Park Plan detailed a vision and design for a 90-acre public park at the former Champaign Landfill site. Proposed conceptual recreational uses include model aviation, non-motorized BMX track, a mountain bike skills course, disc-golf, and a dog park. Other amenities include internal trails, naturalized prairie and wildlife habitat, a sled hill, play area, picnic areas, and large gathering space. When built this park would serve as a regional amenity thus making it very desirable to connect to a regional trail system.

3 Access to local and regional trails

The U.S. Route 150 Multi-Use Trail would be the logical starting point for several local and regional trails. These include the 7.5-mile Kaskaskia River Greenway, the 6.5-mile Pipeline Trail, the 6.9-mile Rising Road Multi-Use Trail and the 4.6-mile Olympian Drive Multi-Use Trail. The trail would also connect to the Mattis Avenue connector trail.



Conceptual park design from Landfill Reuse Plan

Constraints



U.S. Route 150 as it crosses Interstate 57



Steep topography leading to the drainage ditch along U.S. 150

1 Interstate crossing

As with many other locations this trail must cross Interstate 57. At the point where U.S. Route 150 crosses the interstate, I-57 has a rather wide median making it a wider crossing than others in the system. However, the existing bridge across the interstate does have shoulders and a retrofit to the existing bridge could possibly accommodate the crossing by providing a separated and protected through travel route for bicyclists. Since the trail is proposed only to be on one side of US Route 150, a crossing on only one side of the bridge will need to handle both east and west riders.

2 Need for acquiring right-of-way

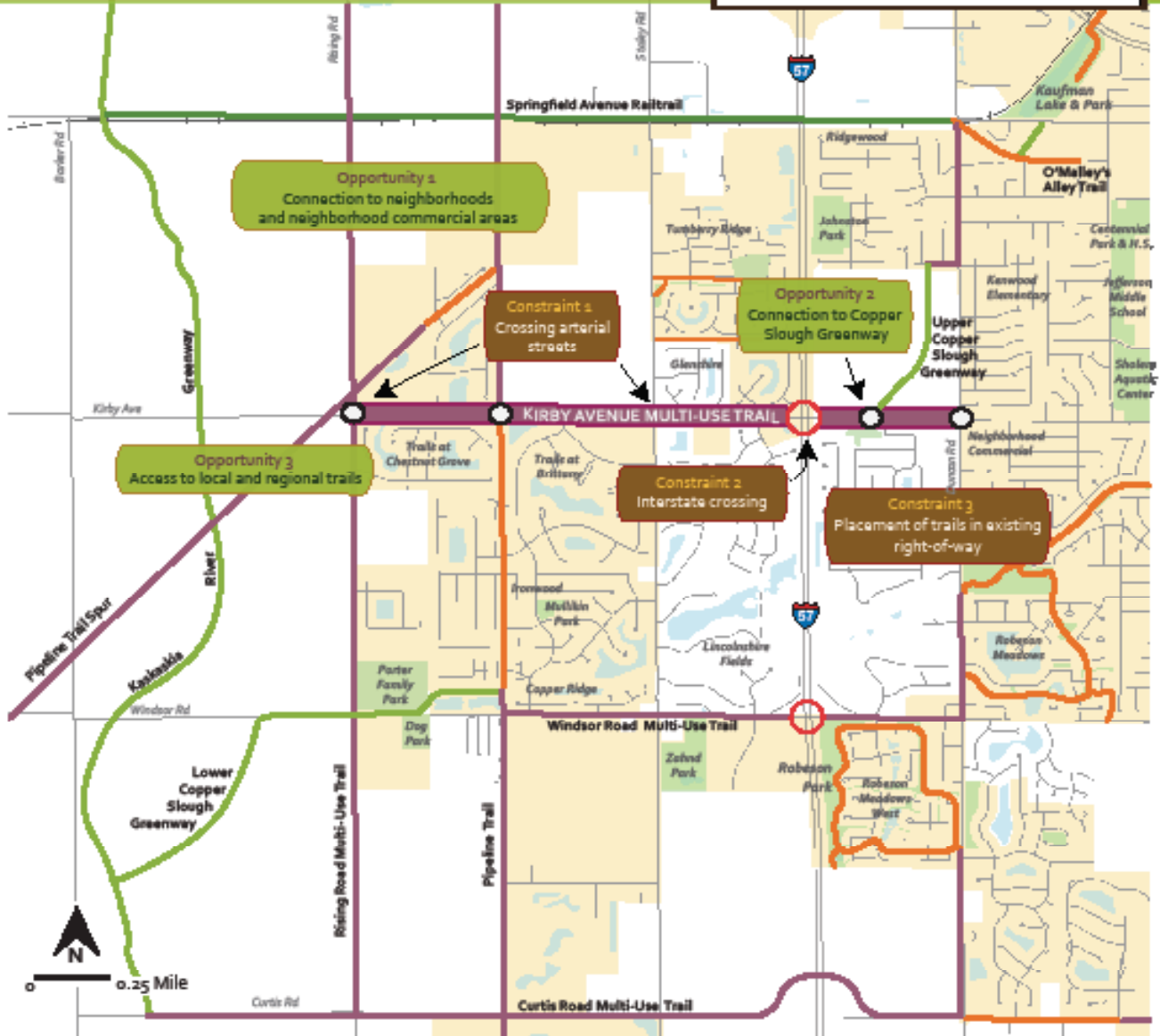
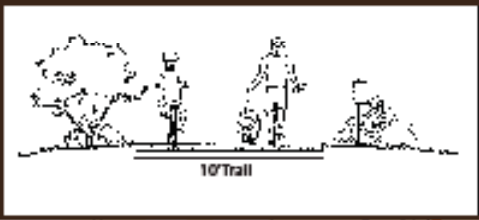
The vision for this trail is that it would run in the right-of-way along the roadway similar to the other arterial street multi-use trails. However, U.S. Route 150 is a state route which may make it difficult for establishing a multi-use trail. In addition, the drainage ditches along the road may occupy so much space that there may not be enough space to fit a trail in the right-of-way. In this case an easement may need to be obtained along individual properties. Further analysis will be needed.

3 Crossing U.S. Route 150 at Staley Road

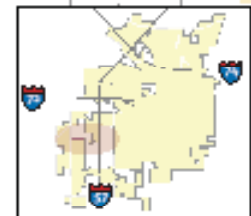
The U.S. Route 150 Multi-Use Trail is proposed to run on the south side of the roadway from Mattis Avenue to Staley Road. At the Staley / 150 intersection a crossing would be needed to allow a safe connection to the future park at the former landfill site. A traffic signal will eventually be needed at Staley and U.S. Route 150 and safe bicycle crossing should be incorporated into this design.

Kirby Avenue Multi-Use Trail

A multi-use trail is planned along the north side of Kirby Avenue connecting the future Rising Road Multi-Use Trail and the Upper Copper Slough Greenway. The trail will cover 2 miles linking to the north-south Pipeline Trail, making it part of a larger regional network. The design of the trail will need to be carefully coordinated with the eventual replacement of the bridge over the interstate to ensure consistent bicycle and pedestrian facilities along the corridor.



Trails Legend	Connecting Trails	Destination Options
Multi-Use Trail, Planned	Upper Copper Slough Greenway	Neighborhood commercial at Duncan Rd.
Railtrail, Planned	Pipeline Trail	Several residential neighborhoods
Greenway, Planned	Rising Road Multi-Use Trail	Kaufman Lake and Park via connections
Existing Trail Segments		
Connection		
"Complete Street" Bridge		



Champaign Trails Plan

Kirby Avenue Multi-Use Trail

Opportunities

1 Connection to neighborhoods, parks and shopping areas

The Kirby Avenue Multi-Use Trail is an important link in the system because it connects so many different residential neighborhoods including Trails at Chestnut Grove, Trails at Brittany, Glenshire, Kenwood and more. It also connects the neighborhood commercial area at Kirby and Duncan which provides grocery, banking and other uses.

2 Connection to Copper Slough Greenway

A trail on the north side of Kirby Avenue would connect with the planned Upper Copper Slough Greenway. This then provides an easy link for the many neighborhoods along Kirby Avenue up towards O'Malley's Alley Trail and on to the recreational amenities of Kaufman Lake and Park and even to Centennial Park and Sholem Aquatic Center.

3 Access to local and regional trails

The Kirby Avenue Multi-Use Trail would connect with local trails such as the Upper Copper Slough and the Rising Road Multi-Use Trail. It would also connect with trails intended to be more regional including the Pipeline Trail and Pipeline Trail Spur. Overall, the Kirby Avenue Multi-Use Trail is intended to be a "feeder" to the larger system.



Where the Kirby Avenue Multi-Use Trail would connect with the Copper Slough Greenway



Kirby Avenue heading west towards the bridge over Interstate 57



Kirby Avenue connects several new neighborhoods

Constraints



A connection of a multi-use trail to a sidewalk

Photo from Champaign County Regional Planning Comm.



Similar to Windsor Road, the Kirby Avenue bridge over Interstate 57 is unsafe for bicyclists and pedestrians.

1 Crossing arterial streets

The Kirby Avenue Multi-Use Trail will need to cross Staley Road and Rising Road in order to connect with other trails in the system. Most likely, these crossings will need to coexist with the pedestrian crossing facilities at signalized intersections.

2 Interstate crossing

Similar to Windsor Road, the Kirby Avenue Multi-Use Trail will need to cross Interstate 57. IDOT intends to replace the obsolete bridge structure. Further study is necessary to determine how bicycle and pedestrian facilities can be installed on the new bridge in order to comply with state and local "complete street" standards.

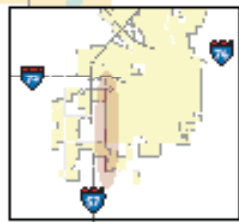
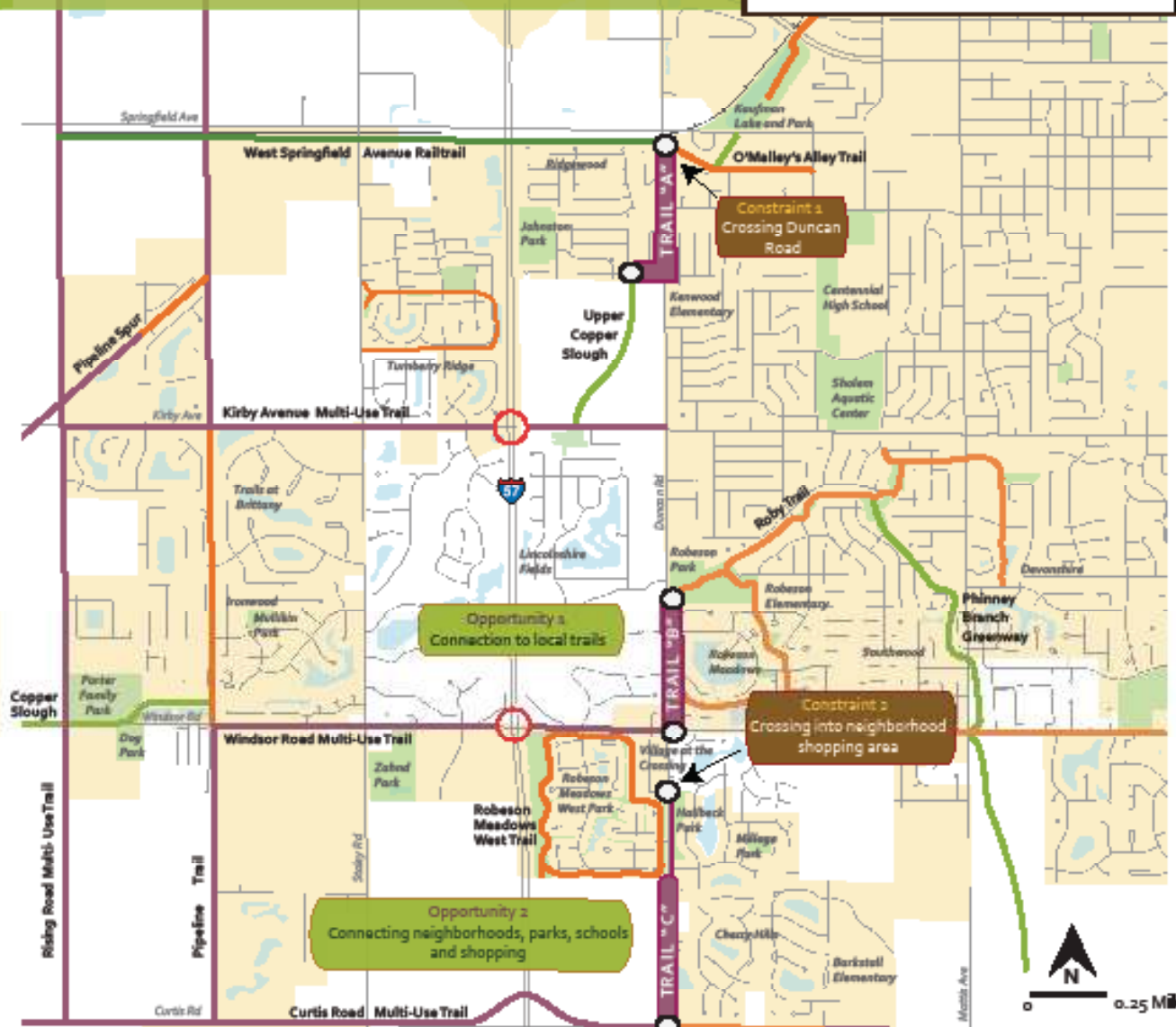
3 Placement of trail in existing right-of-way

Much of Kirby Avenue uses drainage ditches rather than a curb-and-gutter system to control stormwater. Drainage ditches take more space and often there is insufficient right-of-way for placing a new trail. In these cases either more right-of-way must be purchased or an easement must be obtained.



Duncan Road Multi-Use Trail

The Duncan Road Multi-Use Trail is intended primarily to link other trail segments. The Trail is divided into three connector segments A, B and C. The "A" connector trail would run on the west side of the street, "B" would run on the east side of the street, and "C" could run on both sides of the street. These trail segments help create a link to the larger network of trails. It also connects several residential neighborhoods with community parks and schools.



Champaign Trails Plan

Duncan Road Multi-Use Trail

Opportunities

1 Connection to local trail system

The primary purpose of the Duncan Road Multi-Use Trail is to connect other local trails that extend to Duncan but do not connect. The "A" segment would connect O'Malley's Alley Trail to the future Upper Copper Slough Greenway along the west side of Duncan. The "B" segment would connect the trail in Robeson Meadows with a trail on the east side of Duncan. Finally, the "C" segment would run on both sides of the street and would connect the Robeson Meadows West Trail with the Curtis Road Multi-Use Trail. An additional extension of "C" on the east side of Duncan can connect the Village at the Crossing.

2 Connecting neighborhoods with parks, schools and shopping

For much of Champaign, bicycling along the arterial streets is a challenge for the novice bicyclist. The three segments of the Duncan Road Multi-Use Trail creates the opportunity to provide a trail system along the busy Duncan Road thereby connecting several neighborhoods with parks, schools and neighborhood shopping. Neighborhoods to be connected include Ridgewood, Kenwood, Robeson Meadows and Cherry Hills. Parks include Kaufman, Centennial, Robeson, Hallbeck and Robeson Meadows West. The main shopping area to be connected would be Village at the Crossing.



Segment "A" would connect with the existing O'Malley's Alley Trail east of the Duncan Road.



Segment "B" would connect with the existing trail system in Robeson Park



The undeveloped portion of Duncan Road near Curtis Road provides an opportunity to coordinate with the construction on new trails

Constraints



Duncan Road looking south at the end of O'Malley's Alley Trail



A potential crossing point for the "C" connector near Village Office Place (a private street at the north end of Hallbeck Park)

1 Crossing Duncan Road

The northern segment of the Duncan Road Multi-Use Trail, entitled "A," would need to run on the west side of Duncan Road given existing development patterns. The west side provides a good connection to the West Springfield Avenue Railtrail and the Upper Copper Slough Greenway but requires crossing Duncan Road to connect to the O'Malley's Alley Trail. Since this crossing would not be at an intersection, special design consideration must be given for providing a safe mid-block crossing.

2 Crossing into neighborhood shopping area.

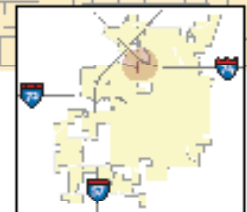
The southern segment of the Duncan Road Multi-Use Trail (segment "C") has the potential to connect the Curtis Road Multi-Use Trail to the Robeson Meadows West Trail and eventually the Village at the Crossing neighborhoods shopping center. For this segment, the trail is proposed to run on both sides of the street. Therefore, crossing Duncan Road will be necessary. A potential crossing point could be at the north end of Hallbeck Park at the intersection of Duncan Road and Village Office Place, which is a private drive.

Mattis Avenue Multi-Use Trail

The planned Mattis Avenue Multi-Use Trail is a half-mile connector located in northern Champaign. The multi-use trail will be located on the west side of the street. It will start at the U.S. Route 150 Multi-Use Trail and extend south to the existing Greenbelt Bikeway at Dodds Park. The trail would replace an existing pedestrian sidewalk along the street allowing the ability to accommodate both bicycles and pedestrians.



Trails Legend	Connecting Trails	Destination Options
Multi-Use Trail, Planned	U.S. Route 150 Multi-Use Trail	Dodds Park
Railtrail, Planned	Greenbelt Bikeway	Heritage Park
Greenway, Planned	Wabash Railtrail	Kaufman Lake and Park
Existing Trail Segments		Parkland College
Connection		Garden Hills School and Park



Champaign Trails Plan

Mattis Avenue Multi-Use Trail

Opportunities

1 Connection to U.S. Route 150 Multi-Use Trail

The Mattis Avenue Multi-Use Trail is a very short "connector" trail intended to help link the U.S. Route 150 Multi-Use Trail with the Greenbelt Bikeway. This link then allows riders to access Kaufman Lake and Park on down to the West Springfield Avenue Rail-trail and others.

2 Connection to parks and Parkland College

The Mattis Avenue Multi-Use Trail provides a connection to Champaign's largest park, Dodds Park. Dodds Park is 100 acres in size and provides soccer and softball fields, concessions and more. The trail also connects to the Greenbelt Bikeway which leads Kaufman Lake through Heritage Park.



Connection to U.S. Route 150 along Mattis Avenue. This existing sidewalk could be replaced with a wider multi-use trail.



Photo from Champaign Park District

Dodds Park is the largest recreational park in the community

Constraints

The U.S. Route 150 and Mattis Avenue intersection can be intimidating for bicyclists and pedestrians.



Photo from Bing.com

1 Crossing U.S. Route 150

The U.S. Route 150 Multi-Use Trail is proposed to be located at the north side of the road at Mattis Avenue. Therefore, the Mattis Avenue Multi-Use Trail will have to cross U.S. Route 150 in order to connect. This connection will most likely have to be accommodated within a standard pedestrian crosswalk at the intersection.

2 Locating trail in existing right-of-way

This short stretch of Mattis Avenue is developed with primarily two uses - the US Post Office and Illinois American Water Company. Further analysis is needed to determine if there is sufficient right-of-way available for a trail or if additional land is needed from these two owners.



Limited right-of-way along Mattis Avenue alongside the Illinois American Water Company property



Implementation

Introduction

The implementation recommendations are the result of collaboration between City and Park District staff as well as direction from the Champaign Park District Board, Plan Commission and City Council. Each trail has a corresponding implementation table detailing the lead agency, key partners, how the land for the trail may be acquired, who will construct the trail, what agencies may bear responsibility for maintenance, and the priority level of the trail. In addition, each table outlines a geographic location where the first segment of the trail might be constructed and the action steps to progress towards this goal. It is intended that each trail will eventually have a more detailed plan that addresses land acquisition, design, construction and maintenance.

Lead

Important to the progress on each trail are the necessary agencies and organizations that will work on the implementation tasks. Those identified as “Lead” in the table will assume primary responsibility for bringing together the right partners and gather the necessary information to begin work on the implementation of that objective. Overall, the City of Champaign and the Park District are the stewards of the Trails Plan and will maintain progress on the plan’s goals.



Partners

Additional organizations are invited to share the workload and have a role in the decision-making process. “Partners” play an important part in addressing the workload and tasks of accomplishing the recommended actions in the implementation tables. Examples of these partners not identified in the table include: Champaign County Design and Conservation, non-profit groups, “friends of” trail societies, home owner associations, or property owners. These partners may become significantly involved as work on an individual trail project continues. Involving different partners allows others to bring unique resources to the table. Partners may need to become more involved if a trail is located outside the jurisdictional boundaries of the City or Park District.

Priority

When assessing a trail’s priority, criteria from the table on page 46 was used. These criteria were use to rank each trail in an order of importance relative to the other trails proposed. If future opportunities, such as donations or grants become available, the priority level can be adjusted accordingly.

Land Acquisition

There are a variety of methods for acquiring the land needed for individual trails. Examples include donation, right-of-way purchase, right-of-way, recreation/conservation easements and dedications through development requirements. A donation is a voluntary gift of land for use as a trail. For example, a developer may construct a trail as an amenity to a subdivision and then choose to donate the trail and the land upon which the trail sits to the Park District or City for their ownership and maintenance.

For other trail projects, it is sometimes in the best interest for the Park District to purchase land for a trail by leveraging grant money for the purchase. The purchase of additional right-of-way is another method for acquisition that the City may use when building a trail that is parallel to a roadway. Land may also be acquired through a required dedication ordinance. An example of this type of ordinance was adopted for the Pipeline Trail in 2008. A recreation/conservation easement is another method for acquisition. These easements are typically granted by the property owner to the Park District while the ownership rights remain with the original property owner. However, it is the least preferred method for land acquisition because it creates a situation where the Park District is not able to apply for funding because the agency does not own the land.

Installation

A couple of factors help determine who shall be responsible for construction of a trail. Land acquisition method, trail land ownership and maintenance responsibility are among the factors considered. As individual trail projects progress, other factors may be considered as well. For example, multi-use trails that are built in the right-of-way and are parallel to the roadway will be installed by the City because the City is responsible for acquiring the right-of-way needed.

Maintenance

As the trails network grows over time there will be on-going maintenance needs. Maintenance includes surface repairs, litter removal, landscaping and trimming, possible snow removal, signage repair as well as fixing deficiencies of the trail. Most trails will be the maintenance responsibility of the Park District. An exception to this are the multi-use trails that will be built within the street right-of-way. These will be the maintenance responsibility of the City. Alternatively, there may volunteer groups, such as "friends of" trail societies that undertake partial maintenance for particular trails. As the trail networks grows it may be determined that different trails will have varying maintenance standards.

Code Amendments

The City of Champaign Subdivision and Land Development Code contains requirements of developers for building public infrastructure as a component of proposed subdivisions. For example, the code requires developers to construct streets and sidewalks to specific standards and then dedicate them to the City for public use. In 2008 the Subdivision Code was amended to require the construction of the Pipeline Trail with eventual dedication to the Park District when the Pipeline easement is located within a proposed development site.

An implementation action of this plan is to further amend the Champaign Subdivision Code to require trail construction and land dedication when the routes mapped in this plan are within a proposed development site. This would include construction of a 10-foot wide multi-use trail within the public right-of-way along arterial street in lieu of a 4-foot wide public sidewalk which is required under the current regulations.

C R I T E R I A

**connectivity
for
transportation
& recreation**

PROVIDES A CONNECTION TO

- current or proposed trail
- another on-street bicycle lane/route
- another mode of transportation
ie. bus stop, train station
- trail outside of Champaign

PROVIDES A TRAIL

- in an existing developed area where no trail currently exists
- that closes a gap in the existing trail system
- where some physical improvements already exist, but where right-of-way has not been opened for public use

PROVIDES A CROSSING OVER

- highway or roadway
- railroad
- stream or creek

**linkages to
destinations**

PROVIDES LINKAGES TO

- park
- a natural area
- schools
- libraries
- community centers
- employment centers
- commercial center
- current residential neighborhood
- future residential neighborhood

**resource
opportunities**

OPPORTUNITIES TO

- receive a land donation
- create recreation easement
- upgrade existing roads

FUNDING ACCESS

- ability to gain funding support from new developments
- availability of funding sources and opportunities



Priorities

HIGH

- Boneyard Greenway
- Curtis Road Multi-Use Trail
- North Champaign Trail
- Pipeline Trail
- Wabash Railtrail
- Windsor Road Multi-Use Trail

MEDIUM

- Copper Slough Greenway
- Duncan Road Multi-Use Trail
- Kirby Avenue Multi-Use Trail
- Mattis Avenue Multi-Use Trail
- Olympian Drive Multi-Use Trail

LOW

- City of New Orleans Railtrail
- Kaskaskia Greenway
- Phinney Branch Greenway
- Rising Road Multi-Use Trail
- U.S. Route 150 Multi-Use Trail

Starter Opportunity Locations

Each trail segment on the following implementation charts identify a “starter opportunity.” Since a trail will not likely be built all at one time, the starter opportunity is intended to give some guidance on where to get it started.

Suggested First Actions

Each trail identifies a “next step” that should be undertaken to make progress on establishing that trail. In many cases this is establishing a dialogue with property owners, other agencies, etc.

Cost Considerations

It is too difficult to fully assess the costs of constructing the trails at this time. The method of land acquisition, as well as design and construction costs will be determined when the detailed plans for each trail is completed. Rather than try to calculate detailed cost estimates, this plan simply notes special financial considerations for each trail such as a pedestrian bridge, overpass bridge retrofit or an an underpass. These items would increase the cost of the trail significantly.



BEFORE: Trail pavement needed to turn into a multi-use trail.



AFTER: Trail underpass installed beneath a highway to connect two segments of a trail.



Implementation

Greenways

Boneyard	LEAD	PARTNERS	LAND ACQUISITION METHOD	INSTALLED BY	MAINTENANCE	PRIORITY
	City	Park District	Purchase	City	Park District / City	High

Starter Opportunity: Boneyard Greenway Project Phase III (University Ave. to Washington St.)

Suggested Action: Create design concepts for Phase III

Additional Cost Considerations: Bicycle/Pedestrian bridge over I-74 to connect North Champaign Multi-Use Trail

Copper Slough	LEAD	PARTNERS	LAND ACQUISITION METHOD	INSTALLED BY	MAINTENANCE	PRIORITY
	City	Park District	Purchase; Devt. Req.	Developer; City	Park District	Medium

Starter Opportunity: Connection of Pipeline Trail to Porter Family Park along Lower Copper Slough

Suggested Action: Create design concepts for connection from Pipeline Trail to Porter Family Park

Additional Cost Considerations: Typical land acquisition and trail construction costs expected

Phinney Branch	LEAD	PARTNERS	LAND ACQUISITION METHOD	INSTALLED BY	MAINTENANCE	PRIORITY
	City	Park District	Purchase; Devt. Req.	Developer; City	Park District	Low

Starter Opportunity: Section of Phinney Branch between Windsor and Curtis Roads

Suggested Action: Complete a Phinney Branch Drainage Master Plan incorporating a trail where possible

Additional Cost Considerations: Additional land acquisition to make room for trail along upper portions of Phinney Branch

Kaskaskia	LEAD	PARTNERS	LAND ACQUISITION METHOD	INSTALLED BY	MAINTENANCE	PRIORITY
	City	Park District; Forest Preserve; CCDC	Donation; Easement; Devt. Req.	Park District; Forest Preserve	Park District; Forest Preserve	Low

Starter Opportunity: Where the Copper Slough meets the Kaskaskia River

Suggested Action: Begin discussion with property owners to discuss trail opportunities

Additional Cost Considerations: Eventual Bike/Ped crossing over Interstate 72

Railtrails

	LEAD	PARTNERS	LAND ACQUISITION METHOD	INSTALLED BY	MAINTENANCE	PRIORITY
City of New Orleans	City	Park District; CUMTD	Donation; Purchase	City	Park District	Low

Starter Opportunity: Begin trail parallel to railroad in easement beginning at Windsor Road and heading north

Suggested Action: Begin discussions with University of Illinois and CN Railroad on feasibility.
Discuss potential funding assistance with CUMTD as trail will link Illinois Terminal

Additional Cost Considerations: Crossing arterial streets where the trail cannot use existing CN bridges

	LEAD	PARTNERS	LAND ACQUISITION METHOD	INSTALLED BY	MAINTENANCE	PRIORITY
Wabash	City	Park District; Forest Preserve; CCDC	Donation; Purchase	Park District; Forest Preserve	Park District; Forest Preserve	High

Starter Opportunity: Near Dodds Park

Suggested Action: Contact Railroad and property owners to begin initial discussions

Additional Cost Considerations: Bicycle/Pedestrian bridge over I-57

	LEAD	PARTNERS	LAND ACQUISITION METHOD	INSTALLED BY	MAINTENANCE	PRIORITY
West Springfield Avenue	Park District	City; Forest Preserve	Donation; Purchase	Park District; Forest Preserve	Park District; Forest Preserve	Medium

Starter Opportunity: Continuation of the O'Malley's Alley Trail at Duncan Road

Suggested Action: Contact owner of strip of property running parallel to the railroad

Additional Cost Considerations: The railroad underpass at I-57 will need a pavement upgrade

Implementation

Multi-Use Trails

Pipeline	LEAD	PARTNERS	LAND ACQUISITION METHOD	INSTALLED BY	MAINTENANCE	PRIORITY
	Park District	City	Dedication	Developer	Park District	High
<p>Starter Opportunity: Continuation of trail south of Windsor Road</p> <p>Suggested Action: Discussion with land owners that have development approvals to determine timing</p> <p>Additional Cost Considerations: Bicycle / Pedestrian bridge over I-72 to be shared with Rising Road trail</p>						

North Champaign	LEAD	PARTNERS	LAND ACQUISITION METHOD	INSTALLED BY	MAINTENANCE	PRIORITY
	Park District	City	Purchase; Dedication	Park District; Developer	Park District	High
<p>Starter Opportunity: Close the remaining 1/4-mile gap between Town Center Apts. and Town Center Blvd.</p> <p>Suggested Action: Apply for grant or program trail project costs into the Park District's Capital Imp. Plan</p> <p>Additional Cost Considerations: Bicycle / Ped. bridge over Interstate 74 connecting to Boneyard Greenway</p>						

Olympian Drive	LEAD	PARTNERS	LAND ACQUISITION METHOD	INSTALLED BY	MAINTENANCE	PRIORITY
	City	-----	Dedication	Developer; City	City	Medium
<p>Starter Opportunity: Segment between Ashland Park subdivision and Market Street</p> <p>Suggested Action: Ensure a "complete street" design for Olympian Drive bridge over CN Railroad</p> <p>Additional Cost Considerations: Retrofit existing bridge over I-57 to better accommodate bikes & pedestrians</p>						

Rising Road	LEAD	PARTNERS	LAND ACQUISITION METHOD	INSTALLED BY	MAINTENANCE	PRIORITY
	City	-----	Dedication	Developer; City	City	Low
<p>Starter Opportunity: East side of Rising Road between Kirby Avenue and Windsor Road</p> <p>Suggested Action: Determine desired future roadway improvement design and trail location on west side</p> <p>Additional Cost Considerations: Separate bicycle / pedestrian bridge to be shared with Pipeline Trail over I-72</p>						

Multi-Use Trails

Curtis Road	LEAD	PARTNERS	LAND ACQUISITION METHOD	INSTALLED BY	MAINTENANCE	PRIORITY
	City	-----	Dedication	Developer; City	City	High

Starter Opportunity: Establish trail connections that would allow installation of Curtis Road / I-57 Ped. bridge

Suggested Action: Work with IDOT to understand bicycle / pedestrian bridge timeframe commitments

Additional Cost Considerations: Land Acquisition to complete trails to connect to I-57 bridge

Windsor Road	LEAD	PARTNERS	LAND ACQUISITION METHOD	INSTALLED BY	MAINTENANCE	PRIORITY
	City	-----	Purchase (if nec.)	City	City	High

Starter Opportunity: "Complete street" segments leading to "complete street" I-57 bridge replacement (IDOT)

Suggested Action: Secure funding for segments leading to the I-57 bridge

Additional Cost Considerations: Additional right-of-way purchase where necessary

U.S. Route 150	LEAD	PARTNERS	LAND ACQUISITION METHOD	INSTALLED BY	MAINTENANCE	PRIORITY
	City	Park District; Forest Preserve	Dedication	City; Forest Preserve; Park District	City; Forest Preserve; Park District	Low

Starter Opportunity: Area near future park at former Champaign Landfill

Suggested Action: Determine feasibility of establishing trail in existing right-of-way considering topography

Additional Cost Considerations: Retrofit of bridge over Interstate 57 to accommodate bicycles and pedestrians

Kirby Avenue	LEAD	PARTNERS	LAND ACQUISITION METHOD	INSTALLED BY	MAINTENANCE	PRIORITY
	City	-----	Dedication; Purchase (if nec.)	City	City	Medium

Starter Opportunity: Segment between Rising Road and Pipeline Trail

Suggested Action: Design trail in conjunction with a roadway improvement project for Kirby Avenue

Cost Considerations: "Complete Street" improvements for segments leading to I-57 bridge - similar to Windsor Road

Multi-Use Trails

Duncan Road	LEAD	PARTNERS	LAND ACQUISITION METHOD	INSTALLED BY	MAINTENANCE	PRIORITY
	City	-----	Dedication; Purchase	City; Developer	City	Medium

Starter Opportunity: Connection from Curtis Road to Robeson Meadows West Trail (Segment “C”)

Suggested Action: Include trail in roadway improvement design for Duncan Road

Additional Cost Considerations: Crossing Duncan Road safely with Segment “A” and Segment “C”

Mattis Avenue	LEAD	PARTNERS	LAND ACQUISITION METHOD	INSTALLED BY	MAINTENANCE	PRIORITY
	City	-----	Purchase (if nec.)	City	City	Medium

Starter Opportunity: Connect entrance of Dodds Park to Wabash Railroad (future railtrail)

Suggested Action: Meet with Post Office and Illinois American Water Company to discuss plans

Additional Cost Considerations: Potential need to purchase additional right-of-way along Mattis Avenue





Greenways & Trails

of Champaign County

Design Guidelines, Logos and Signage



April 2008
Amended August 2010



Prepared by

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Introduction

Champaign County Trails Design Guidelines were created to facilitate the development of all non-motorized paths throughout Champaign County, including sidewalks, bike lanes, shared use trails, and nature trails. Existing trails in the area are of varying widths and materials, and there are no standard facilities or design features that show users that they are using a trail that is part of an overall countywide system. Once implemented, these design guidelines will help create a recognizable and consistent system of greenways and trails of which Champaign County can be proud.

These guidelines were developed utilizing a collection of resources to ensure that the end product meets the needs of municipalities, special use districts, grant-funding agencies, and trail users, while maintaining accessibility requirements. In compiling these guidelines, best practices already in use in counties across the nation were combined with guidelines tailored to the specific needs of Champaign County.

Goals and Objectives

The creation of countywide trails design guidelines is a first step in the implementation of the Champaign County Greenways & Trails Plan adopted in February 2004. The goal related to creating countywide design guidelines from the plan is “All Champaign County residents will be provided with a greenways and trails system that emphasizes safety and user-friendliness.” The objectives of these design guidelines are to create a countywide system of trails that are safe, user-friendly, meet or exceed the standards of primary grant-funding agencies, and maintain environmental integrity. These guidelines are intended to create a system of trails that capture the community character and history of Champaign County and to serve as an educational and recreational resource for trail users.

General Standards

- All facilities shall meet or exceed Americans with Disabilities Act standards.
- All paved surfaces shall meet or exceed all applicable Illinois Department of Transportation (IDOT) standards for the installation of surface type.
- All paved surfaces shall meet or exceed all applicable local codes.
- All paved surfaces shall meet or exceed current AASHTO standards for trail type.
- All guidelines shall comply with the most recent editions of ADA, IDOT, and AASHTO standards as applicable.

Methodology

Staff interviewed participating agencies, including representatives from Champaign County, cities and villages, Park Districts, the University of Illinois, the CU Mass Transit District, IDNR and IDOT, and several local developers. Questions included what they wanted addressed in the design guidelines, what format they preferred, what practices the agencies currently followed, and the process their agency would go through to adopt the design guidelines into practice if they chose to do so. Many of the representatives were on the Greenways Steering Committee, so they were familiar with the Greenways and Trails Plan and were interested in its implementation.

Interviews were conducted with the following organizations and individuals:

City of Champaign

- Public Works: Steve Wegman
- Planning: Rob Kowalski, Danielle Rideout

City of Urbana

- Public Works: Bill Gray, Doug Miller
- Planning: Libby Tyler, Paul Lindahl, Matt Wempe

Village of Savoy

- Public Works: Frank Rentschler
- Parks & Grounds: Joshua Mikeworth

Village of Rantoul

- Public Works: Pete Passarelli

Village of Mahomet

- Village Administrator: Teri Legner

Champaign County Highway

- Jeff Blue

Champaign Park District

- Bobbie Herakovich, Terri Gible

Urbana Park District

- Facilities Planning: Tim Bartlett

Champaign County Forest Preserve District

- Facilities Planning: Sally Prunty

CU Mass Transit District

- Planning: Cynthia Hoyle, Bill Volk

University of Illinois

- Facilities Planning: Kevin Duff
- Facilities Engineering: Gary Biehl

Champaign County

- Planning & Zoning: Frank Dinovo
- CUUATS: Rita Black, Susan Chavarria

Champaign County Board

- Chair: Barb Wysocki

Illinois Department of Natural Resources

- Marla Gursh (Springfield)

Illinois Department of Transportation

- Bureau of Design & Environment: Todd Hill

Several Local Developers

In general, support for countywide trails design guidelines was high, although many agencies stressed the importance of keeping the guidelines flexible for different settings and circumstances. They wanted a short document that would be user-friendly and easy to understand, and they wanted more pictures and diagrams and less text. Safety and practicality were top priorities for each agency, with separation of pedestrians and bicyclists from vehicular traffic and low-cost construction mentioned frequently.

After compiling the information from the interviews, the format of the design guidelines was determined. Keeping in mind suggestions made by the different agencies and formats used in other regions, the document was organized by trail type: sidewalks, bike lanes, shared-use trails, and nature trails. Sections on connections and crossings, facilities at trailheads and rest areas were also included. Each section begins with a description of the feature's use, followed by a cross-section with dimensions and engineering specifications. All design guidelines for Champaign County follow what is recommended by the Illinois Department of Transportation and the Illinois Department of Natural Resources for grant funding purposes, as well as accessibility.



Sidewalks

Sidewalks

Sidewalks are used primarily by pedestrians. Sidewalks in Champaign County should be accessible to all users. It is important that sidewalks be provided extensively throughout the transportation network to provide pedestrians with a safe place to travel. It should be noted that all bicyclists who choose to travel on sidewalks have the same rights as pedestrians, except where prohibited, and must yield to pedestrians. Accessible sidewalk facilities should be provided on all new right-of-way projects in Champaign County.

Dimensions

Width

- The recommended minimum width of all sidewalks is 5 feet. Sidewalks in high traffic areas, including the commercial, downtown, and campus districts, may require a width of 6 feet or greater as determined by the appropriately designated person.
- Transitions from existing narrower sidewalks may be made using tapers.

Buffer

- Sidewalks should have at minimum a 2 foot wide mowed shoulder on both sides of the paved surface.

Vertical Clearance

- Sidewalks should have a vertical clearance of at least 8 feet.

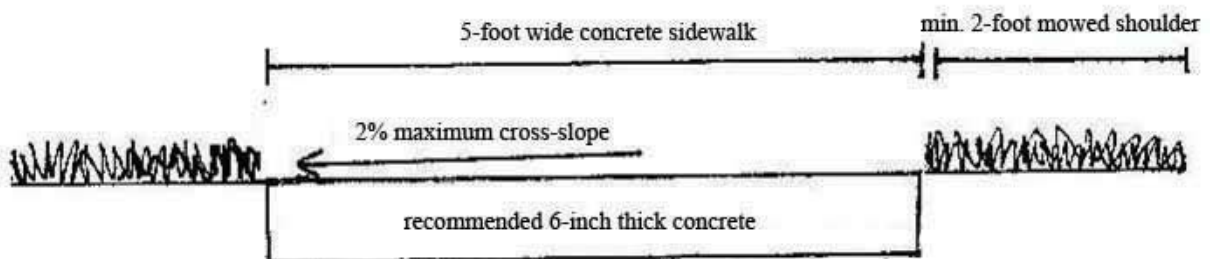
Miscellaneous

- The vegetative distance between the concrete surface and any water bodies (stream, wetland, lake) is recommended to be a minimum of 10 feet to reduce water pollution potential from runoff and chemicals associated with paved surfaces.
- Maximum distances for expansion joints should not exceed 75 feet.

Engineering

General

- All engineering of sidewalks shall meet the applicable agency's accepted engineering design standards.
- All newly constructed sidewalks shall comply with ADA accessibility guidelines.



Slope

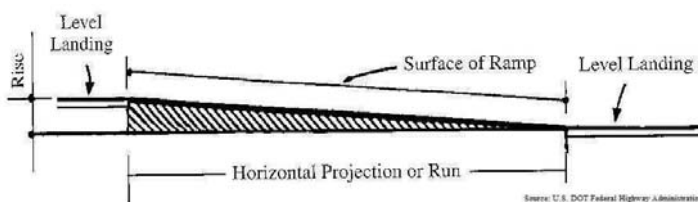
- The longitudinal slope of all sidewalks shall be a maximum of 8.3% to maintain accessibility.
- The cross-slope of all sidewalks shall be a maximum of 2.0% to maintain accessibility and should slope in one direction or be crowned.

Ramps

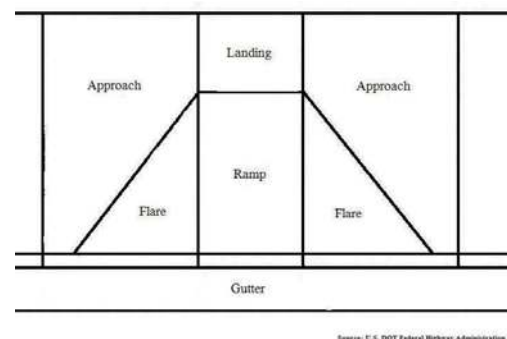
- Ramp specifications shall follow the Illinois Accessibility Code:
 - The least possible slope should be used for any ramp.
 - The maximum slope of a ramp in new construction shall be 8.3%.
 - The maximum rise for any run shall be 30 inches.
 - The minimum clear width of a ramp shall be 48 inches.
 - If a ramp has a rise greater than 6 inches, or a horizontal projection greater than 72 inches, it shall have handrails on both sides.

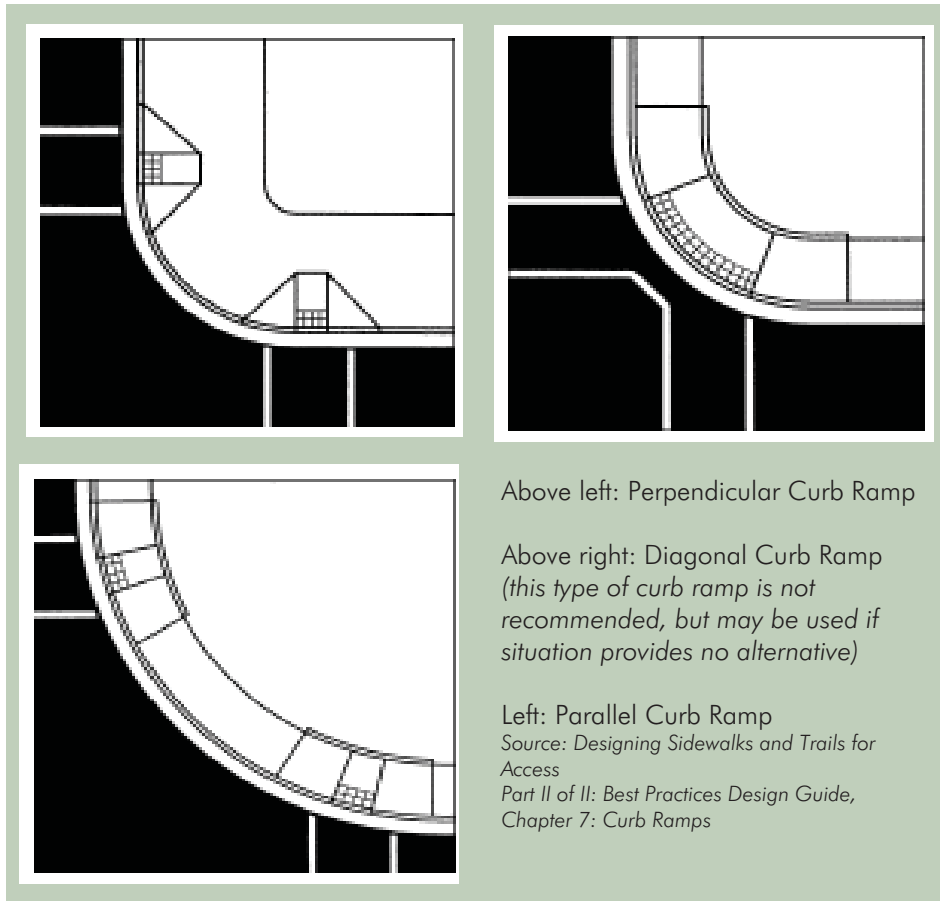
Curb Ramps

- Curb ramps shall be installed in all new sidewalk construction projects wherever an accessible route crosses a curb, as well as where existing sidewalks cross a curb or other barrier.
- The maximum running slope of a curb ramp in new construction shall be 8.3%.
- The minimum width of a curb ramp shall be 48 inches, exclusive of flared sides.
- A 4 foot by 4 foot minimum landing shall be provided at the top of a perpendicular curb ramp.
- The maximum slope of flared sides of a perpendicular ramp shall be 10.0%.
- A 4 foot by 4 foot minimum landing shall be provided at the bottom of a parallel curb ramp.
- Running slopes and cross slopes at landings shall be 2.0% maximum. No portion of the curb ramp shall exceed this maximum.
- Diagonal curb ramps should not be used because they do not allow pedestrians to properly align with crosswalks.
- Handrails are not required on curb ramps.



Above: Ramp Cross-section
Right: Components of a Curb Ramp





Detectable Warning Surface

- A detectable warning surface shall be provided where curb ramps, blended transitions or landings provide a flush pedestrian connection to the street.
- A detectable warning surface shall be provided at commercial driveways provided with traffic control devices.
- Detectable warnings shall consist of a surface of truncated domes.
- Truncated domes shall provide color contrast with adjacent surfaces.
- Detectable warning surfaces shall extend a minimum of 2 feet in the direction of travel and the full width of the curb, exclusive of flares.

Sub grade and Sidewalk Surface

Subgrade

- Vegetation should be cleared from the 5-foot wide sidewalk path.

Sidewalk Surface

- The sidewalk surface should be concrete.
- The concrete surface should be 6 inches thick.
- The sidewalk surface should be jointed to control cracking.
- A rough brushed surface is recommended to increase traction.



Bike Lanes

Bike Lanes

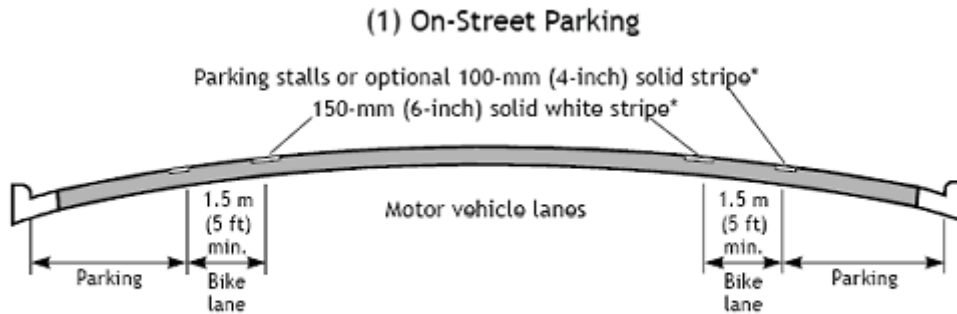
An on-road bike lane is a one-way path that carries bicyclists in the same direction as the adjacent motorized travel lane. Bike lanes should be located on the right side of the roadway, between the parking lane (if one exists) and the travel lane. Bicycles traveling in bike lanes have the same rights and responsibilities as motorized vehicles.

Dimensions

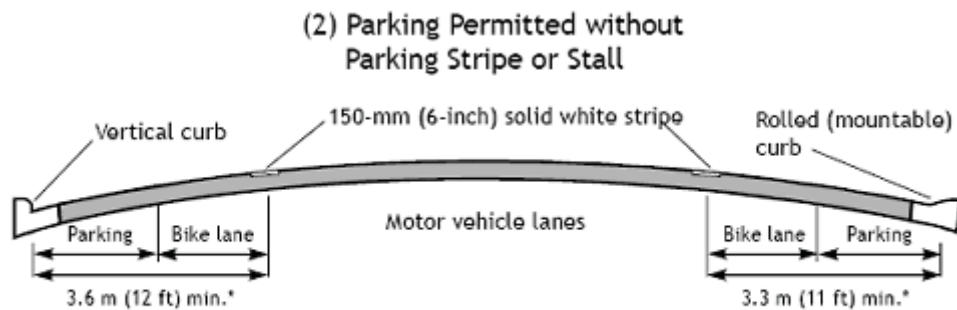
Width

Varies based on roadway cross-section:

- For roadways with no curb and gutter, the minimum width should be 4 feet.
- For roadways with curb and gutter and where parking is permitted, the minimum width should be 5 feet.
- For roadways with curb and gutter and where parking is prohibited, the minimum width should be 5 feet from the face of the curb.

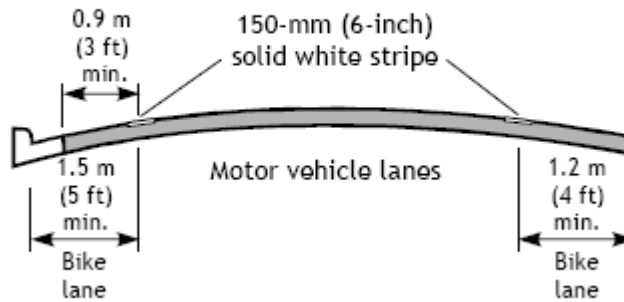


* The optional solid stripe may be advisable where stalls are unnecessary (because parking is light) but there is concern that motorist may misconstrue the bike lane to be a traffic lane.

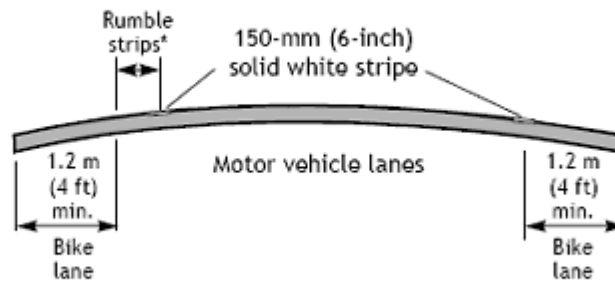


* 3.9 m (13 ft) is recommended where there is a substantial parking or turnover of parked cars is high (e.g., Commercial areas).

(3) Parking Prohibited



(4) Typical Roadway in Outlying Areas Parking Protected



* If rumble strips exist there should be 1.2 m (4 ft) minimum from the rumble strips to the outside edge of the shoulder.

Source: American Association of State Highway and Transportation Officials

Slope/Drainage

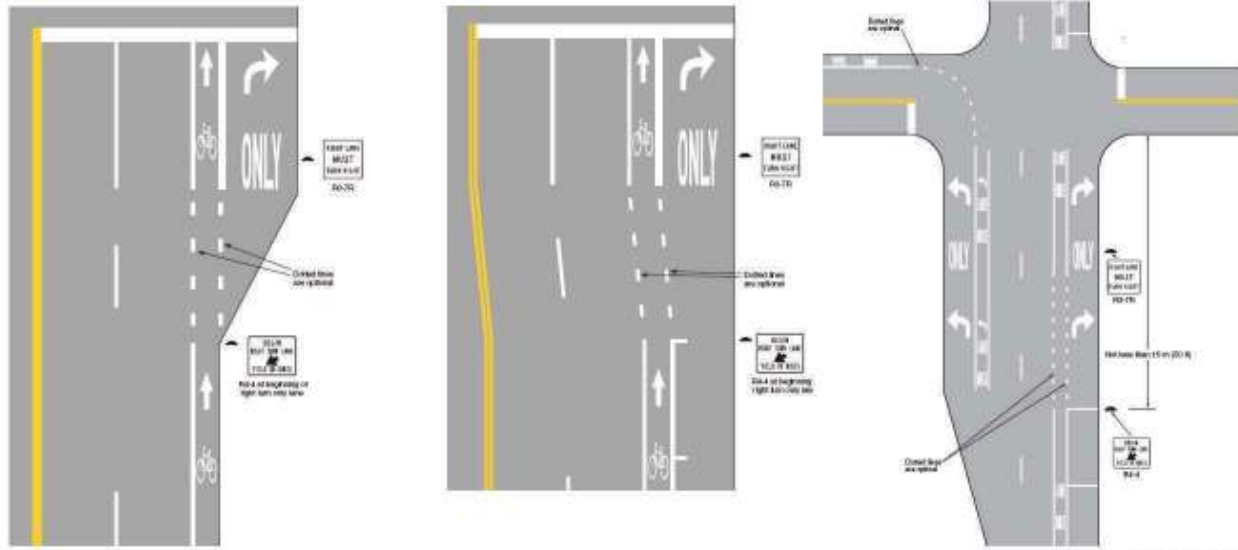
- To follow the road engineering standards adopted by each agency.
- Drainage grates and utility covers should be adjusted flush with the road surface and be bike-proof.
- Curb inlets should be used to eliminate exposure of bicyclists to grates.

Sub-Grade, Sub-Base, and Trail Surface

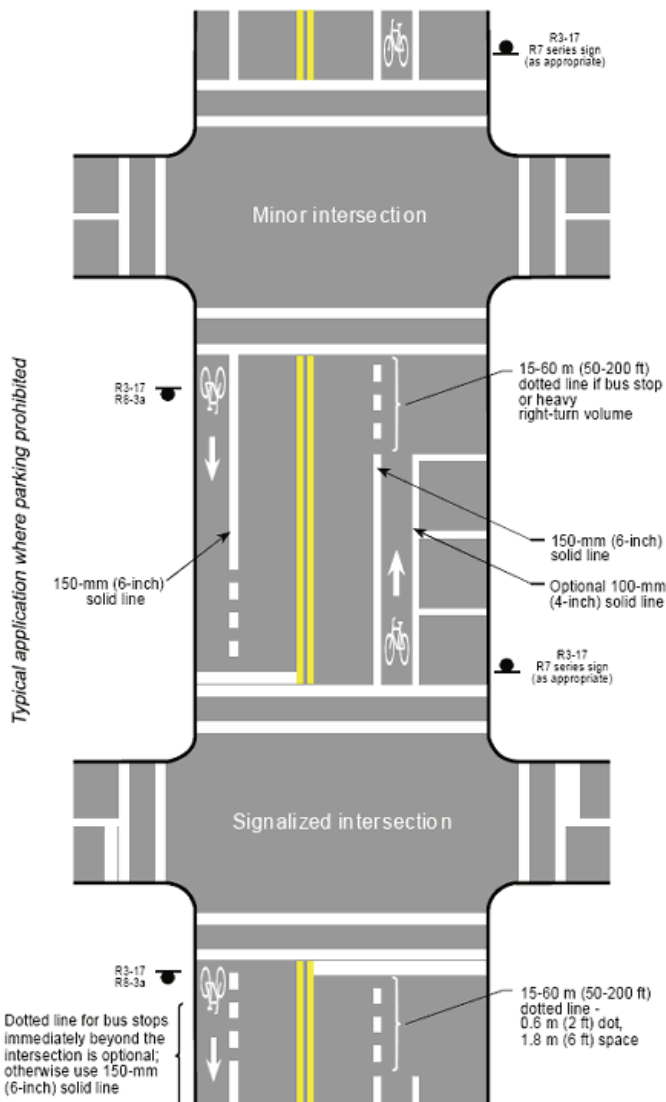
- To follow the road engineering standards adopted by each agency.
- Paved shoulders marked as bike lanes should be smooth and maintained to provide a desirable riding surface.

Markings

- A bike lane should be delineated from the motor vehicle lanes with a 6 inch minimum solid white line.
- A bike lane may be delineated from the parking lanes with a 4 inch minimum solid white line.
- At intersections with a bus stop or right-turning motor vehicles, the solid white bicycle lane shall be replaced with a broken line for a distance of 50 – 200 feet.
- At other designated bus stops (including far-side intersection stops) the solid white line shall be replaced with a broken line for a distance of at least 80 feet.
- A broken line shall consist of 2 foot dashes with 6 foot spaces.
- A bike lane should be painted with standard pavement symbols to inform bicyclists and motorists of the presence of the bike lane.
- Bike lane symbols shall be white.
- Bike lane symbols shall be placed immediately after an intersection and at other locations as needed.
- When bike lane symbols are used, bike lane signs (R3-17, R3-17a, R3-17b) shall also be used.
- In areas where a sidewalk runs adjacent to or near a bike lane, such as on the University of Illinois campus, the bike lane should have a “Bike Only” sign painted on the surface to discourage pedestrians from using the bike lane as a walkway. Surface markings should be consistent throughout the community.
- Intersections approaches with bicycle lanes
 - A through bicycle lane shall not be positioned to the right of a right turn only lane.
 - When the right through lane is dropped to become a right turn only lane, the bicycle lane markings should stop at least 100 feet before the beginning of the right turn lane. Through bicycle lanes should resume to the left of the right turn only lane.
 - No markings should be painted across pedestrian crosswalks or in the intersections.
 - If used, the bicycle lane symbol marking should be placed immediately after intersections and as appropriate.



Source: MUTCD



Typical application where parking prohibited

Typical application where parking permitted

Above left: Example of bicycle lane treatment at a right-turn only lane

Above center: Example of bicycle lane treatment at parking lane into a right turn only lane

Above right: Example of intersection pavement markings—designated bicycle lane with left-turn area, heavy turn volumes, parking, one-way traffic, or divided highway

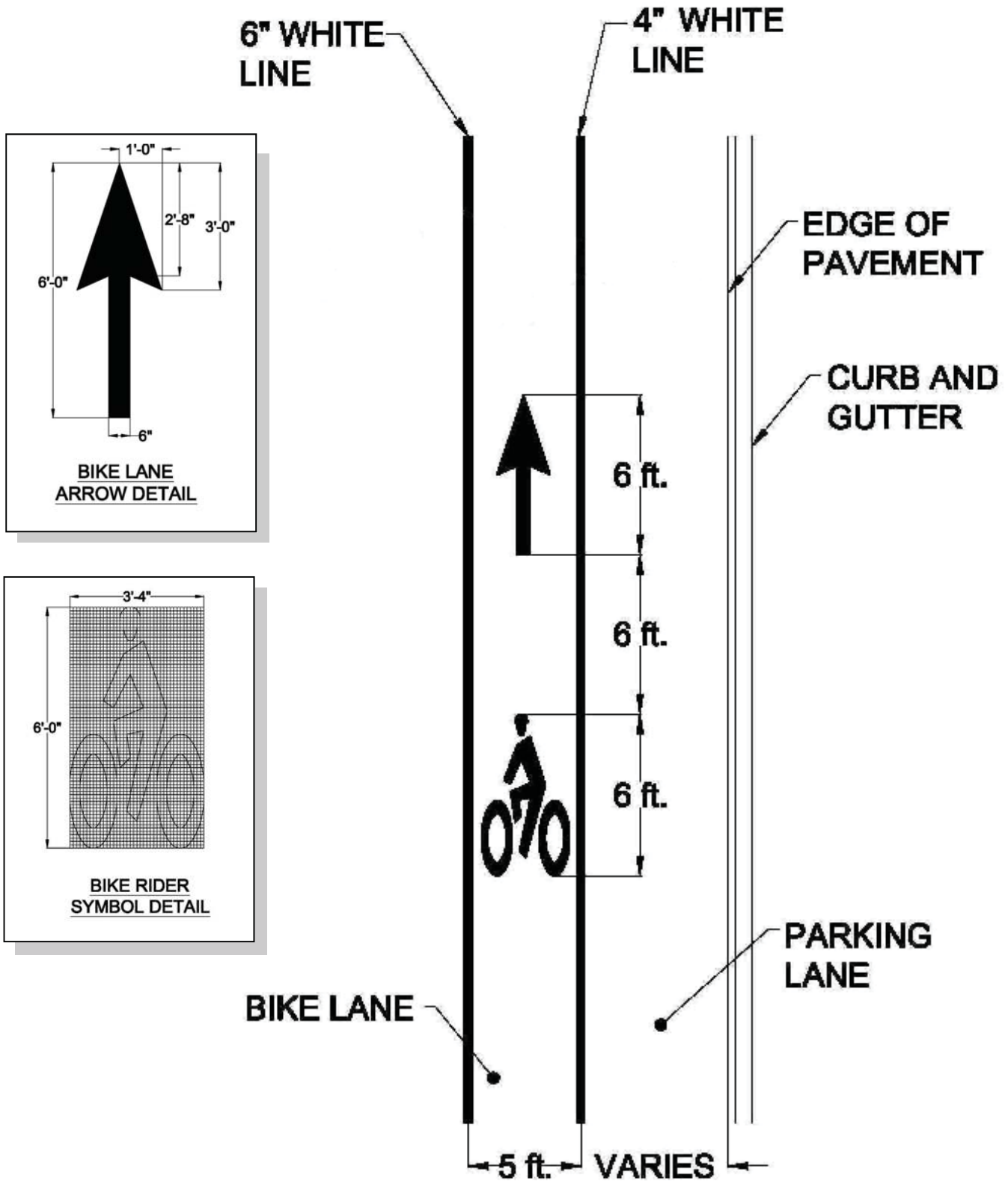
Source: *Manual on Uniform Traffic Control Devices (MUTCD) 2003*

Left: Typical pavement markings for bike lane on two-way street

Source: *American Association of State Highway and Transportation Officials*

BIKE LANES

Bicycle Lane Symbol Layout



Signage

Signs along bike lanes are intended to inform both bicyclists and motorists of the rules associated with roads with bike lanes. All signage should follow the U.S. Department of Transportation Federal Highway Administration *Manual on Uniform Traffic Control Devices*.

- Sign 1 shall be used in conjunction with marked bicycle lanes and be placed at periodic intervals along the marked bike lane.
- Sign 2 should be mounted directly below Sign 1 in advance of the beginning of a marked bike lane.
- Sign 3 should be mounted directly below Sign 1 at the end of a marked bike lane.
- Sign 4 may be used when motor vehicles must cross a bike lane to enter an exclusive right-turn lane.
- Sign 5 shall be installed if it is necessary to restrict parking, standing or stopping in a bicycle lane.
- Sign 6 may be installed when it is desirable to show the direction to a designated bicycle parking area.
- Sign 8 should be used only in conjunction with Sign 7, and shall be mounted directly below Sign 7.
- Signs 9 and 10 may be installed where there is insufficient width for a designated bike lane.



1. R3-17



2. R3-17a



3. R3-17b



4. R4-4



5. R7-9



6. D4-3



7. R5-1b

Sign Dimensions

1. 30" x 24"
2. 30" x 12"
3. 30" x 12"
4. 36" x 30"
5. 12" x 18"
6. 12" x 18"
7. 12" x 18"
8. 12" x 12"
9. 24" x 24"
10. 18" x 24"



8. R9-3c



9. W11-1



10. W16-1

Source: MUTCD

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Shared Lane Markings

Shared Lane Markings

Bicycle positioning on the roadway is key to avoiding crashes with cars turning at intersections. Shared lane markings are included in the 2009 version of the MUTCD.

Shared lane markings are used to indicate correct straight-ahead bicycle position at intersections with turn lanes, and at intersections where bike lanes are temporarily discontinued due to turn lanes or other factors. Shared lane markings will be installed where deemed appropriate. The following is text regarding shared lane markings from the 2009 version of the MUTCD.

The Shared Lane Marking may be used to:

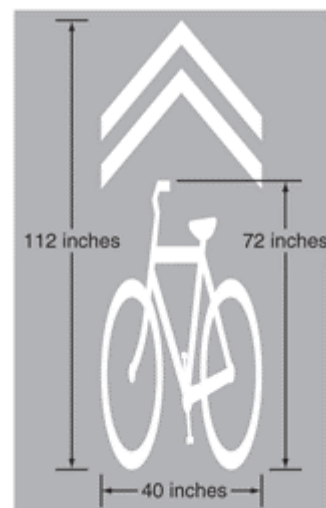
- Assist bicyclists with lateral positioning in a shared lane with on-street parallel parking in order to reduce the chance of a bicyclist's impacting the open door of a parked vehicle.
- Assist bicyclists with lateral positioning in lanes that are too narrow for a motor vehicle and a bicycle to travel side by side within the same traffic lane.
- Alert road users of the lateral location bicyclists are likely to occupy within the traveled way.
- Encourage safe passing of bicyclists by motorists.
- Reduce the incidence of wrong-way bicycling.

Dimensions

The shared lane marking consists of two chevron markings above a bicycle symbol. The entire marking is 40 inches wide and 112 inches tall. The bicycle symbol is 72 inches in height, from the top of the handlebars to the bottom of the tires.

Markings

- Shared lane markings should not be placed on roadways that have a speed limit above 35 mph.
- Shared lane markings shall not be used on shoulders or in designated bicycle lanes.
- On shared lanes with on-street parallel parking, shared lane markings should be placed so that the centers of the markings are at least 11 feet from the face of the curb, or from the edge of the pavement where there is no curb.
- On a street without on-street parking that has an outside travel lane that is less than 14 feet wide, the centers of the shared lane markings should be at least 4 feet from the face of the curb, or from the edge of the pavement where there is no curb.
- Shared lane markings should be placed immediately after an intersection and spaced at intervals not greater than 250 feet thereafter.



Shared Lane Marking
Source: MUTCD 2009

Signage

A *Bicycles May Use Full Lane* sign may be used in addition to or instead of the shared lane marking to inform road users that bicyclists may occupy the travel lane. The sign may be used on roadways where no bicycle lanes or adjacent shoulders usable by bicyclists are present, and where travel lanes are too narrow for bicyclists and motor vehicles to operate side by side.

Some agencies may choose to use the *Bicycles May Use Full Lane* sign on urban streets, and *Share The Road* signs on rural roads (see page 13). Other agencies may choose to only use *Bicycles May Use Full Lane* signs or *Share The Road* signs for its roads.



R4-11

Sign Dimensions:
30" x 30"

Source: MUTCD 2009

SHARED LANE MARKINGS

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Shared-Use Trails

Shared-Use Trails

A shared-use trail is a recreational pathway that may be used by pedestrians, bicyclists, rollerbladers, strollers, and skateboarders. They may connect parks, employment centers, shopping centers, and public places. Shared-use trails should not be located immediately adjacent to interstate highways.

Dimensions

Width

- The desired width of the surface of a shared-use trail is 10 feet. The minimum width should not be less than 8 feet.
- Transitions between existing narrower trails and the 10 foot wide shared-use trail should be created using tapers.

Clear Zone

- A 3-foot wide clear zone should be maintained adjacent to both sides of all shared-use trails for the use of joggers and to keep vegetation from erupting through the trail surface.
- Where a roadway runs adjacent to or near a shared-use trail, the roadway should be separated from the shared-use trail with a 5 foot wide clear zone.
- When separation of five feet cannot be achieved, a physical barrier of at least 4.5 feet high between the trail and the roadway is recommended.
 - Smooth rub rails should be attached to the barriers at handlebar height of 3.5 feet.
- The vegetative distance between the trail edge and any water body (stream, wetland, or lake) is recommended to be a minimum of 10 feet to reduce water pollution potential from runoff and chemicals associated with paved surfaces.

Vertical Clearance

- The vertical clearance should be a minimum of 8 feet high (or higher to accommodate maintenance vehicles).

Subgrade, Subbase, and Trail Surface

Subgrade

- The trail and shoulders should be cleared of organic materials. Soil sterilants should be used where necessary to prevent vegetation from erupting through the pavement.

Subbase

- The sub-base should be a 6-inch compacted crushed rock.

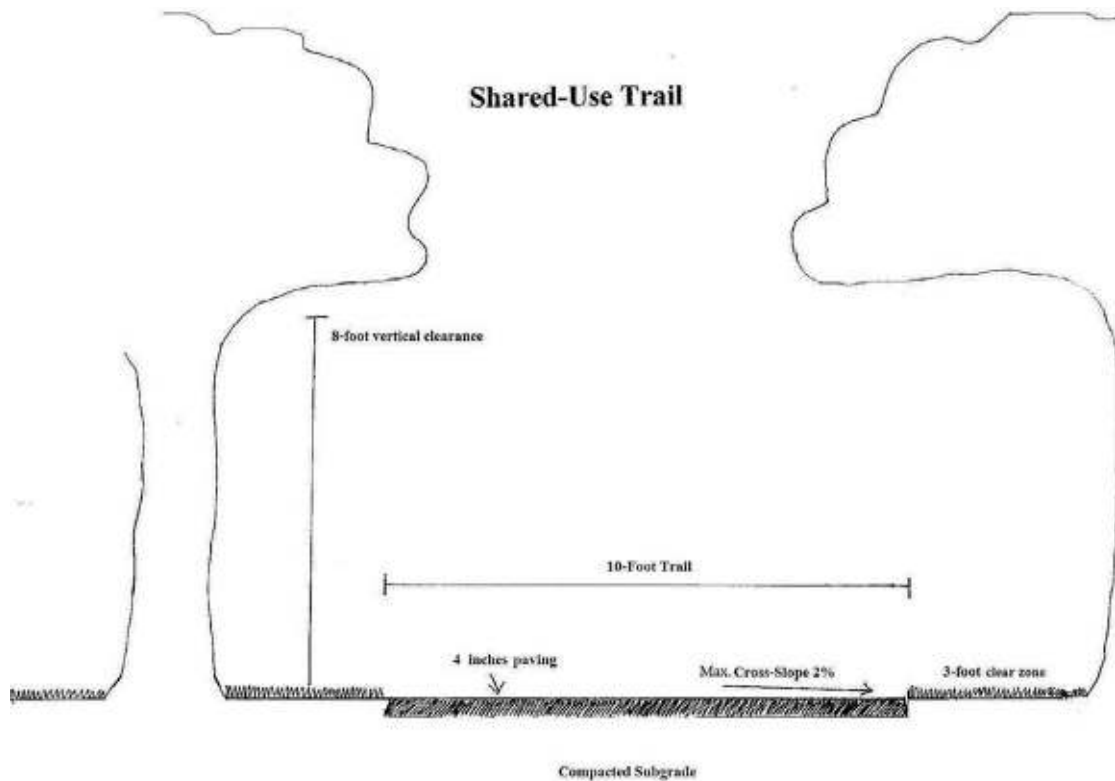
Trail Surface

- The following are acceptable surface types for shared-use trails:
 - Asphalt
 - Concrete
 - Compacted crushed rock

- The paved surface should be a minimum of 4 inches thick or follow the applicable agency's specifications, whichever is greater.
- Shared-use trails should be designed to sustain without damage wheel loads of occasional emergency, patrol, maintenance, and other motor vehicles that are expected to use or cross the path.
- Edge support to accommodate vehicles can be in the form of stabilized shoulders or in additional pavement width.
- Shared-use trails should be machine laid, using the appropriate machines and tools to smooth and compact the trail surface.

Engineering

- Refer to the most recent adopted edition of the AASHTO "Guide for the Development of Bicycle Facilities" for engineering specifications, including design speed, sight distances, horizontal alignment and superelevation.



SHARED-USE TRAILS

Shared-Use Trail Signage

Shared-use trail signage (see below), especially Signs 1 and 2, should be shielded from road user visibility to decrease confusion. Sign 6 should be installed at the entrance to a shared-use trail. The trail should be signed at cross streets and vice versa so trail users know where they are and motorists recognize that they are crossing a trail. Stop signs should not be used where Yield signs would be acceptable.

Lateral sign clearance should be a minimum of 3 feet and a maximum of 6 feet from the near edge of the sign to the near edge of the path. The mounting height for ground-mounted signs should be a minimum of 4 feet and a maximum of 5 feet, measured from the bottom edge of the sign to the near edge of the path surface. Overhead signs should have a clearance of 8 feet from the bottom edge of the sign to the path surface directly under the sign (or higher to accommodate maintenance vehicles).



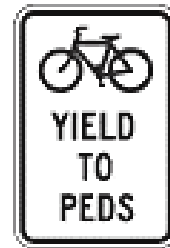
1. R1-1



2. R1-2



3. R4-3



4. R9-6



5. R9-7

Sign Dimensions

1. 18" x 18"
2. 18" x 18" x 18"
3. 12" x 18"
4. 12" x 18"
5. 12" x 18"
6. 24" x 24"
7. 24" x 4.5"
8. 12" x 18"
9. 18" x 18"
10. 18" x 18"
11. 18" x 18"
12. 15" diameter



6. R5-3



7. R15-1



8. D4-3



9. W3-1



10. W3-2

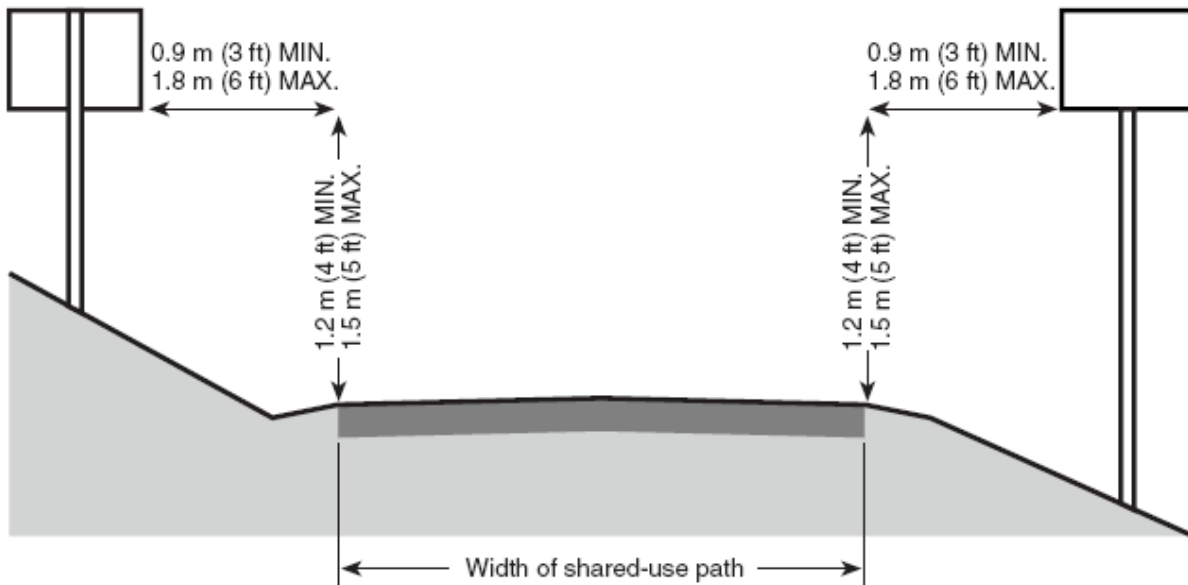


11. W3-3



12. W10-1

Sign Placement on Shared-Use Paths



Shared-Use Trail Markings

All surface markings on shared-use trails should be retroreflectorized and be made of skid-resistant material for safety. Obstructions in the traveled way of a shared-use trail should be marked with retroreflectorized material. Striping should not be used on shared-use trails to separate directions; yield signage should be used instead. Where there are curves with restricted sight distance, a 4 inch wide yellow centerline stripe may be used to separate opposite directions of travel.

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Nature Trails

Nature Trails

Nature trails are a form of shared-use path, although they typically run through environmentally sensitive areas. The surfacing and width specifications are more flexible than for shared-use paths; for example, nature trails may have a soft, permeable surface, such as bark, wood chips, or crushed aggregate in lieu of asphalt. Therefore, nature trails are not designed to be ADA accessible. The width of the nature trail may be as narrow as 18 inches to allow for passage through densely vegetated areas and hilly terrain.

Dimensions

Width

- Nature trails should maintain a width of no less than 18 inches.

Clear Zone

- Where a roadway runs adjacent to or near a nature trail, the roadway should be separated from the nature trail with a 5 foot wide mowed shoulder or vegetation.
 - When separation of five feet cannot be achieved, an approved, crash-tested physical barrier of at least 4.5 feet high between the trail and the roadway is recommended.
 - Smooth rub rails should be attached to the barriers at handlebar height of 3 ½ feet.
- The vegetative distance between the trail edge and any water body (stream, wetland, or lake) should be maintained at a minimum distance of 10 feet to reduce water pollution potential from runoff and chemicals associated with paved surfaces.

Vertical Clearance

- The vertical clearance should be a minimum of 8 feet high (or higher to accommodate maintenance vehicles).
- Tunnels and other undercrossings should have a vertical clearance of at least 10 feet.

Subgrade, Subbase, and Trail Surface

In general, earthen trails do not require a subbase. If soils are particularly wet, a layer of geotextile fabric covered with a layer of aggregate may be placed between the ground and trail surface to provide a moisture barrier.

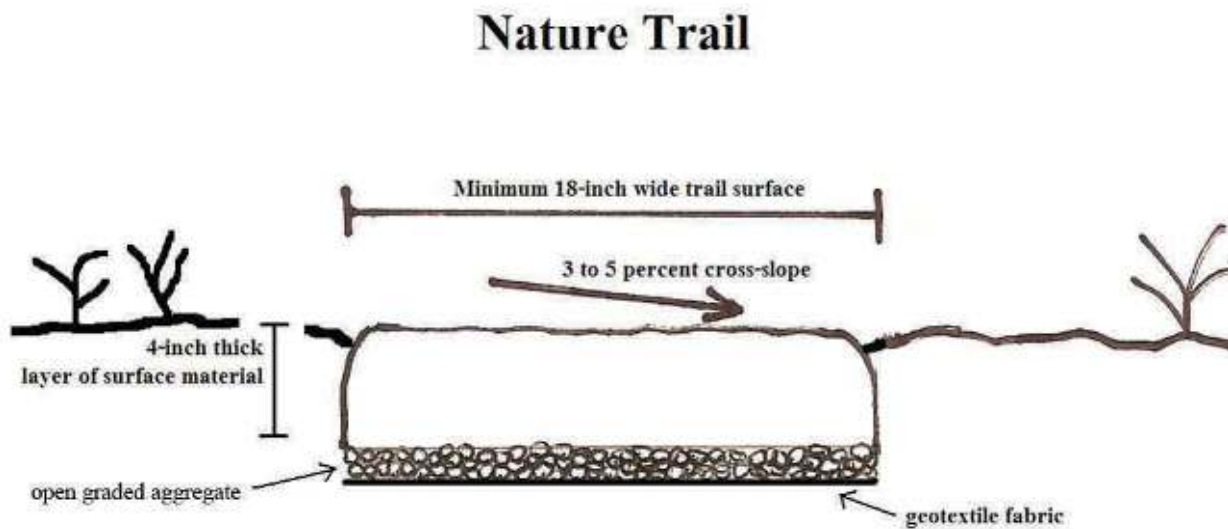
Trail Surface

- Nature trails may use a variety of alternative surfacing, some of which are listed below:
 - Bark or wood chips
 - A 4-inch layer of bark or wood chips is recommended.
 - Bark or wood chips should be replaced every year due to compaction and dislocation.
 - Bark or wood chips should not be used near streams or wetlands or on portions of the trail with cross-drainage.

- Crushed Aggregate
 - Open-graded, crushed rock of 1 inch or smaller diameter is recommended.
 - A 4-inch thick layer of crushed rock compacted to 95 percent is recommended.
 - The sub-grade should be prepared and compacted to prevent vegetation encroachment.
- Plastic lumber
 - Plastic lumber is suitable for boardwalks in wet areas.
 - Plastic lumber may be colored or painted to blend in with the surroundings.

Engineering

- Due to their often-varied topographic setting, nature trails are not designed to be handicap-accessible.
- Design Speed should be 15 mph for unpaved trails.
- The trail should be sloped to drain at 3 to 5 percent.



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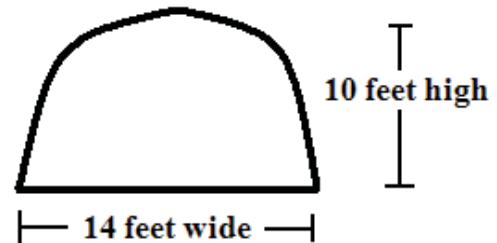


Connections & Crossings

Connections & Crossings

Tunnels

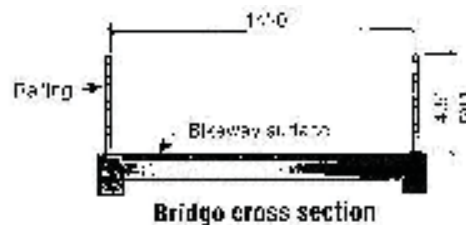
- Existing tunnels should be inspected by an engineer.
- Tunnels should have a 10 foot vertical clearance.
- Tunnels should be 14 feet wide to accommodate maintenance and emergency vehicles
- Long tunnels should have postings to use flashlights and dismount bikes.



Bridges

General

- Newly constructed bridges on trails should be engineered based on use and span.
- If the trail corridor contains an existing bridge, the bridge may have architectural or historic features that should be evaluated by an engineer, architect, or historian.



Decking

- The decking should be made of 4-inch thick pressure-treated planks (2 inches thick for pedestrian-only bridges).
- Planks should be laid perpendicular to the beams of the substructure.
- Planked should be laid with gaps of 1/8 to 1/4 inch between planks for drainage and to maintain accessibility.

Railings

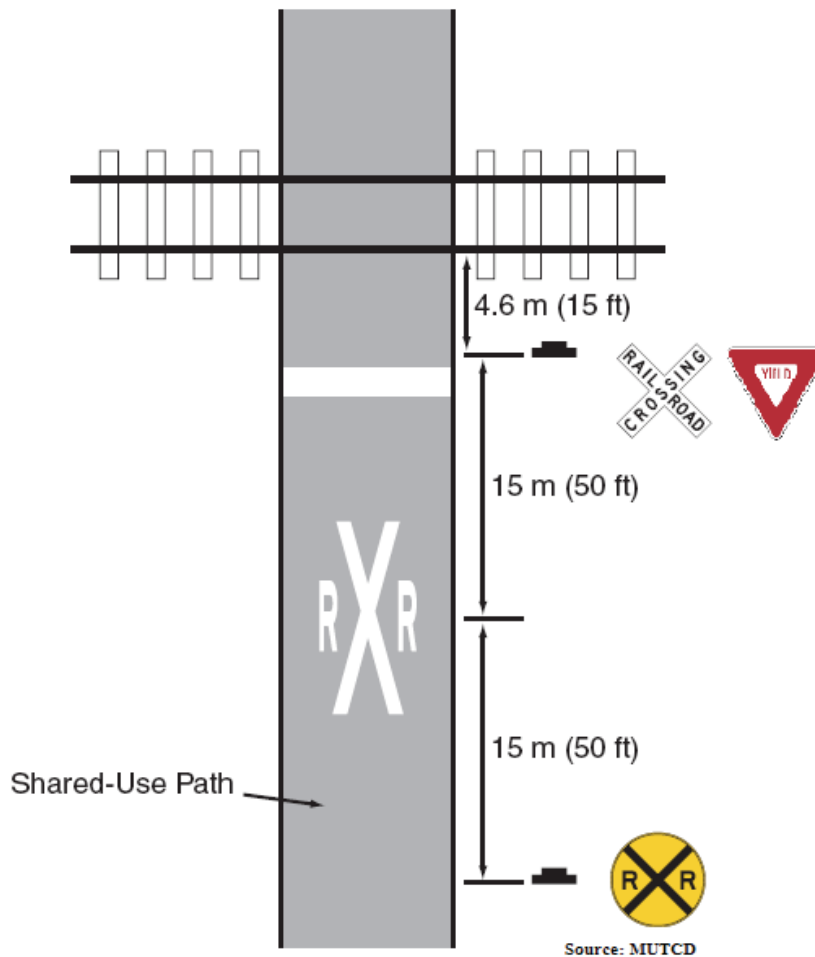
- Vertical posts should be spaced evenly apart, no more than 6 feet apart.
- Railings should support a vertical load of 50 pounds per linear foot of rail height.
- Top rail height should be at least 54 inches above the deck surface for bicyclists (at least 42 inches for pedestrian-only bridges).
- Middle rail height should be 33 to 36 inches from the deck surface, and no wider than 1 1/2 inches.
- Bottom rail height should be no higher than 15 inches from the deck surface.
- There should be no more than 15 inches of vertical opening between railings.

Approaches

- Approach railings should be constructed the same as the bridge railings.

Railroad crossings

- Trail should cross railroad at no less than a 75-degree angle.
- Gates should be installed at all trail crossings where feasible to increase safety and awareness of train crossing.
- At railroad crossings, path users should yield and watch for trains. A Yield sign may be used to facilitate this behavior.



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Facilities at Trailheads and Rest Areas

Facilities at Trailheads and Rest Areas

A trailhead is a public access point at the beginning of a trail or at designated access points along a trail. Trailheads will usually have varying levels of services for trail users, depending on anticipated trail use, proximity to other developments, and site inventories. Rest stops are areas adjacent to the trail corridor that typically have a seating area, whether that is a bench or a gathering of boulders. Rest areas are also appropriate locations for trail art.

The following are a list of trail support facilities that may be included at trailheads and rest stops in Champaign County.

Information Kiosks

All trailheads should have an information kiosk with the following:

- Trail system maps and brochures
- Trail Rules and Regulations
- Distances between rest areas along the trail
- Interpretive information

Trail Art

- To highlight an important trail head in the Champaign County trail system, trail art may be displayed.
- Preferably, the trail art will depict something of local significance or be designed by a local artist.
- Care should be taken to ensure that vandalism is minimized, including securing the art to a heavy base.

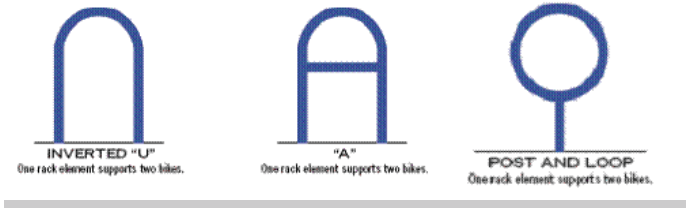
Bicycle Parking

Bike parking should be located at trailheads and destinations along trails, as well as at employment centers, schools, public buildings such as libraries and post offices, and shops. Bicycle storage facilities may be used in high traffic areas where users will be away from their bicycles for long periods of time (employment centers, shopping malls, schools) to protect bicycles from weather.

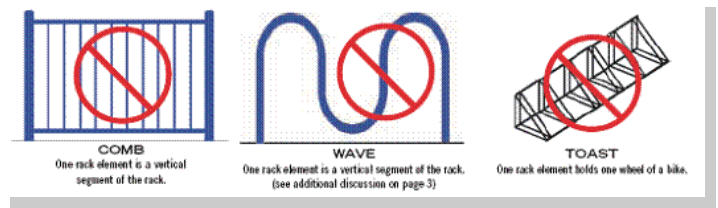
Recommended Bike Rack Placement

- Located no more than 50 feet from the building entrance or trail entrance.
- A Minimum of 24 inches from a parallel wall and 30 inches from a perpendicular wall.
- A minimum of 4 feet from curb ramps, fire hydrants, building entrances, etc.
- Facilities should not interfere with pedestrian flow. If located on sidewalks, racks and the bicycles linked to them should provide sufficient clearance around them for all types of pedestrians, including wheelchair users.
- Bicycle racks should be mounted on an 6-inch thick concrete slab.
- Bike racks should support both wheels to prevent bent rims.
- Bike racks should be fabricated of pipe or other durable material.

FACILITIES AT TRAILHEADS & REST AREAS



Recommended Bicycle Parking Facilities



Not Recommended Bicycle Parking Facilities

Motorized Vehicle Parking

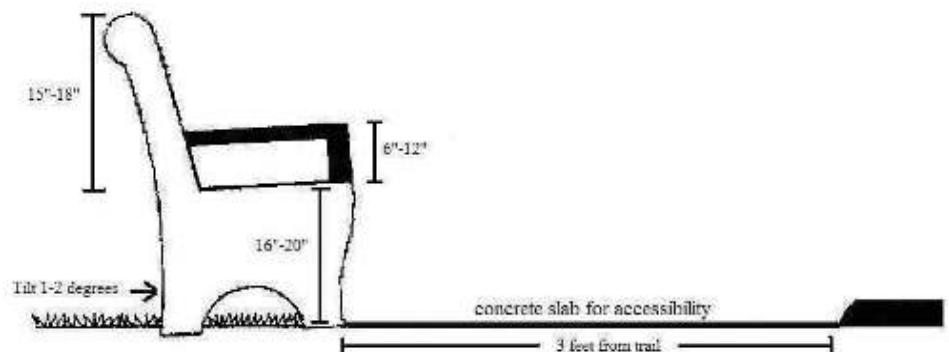
- At major trail access points, motorized vehicle parking may be provided.
- Parking lot specifications should follow the agency's adopted parking specifications.

Landscaping

- Landscaping at trail heads and along trail corridors should be in reference to the agency's landscaping ordinance.
- Wherever feasible, use noninvasive native plant species without invasive roots.
- Vegetation may be planted beyond the grading area to discourage users from wandering beyond the trail boundary.
- Trees and shrubs should be set back at least 5 feet from the trail's edge.
- Where trail users would be exposed to increased wind, sun exposure, or snow, it is recommended to plant evergreens on the north side of the trail and deciduous trees on the south side of the trail (Evergreens will serve as a windbreak year-round, and deciduous trees will provide shade).
- Trees and shrubs may be planted in clusters and groves rather than in straight lines to break up the viewshed and add visual interest.

Benches

- Benches may be placed at rest areas along the trail and at trailheads.
- All benches should meet or exceed ADA accessibility requirements.
- Benches should be set back three feet from the trail edge.
- Bench back should be tilted at a slope of 1 to 2 degrees to prevent standing water
- Bench Dimensions:
 - Length should be 72 to 90 inches.
 - Seat should be 16-20 inches above the ground.
 - Back supports should be 15 to 18 inches high and extend the full length of the bench.
 - Armrests should be provided on both ends of the bench, 6 to 12 inches above the seat.

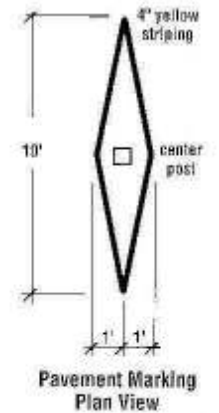
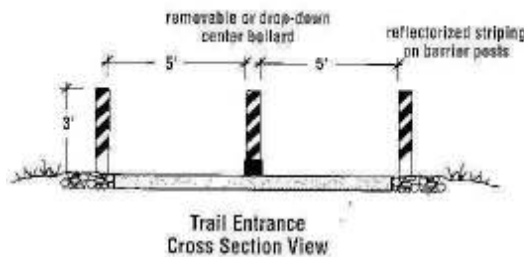


FACILITIES AT TRAILHEADS & REST AREAS

Bollards

Bollards are posts or other forms of barricades that prevent unauthorized vehicles from entering a trail.

- Bollards should be placed 10 feet from the road.
- The bollard post should be permanently reflectorized for nighttime visibility and painted a bright color for improved daytime visibility.
- A clearance of at least 32 inches wide should be provided for wheelchair access.
- When more than one post is used, 5-foot spacing is recommended.
- The recommended height for bollards is 3 feet.
- Bollards should be designed to be removable for maintenance and emergency vehicle access.



Source: APA PAS

Drinking Fountains

- Adults: spigot height should be 42 inches above the ground.
- Children: steps should be provided for children to access adult spigot.
- Accessible: spigot should be no higher than 36 inches, with at least 27 inches below the basin.

Lighting

- Pedestrian level lighting may be used on Champaign County trails where nighttime accessibility is desired.
- The average maintained horizontal illumination level should be 0.5 foot-candle to 2 foot-candles.
- Lighting should be at the pedestrian scale.
- Lighting is recommended for long overpasses and tunnels.

Trash Receptacles

- Trash receptacles may be located at trail entrances and bench seating areas.
- Trash receptacles should be set back at least 3 feet from the trail edge.
- The container should be secured to a buried concrete slab.
- Dog cleanup facilities should be located at trailheads.

Accessible Bathroom

- Accessible bathrooms may be located at major trailheads for trail users' convenience.
- Bathrooms should meet or exceed ADA accessibility requirements.



Logos & Signage

Logos and Signage

The creation of a countywide logos and signage system is another step in the implementation of the 2004 Champaign County Greenways & Trails (G&T) Plan. Once implemented, these logos and sign types will help create a recognizable and consistent system of greenways and trails of which Champaign County can be proud.

Methodology

Staff worked with all G&T agencies through the G&T Technical and Policy Committees to update the Champaign County Greenways & Trails Logo and determine uses for the logos. Staff also researched sign types from other greenways & trails plans and systems throughout the country, and worked with the Committees to create signage types for different uses, with the goal of signs being cost-efficient and long-lasting.

Approval and Amendment to Design Guidelines

The Greenways & Trails Logos and Signage were approved by the G&T Technical Committee in January 2009, and by the G&T Policy Committee in April 2009. Both committees also amended the Greenways & Trails Design Guidelines document in April 2009 to include the final Logos and Signage as part of the document.

Logos

The Greenways & Trails logo should be used as so for the following purposes:

- Logo should include borderlines for letterhead usage.
- Logo should have no borderlines for signage usage.
- Logo should have white border when placed on green signage.

Signage

Dimensions

The following are dimensions for each Greenways & Trails sign type in height by width format.

Oval Sign:
15" x 11"

Mile Marker Sign:
18" x 9"

Point of Interest Sign:
18" x 36"

Map Sign:
24" x 36"

Arrow Sign:
7.5" x 11"



Greenways & Trails Letterhead Logo



Greenways & Trails Signage Logo

Note: Logo should have white border when placed on green signage.



Greenways & Trails Oval Sign
with Stamp Logo

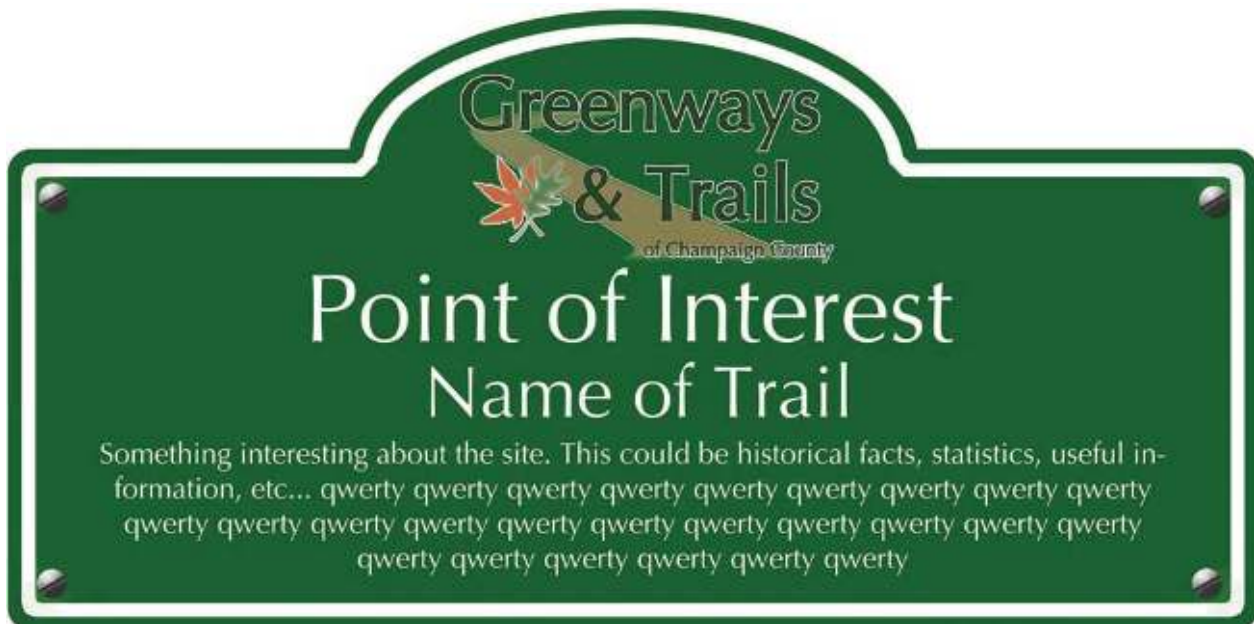
Sign Dimensions: 15" x 11"



Greenways & Trails Mile Marker Sign

Sign Dimensions: 18" x 9"

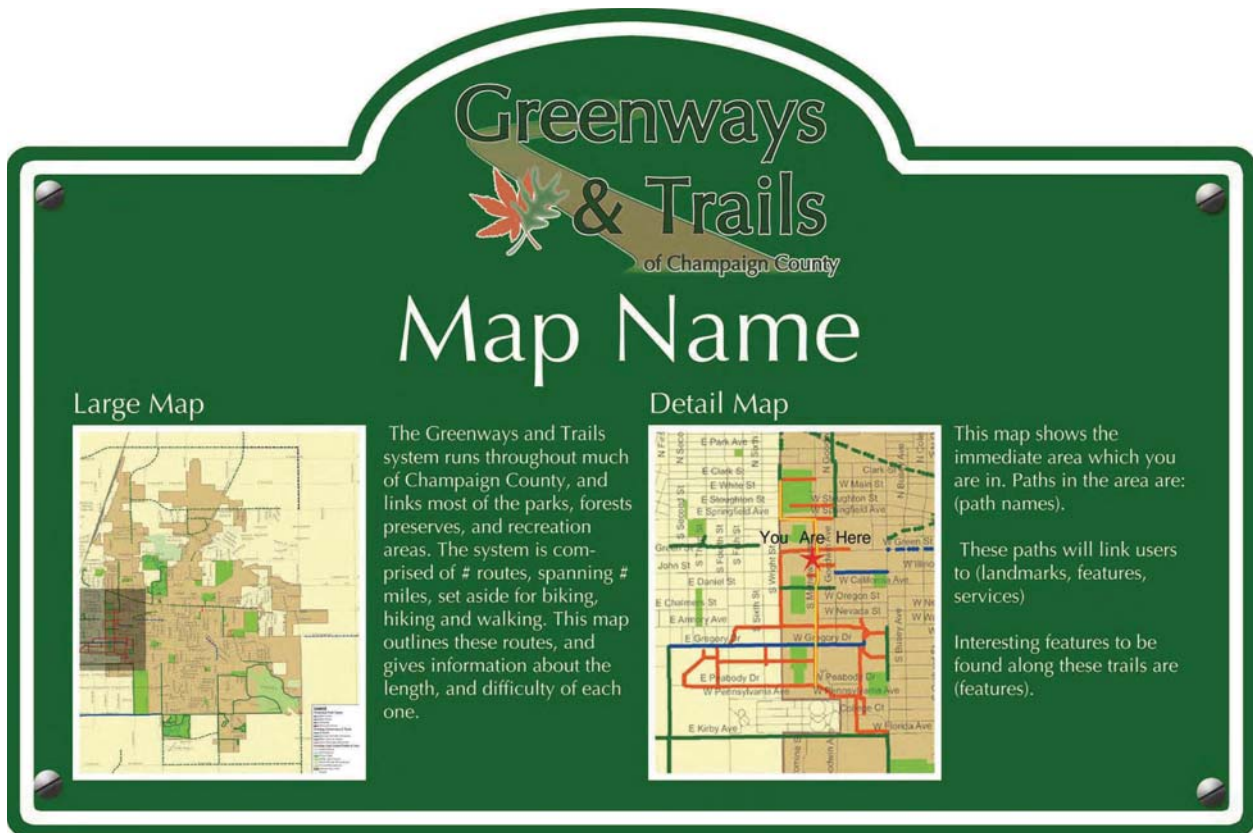
Logo: Stamp



Greenways & Trails Point of Interest Sign

Sign Dimensions: 18" x 36"

Logo: Signage

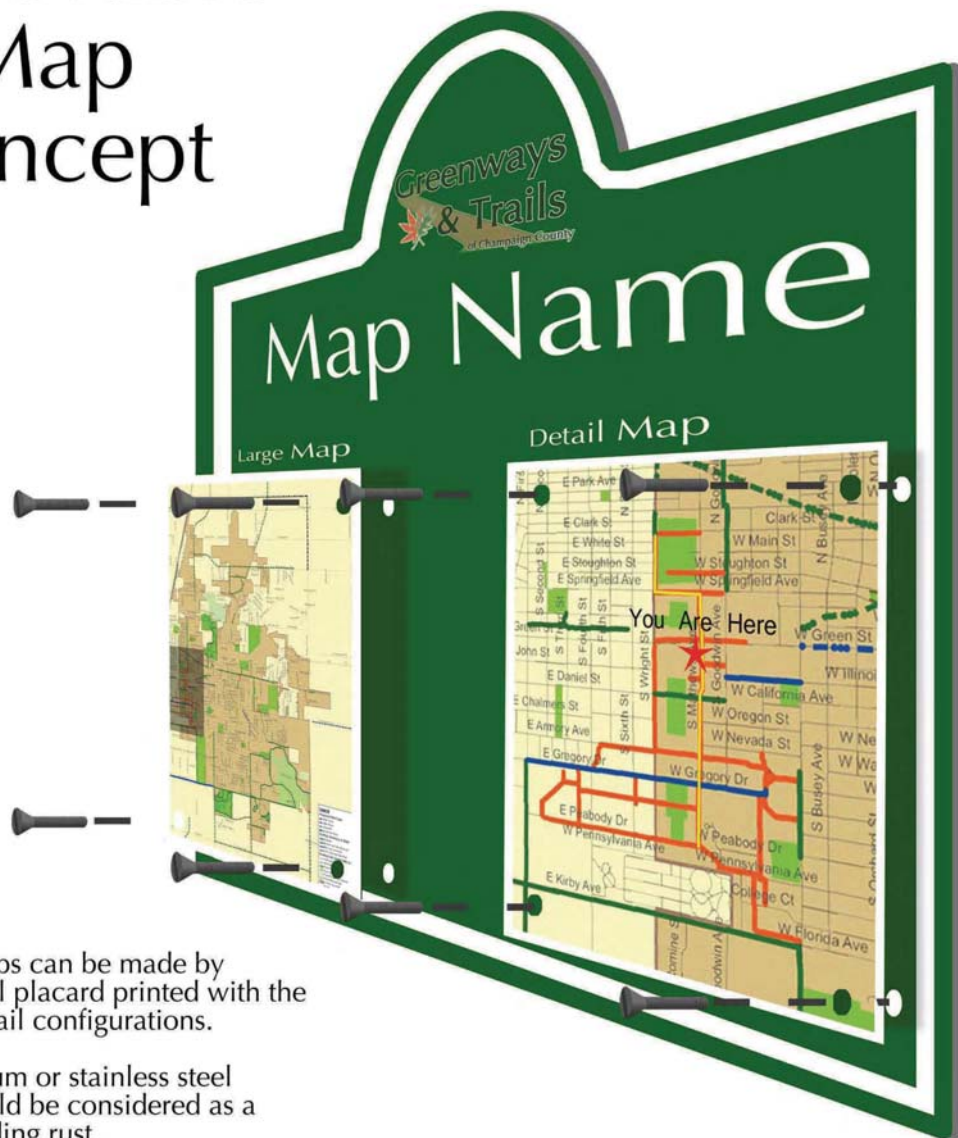


Greenways & Trails Map Sign

Sign Dimensions: 24" x 36"

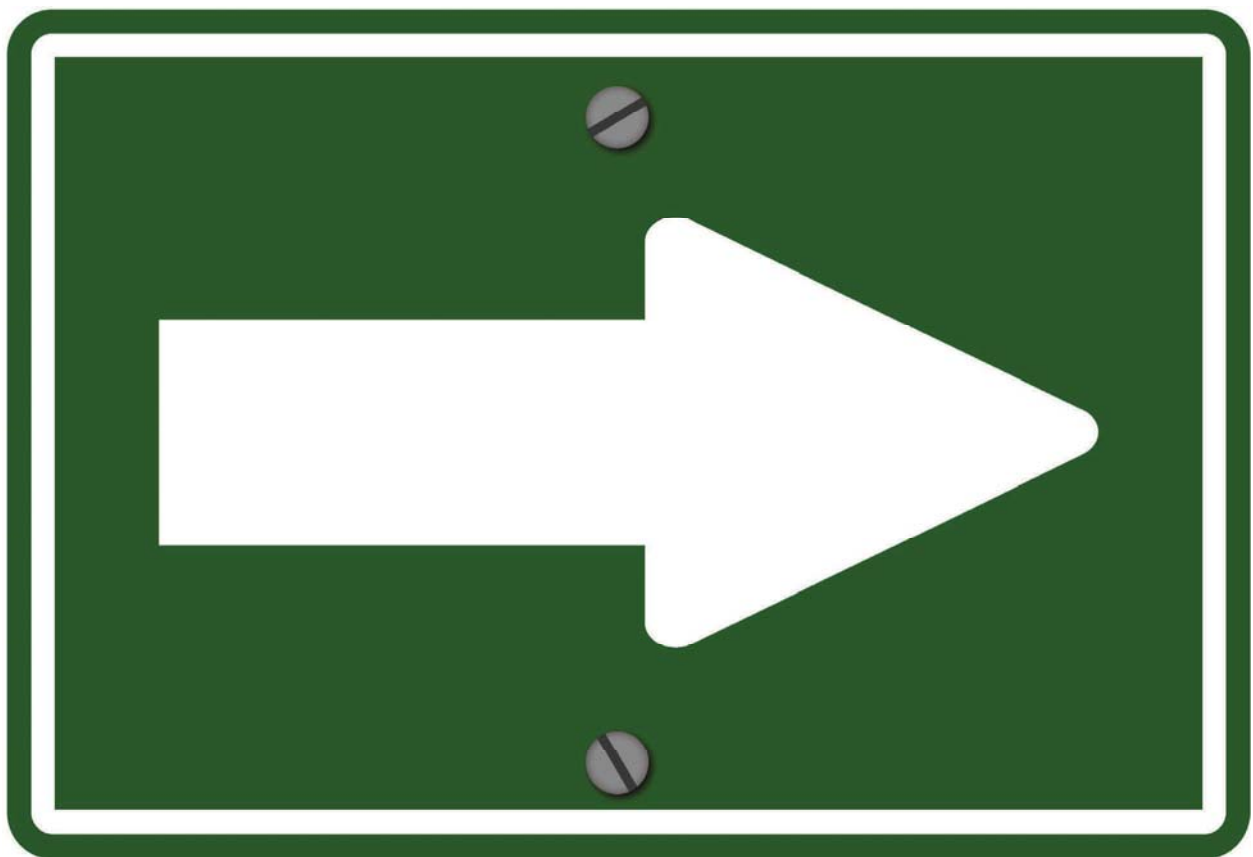
Logo: Signage

Removable Map Concept



Updates to maps can be made by replacing metal placard printed with the most current trail configurations.

Use of aluminum or stainless steel hardware should be considered as a means of avoiding rust.



Greenways & Trails Arrow Sign

Sign Dimensions: 7.5" x 11"

Glossary

Accessibility — The extent to which facilities are barrier-free and usable by people with disabilities, including those using wheelchairs

Amenity — A useful or attractive feature or service, for example, leisure facilities

Bike lane — The portion of a roadway surface that is designated by pavement markings and signing for the exclusive use of bicyclists

Bollard — A vertical barrier installed in the trail surface to prevent unauthorized motorized vehicles from entering the trail.

Clear Zone — An area adjacent to a trail surface that is free of any unyielding obstacle.

Interpretive information — Parts of a trail or recreational facility that offer the opportunity to educate the user on various aspects of the landscape, including native plants and animals, geologic history, local history, and local economy

Intersection — An area where two or more pathways or roadways join together

Nature Trail — Facilities used exclusively by pedestrians, and are typically found in natural areas

New construction — A project in which an entirely new facility is built from the ground up or where a new facility is added to an existing facility

Obstacle — An object that limits the vertical passage space, protrudes into the circulation route, or reduces the clearance width of a sidewalk or trail

Pedestrian — A person who travels on foot or who uses assistive devices, such as wheelchairs, for mobility

Rest area — A level portion of a trail that is wide enough to provide wheelchair users and others a place to rest and gain relief from the prevailing grade and cross slope demands of the path

Rub Rails — Attached to barriers, such as guardrails, between a shared-use path and a motorized vehicle lane to give bicyclists a smooth surface to come in contact with.

Shared use path — A trail that permits more than one type of user and that has a transportation and recreation function.

Sidepath — A shared use path that runs adjacent to a roadway

Sidewalk — The portion of a highway, road, or street intended for pedestrians

Trail — A path of travel for recreation and/or transportation within a park, natural environment, or designated corridor that is not classified as a highway, road, or street

Trailhead — A parcel of land specifically designed as primary means of accessing a trail

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