



**CHAMPAIGN  
PARK DISTRICT**

**AGENDA  
SPECIAL BOARD MEETING  
Bresnan Meeting Center  
706 Kenwood Rd., Champaign  
AND VIA TELECONFERENCE**

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

*(As permitted by Public Act 101-0640)*

**However, citizens may choose to participate in person, or they may attend via Zoom by going to the following web address:**

<https://us02web.zoom.us/j/86949973253?pwd=djlHUmwvcFpZak9EZzZrU0pBaEtEQT09>

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

Meeting ID: 869 4997 3253

Password: 123607

Alternatively, the meeting may be accessed by telephone at:

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

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

Password: 123607, followed by the # symbol

Citizens will be offered an opportunity to speak to the Board during the public comment portion. If attending by Zoom, 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, November 9, 2022, and sent to [joe.deluce@champaignparks.org](mailto:joe.deluce@champaignparks.org).

**Wednesday, November 9, 2022  
7:00 p.m.**

**REGULAR MEETING**

**A. CALL TO ORDER**

**B. PRESENTATION**

1. University of Illinois – Innovation Lab at Martens Center
2. City of Champaign – Hedge Park

**C. COMMENTS FROM THE PUBLIC**

**D. COMMUNICATIONS**

**E. TREASURER'S REPORT**

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

**F. EXECUTIVE DIRECTOR'S REPORT**

1. General Announcements

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**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.**

**G. COMMITTEE REPORTS**

1. Champaign Parks Foundation

**H. REPORT OF OFFICERS**

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

**I. 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 Public Hearing and Regular Board Meeting, October 12, 2022.
2. Approval of Minutes of the Special Board Meeting, October 19, 2022.
3. Approval of Minutes of the Executive Session, October 19, 2022.
4. Approval of Meeting Dates for 2023.
5. Approval of inserting Craig Hays as Delegate, Barbara Kuhl as 1st Alternate, Timothy McMahon as 2nd Alternate and Dan Olson as 3rd Alternate to serve as delegates to the Annual Business Meeting of the Illinois Association of Park Districts to be held on January 28, 2023, at 3:30 p.m.
6. Approval of payment of the 2021 bond issue in the amount of \$1,212,500 due by November 30, 2022
7. Approval of the low bid from Fisher National Bank of 3.51% for the \$1,255,000 bond issue and to act as the bond registrar at no additional fee.
8. Approval of Updates to Board Policy Manual
  - a. Capital Improvements Plan Policy
  - b. Payment of Employee Wages Policy
  - c. Tuition Policy

**J. NEW BUSINESS**

1. Approval of Disbursements  
Staff recommends approval of disbursements for the period beginning October 12, 2022 and ending November 8, 2022. **(Roll Call Vote)**
2. Approval of a Resolution Estimating Taxes to be Levied for FY23-24  
Staff recommend that the Board of Commissioners approve the proposed Resolution setting the tax levy for fiscal year beginning May 1, 2023 and ending April 30, 2024 at \$15,769,282, or an amount authorized by law, and schedule a public hearing on the Tax Levy Ordinance for Wednesday, December 14, 2022 at 7:00 p.m. as required by the Truth in Taxation Act. **(Roll Call Vote)**
3. Approval of Adoption of Ordinance No. 663: Bond Ordinance  
Staff recommends Adoption of AN ORDINANCE AUTHORIZING AND DIRECTING THE ISSUANCE, SALE AND DELIVERY OF GENERAL OBLIGATION LIMITED TAX PARK BONDS, SERIES 2022, OF THE CHAMPAIGN PARK DISTRICT, CHAMPAIGN COUNTY, ILLINOIS; PROVIDING FOR THE LEVY AND COLLECTION OF AN ANNUAL TAX FOR THE PURPOSE OF PAYING THE PRINCIPAL OF AND INTEREST ON SAID BONDS AS THEY BECOME DUE; AND AUTHORIZING CERTAIN OTHER DOCUMENTS AND ACTIONS IN CONNECTION THEREWITH.  
**(Roll Call Vote)**

4. Approval of Bids for 2023 Bedding Plants

Staff recommends accepting the bids and authorizing the Executive Director to execute contracts to purchase 2023 bedding plants for each order to the respective lowest responsible bidders as follows: Park Flower Program Order with 1,896 flats to Ropp's Flower Factory for a total of \$43,154 and Flower Island Order with 1,638 flats to Connie's Country Greenhouse for a total of \$49,607. The total cost of the two recommended orders for 2023 will be \$92,761 with funds allocated in the FY23-24 operating budget. **(Roll Call Vote)**

5. Approval of Rejecting Bid for Lindsay Garden Path

Staff recommends rejecting an agreement with the respective bidder, Duce Construction for \$79,450.00, due to bid prices exceeding preliminary construction estimates.  
**(Roll Call Vote)**

6. Report on Sholem Aquatics Center and Approval of Updates to Facility Fee Schedule for Sholem Rates (Roll Call Vote)

7. Approval of Agreement with the University of Illinois for the Innovation Lab at the Martens Center

Staff recommends the Park Board approve the agreement between the Park District and the University of Illinois to provide programs and services for the community at the Martens Center.  
**(Roll Call Vote)**

**K. DISCUSSION**

1. FY23 Operating Budget – Revenue Facilities, and Recreation (handouts only)
2. Park District Facility Fee Schedule
3. Projects Update
  - i. Henry Michael Park - Shelter
  - ii. Washington Park
  - iii. West Side Park – Sidewalks
4. Strategic Plan – 1<sup>st</sup> and 2<sup>nd</sup> Quarter Updates (handouts only)
5. Updates to Board Policy Manual
  - i. Resolution adopting Non-discrimination and Anti-Harassment Policy
  - ii. Non-discrimination and Anti-Harassment Policy

**L. COMMENTS FROM COMMISSIONERS**

**M. 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.

**N. RETURN TO REGULAR MEETING**

**O. ADJOURN**



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## REPORT TO CITY COUNCIL

**FROM:** Dorothy Ann David, City Manager

**DATE:** October 7, 2022

**SUBJECT: GARDEN HILLS INFRASTRUCTURE PROJECT AND HEDGE POP!  
PARK SS 2022-028**

**A. Introduction:** The purpose of this report is to update City Council on the progress of the Garden Hills Infrastructure Project and to provide a summary of the construction, programming, and engagement at the Hedge POP! Park that occurred this summer. Staff is seeking direction from Council on necessary funding to fix-up the Hedge POP! Park for its use by residents in Spring 2023 and to approach the Champaign Park District to partner on the creation of permanent amenity/park space within the drainage basin project.

**B. Recommended Action:** Direct staff to proceed with the Garden Hills Infrastructure Project; to prioritize one-time funding for any necessary improvements to the Hedge POP! Park for spring 2023, not to exceed \$10,000, and to approach the Champaign Park District on a partnership for permanent amenity/park space within the future drainage basin.

**C. Prior Council Action:** See Attachment “A” for complete list of prior Council actions.

**D. Summary:**

- The Garden Hills Infrastructure Project includes the construction of a stormwater detention basin to control flooding, streetlighting on all streets, and the implementation of the modified Safety Lighting Energy Efficiency Program (SLEEP) program to install yard lights, house lights and video doorbells on homes.
- The Hedge POP! Park has been an initiative to build a temporary park and engagement space within the pending basin space for summer 2022. The park has been a space for engagement and programming as well as play space.
- The design for drainage and lighting improvements is progressing as planned with design expected to be completed in early summer 2023 and construction ready to bid by July 2023.
- The modified SLEEP Program is successfully adding residents who are taking advantage of the free yard light, house lights and video doorbell installation. To date there have been 161 homes that have enrolled in the program.
- The Hedge POP! Park is a temporary park space that was constructed in 100 days beginning in March 2022. The space has included a weekly presence from City Staff and has hosted

various neighborhood events. Regular programming has been provided by groups such as the Hip Hop Xpress, First Followers, and the Champaign Public Library, to name a few.

- The Hedge POP! Park is temporary and will be totally replaced with the construction of the new basin. However, there is an opportunity to provide a space of about 24,000 square feet for permanent amenity/park space within the center of the site.
- The Hedge POP! Park will still be available to residents in the spring of 2023. However, it is not planned to be programmed to the same extent as it was in 2022. Staff intends to refresh the space after the winter so it can be used until construction of the basin begins.
- The Hedge POP! Park will be available for engagement opportunities in early 2023 although plans have not been formalized for community outreach efforts that may be sponsored by the city or any other group at this time.
- Staff has held several events to get feedback on what residents would like to see in a permanent park space and feedback has gravitated toward a basketball court, play equipment, a splash pad and space for gathering/engagement.
- Similar efforts have been made to provide permanent amenity/park space within City drainage facilities including Bristol Park and Glenn Park.
- The Park District is the appropriate entity to handle the long-term maintenance of any permanent park features, such as provided for in the Bristol Park and Glenn Park spaces.
- The City can partner with the Champaign Park District, similar to the other spaces, to provide the amenity/park features within the basin. Such features would complement the overall basin which will include a walking path around the basin itself.
- Staff plans on presenting to the Champaign Park District Board in early November, pending direction from the City Council.

## **E. Background:**

**1. Garden Hills Infrastructure Project.** The Garden Hills Infrastructure Project is a multi-pronged, multi-phased project to address long term infrastructure issues in the Garden Hills Neighborhood related to stormwater management, lighting, and safety. The initiative has also included the opportunity to better understand the need for public amenity/park space in the neighborhood through the construction of a temporary park in summer 2022 called the Hedge POP! Park. The multi-phased project includes the acquisition and demolition of property for a future detention basin (completed as Phase I) and the design and construction of a stormwater detention basin to relieve flooding issues (in progress as Phase II). The project will also provide streetlighting throughout the neighborhood as well as some street reconstruction and sidewalk installation that coincides with the drainage improvements. In tandem with infrastructure improvements, a modified Safety Lighting Energy Efficiency Program (SLEEP) has been launched to install pole yard lights, exterior entry lighting and video doorbells for any home in Garden Hills where requested. Finally, the Hedge POP! Park has provided a space to engage with residents of the neighborhood this summer and to test amenity/park space concepts that could be provided permanently in the final detention basin project. The various facets of the overall project have brought together several City departments to coordinate efforts to ensure the project progresses efficiently while residents are engaged along the way. This report provides an update on the various pieces of the project and seeks direction from Council on moving forward with collaborating with the Champaign Park District on the creation and maintenance of

permanent amenity/park space to replace the Hedge POP! Park within the City’s detention basin facility.

**2. Drainage and Lighting Improvements Update.** Design of the drainage and street lighting improvements has been progressing rapidly since the November 2021 Council approval of the consultant design contracts. The design team consisting of the project consultants and City staff have held numerous neighborhood meetings to obtain community input on the recreational and public gathering space amenities for the project. Incorporation of community input has been a key piece of the project design, which balances the flood control and neighborhood lighting infrastructure improvements with a neighborhood park and gathering space.

As for the basin design, the geometric layout for the drainage improvements along Hedge Road (Phase 2 Drainage Improvements) has been finalized and design of plans is approximately 30 percent complete at this time. In general, the design will feature two large basins on either side of the current Garden Hills Drive stub into the Norfolk Southern Railroad tracks. Given the geometrics of the site, the basins will be long and linear along the north side of Hedge Road. The area in-between the basins provides the opportunity for approximately one-half acre of permanent amenity/park space located roughly at Hedge Road and Garden Hills Drive. Each basin is planned to have a pedestrian bridge in the middle and there is intended to be a continuous walkway around the two basins. With construction of the basins, Hedge Road and Paula Drive will be reconstructed providing an opportunity for a redesign of the street that would allow for traffic calming measures and an opportunity to add sidewalks. As the design of the basin is only 30 percent complete, there are still many details to work through. However, the core concepts of its design are coming together and have been shared with the neighborhood. It is anticipated that design will be completed in May 2023, which would allow for bidding in July 2023. Construction would start in August 2023, depending on the final bidding schedule. Attachment “B” provides the latest basin design concept although changes are still possible.

The general location layout for the street lighting project has been finalized and design of the plans is approximately 50 percent complete at this time. It is anticipated that design will be completed in December 2022, which will allow for bidding the project in January 2023. Based on this schedule, construction would start in March 2023, as soon as weather and material delivery allows. The project status and the bidding/construction start dates are summarized in Table 1.

**Table 1 – Design Status and Projected Bidding/Construction Start**

<b>Project</b>	<b>Percent Complete</b>	<b>Bidding Date/Construction Start Date</b>
Street Lighting	50	January 2023/March 2023
Phase 2 Drainage Improvements (Hedge Road)	30	July 2023/August 2023

**3. Status of Modified SLEEP Program.** To expand Garden Hills neighborhood lighting and enhance neighborhood safety, the Modified Safety Lighting and Energy Efficiency Program (SLEEP) was added to the Neighborhood Programs Manual and funded in October 2021. The

program offers the installation of any, or all, of the following items: yard pole lights, exterior entry point lights and video doorbells. This program is available free of charge for both owner-occupied homes and rental properties in the Garden Hills neighborhood. The estimated cost for installation per household is \$1,900. Program enrollments began in May 2022 and the first install occurred in June 2022. As of September 23, 2022, 43 properties have been completed. Table 2 includes enrollment information, and a map is provided on Attachment “C.”

**Table 2: Modified Garden Hills SLEEP Eligible Items Enrollment as of September 23, 2022**

<b>Total Households Enrolled</b>	161*
<b>Eligible Items</b>	<b>Total To Be Installed</b>
Yard pole light	140
Entry point exterior lights	126
Video doorbell	139

\*67 additional households have expressed interest in the program and are in the process of being enrolled.

Competitive bid requests are sent to contractors in bundles of 10 properties and one to two bid requests are distributed to contractors per week. To increase the number of contractors to complete the installations, staff hosted a Contractor Informational Meeting in April 2022. Over 50 contractors attended the meeting and five contractors signed up to bid on projects in the Modified SLEEP Program. Staff continue to recruit new contractors to work in the program. One challenge for the program has been obtaining supplies. The completion of some properties has been delayed due to supply chain issues with video doorbells and yard pole light posts. Contractors and staff are working with local suppliers to try to remedy this situation.

**4. Hedge POP! Park.** In March 2022 Council directed staff to utilize the concepts of the Safe Places, Active Spaces initiative in New York City and create a temporary park space in Garden Hills on the land recently acquired for the basin project. A budget of \$75,000 was provided for the construction of the park and additional funding was provided to hire a 90-day Project Specialist to assist with programming the space. The overall goal was to provide an area where residents, mostly kids, of the neighborhood could gather and play and also a space where the City could regularly engage with residents throughout the summer in a central, activated location. Staff of the Planning and Development Department took lead on creating the space and coordinating with other departments on its construction, programming, and engagement. These three efforts are described below. Attachment “D” provides a photo document of the Hedge POP! Park that was submitted for an award with the Illinois Chapter of the American Planning Association.

**a. Construction.** With a budget of \$75,000 and a combination of staff and resident effort, the Hedge POP! Park was established at Hedge Road and Garden Hills Drive. It features a half-court basketball area, a nature play area with gravel and logs, picnic areas with shade sails and a mini soccer “kick” field with recycled turf from Memorial Stadium. Residents and community groups assisted in the construction of fencing, planting of flowers and spreading of mulch. Many people were engaged in the construction of the space which was accomplished in approximately 100 days. This included kids and adults from the

neighborhood as well as community groups focused on improving the neighborhood. The United Garden Hills Neighborhood Association was critical in the construction of the Hedge POP! Park providing “sweat” equity through labor and utilizing the Neighborhood Small Grant Program for materials. A ribbon-cutting ceremony was held on June 23, 2022, to officially dedicate the space. The space was designed to be temporary yet functional for events and programming in 2022. The basketball hoop is designed for permanent installation, making it the only current amenity that can be repurposed for any new space.

- b. Programming.** Programming at the Hedge POP! Park was a focus for summer 2022 and included initiatives from several different groups. In addition to a regular staff presence in the space on a weekly basis, programming was provided by the Hip Hop Xpress, the Champaign Public Library Mother Goose on the Loose, and by the Business Elevator Chess in the Community Program. The Business Elevator also held several “Pop up” market events at the site over the summer as well. The Hip Hop Xpress program included teaching kids to build and race remote controlled cars on a specially designed track and course. They came to the space twice a week. Mother Goose on the Loose is a community reading program for kids organized by the United Way and Champaign Public Library. The program included story time and songs targeting kindergarten readiness and each participant received a free book and healthy snack. Mother Goose on the Loose was held four times in July and August. Finally, Chess in the Community provided an opportunity for youth to engage with volunteers from Business Elevator and First Followers to learn to play chess. Other events were held in the Hedge POP! Park including the Ribbon Cutting event on June 23, the WCIA Victory Over Violence event on July 14 and the Fall Festival on September 22.
- c. Engagement.** One of the primary goals of the Hedge POP! Park was to provide a platform to engage with residents of the Garden Hills Neighborhood. Staff has used the space to both educate residents about the pending basin project and to get direct feedback and input on its design and function. Neighborhood meetings were held at the space on May 26 and again on August 4 to report on the status of the infrastructure project and to get input on the design of permanent park space. Staff used other events scheduled at the Hedge POP! Park as an opportunity to get feedback and input on the project and other issues in the neighborhood. Finally, staff has been present at the Hedge POP! Park at least one day a week to engage with residents and kids in the neighborhood. These visits have built relationships with neighbors and have provided the opportunity to provide information and take feedback more informally.

Last month the Illinois Chapter of the American Planning Association held their state conference and recognized the City of Champaign with an award for the Hedge POP! Park in the category of Advancing Diversity and Social Change Award. Staff from the Planning and Development Department attended to accept the award and presented the Hedge POP! Park effort to planners from across the State.

**5. Status of Garden Hills Strategic Neighborhood Action Plan.** The Garden Hills Strategic Neighborhood Action Plan (GH-SNAP) is intended to coordinate the pending infrastructure improvements with other improvements that can be made in the neighborhood to solve larger issues. For example, since the infrastructure improvements will provide for some sidewalk



construction, planning can ensure it connects with existing or future bus routes. The plan will also help understand current conditions of the neighborhoods and suggest improvements related to housing, public services, and community development. Progress on completing the plan has been slowed as staff resources were diverted to constructing and programming the Hedge POP! Park this summer. However, work on the plan will resume this fall and a draft plan should be complete in the first half of 2023. The engagement held at the Hedge POP! Park over the summer provided valuable input that will be reflected in the plan. Furthermore, the engagement also helped foster relationships between staff and residents that will be critical in the ongoing implementation of the Plan.

**6. Plan for Hedge POP! Park in Spring 2023.** Organized programming at the Hedge POP! Park is coming to an end for the summer/fall 2022. The final event at the space for the year will be held Saturday, October 22 with a Fall Halloween event. After this time, the space will remain available for residents to use, just like any other public park space. Throughout the winter, staff will continue to check on the space to ensure it is properly maintained and clean. The Hedge POP! Park will still be available for residents in the spring prior to construction of the basin. However, staff is not anticipating programming the space in 2023 to the extent it was programmed this summer/fall. Given other priorities, there is limited staff capacity to sustain the level of programming that was delivered in 2022. Instead, staff is proposing to “spruce up” the space in the spring of 2023 and continue to make the space available for residents and the United Garden Hills Neighborhood Association that may wish to use it for events. The City may decide to use the space for some of next year’s overall community outreach efforts although plans have not yet been formalized. At this time about \$7,500 to \$10,000 is anticipated to be needed to refresh portions of the nature play area after the winter, to remove invasive vegetation, clean-up the artificial turf of Xyaire Field and make any small-scale repairs necessary.

**7. Permanent Amenity Space within Basin Design.** The Hedge POP! Park has demonstrated demand for active amenity/park space within the neighborhood. Although there is park space incorporated with Garden Hills Elementary School on Garden Hills Drive just south of Bloomington Road, there are no park amenities for the southern half of the Garden Hills Neighborhood which is south of the Norfolk Southern Railroad tracks. The railroad presents a significant barrier for younger kids and those with limited mobility to visit the park on the north end of the neighborhood. The Hedge POP! Park demonstrated strong demand for the inclusion of park space in Garden Hills on the south side of the railroad tracks.

Preliminary designs for the basin indicate that approximately 24,000 square feet of space can be available between the two basins for permanent amenity/park space. This is approximately the current location of the Hedge POP! Park. This provides an opportunity to provide some of the suggestions generated from the Hedge POP! Park space as permanent features for the neighborhood. Understanding that there would be space available, input was sought from residents and children in the neighborhood throughout the summer to better understand what they would like to see in a permanent space. The most significant events were held on August 4 in the Hedge POP! Park and on August 9 at Mt. Cavalry Baptist Church. In these two events, participants created their own park space using magnets in the shape of park amenities on a template of the park space overlaid on a cookie sheet. The exercise gave a lesson in scale by

allowing participants to understand what would fit in the space. It also informed staff of preferences on design. Some of the main preferences for the space included:

- Basketball
- Splash pad
- Playground equipment (especially swings)
- Space for programming and small events (similar to the Hedge POP! Park design)
- Exercise/fitness stations to complement the multi-use trail around the basin.

Although the Hedge POP! Park has been a City initiative with some collaboration from the Park District and others, the construction and ongoing maintenance of permanent park facilities in the space is more in the purview of the Champaign Park District rather than the City.

**8. Collaboration with Champaign Park District.** The inclusion of a permanent park space within the basin with park equipment and facilities necessitates an agreement with the Champaign Park District to maintain that space consistent with their standards for other parks around the community. To do this, the City would need to enter into an intergovernmental agreement with the Park District for the operation and maintenance of a park within the overall basin space. Since the construction of the Boneyard Second Street Basin, the City and Park District have collaborated to realize the benefit of stormwater projects and how they can dovetail with park spaces that are enjoyed by residents. Such agreements already exist between the City and Park District for park features in the drainage basins at Bristol Place, Glenn Park, and Scott/Helms Parks in the Boneyard Second Street Reach. A license agreement also exists between the City and the Park District for the use of Skelton Park on First Street.

In all of these examples, the City owns the property for purposes of stormwater management, but the basins provide an area for park or amenity space for the use of the public. The Park District agrees to maintain these spaces just like any other park in the community. Residents often see the whole drainage basin as the park/amenity. It's just the active play areas that are best maintained by the Park District since it is not a normal City function and they help add to the mission of the Park District. For the Hedge Road space, planning needs to start now since design of the basin continues and construction is planned to start next year. At this time, it is anticipated that the City and Park District would design the space together and that the drainage project would incorporate the cost of construction of the space. An agreement would then outline responsibilities of both the City and Park District moving forward but generally; it is envisioned that the maintenance of equipment in the space would be handled by the Park District. It is possible the agreement could include certain contributions from the City for long term maintenance as appropriate.

**9. Next Steps.** Design of the basin is continuing as planned as is design of the streetlights and collecting sign-ups and completing construction of the modified SLEEP program. At this time, discussion with the Champaign Park District is needed to better understand their interest and willingness to collaborate on a permanent amenity/park space within the basin at the location of the current Hedge POP! Park. Staff has already informally discussed the concept with Park District staff and has been scheduled for a presentation on the Hedge POP! Park and the future space with the Champaign Park District Board in early November. The design of the basin can

continue without delay with a “blank space” held for the permanent park space while these discussions occur, and determinations are made. Ideally, preliminary determinations would be made for the amenity/park space by the beginning of the new year. As discussed above, The Hedge POP! Park space is proposed to be refreshed in spring 2023 and be available for use for a limited time in the spring/summer of 2023 before construction of the basin begins.

#### **F. Alternatives:**

1. Direct staff to proceed with the Garden Hills Infrastructure Project, prioritize one-time funding for any necessary improvements to the Hedge POP! Park for spring 2023, not to exceed \$10,000, and to approach the Champaign Park District on a partnership for permanent amenity space within the basin.
2. Direct staff to not proceed and seek alternative direction.

#### **G. Discussion of Alternatives:**

**Alternative 1** would direct staff to proceed with the Garden Hills Infrastructure Project, prioritize funding for any necessary improvements to the Hedge POP! Park for spring 2023, up to \$10,000, and to approach the Champaign Park District on a partnership for permanent amenity space within the basin.

##### **a. Advantages**

- Refreshes the Hedge POP! Park for resident use in the spring and early summer 2023 prior to construction of the basin starting on July 1, 2023.
- Facilitates a potential partnership between the City and Park District to deliver amenity/park facilities to the residents of Garden Hills.
- Builds on past successful partnership arrangements at drainage project locations such as within the Bristol Park and Glenn Park basin areas.
- Provides permanent park amenities to complement the overall basin design which will include a walking path and scenic overlooks.
- Providing permanent park amenities provides the opportunity to capture what has worked within the Hedge POP! Park space over the past summer and permanently offer it to the neighborhood.
- Creates park/amenity features in the south half of the Garden Hills Neighborhood that has no such amenities currently.

##### **b. Disadvantages**

- Refreshing the space for 2023 will require an expense for a short-term use of the space.
- Adding park/amenity features will require additional costs although the amount is expected to be small compared to the overall basin project. These costs will include any routine maintenance of facilities in the space.

**Alternative 2** would direct staff not to proceed and seek alternative direction.

**a. Advantages**

- Specific advantages will depend on Council direction.
- Allows time to consider other approaches for park/amenity space not yet considered.

**b. Disadvantages**

- A significant delay may impact the completion of final design for the site.
- May miss an opportunity to complement the basin design with park/amenity space as done for in other contexts.
- The southern half of the Garden Hills Neighborhood would continue to be underserved for park/amenity features.

**H. Community Input:** There has been extensive community input regarding the design of the basin, the modified SLEEP Program, street lighting and permanent park amenity space within the Garden Hills detention basin area. Although there have been several organized events to solicit specific input, many informal, direct, one-to-one conversations held between staff and residents, particularly youth, in the Hedge POP! Park over the past four months. Staff has been present at the Hedge POP! Park on a weekly basis since May 2022 seeing how people use the space and talking with both kids and adults about what is needed permanently in the future. Both formal and informal meetings have also allowed staff to continue to tell the story of the upcoming basin and explain how the space will soon be transformed and infrastructure in the neighborhood will be improved. As for the more formal events, staff has held two different events at the Hedge POP! Park specifically to get input on the design of the basin and also two specific events at Hedge POP! Park and Mt. Calvary Baptist Church to get input on the design of a potential future park space. As mentioned, the Hedge POP! Park has also engaged residents with various community events sponsored by City Staff, the United Garden Hills Neighborhood Association, Hip Hop Xpress, First Followers, and the Business Elevator. Additional opportunities for public input will be during the City Council Study Session on October 11, the Champaign Park Board meeting when this matter is discussed, and future City Council meetings related to the design and implementation of Garden Hills Neighborhood improvements.

**I. Budget Impact:** The Phases 2 and 3 drainage design contract has expended \$681,426 of the \$2,128,935 design budget for the project, which is approximately 30 percent of the budgeted amount. The street lighting design contract has expended \$54,398 of the \$250,000 design budget for the project, which is approximately 22 percent of the budgeted amount. Both budgets are adequate to finish design on Phases 2 and 3 of the drainage projects and the street lighting project. The Hedge POP! Park required an expenditure of approximately \$75,000 for construction, maintenance, and programming for 2022. An additional \$10,000 was expended for a Project Specialist to help program the space and approximately \$45,000 from Equity and Engagement was spent to partner with other organizations to provide programming.

There is no budget impact with collaborating with the Champaign Park District on a partnership for a future permanent park/amenity space within the basin. The costs for a park space, and who

would assume those costs, is to be determined based on what amenities would go in the space and how they could be constructed within the context of the basin construction. A potential scenario is that the basin construction assumes costs of the park space with the Park District assuming maintenance of the equipment and the space, similar to the other detention projects. Specific costs for these improvements are unknown until decisions are made on what will go in the space. The costs to refresh the Hedge POP! Park, up to \$10,000, can be allocated from the existing Economic Development budget. At this time a budget amendment does not appear to be needed.

**J. Staffing Impact:** Staffing for the ongoing efforts in the Garden Hills Neighborhood covers many departments at the City but primarily the Planning and Development Department, the Neighborhood Services Department, and the Public Works Department. Public Works has already spent approximately 1,450 hours of staff time on the infrastructure project and 650 more hours of staff time is programmed in FY 22/23 for project management and oversight of the Phases 2 and 3 drainage design and street lighting design, respectively; which is adequate to complete the project management on both projects. Planning and Development has spent approximately 1,900 hours dedicated to the Hedge POP! Park since March of 2022. Neighborhood Services has spent approximately 1,250 hours of staff time implementing the modified SLEEP program. It is also important to note that additional staff was hired to implement the modified SLEEP program. Additional staff time from all the departments identified above will be required for continuing work on the basin, the modified SLEEP Program and planning for the Hedge POP! Park refresh in 2023 and the permanent park space.

Prepared by:

Rob Kowalski, FAICP  
Assistant Planning and Development  
Director

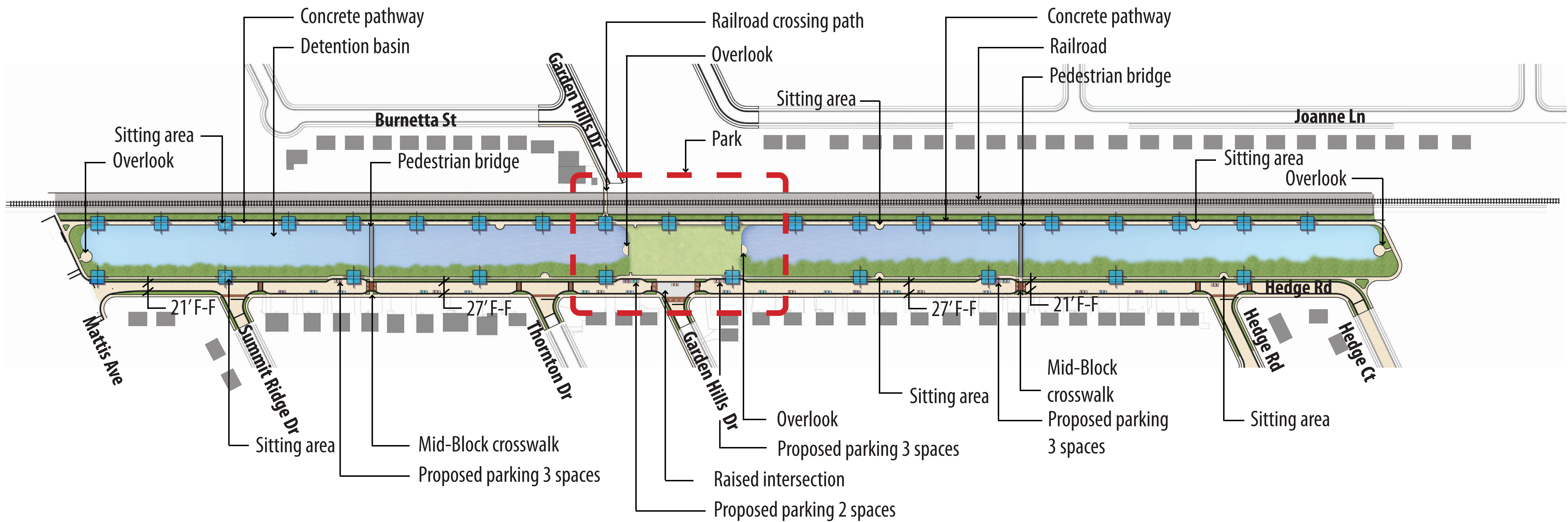
Attachments:

- A: Prior Council Actions
- B: Preliminary Basin Design Concept
- C: Modified SLEEP Progress Map
- D: Hedge POP! Park Summary Document

## ATTACHMENT A

### Prior Council Action:

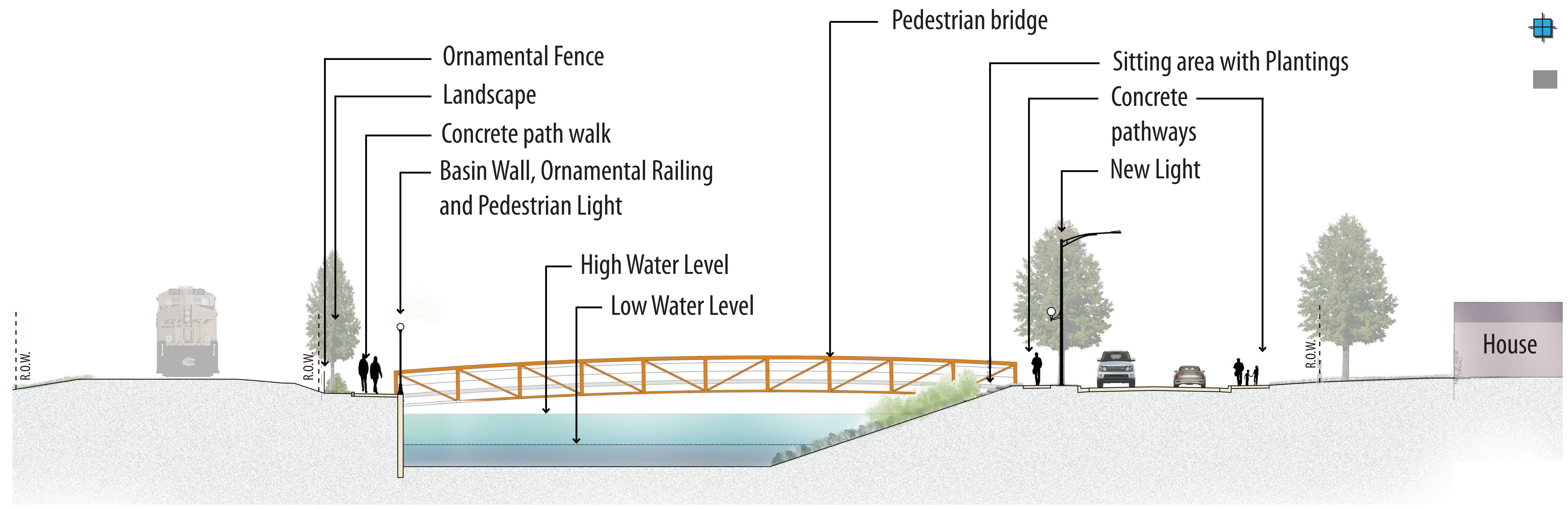
- Council discussions about funding drainage improvements with a stormwater utility fee date back to 1996. In October 2009, Council directed staff to provide additional information on stormwater utility fees. The City Council adopted the stormwater utility fee on April 17, 2012 (CB 2012-044).
- Council has held multiple meetings regarding stormwater projects in recent years. A complete list of prior Council action with specifics on each project was included in the October 25, 2016, Study Session report on West Washington Street, Boneyard Creek, and Garden Hills Drainage Improvements and Financing Plan (SS 2016-052).
- At the October 25, 2016, Study Session, Council directed staff to develop a financial plan for the proposed drainage projects which would provide funds to complete Phase I of the Garden Hills project, and provide funding to complete Phase II – V of the Garden Hills projects beginning in 2030. (SS 2016-052).
  - On February 7, 2017, Council adopted several Council Bills concerning drainage improvements. The Council Bills also stated Council's intent to issue debt for the completion of the West Washington Street, Boneyard Creek North Branch and Garden Hills Drainage improvements over the next four years, and additional drainage improvements in later years. (CB 2017-035, CB 2017-036, CB 2017-037, CB 2017-038, and CB 2017-039).
  - On February 28, 2017, staff presented a proposed stormwater plan of finance which proposed an increase to the SWUF of three percent annually for 20 years. Council directed staff to revise the plan of finance's proposed fee increase and seek public input (SS 2017-009).
  - On November 7, 2017, Council adopted the Plan of Finance for the West Washington Street Drainage Improvement Project Phases II & III, the Boneyard Creek North Branch Improvement Project, and the Garden Hills Drainage Improvement Project Phase I (CB 2017-206), increasing the Stormwater Utility Fee by six percent in 2019 and six percent again in 2021 (CB 2017-207), and revising the City's Financial Policies in accordance with the Stormwater Plan of Finance (CB 2017-208).
  - On August 31, 2021, Council held a Study Session (SS 2021-024) and directed staff to begin design work for the Garden Hills Drainage Project including streetlighting, to begin work on the creation of a new Garden Hills Tax Increment Finance (TIF) District, create a new program based on a modified version of the Safety Lighting Energy Efficiency Program (SLEEP) to install pole yard lights, exterior entry lighting and video doorbells, and to make final determinations on the allowability of using \$5 million of American Rescue Plan Act (ARPA) funds for stormwater and lighting improvements.
  - At the August 31, 2021, Study Session, in SS 2021-025, City Council directed staff to develop a strategic neighborhood plan for the Garden Hills neighborhood to accompany infrastructure investments in drainage, lighting, pedestrian and traffic safety improvements.
  - On March 8, 2022, Council held a Study Session (SS 2022-007) and directed staff to proceed with developing an improvement plan and programming for a city-owned site in the Garden Hills Neighborhood that uses Safe Places, Active Spaces principles. The site would become known as the Hedge POP! Park.



Plan

Legend

- Proposed park
- Proposed light pole
- Homes

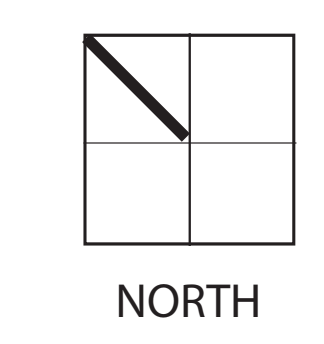


Section

# Overall concept plan

## Garden Hills Drainage and Lighting Improvements

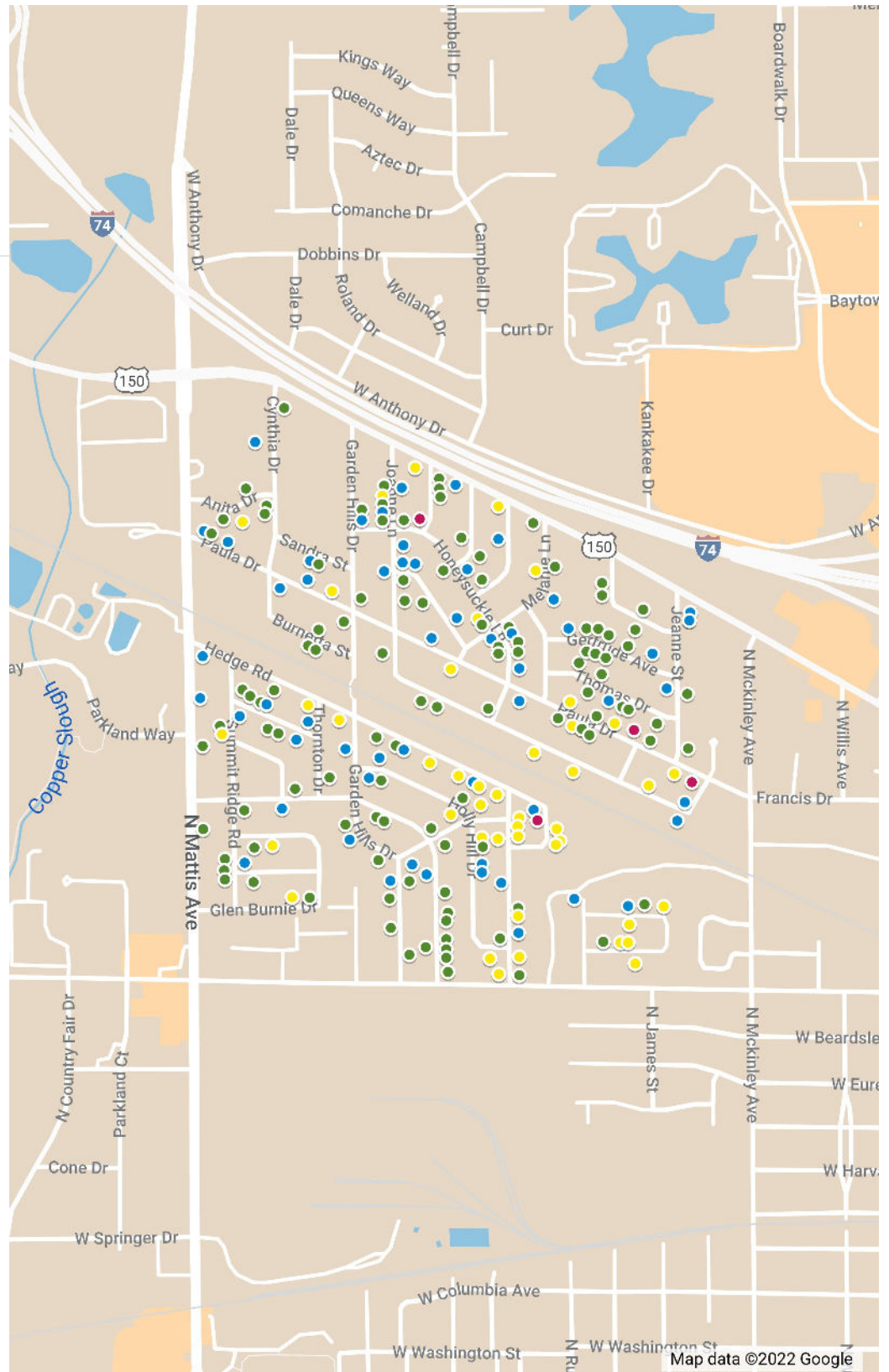
Champaign, Illinois



# Modified SLEEP Sep. 22nd

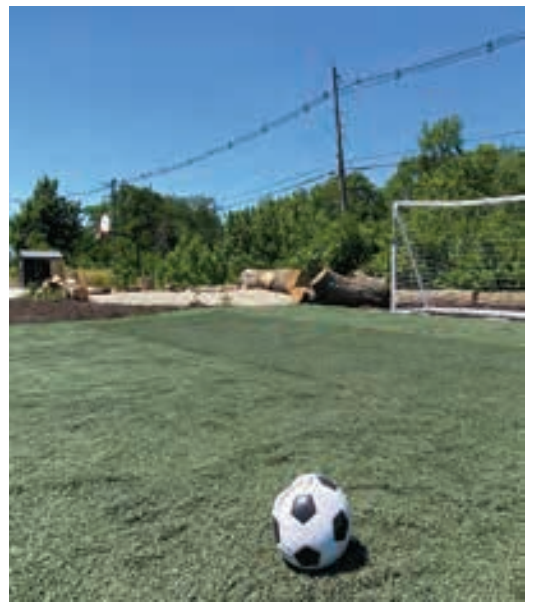
Sept 22.xlsx

- APPROVED
- INTERESTED
- WORK COMPLETED
- NOT INTERESTED





# Hedge POP! Park Champaign, IL



**Advancing Diversity and Social Change  
Garden Hills Neighborhood  
Champaign, IL**



# Hedge POP! Park Champaign, IL

## Existing Condition MARCH 8, 2022

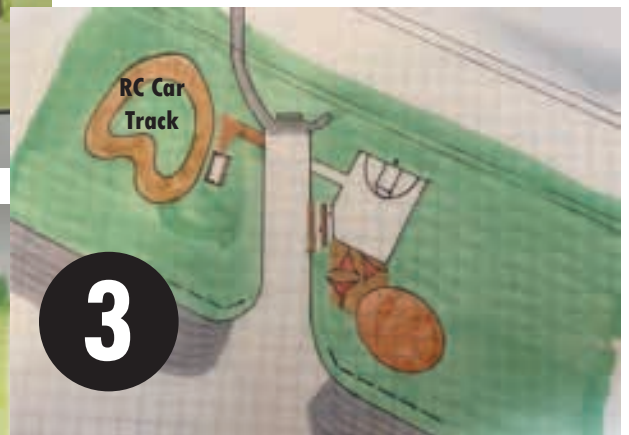
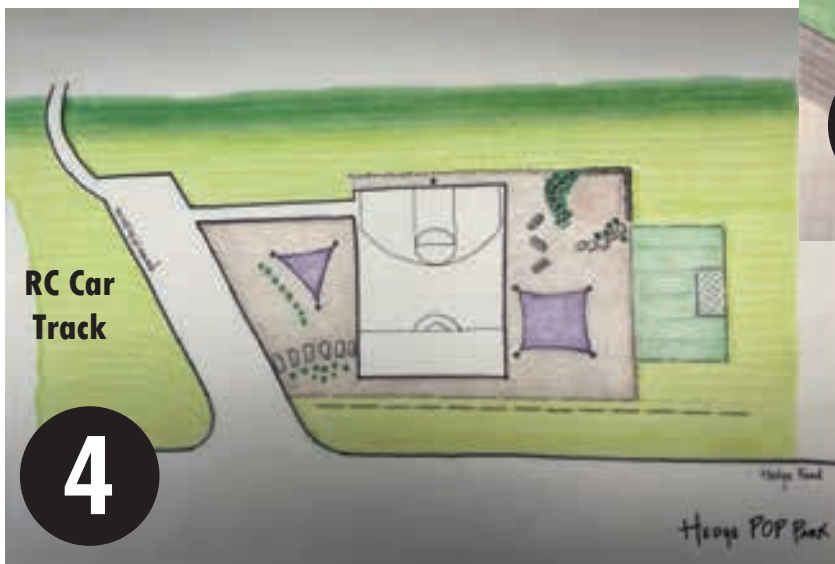
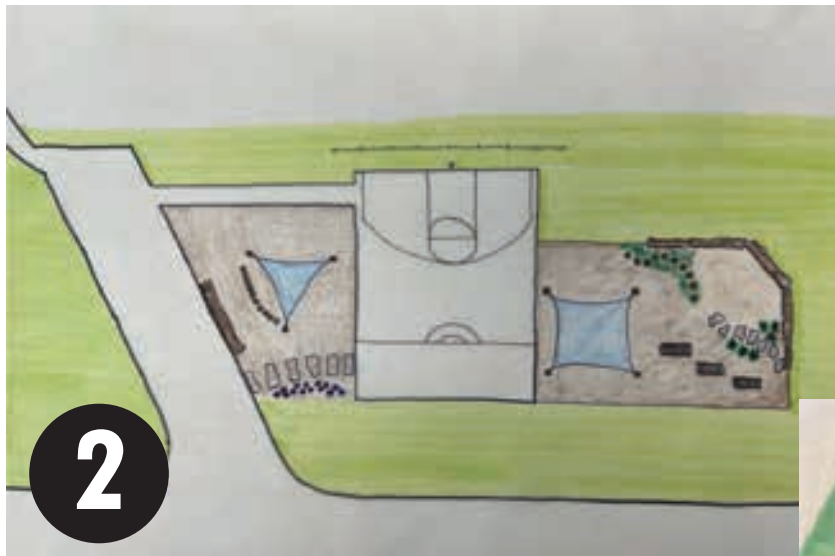
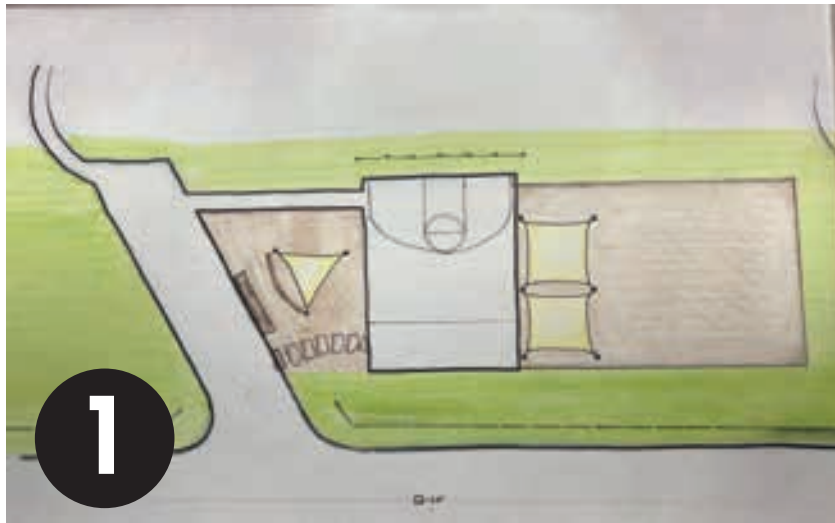
With construction of a permanent stormwater detention basin and park features over a year away, the City of Champaign sought an interim project in the Garden Hills Neighborhood to provide a “safe place / active space” that could provide active and passive play as well as space for community engagement and programming for the Summer of 2022 and in to 2023. The challenge was for staff and the community to build an interim park and identify programming all within **100 DAYS**.



# Hedge POP! Park Champaign, IL

## Pop-Up Park Design

MARCH 2022



The **Hedge POP! Park** went through several design iterations before construction. With a budget of only \$75,000, the challenge was to build a space that provided for both active play and passive recreation. It was also the challenge to provide amenities that were temporary yet had meaning and would be desired by the neighborhood. The main elements of the space began with a basketball hoop, a nature play area and shade sails with table seating underneath. As discussions grew with community partners, a Remote Control Car track and racestrip was added along with a mini soccer “kick” field with recycled turf from the University of Illinois Memorial Stadium.

# Hedge POP! Park Champaign, IL

**Construction**  
APRIL / MAY 2022



An oversized concrete pad provided enough space for shooting a basketball while also having space for engagement and programming. This was inspired by the POPCourts! concept in Chicago at Chicago and Lakewood. Construction of the park included a balance of skilled labor and also volunteer help with lighter duties. Construction decisions needed to consider the fact the space is temporary and will be rebuilt in 2023.



# Hedge POP! Park Champaign, IL

## Memorial Stadium Turf MAY 2022



A last minute change to the park design was the addition of recycled turf from the University of Illinois' Memorial Stadium. As the University advertised they were installing new turf, city planners sprung into action to get some of the old turf for Garden Hills. As a result an area of about 1,250sf was added for a mini soccer "kick" area. The turf was very welcomed as the site does not have adequate grass turf cover and getting real grass to grow this summer would not be possible. Further painting and labeling has since been added to this mini field.

# Hedge POP! Park Champaign, IL

## Community Build Day

JUNE 2022



To engage neighbors, the United Garden Hills Neighborhood Association along with City Staff organized a Community Build Day where residents and staff could work together to add “finishing touches” on the **Hedge POP! Park**. The event was a wonderful way for neighbors to meet one another and to engage with City staff



# Hedge POP! Park Champaign, IL

**Ribbon Cutting Event**  
JUNE 16, 2022



On June 16th, nearly 100 days since the start, the ribbon was cut on the **Hedge POP! Park**. The event included music, food, activities from the Hip Hop Xpress and remarks from the city and neighborhood officials. The highlight of the ceremonies was the cutting of the ribbon by Xyiere, a neighbor and perhaps the biggest supporter of the **Hedge POP! Park**.

# Hedge POP! Park Champaign, IL

## Hip Hop Xpress RC Car Track

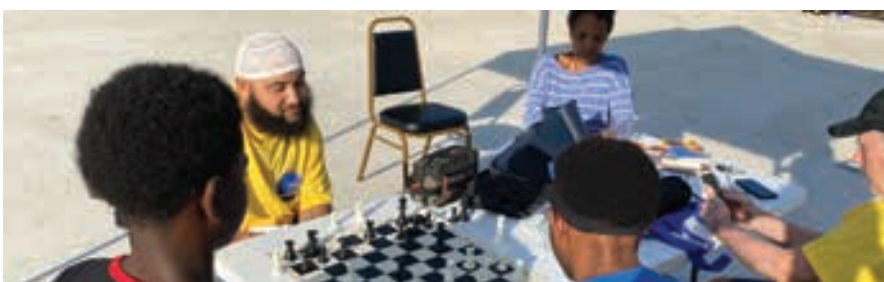
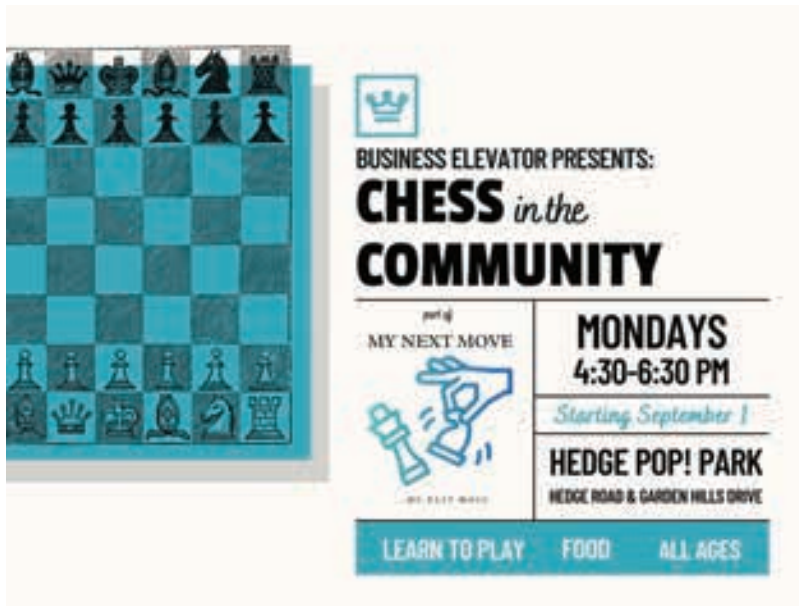
The Hedge POP! Park is more than a physical space. It is a place for neighborhood engagement as well. Hip Hop Xpress engages directly with youth to teach STEAM concepts. They do this with their popular Double Dutch Boom Bus and by teaching kids to build and race RC cars. Hip Hop Xpress committed to being present at the Hedge POP! Park every Thursday night to give the youth of the neighborhood predictability in programming and learning opportunities.





# Hedge POP! Park Champaign, IL

## Business Elevator Chess in the Community



# Hedge POP! Park Champaign, IL

## Mother Goose on the Loose Champaign Public Library



# Hedge POP! Park Champaign, IL

## Park Use / Engagement



Kimmya -  
YES Summer Intern



The **Hedge POP! Park** was immediately embraced by the community, especially the kids. As part of the plans for programming, the City hired a neighborhood resident and high school student to help with organizing events and recruiting her neighbors to the **Hedge POP! Park**. Kimmya was hired from the Unit 4 School District Youth Employment Services (YES) program.

# Hedge POP! Park Champaign, IL

## Weekly Activities



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

**October 12, 2022**

**PUBLIC HEARING**

The Champaign Park District Board of Commissioners held a Public Hearing on Wednesday, October 12, 2022 at 7:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, and also 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 due to the COVID-19 disaster. The Regular Board Meeting occurred pursuant to published notice duly given. President Miller presided over the meeting. The thirteen 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 following 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, October 12, 2022 to be sent to the Executive Director of the Park District at: [joe.deluce@champaignparks.org](mailto: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 and Jane L. Solon, Attorney Guy C. Hall, Treasurer Brenda Timmons, Joseph DeLuce, Executive Director, and Jarrod Scheunemann, Director of Administrative Services / Secretary.

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

Chelsea Norton, Director of Marketing and Development, and Cole Alvis, Recreation Intern virtually attended the meeting.

Heather Miller and Mike Lowry also attended the meeting in-person.

**Open the Public Hearing**

President Miller opened the Public Hearing at 7:00 p.m.

**General Obligation Bonds**

President Miller stated that the purpose of the public hearing was to discuss and receive comments on the intent to issue \$1,250,000 in General Obligation Bonds. A notice of the public hearing was published in *The News-Gazette* on October 2, 2022 in compliance with state law.

**Public Comments**

President Miller called for comments from the public. There were no comments received.

**Close the Public Hearing**

Vice President Hays made a motion to adjourn the Public Hearing. The motion was seconded by Commissioner Kuhl. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Vice President Hays – yes; President Miller – yes; Commissioner Kuhl - yes. The motion passed 4-0. The Public Hearing was adjourned at 7:02 p.m.

**REGULAR BOARD MEETING**

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, October 12, 2022 immediately following the Public Hearing 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 thirteen 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:

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

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

Chelsea Norton, Director of Marketing and Development, and Cole Alvis, Recreation Intern virtually attended the meeting.

Heather Miller and Mike Lowry also attended the meeting in-person.

### **Call to Order**

President Miller called the meeting to order at 7:02 p.m.

### **Presentation**

Mr. Lowry and Ms. Miller who are members of the Timberline Valley Homeowners Association requested the Board consider an arrangement with their homeowner's association (HOA) to develop a park in its neighborhood. They presented a plan including recreation amenities, potential HOA contributions, a park name idea, potential resident donations, and lawn/pond maintenance obligations.

Discussion and clarifications ensued regarding the length of a pathway outlined in the conceptual design and ownership of the pond should discussions progress.

The Board thanked Mr. Lowry and Ms. Miller for their presentation.

### **Comments from the Public**

There were no comments from the public.

### **Communications**

None.

### **Treasurer's Report**

Treasurer Timmons presented the report. She stated the Park District's finances had been reviewed and were found to be in appropriate order. Treasurer Timmons noted that 95% of the property taxes have been received and interest rates for CDs continue to rise.

Discussion and clarifications ensued about CD maturity dates and renewal options.

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

motion passed 4-0.

### **Executive Director's Report**

Mr. DeLuce reported that the Board has recently received an increased number of requests for park improvements. Discussion ensued regarding the process for engaging with the Board to prioritize citizen requests.

Mr. DeLuce encouraged everyone to attend the upcoming Flannel Fest at Centennial Park.

### **Committee and Liaison Reports**

#### Champaign Parks Foundation

None.

### **Report of Officers**

#### Attorney's Report

Attorney Hall stated he has been engaged in the development of agreements between several stakeholders related to Skelton Park improvements among other routine matters for the Park District.

#### President's Report

None.

### **Consent Agenda**

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

1. Approval of Minutes of Regular Board Meeting, September 14, 2022
2. Approval of Minutes of the Executive Session, September 14, 2022
3. Approval of Minutes of the Special Board Meeting, September 28, 2022
4. Approval of Minutes of the Executive Session, September 28, 2022

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

### **New Business**

#### 1. Approval of Disbursements

Staff recommended approval of the list of disbursements for the period beginning September 14, 2022 and ending October 11, 2022.

Vice President Hays made a motion to approve the list of disbursements for the period beginning September 14, 2022 and ending October 11, 2022. The motion was seconded by Commissioner Kuhl. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Vice President Hays – yes; Commissioner Solon – yes; and President Miller – yes. The motion passed 4-0.

#### 2. Approval to Solicit Bids for Issuance of General Obligation Bonds

Ms. Wallace presented the report. She noted the bid would be presented to the Board for approval at the November 9, 2022 Regular Board Meeting.

Discussion and clarifications ensued related to methods for requesting bids, supply chain issues, debt service, penalties, and Park District authority to issue bonds.

Vice President Hays made a motion to approve and confirm authorizing the Treasurer and Director of Finance to solicit bids for the issuance of \$1,255,000 in General Obligation Bonds for the purpose of paying debt service on certain outstanding obligations and for financing, as applicable, the

maintenance, improvements and protection of lands, buildings and parks, including land acquisition, and related design, facilities, improvements and costs, as provided in a resolution adopted by the Board at its Regular Meeting held September 9, 2022. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Commissioner Solon – yes; Commissioner Kuhl – yes; President Miller – yes; and Vice President Hays - yes. The motion passed 4-0.

3. Approval of Ordinance No. 662: An Ordinance Regulating the Use of the Parks and Property Owned or Controlled by the Champaign Park District

Mr. Olson presented the report. He stated staff recommends approval of Ordinance No. 662: an ordinance regulating the use of the parks and property owned or controlled by the Champaign Park District.

President Miller thanked Mr. Olson for offering an online survey for residents to comment on a draft of the ordinance prior to seeking final approval.

Commissioner Kuhl made a motion to approve Ordinance No. 662: an ordinance regulating the use of parks and property owned or controlled by the Champaign Park District. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: President Miller – yes; Vice President Hays – yes; Commissioner Kuhl – yes; and Commissioner Solon – yes. The motion passed 4-0.

4. Approval of Professional Services Agreement with Farnsworth for Skelton Park Project

Mr. DeLuce presented the report. He clarified that the Park District has a license agreement with the City for Skelton Park. Mr. DeLuce noted that the City will complete the design and construction for a path and swale within the park in 2024 as part of its Boneyard Creek project. Visit Champaign County and the City requested the Park District work with Farnsworth on an accelerated timeline to prepare the design for additional improvements to Skelton Park related to the proposed African American Heritage Trail.

Discussion and clarifications ensued about reimbursement from Visit Champaign County, and why the licensee and not the licensor is requested to enter into a professional services agreement.

Commissioner Solon made a motion to approve the professional services agreement with Farnsworth for the Skelton Park project, in the amount of \$52,900 and direct the Executive Director to execute the contract pending review by Park District legal counsel. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Vice President Hays – yes; Commissioner Solon – yes; and President Miller – yes. The motion passed 4-0.

## **Discussion**

1. FY23 Operating Budget – Administrative Services

Mr. Scheunemann shared the Administrative Services department budget process, timeline, and related financial information. He reviewed the department's organizational chart, job tasks, supply chain and inflation concerns, and the current trends and climate within risk and information technology management. Discussion ensued.

2. Board Policy Manual – Policy Review

Mr. Scheunemann reviewed the capital improvements plan policy, payment of employee wages policy, and tuition reimbursement policy updates. The Board came to consensus that these policy updates were ready for approval at a future board meeting.

3. 1<sup>st</sup> Quarter Financial Report – Park District

Ms. Wallace highlighted several notable items within the Park District's financial report including increases in interest income, contractual expenses, and remaining Martens Center payments. Discussion ensued about various aspects of the report.

The Commissioners thanked Ms. Wallace for her report and recommended parameters for future



reporting.

**Comments from Commissioners**

Commissioner Solon noted that she recently visited the Martens Center and requested that instructions for operating the fitness equipment be provided on the machines.

Vice President Hays also expressed his interest in the number of Martens Center memberships that have been sold.

Commissioner Kuhl asked if staff had received a response to inquiries regarding outstanding DCEO grants. Mr. DeLuca responded that staff are working with elected officials and their contacts at DCEO to move the grant award forward.

Mr. DeLuca added that Rainer and Julie Martens will be in Champaign on December 16<sup>th</sup> and have requested a celebration at the Martens Center for that date.

**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: President Miller – yes; Vice President Hays – yes; Commissioner Kuhl – yes; and Commissioner Solon - yes. The motion passed 4-0 and the meeting was adjourned at 8:34 p.m.

Approved

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

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



**REPORT TO PARK BOARD**

**FROM: Joe DeLuce, Executive Director**

**DATE: November 4, 2023**

**SUBJECT: Setting Dates and Times of Meetings in 2023**

Background

In accordance with the Open Meetings Act, notice of the schedule of regular and special meetings and study sessions must be approved at the beginning of each calendar or fiscal year and must state the regular dates, times and location of such meetings.

The Champaign Park District Board of Commissioners meets twice each month to conduct business affairs of the Park District. The Regular Board meetings are held on the second Wednesday of each month at 7:00 p.m. and Study Sessions are held on the fourth Wednesday of each month at 5:30 p.m., unless otherwise posted. All meetings are held at the Bresnan Meeting Center, 706 Kenwood Road, unless otherwise posted. From time-to-time special meetings or study sessions of the Board may be called to discuss special or emergency issues.

Prior Board Action

None.

Budget Impact

None.

Recommended Action

Staff recommends Board approval of the meeting dates attached for 2023. Please note we have recommended omission of the January study session due to IPRA/IAPD Soaring to New Heights Conference. Also, note that no study sessions are being proposed for November 2022 and December 2022 due to the holidays.

Prepared by:

Reviewed by:

Jarrod Scheunemann  
Director of Administrative Services

Joe DeLuce  
Executive Director



**CHAMPAIGN PARK DISTRICT  
2023 Regular Board Meeting and Study Session Meeting Dates**

<b>REGULAR BOARD MEETINGS Wednesdays at 7 p.m.</b>	<b>STUDY SESSION MEETINGS Wednesdays at 5:30 p.m.</b>
January 11, 2023	*No meeting - IAPD/IPRA Conference
February 8, 2023	February 22, 2023
March 8, 2023	March 22, 2023
April 12, 2023	April 26, 2023
**May 10, 2023	May 24, 2023
June 14, 2023	June 28, 2023
July 12, 2023	July 26, 2023
August 9, 2023	August 23, 2023
September 13, 2023	September 27, 2023
October 11, 2023	October 25, 2023
November 8, 2023	--
December 13, 2023	--

\*\*Annual Meeting immediately followed by the Regular Board Meeting

**CREDENTIALS CERTIFICATE**

This is to certify that at a meeting of the Governing Board of the

Champaign Park District

held at

Bresnan Meeting Center on 11/09/2022 at 7:00 p.m.  
*(Location)* *(Month/Day/Year)* *(Time)*

the following individuals were designated to serve as delegate(s) to the Annual Business Meeting of the ILLINOIS ASSOCIATION OF PARK DISTRICTS to be held on **Saturday, January 28, 2022 at 3:30 p.m.:**

	<u>Name</u>	<u>Title</u>	<u>Email</u>
Delegate:	Craig Hays	Vice President	craig.hays@champaignparks.org
1st Alternate:	Barbara Kuhl	Commissioner	barb.kuhl@champaignparks.org
2nd Alternate:	Tim McMahan	Commissioner	tim.mcmahan@champaignparks.org
3rd Alternate:	Dan Olson	Director of Operations	dan.olson@champaignparks.org

This is to certify that the foregoing is a statement of action taken at the board meeting cited above.

Affix Seal: \_\_\_\_\_  
Signed: \_\_\_\_\_  
*(President of Board)*

Attest: \_\_\_\_\_  
*(Board Secretary)*

Return this form to: Illinois Association of Park Districts  
211 East Monroe Street  
Springfield, IL 62701-1186  
Email: [iapd@ilparks.org](mailto:iapd@ilparks.org)



# CHAMPAIGN PARK DISTRICT

## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** November 1, 2022

**SUBJECT:** Approval to pay off 2021 General Obligation Bond

### Background

The general obligation (GO) limited bond is issued annually with the payment due in lump sum with interest on November 30. Estimated interest due for the 2021 GO bond is \$5,519.75 which is \$1,942.32 more than in the prior year. Interest is calculated through November 30. Final payout will be based on the final invoice received from INB, N.A..

### Prior Board Action

Board approved the 2021 bond issue on November 10, 2021 in the amount of \$1,212,500 plus interest at 0.449%.

### Budget Impact

The bond payment plus interest is included in the FYE23 budget and will be paid out of property tax revenues.

### Recommended Action

Staff recommends that the Board approve payment of \$1,218,019.75 to INB, N.A. to pay off the 2022 bond issue. The payment for the \$1,212,500 bond issue plus interest is due no later than November 30, 2022.

Prepared by:

Reviewed by:

Andrea N. Wallace, CPA  
Director of Finance

Joe DeLuce, CPRP  
Executive Director



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** November 1, 2022

**SUBJECT:** Approval to Accept Bid to Issue the 2022 General Obligation Bond

### Background

As directed by the Board of Commissioners at the October 12, 2022 meeting, bids were solicited from eighteen local banks on October 14, 2022. Bids were due no later than 02:00 p.m. CST on October 28, 2022. The prior year GO Bond (2021) was awarded to INB, N.A. at an interest rate of 0.449%.

Bids were received from four (4) local banks for the purchase of \$1,255,000 General Obligation Bonds. These results were as follows:

<u>Bank</u>	<u>Interest Rate</u>	<u>Serve as Bond Registrar</u>	<u>If Yes, Fee Charged</u>
Prospect Bank	4.224%	Yes	\$ 350
Fisher National Bank	3.51%	Yes	\$ -
Hickory Point Bank	3.59%	Yes	\$ -
INB, N.A.	3.57%	Yes	\$ -

### Prior Board Action

September 14, 2022 – Board of Commissioners set the date for the public hearing and approved a resolution noting the intent to issue.

October 12, 2022 – Public Hearing held on the proposed bond issue.

October 12, 2022 – Board of Commissioners authorized the Treasurer and Director of Finance to solicit bids.

### Budget Impact

The legal fees and interest related to the 2022 bond issue is included in the FYE23 budget.

### Recommended Action

Staff recommends that the Board accept the low bid from Fisher National Bank of 3.51% for the \$1,255,000 bond issue and to act as the bond registrar at no additional fee.

Prepared by:

Andrea N. Wallace, CPA  
Director of Finance

Reviewed by:

Joe DeLuce, CPRP  
Executive Director



### Capital Improvements Plan Policy

The Park District Board of Commissioners (Board) shall maintain, review, and annually update the current year plus ~~5-year~~six (6) year Capital Improvements Plan. The projects must have a monetary value of at least ~~\$5,000~~\$10,000, a useful life in excess of one year. Such improvements shall include without limitation, structural changes, and construction, as well as repairs, restoration, replacement of buildings, vehicles, and equipment. The Board shall evaluate the use of grants for such projects with the assistance of staff

Approved by Board of Commissioners	September 23, 1999
Revised by Board of Commissioners	November 9, 2005
Revised by Board of Commissioners	October 12, 2011
Revised by Board of Commissioners	October 12, 2016
<u>Revised by Board of Commissioners</u>	

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Kevin J. Miller, President

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Joseph C. DeLuce, Executive Director



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Revised by Board of Commissioners	_____

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

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





## Payment of Employee Wages Policy

It shall be the policy of the Champaign Park District Board of Commissioners (Board) to compensate Champaign Park District (Park District) employees with fair and competitive wages on a timely basis. The Executive Director (Director) shall prepare for the Board's consideration and action an annual guideline of wage and salary ranges indicating the minimum and maximum salary ranges for all part-time and seasonal positions from which the Board shall make such determination and appropriation. Salary ranges for full-time employees shall be reviewed every two years.

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

October 13, 1999  
September 14, 2005  
July 13, 2011  
August 10, 2016

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Kevin J. Miller, President

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Joseph C. DeLuce, Executive Director



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October 13, 1999  
September 14, 2005  
July 13, 2011  
August 10, 2016

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Kevin J. Miller, President

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Joseph C. DeLuce, Executive Director



## Tuition Reimbursement Policy

If an employee is a ~~regular, FT1~~ full-time employee and has worked for the Champaign Park District (Park District) at least one (1) year, ~~he/she/they~~ may be eligible to participate in the Park District's tuition reimbursement program. The Park District may partially reimburse the employee for tuition of certain courses that it believes are job-related. Eligible courses must be directly and substantially related to an employee's improving productivity in ~~his or her~~their current job. Costs for textbooks, fees and materials will not be reimbursed. ~~The~~ amount an employee receives will depend on the Park District's approval and upon passing grades (grade C or higher). The reimbursement amount may vary depending on budgetary constraints and ~~will~~shall not exceed \$3,000.00 per fiscal year, with the final reimbursement amount determined by the Executive Director (Director).

To receive tuition reimbursement, an employee must apply and be approved for the program before the coursework begins. The program is administered as follows:

1. Employee completes a Tuition Reimbursement Form. See the applicable ~~D~~department Hhead or Human Resources Director for the form;
2. If the ~~Executive~~ Director approves of the program and reimbursement, the employee returns the signed form to the Finance Department;
3. The employee pays the course tuition;
4. After the employee receives ~~his/her~~their final grade(s) for the class, the employee must attach the tuition bill and the final grades to a copy of the Tuition Reimbursement Form and send all aforementioned items to the Finance Department; and
5. Within thirty (30) days, the employee will receive a reimbursement for grades of C or above. No reimbursement is provided for a grade below C.

Unless specifically approved in writing by the applicable ~~department~~Department Hhead or Director of Human Resources, coursework or class attendance may not be performed during Park District business hours. Any employee that has been given permission to attend class during work hours must make up any time away from work on an hour per hour basis.

In the event an employee resigns or is terminated before completing a course and receiving a grade, the employee will not be reimbursed for tuition expenses. Employees shall repay the Park District if the employee resigns or is terminated up to three (3) years after receiving reimbursement. The Park District will provide employees written approval for tuition reimbursement and will specify the amount of the reimbursement as well as the repayment requirements in suitable written documentation.

Approved by Board of Commissioners \_\_\_\_\_ February 9, 2011  
Revised by Board of Commissioners \_\_\_\_\_ November 9, 2016  
Revised by Board of Commissioners \_\_\_\_\_

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

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

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

Section IV.1



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

February 9, 2011  
November 9, 2016

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Kevin J. Miller, President

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Joseph C. DeLuce, Executive Director

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

Section IV.1



## REPORT TO PARK BOARD

**FROM:** Joe DeLuca, Executive Director

**DATE:** November 2, 2022

**SUBJECT:** Approval of a Resolution Estimating Taxes to be Levied for FY2024

### Background

Each year, the Board is required to pass a Resolution setting the tax levy for the following fiscal year (FY) 2024 if the aggregate amount exceeds 105% of the prior year extended amount. Following the approval of the Resolution, staff will publish the Truth in Taxation notice, if required. Additionally, the District needs to hold a public hearing on its intent to adopt such an increased tax levy at the December Board meeting.

The estimated tax extension for revenue year (RY) 2022 was based on the limiting rate, rather than an estimate of the anticipated increases. Either way, the calculation for the estimated tax extension is an educated calculation based on estimated EAV and the consumer price index (CPI). The limiting rate allows for the extension for new construction and recovered enterprise zone EAV's which are not subject to tax caps in the initial year, to be maximized. The limiting rate is multiplied by the EAV estimate. This rate is calculated as follows:

**Numerator** – is the property taxes that we received last year multiplied by the CPI (7.0% for RY2022, limited to 5% in TY2022)

**Denominator** – is the EAV from the most recent County Assessor's Office notification received in October, decreased by the EAV for new construction and recovered enterprise zone.

This limiting rate is strictly an estimation or forecast of the future based on how close our assumptions are about the changes in CPI, EAV and new construction. As any one of these factors changes, so does this rate. What causes the limiting rate to change? New construction, recovered enterprise zone or TIF, no growth in EAV and changes to CPI.

Staff calculated the extension for FY2024 with three options as follows:

- S1 Maximizes the levy by estimating the extension to capture the legal rate limitation increase allowed once the final EAV is calculated with only 15% of the tax appeal objections reduced as requested.
- S2 Based on estimated limited rate calculated by Staff which allows for some the new growth added in current RY for new construction, enterprise zone or TIF's and accounts for nearly 90% of the tax appeal objections to be granted.
- S3 Based on the new estimated EAV using the prior year tax rate. This does not maximize the benefit of the new construction EAV added in current year and also estimates 90% of the tax appeal objections to be granted.

The County Clerk's Office will finalize the extension subject to legal restrictions and send the final extension in April regardless of the option selected.

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Currently the Park District's tax rate is 0.7259/\$100 EAV which increased this past year from 0.7193/\$100 EAV. Scenario S2 would almost cover the current rate of inflation. There would be a rate increase of 0.0105/\$100 EAV, or 1.45%; this calculates to a \$8.72 annual increase for a property valued at \$250,000, or \$122.07 on a \$3,500,000 commercial building. Scenario S3 has no impact on the overall tax rate for this year at the requested amount.

The original rate calculated by the County for RY2021 was 0.7290, and was above the Board's not-to-exceed rate of 0.7259, and cuts of \$62,531 were made to reduce the levy request as required in April. Staff's estimate of the RY2022 limiting rate is 0.6335, which is an increase over the prior year of 1.78%, and is used in scenario S2.

	RY2021 District Request	RY2021 Per County	RY2021 FINAL Rate	Variance (County-Final)
Estimated Limiting Rate per \$100	0.6267	0.6262	0.6224	-0.0038
Non-capped Rate	0.1012	0.1028	0.1035	0.0007
<b>Overall Rate – Requested</b>	<b>0.7279</b>	<b>0.7290</b>	<b>0.7259</b>	<b>-0.0031</b>
Not to exceed Rate	0.7259	<b>0.7259</b>		

Additional adjustments were made to various funds as noted:

- The audit fund was increased based on preliminary conversations with external parties that an increase in rates is likely.
- The tax extension for the debt service fund was based on the estimated 2022 general obligation bond issue plus projected interest to be paid November 2023, but is subject to change based on the Champaign County Clerk's debt service calculation.

A Truth in Taxation notice (black box) will be required to be published as all three scenarios exceed 105% of the prior year extended value.

Budget Impact

None at this time, however this is an estimate for taxes to be levied and collected for FY2024.

Recommended Action

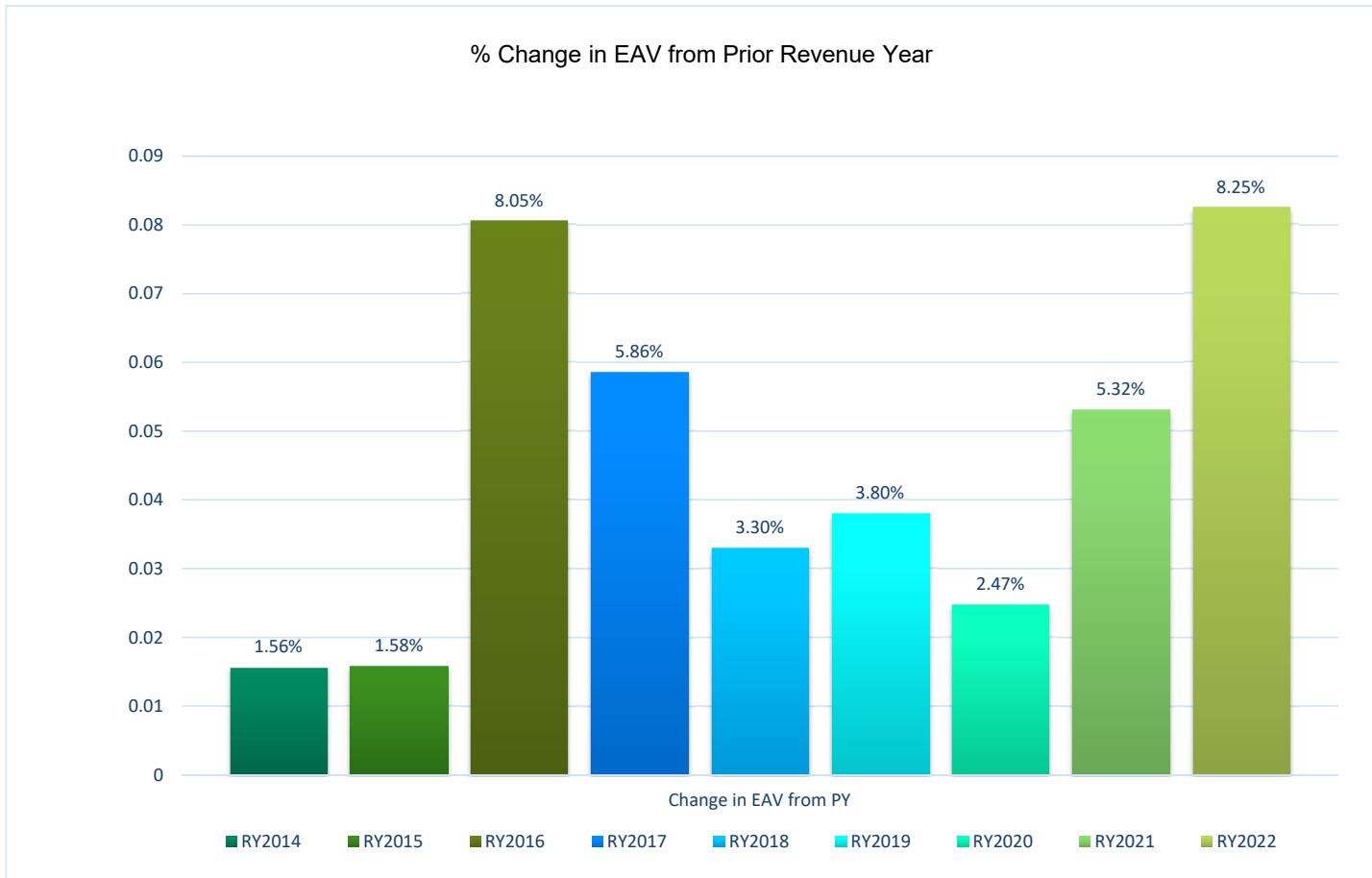
Staff recommend that the Board of Commissioners approve the proposed Resolution setting the tax levy for fiscal year beginning May 1, 2023 and ending April 30, 2024 at \$15,769,282, or an amount authorized by law, and schedule a public hearing on the Tax Levy Ordinance for Wednesday, December 14, 2022 at 7:00 p.m. as required by the Truth in Taxation Act.

Prepared by:  
Andrea N. Wallace, CPA  
Director of Finance

Reviewed by:  
Joe DeLuce, CPRP  
Executive Director

### Champaign Park District Tax Levy Information For For Fiscal Year Ended April 30, 2024

Scenario options (S#)	Current (RY2021)			Levy Extension Amount			Levied Tax Rate		
	Tax Revenue	Tax Rate	Maximum Tax Rate	Based on:			Based on:		
				S1	S2	S3	S1	S2	S3
				Maximum (uses EAV of \$2,178,512,245)	Calculated Capped Limited Rate	Last Year's Rate and Est EAV RY2022	Maximum	Calculated Capped Limited Rate	Last Year's Rate and Est EAV RY2022
EAV Max for RY2022	2,178,512,245								
EST EAV for RY2022	2,148,512,245								
General	\$ 6,961,082	0.3451	0.3500	\$ 7,624,793	\$ 7,368,748	\$ 7,272,670	0.3500	0.3430	0.3385
Recreation	2,561,743	0.1270	0.3700	2,905,046	2,855,273	2,780,876	0.1334	0.1329	0.1294
Museum	1,877,939	0.0931	0.1500	2,129,605	2,055,938	2,021,925	0.0978	0.0957	0.0941
Insurance	367,116	0.0182	-	416,314	398,003	391,354	0.0191	0.0185	0.0182
IMRF	201,712	0.0100	-	228,744	218,683	215,029	0.0105	0.0102	0.0100
Social Security	417,544	0.0207	-	473,500	527,674	520,111	0.0217	0.0246	0.0242
Audit	28,240	0.0014	0.0050	32,024	35,616	35,104	0.0015	0.0017	0.0016
Paving and Lighting	100,856	0.0050	0.0050	108,926	108,441	107,515	0.0050	0.0050	0.0050
Police	38,325	0.0019	0.0250	41,392	42,450	40,856	0.0019	0.0020	0.0019
Total Subject to Tax Cap	12,554,556	0.6224		13,960,342	13,610,826	13,385,440	0.6408	0.6335	0.6230
Special Recreation	806,848	0.0400	0.0400	871,405	859,405	859,405	0.0406	0.0400	0.0400
Debt Service	1,232,460	0.0611	-	1,299,051	1,299,051	1,299,051	0.0605	0.0605	0.0605
Total Levy Amount	\$ 14,593,865	0.7235		\$ 16,130,798	\$ 15,769,282	\$ 15,543,896	0.7418	0.7340	0.7235
Increase (Decrease) from Current Year Levy for FY24				\$ 1,536,933	\$ 1,175,417	\$ 950,031	0.0183	0.0105	0.0000
% Increase (Decrease) from Current Year Levy for FY24				10.53%	8.05%	6.51%	2.54%	1.45%	0.00%
Lesser of: Truth in Taxation Public Notice Required (% > CPI				YES	YES	NO			
Truth In Taxation Public Notice Required (%>105%)				YES	YES	YES			





Champaign Park District  
 RY2022 Limiting Rate Calculation

Estimate

Cap Amount from Previous Year  
 Multiply by any Rate Increase Factor (RIF)  
 Multiply by the increase in CPI, max 5%  
 Total

Divide by:

Total Assessed Valuation  
 Less Estimated Exemptions/reductions (BOR)  
 Less Historical overstatement to Final  
 Less (Estimates):  
 New Construction  
 New TIF  
 New Annexed Values  
 New EZ  
 Recovered TIF  
 Recovered Enterprise Zone (EZ)

Subtotal

Capped Amount  
 Divide by Adjusted EAV  
 Capped Rate per \$100 assessed value

Assessed Valuation - Estimated  
 Limiting Rate (Capped Rate)  
 Capped Extension Amount

Special Rec Extension  
 Bond Extension  
 Total Taxes Extended

Estimated Overall Tax Rate per \$100  
 Current Year Rate (excluding recapture)  
 Increase/Decrease from prior year

<b>Estimated Levy</b>	
	\$ 12,554,556
	1
	105.00%
	\$ 13,182,284.25 A
\$ 2,183,512,245	from county clerk website -generally
\$ (35,000,000)	available online in August or
	September each year
(67,522,930)	
-	
(51,200)	
-	
-	
(36,660)	from county
<hr/>	
2,080,901,455	B
	13,182,284 A
	2,080,901,455 B
<b>Calculated</b>	0.633489117 =A/B*100
<b>Limiting Rate</b>	
	2,148,512,245
	0.6335
	<hr/>
	13,610,825
	859,405
	1,299,051
	<hr/>
	\$ 15,769,281.13
	0.7340
	0.7235
	0.0105

**RESOLUTION**

**2023-2024 TAX LEVY**

WHEREAS, the Champaign Park District proposes to adopt an aggregate levy for the fiscal year commencing May 1, 2023 and ending April 30, 2024 in amount greater than 105% of the amount of property taxes (exclusive of election costs) extended by said District for the final aggregate levy of the preceding year; and

WHEREAS, it is required by law that in such circumstances, this Board of Commissioners of said District determine the amounts, exclusive of election costs, estimated to be necessary to be raised by taxes for said 2023-2024 fiscal year upon the taxable property in said District.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Champaign Park District does hereby determine and declare that the amount of money, exclusive of election costs, estimated to be necessary to be raised by taxation upon the taxable property in Park District for the fiscal year commencing May 1, 2023 and ending April 30, 2024 is \$15,769,282.

BE IT FURTHER RESOLVED that the estimated amount to be raised by taxes does exceed 105% of the prior year extension and therefore does require public notice.

BE IT FURTHER RESOLVED that the District shall give public notice of and hold a public hearing on its intent to adopt a tax levy, as required by the Truth in Taxation Act, such hearing to be held on December 14, 2022 at 7:00 p.m. The hearing will be held in person at Bresnan Meeting Center 706 Kenwood Road, Champaign, Illinois; and by Zoom video or telephone conferencing, if preferred by utilizing the Zoom meeting information contained on the District's following website: <https://champaignparks.com> .

APPROVED by the President and Board of Commissioners of the Champaign Park District this 9<sup>th</sup> day of November 2022.

APPROVED:

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

ATTEST:

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

**CHAMPAIGN PARK DISTRICT**  
**Property Tax Rates - Direct and Overlapping Governments**  
**Last Ten Fiscal Years**  
**(Unaudited)**

Levy Year Fiscal Years	Rate Limit if applicable	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
		2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
<b>Champaign Park District:</b>											
General	0.3500	0.3497	0.3499	0.3500	0.3479	0.3345	0.3338	0.3359	0.3402	0.3440	0.3451
Recreation	0.3700	0.1114	0.1205	0.1259	0.1267	0.1224	0.1216	0.1206	0.1218	0.1191	0.1270
Museum	0.1500	0.0704	0.0808	0.0860	0.0866	0.0851	0.0904	0.0909	0.0921	0.0924	0.0931
IL Municipal Retirement Fund (IMRF)	N/A	0.0196	0.0246	0.0239	0.0215	0.0194	0.0188	0.0175	0.0148	0.0154	0.0100
Social Security	N/A	0.0220	0.0233	0.0237	0.0235	0.0209	0.0200	0.0193	0.0210	0.0205	0.0207
Audit	0.0050	0.0013	0.0014	0.0013	0.0013	0.0012	0.0012	0.0013	0.0013	0.0013	0.0014
Liability Insurance	N/A	0.0183	0.0210	0.0213	0.0195	0.0192	0.0187	0.0190	0.0192	0.0180	0.0182
Debt Service	N/A	0.0697	0.0964	0.0480	0.0710	0.0665	0.0642	0.0641	0.0631	0.0623	0.0611
Paving and Lighting	0.0050	0.0049	0.0050	0.0050	0.0050	0.0050	0.0049	0.0050	0.0050	0.0050	0.0050
Police	0.0250	0.0015	0.0016	0.0013	0.0013	0.0013	0.0013	0.0013	0.0008	0.0013	0.0019
Special Recreation	0.0400	0.0400	0.0400	0.0400	0.0400	0.0394	0.0400	0.0400	0.0400	0.0400	0.0400
Revenue Recapture											0.0024
		0.7088	0.7645	0.7264	0.7443	0.7149	0.7149	0.7149	0.7193	0.7193	0.7259
City of Champaign		1.3152	1.3152	1.3152	1.3152	1.3152	1.3152	1.3152	1.3152	1.3152	1.3152
Champaign County		0.8138	0.8511	0.8636	0.8672	0.8458	0.8481	0.8157	0.8189	0.8327	0.8342
Forest Preserve District		0.0880	0.0931	0.0944	0.0947	0.0923	0.0925	0.0927	0.0930	0.1089	0.1073
City of Champaign Township		0.0404	0.0467	0.0472	0.0419	0.0392	0.0393	0.0398	0.0401	0.0430	0.0459
Champaign-Urbana Public Health District		0.1163	0.1259	0.1290	0.1307	0.1267	0.1276	0.1040	0.1533	0.1327	0.1338
Parkland College		0.5191	0.5253	0.5259	0.5460	0.5436	0.5411	0.5339	0.5355	0.5405	0.5378
Champaign School District Unit 4		4.1185	4.3014	4.3884	4.4117	4.2704	5.0299	5.0510	5.0507	5.1334	5.1102
Champaign-Urbana Mass Transit District		0.2966	0.3198	0.3282	0.3332	0.3235	0.3274	0.3313	0.3343	0.3428	0.3466
<b>Total</b>		<b>8.0167</b>	<b>8.3430</b>	<b>8.4183</b>	<b>8.4849</b>	<b>8.2716</b>	<b>9.0360</b>	<b>8.9985</b>	<b>9.0603</b>	<b>9.1685</b>	<b>9.1569</b>

Note 1: Fiscal Years - The annual levy covers the subsequent fiscal year beginning May 1 annually and is approved in November of the preceding fiscal year.

Note 2: Tax rates per \$100 of assessed value

Source: Champaign County Clerk



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** November 2, 2022

**SUBJECT: Adoption of Ordinance No. 663: AN ORDINANCE AUTHORIZING AND DIRECTING THE ISSUANCE, SALE AND DELIVERY OF GENERAL OBLIGATION LIMITED TAX PARK BONDS, SERIES 2022, OF THE CHAMPAIGN PARK DISTRICT, CHAMPAIGN COUNTY, ILLINOIS; PROVIDING FOR THE LEVY AND COLLECTION OF AN ANNUAL TAX FOR THE PURPOSE OF PAYING THE PRINCIPAL OF AND INTEREST ON SAID BONDS AS THEY BECOME DUE; AND AUTHORIZING CERTAIN OTHER DOCUMENTS AND ACTIONS IN CONNECTION THEREWITH.**

### Background

Each year the Champaign Park District issues General Obligation Bonds in order to fund necessary improvements and repairs to Park District property and to make the payment of debt service on outstanding alternate revenue bonds issued to build Sholem Aquatic Center. Last year the Board authorized the issuance of \$1,212,500 of General Obligation Bonds. CPI increased 7.0% in 2021, however under Property Tax Extension Limitation Law (PTELL) the District is limited to increase the prior year debt service extension base by no more than 5.0%. The new bond issue amount increases to \$1,255,000. The interest rate for the 2021 bond issue was 0.449%.

### Prior Board Action

September 14, 2022 – the Board approved a resolution stating the Park District’s need and intent to issue \$1,255,000 of General Obligation Bonds for FYE23 and approved a resolution setting the public hearing for October 12, 2022.

October 12, 2022 – The Board authorized the Treasurer and Director of Finance to solicit bids, and public hearing on proposed bond issue was held.

### Budget Impact

The GO Bond issuance has been included in the FYE23 budget for payment on the alternate revenue bonds as well as capital improvement purchases.

### Recommended Action

Staff recommends adoption of Ordinance No. 663: An ordinance authorizing and directing the issuance, sale and delivery of general obligation limited tax park bonds, Series 2022, of the Champaign Park District, Champaign County, Illinois; providing for the levy and collection of an annual tax for the purpose of paying the principal of and interest on said bonds as they become due; and authorizing certain other documents and actions in connection therewith.

Prepared by:

Reviewed by:

Andrea N. Wallace, CPA  
Director of Finance

Joe DeLuce, CPRP  
Executive Director

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**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.**

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**ORDINANCE NO. 663**

**OF THE**

**CHAMPAIGN PARK DISTRICT, CHAMPAIGN COUNTY, ILLINOIS**

**PASSED**

**NOVEMBER 9, 2022**

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**\$1,255,000**  
**GENERAL OBLIGATION LIMITED TAX PARK BONDS**  
**SERIES 2022**

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**ORDINANCE**

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Exhibit A - Form of Bonds

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**ORDINANCE NO. 663**

**AN ORDINANCE AUTHORIZING AND DIRECTING THE ISSUANCE, SALE AND DELIVERY OF GENERAL OBLIGATION LIMITED TAX PARK BONDS, SERIES 2022, OF THE CHAMPAIGN PARK DISTRICT, CHAMPAIGN COUNTY, ILLINOIS; PROVIDING FOR THE LEVY AND COLLECTION OF AN ANNUAL TAX FOR THE PURPOSE OF PAYING THE PRINCIPAL OF AND INTEREST ON SAID BONDS AS THEY BECOME DUE; AND AUTHORIZING CERTAIN OTHER DOCUMENTS AND ACTIONS IN CONNECTION THEREWITH.**

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**WHEREAS**, the Champaign Park District, Champaign County, Illinois (the “District”) is a park district and political subdivision of the State of Illinois, duly created, organized and existing under and by virtue of the Constitution and laws of the State of Illinois and has all powers of a park district as provided in The Park District Code, as amended (the “Park Code”), and as such powers are supplemented by the Local Government Debt Reform Act, as amended (collectively, the “Act”); and

**WHEREAS**, the District has heretofore issued and has outstanding the following obligations:

<u>Series</u>	<u>Date</u>	<u>Original Principal Amount</u>	<u>Principal Amount Outstanding</u>
General Obligation Refunding Bonds (Alternate Revenue Source), Series 2013A (the “Series 2013A Bonds”)	July 2, 2013	\$4,670,000	\$1,535,000

**WHEREAS**, the District desires to refund and provide for the payment of the principal of and interest on the Series 2013A Bonds due on December 15, 2022 (the “Refunding”); and

**WHEREAS**, the District has determined that it is advisable, necessary and in the best interests of the public health, safety and welfare to provide funds for the purpose of building, maintaining, improving and protecting the parks and boulevards of the District and for the payment of expenses incident thereto (the “Project”); and

**WHEREAS**, pursuant to the Park Code, the District may issue its non-referendum bonds and notes in an amount not exceeding 0.575% of the total assessed valuation of all taxable property in the District; and

**WHEREAS**, pursuant to and in accordance with the provisions of the Bond Issue Notification Act of the State of Illinois, the President of the Board of Park Commissioners of the District executed an order calling a public hearing (the “Hearing”) for October 12, 2022, concerning the intent of the District to sell bonds in an amount not to exceed \$1,255,000 to finance the Project and the Refunding; and

**WHEREAS**, notice of the Hearing was given by publication at least once not less than seven (7) nor more than thirty (30) days before the date of the Hearing in the *News-Gazette*, the same being a newspaper having general circulation in the District; and



**WHEREAS**, the Hearing was held on October 12, 2022, and at the Hearing, the District explained the reasons for the proposed bond issue and permitted persons desiring to be heard an opportunity to present written or oral testimony within reasonable time limits; and

**WHEREAS**, the Hearing was finally adjourned on October 12, 2022, and not less than seven (7) days have passed since the final adjournment of the Hearing; and

**WHEREAS**, the District is authorized under the Park Code and the Act to issue and sell its General Obligation Limited Tax Park Bonds, Series 2022 in the aggregate principal amount of \$1,255,000 (the “Bonds”) to pay costs of (a) the Project, (b) the Refunding and (c) issuing the Bonds; and

**WHEREAS**, the issuance of the Bonds and all other applicable indebtedness of the District will not exceed 0.575% of the total assessed valuation of all taxable property in the District; and

**WHEREAS**, it is hereby found and determined that it is necessary and advisable and in the best interest of the District and of its inhabitants at this time to authorize the issuance and delivery of said bonds for the purposes aforesaid as herein provided.

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

## **ARTICLE I**

### **DEFINITIONS**

**Section 101. Definitions of Words and Terms.** In addition to words and terms defined elsewhere herein, the following words and terms as used in this Ordinance shall have the following meanings:

**“Bond Counsel”** means Gilmore & Bell, P.C., or other attorneys or firm of attorneys with a nationally recognized standing in the field of municipal bond financing selected by the District.

**“Bond Payment Date”** means any date on which principal of or interest on any Bond is payable.

**“Bond Register”** means the books for the registration, transfer and exchange of Bonds kept at the office of the Paying Agent.

**“Bonds”** means the General Obligation Limited Tax Park Bonds, Series 2022, authorized and issued by the District pursuant to this Ordinance.

**“Bond Proceeds Fund”** means the fund by that name referred to in **Section 501** hereof.

**“Business Day”** means a day other than a Saturday, Sunday or holiday on which the Paying Agent is scheduled in the normal course of its operations to be open to the public for conduct of its banking operations.

**“Code”** means the Internal Revenue Code of 1986, as amended, and the applicable regulations of the Treasury Department proposed or promulgated thereunder.

**“Debt Service Fund”** means the fund by that name referred to in **Section 501** hereof.

**“Defaulted Interest”** means interest on any Bond which is payable but not paid on any Interest Payment Date.

**“Defeasance Obligations”** means any of the following obligations, if and to the extent the same are at the time legal for investment of the District’s funds:

(a) United States Government Obligations that are not subject to redemption in advance of their maturity dates; or

(b) obligations of any state or political subdivision of any state, the interest on which is excluded from gross income for federal income tax purposes and which meet the following conditions:

(1) the obligations are (A) not subject to redemption prior to maturity or (B) the trustee for such obligations has been given irrevocable instructions concerning their calling and redemption and the issuer of such obligations has covenanted not to redeem such obligations other than as set forth in such instructions;

(2) the obligations are secured by cash or United States Government Obligations that may be applied only to principal of, premium, if any, and interest payments on such obligations;

(3) such cash and the principal of and interest on such United States Government Obligations serving as security for the obligations (plus any cash in an escrow fund) are sufficient to meet the liabilities of the obligations;

(4) such cash and United States Government Obligations serving as security for the obligations are held in an escrow fund by an escrow agent or a trustee irrevocably in trust;

(5) such cash and United States Government Obligations serving as security for the obligations are not available to satisfy any other claims, including those against the trustee or escrow agent; and

(6) the obligations are rated in the same rating category as United States Government Obligations or higher by a nationally recognized rating service.

**“District”** means the Champaign Park District, Champaign County, Illinois, and any successors or assigns.

**“Federal Tax Certificate”** means the Federal Tax Certificate executed by the District, in substantially the form attached hereto as **Exhibit B**.

**“Interest Payment Date”** means the Stated Maturity of an installment of interest on any Bond.

**“Maturity”** means, when used with respect to any Bond, the date on which the principal of such Bond becomes due and payable as therein and herein provided, whether at the Stated Maturity thereof or call for redemption or otherwise.

**“Ordinance”** means this Ordinance adopted by the governing body of the District, authorizing the issuance of the Bonds, as amended from time to time.

**“Outstanding”** means, when used with reference to Bonds, as of any particular date of determination, all Bonds theretofore authenticated and delivered hereunder, except the following Bonds:

(a) Bonds theretofore cancelled by the Paying Agent or delivered to the Paying Agent for cancellation;

(b) Bonds deemed to be paid in accordance with the provisions of **Section 701** hereof; and

(c) Bonds in exchange for or in lieu of which other Bonds have been authenticated and delivered hereunder.

**“Paying Agent”** means the party designated as Paying Agent pursuant to **Section 203** hereof and any successors and assigns.

**“Permitted Investments”** means any legally permissible investment of funds of the District.

**“Person”** means any natural person, corporation, limited liability company, partnership, joint venture, association, firm, joint-stock company, trust, unincorporated organization, or government or any agency or political subdivision thereof or other public body.

**“Project”** means building, maintaining, improving and protecting the parks and boulevards of the District and for the payment of expenses incident thereto.

**“Purchaser”** means Fisher National Bank, Fisher, Illinois, as the original purchaser of the Bonds.

**“Record Date”** for the interest payable on any Interest Payment Date means the 15<sup>th</sup> day (whether or not a Business Day) of the calendar month next preceding such Interest Payment Date.

**“Redemption Date”** when used with respect to any Bond to be redeemed means the date fixed for the redemption of such Bond pursuant to the terms of this Ordinance.

**“Redemption Price”** when used with respect to any Bond to be redeemed means the price at which such Bond is to be redeemed pursuant to the terms of this Ordinance, including the applicable redemption premium, if any, but excluding installments of interest whose Stated Maturity is on or before the Redemption Date, which price is to be stated as a percentage of the principal amount of those Bonds to be redeemed.

**“Registered Owner”** when used with respect to any Bond means the Person in whose name such Bond is registered on the Bond Register.

**“Series 2013A Bonds”** means the District’s General Obligation Refunding Bonds (Alternate Revenue Source), Series 2013A.

**“Special Record Date”** means the date prior to the payment date of Defaulted Interest fixed by the Paying Agent pursuant to **Section 204** hereof.

“**Stated Maturity**” when used with respect to any Bond or any installment of interest thereon means the date specified in such Bond and this Ordinance as the fixed date on which the principal of such Bond or such installment of interest is due and payable.

“**United States Government Obligations**” means bonds, notes, certificates of indebtedness, treasury bills or other securities constituting direct obligations of, or obligations the principal of and interest on which are fully and unconditionally guaranteed as to full and timely payment by, the United States of America, including evidences of a direct ownership interest in future interest or principal payments on obligations issued or guaranteed by the United States of America (including the interest component of obligations of the Resolution Funding Corporation), or securities which represent an undivided interest in such obligations, which obligations are held in a custodial account for the benefit of the District.

## ARTICLE II

### AUTHORIZATION OF BONDS

**Section 201. Authorization of Bonds.** There shall be issued and hereby are authorized and directed to be issued the General Obligation Limited Tax Park Bonds, Series 2022 of the District in the aggregate principal amount of \$1,255,000 (the “Bonds”), for the purpose of providing funds to pay costs of (a) the Project, (b) the Refunding, and (c) issuing the Bonds.

#### **Section 202. Description of Bonds.**

(a) The Bonds shall consist of fully-registered bonds, numbered from 1 upward in order of issuance, in denominations of \$100,000 and integral multiples of \$1,000 in excess thereof. The Bonds, as originally issued or issued upon transfer, exchange or substitution, shall be substantially in the form set forth in **Exhibit A** attached hereto, and shall be subject to registration, transfer and exchange as provided in **Section 205** hereof.

(b) The Bonds shall be dated the date of original issue and delivery, shall become due on November 30, 2023 (subject to redemption and payment prior to their Stated Maturity as provided in **Article III** hereof) and shall bear interest at the rate of 3.51% per annum (computed on the basis of a 360-day year of twelve 30-day months) from the date thereof, payable on November 30, 2023.

#### **Section 203. Designation of Paying Agent.**

(a) Fisher National Bank is hereby designated as the District’s paying agent for the payment of principal of and interest on the Bonds and bond registrar with respect to the registration, transfer and exchange of the Bonds (herein called the “Paying Agent”).

(b) The District will at all times maintain a Paying Agent meeting the qualifications herein described for the performance of the duties hereunder. The District reserves the right to appoint a successor Paying Agent by (1) filing with the Paying Agent then performing such function a certified copy of the proceedings giving notice of the termination of such Paying Agent and appointing a successor, and (2) causing notice of the appointment of the successor Paying Agent to be given by first class mail to each Registered Owner. The Paying Agent may resign upon giving written notice by first class mail to the District and the Registered Owners not less than 60 days prior to the date such resignation is to take effect. No resignation or removal of the Paying Agent shall become effective until a successor has been appointed and has accepted the duties of Paying Agent.

(c) Every Paying Agent appointed hereunder shall at all times be (1) the Treasurer of the District or (2) a commercial banking association or corporation or trust company organized and doing business under the laws of the United States of America or of the State of Illinois, authorized under such laws to exercise trust powers and subject to supervision or examination by federal or state regulatory authority.

**Section 204. Method and Place of Payment of Bonds.**

(a) The principal or Redemption Price of and interest on the Bonds shall be payable in any coin or currency of the United States of America that, on the respective dates of payment thereof, is legal tender for the payment of public and private debts.

(b) The principal or Redemption Price of each Bond shall be paid at Maturity by check or draft to the Person in whose name such Bond is registered on the Bond Register at the Maturity thereof, upon presentation and surrender of such Bond at the payment office designated by the Paying Agent.

(c) The interest payable on each Bond on any Interest Payment Date shall be paid to the Registered Owner of such Bond as shown on the Bond Register at the close of business on the Record Date for such interest (1) by check or draft mailed by the Paying Agent to the address of such Registered Owner shown on the Bond Register or such other address furnished to the Paying Agent in writing by such Registered Owner or (2) by electronic transfer to such Registered Owner upon written notice signed by such Registered Owner and given to the Paying Agent not less than 15 days prior to the Record Date for such interest, containing the electronic transfer instructions including the name and address of the bank (which shall be in the continental United States), its ABA routing number and the account number to which such Registered Owner wishes to have such transfer directed.

(d) Any payment of principal of, Redemption Price, or interest on the Bonds that becomes due on a day when the Paying Agent is not open for business shall be made on the next succeeding Business Day without additional interest accruing after the stated due date.

(e) Notwithstanding the foregoing provisions of this Section, any Defaulted Interest with respect to any Bond shall cease to be payable to the Registered Owner of such Bond on the relevant Record Date and shall be payable to the Registered Owner in whose name such Bond is registered at the close of business on the Special Record Date for the payment of such Defaulted Interest, which Special Record Date shall be fixed as hereinafter specified in this paragraph. The District shall notify the Paying Agent in writing of the amount of Defaulted Interest proposed to be paid on each Bond and the date of the proposed payment (which date shall be at least 30 days after receipt of such notice by the Paying Agent unless the District and the Paying Agent agree to a shorter time period) and shall deposit with the Paying Agent at the time of such notice an amount of money equal to the aggregate amount proposed to be paid in respect of such Defaulted Interest or shall make arrangements satisfactory to the Paying Agent for such deposit prior to the date of the proposed payment. Following receipt of such funds the Paying Agent shall fix a Special Record Date for the payment of such Defaulted Interest which shall be not more than 15 nor less than 10 days prior to the date of the proposed payment, unless the District and the Paying Agent agree to a shorter time period. The Paying Agent shall promptly notify the District of such Special Record Date and, in the name and at the expense of the District, shall cause notice of the proposed payment of such Defaulted Interest and the Special Record Date therefor to be mailed, by first class mail, postage prepaid, to each Registered Owner of a Bond entitled to such notice at the address of such Registered Owner as it appears on the Bond Register not less than 10 days prior to such Special Record Date.

(f) The Paying Agent shall keep a record of payment of principal and Redemption Price of and interest paid on all Bonds and, upon the District's written request, shall forward a copy or summary of such records to the District.

**Section 205. Registration, Transfer and Exchange of Bonds.**

(a) The District covenants that, as long as any of the Bonds remain Outstanding, it will cause the Bond Register to be kept at the office designated by the Paying Agent for the registration, transfer and exchange of Bonds as herein provided. Each Bond when issued shall be registered in the name of the Registered Owner thereof on the Bond Register.

(b) Bonds may be transferred and exchanged only on the Bond Register as provided in this Section. Upon surrender of any Bond at the office designated by the Paying Agent, the Paying Agent shall transfer or exchange such Bond for a new Bond or Bonds in any authorized denomination of the same Stated Maturity and in the same aggregate principal amount as the Bond that was presented for transfer or exchange. Bonds presented for transfer or exchange shall be accompanied by a written instrument or instruments of transfer or authorization for exchange, in a form and with guarantee of signature satisfactory to the Paying Agent, duly executed by the Registered Owner thereof or by the Registered Owner's duly authorized agent.

(c) In all cases in which the privilege of transferring or exchanging Bonds is exercised, the Paying Agent shall authenticate and deliver Bonds in accordance with the provisions of this Ordinance. The District shall pay the fees and expenses of the Paying Agent for the registration, transfer and exchange of Bonds provided for by this Ordinance and the cost of printing a reasonable supply of registered bond blanks. Any additional costs or fees that might be incurred in the secondary market, other than fees of the Paying Agent, are the responsibility of the Registered Owners of the Bonds. If any Registered Owner fails to provide a correct taxpayer identification number to the Paying Agent, the Paying Agent may make a charge against such Registered Owner sufficient to pay any governmental charge required to be paid as a result of such failure. In compliance with Section 3406 of the Code, such amount may be deducted by the Paying Agent from amounts otherwise payable to such Registered Owner hereunder or under the Bonds.

(d) The District and the Paying Agent shall not be required (1) to register the transfer or exchange of any Bond that has been called for redemption after notice of such redemption has been mailed by the Paying Agent pursuant to **Section 303** hereof and during the period of 15 days next preceding the date of mailing of such notice of redemption, or (2) to register the transfer or exchange of any Bond during a period beginning at the opening of business on the day after receiving written notice from the District of its intent to pay Defaulted Interest and ending at the close of business on the date fixed for the payment of Defaulted Interest pursuant to **Section 204** hereof.

(e) The District and the Paying Agent may deem and treat the Person in whose name any Bond is registered on the Bond Register as the absolute owner of such Bond, whether such Bond is overdue or not, for the purpose of receiving payment of, or on account of, the principal or Redemption Price of and interest on said Bond and for all other purposes. All payments so made to any such Registered Owner or upon the Registered Owner's order shall be valid and effective to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid, and neither the District nor the Paying Agent shall be affected by any notice to the contrary.

(f) At reasonable times and under reasonable regulations established by the Paying Agent, the Bond Register may be inspected and copied by the Registered Owners of 10% or more in principal amount of the Bonds then Outstanding or any designated representative of such Registered Owners. The

authority of any designated representative of such Registered Owners must be evidenced to the satisfaction of the Paying Agent.

**Section 206. Execution, Registration, Authentication and Delivery of Bonds.**

(a) Each of the Bonds, including any Bonds issued in exchange or as substitutions for the Bonds initially delivered, shall be signed by the manual or facsimile signature of the President of the District, attested by the manual or facsimile signature of the Secretary of the District and countersigned by the manual or facsimile signature of the Treasurer of the District and shall have the official seal of the District affixed or imprinted thereon. In case any officer whose signature appears on any Bond ceases to be such officer before the delivery of such Bond, such signature shall nevertheless be valid and sufficient for all purposes, as if such person had remained in office until delivery. Any Bond may be signed by such persons who at the actual time of the execution of such Bond are the proper officers to sign such Bond although at the date of such Bond such persons may not have been such officers.

(b) The President, Secretary and Treasurer of the District are hereby authorized and directed to prepare and execute the Bonds in the manner herein specified, and, when duly executed and registered, to deliver the Bonds to the Paying Agent for authentication.

(c) The Bonds shall have endorsed thereon a certificate of authentication substantially in the form set forth in **Exhibit A** attached hereto, which shall be manually executed by an authorized signatory of the Paying Agent, but it shall not be necessary that the same signatory sign the certificate of authentication on all of the Bonds that may be issued hereunder at any one time. No Bond shall be entitled to any security or benefit under this Ordinance or be valid or obligatory for any purpose unless and until such certificate of authentication has been duly executed by the Paying Agent. Such executed certificate of authentication upon any Bond shall be conclusive evidence that such Bond has been duly authenticated and delivered under this Ordinance. Upon authentication, the Paying Agent shall deliver the Bonds to or upon the order of the Purchaser, upon payment to the District of the purchase price of the Bonds.

**Section 207. Mutilated, Destroyed, Lost and Stolen Bonds.**

(a) The District shall execute and, the Paying Agent shall authenticate and deliver, in exchange for or in lieu of any such mutilated, destroyed, lost or stolen Bond, a new Bond of the same Stated Maturity and of like tenor and principal amount when the District and the Paying Agent have been furnished with the following to their satisfaction: (1) proof of ownership, (2) proof of loss or destruction or, in the case of a defaced Bond, the Bond, and (3) adequate security to indemnify the District and the Paying Agent against any loss they may suffer on account of such replacement.

(b) If any such mutilated, destroyed, lost or stolen Bond has become or is about to become due and payable, the District may, in its discretion, direct the Paying Agent to pay such Bond instead of delivering a new Bond.

(c) Upon the issuance of any new Bond under this Section, the District or the Paying Agent may require the payment by the Registered Owner of a sum sufficient to cover any tax or other governmental charge that may be imposed in relation thereto and any other expenses (including the fees and expenses of the Paying Agent) connected therewith.

(d) Every new Bond issued pursuant to this Section shall constitute a replacement of the District's prior obligation, and shall be entitled to all the benefits of this Ordinance equally and ratably with all other Outstanding Bonds.

**Section 208. Cancellation and Destruction of Bonds Upon Payment.** All Bonds that have been paid or redeemed or that otherwise have been surrendered to the Paying Agent, either at or before Maturity, shall be cancelled by the Paying Agent immediately upon the payment, redemption and surrender thereof to the Paying Agent and subsequently destroyed in accordance with the customary practices of the Paying Agent. The Paying Agent shall execute a certificate in duplicate describing the Bonds so cancelled and shall file an executed counterpart of such certificate with the District.

**Section 209. Sale of Bonds.** The sale of the Bonds to the Purchaser shall be in the amount of \$1,255,000 (representing 100% of the aggregate principal amount of the Bonds). Delivery of the Bonds shall be made to the Purchaser as soon as practicable after the adoption of this Ordinance, upon payment therefor in accordance with the terms of sale.

### ARTICLE III

#### REDEMPTION OF BONDS

**Section 301. Redemption of Bonds.** At the option of the District, the Bonds may be called for redemption and payment prior to their Stated Maturity as a whole or in part, at any time at the Redemption Price of 100% of the principal amount thereof, plus accrued interest thereon to the Redemption Date.

**Section 302. Selection of Bonds to Be Redeemed.**

(a) The Paying Agent shall call Bonds for redemption and payment and shall give notice of such redemption as herein provided upon receipt by the Paying Agent at least 30 days prior to the Redemption Date of the District's written instructions specifying the principal amount, Stated Maturity, Redemption Date and Redemption Price of the Bonds to be called for redemption. The Paying Agent may in its discretion waive such notice period so long as the notice requirements set forth in **Section 303** are met.

(b) Bonds shall be redeemed only in the principal amount of \$100,000 and integral multiples of \$1,000 in excess thereof. When less than all of the Outstanding Bonds are to be redeemed, such Bonds shall be redeemed in such order of their Stated Maturity as determined by the District, and Bonds of less than a full Stated Maturity shall be selected by the Paying Agent in \$100,000 units of principal amount by lot or in such other equitable manner as the Paying Agent may determine.

(c) In the case of a partial redemption of Bonds, when Bonds of denominations greater than \$100,000 are then Outstanding, then for all purposes in connection with such redemption each \$100,000 of face value shall be treated as though it were a separate Bond of the denomination of \$100,000. If it is determined that one or more, but not all, of the \$100,000 units of face value represented by any Bond are selected for redemption, then upon notice of intention to redeem such \$100,000 unit or units, the Registered Owner of such Bond or the Registered Owner's duly authorized agent shall present and surrender such Bond to the Paying Agent (1) for payment of the Redemption Price and interest to the Redemption Date of such \$100,000 unit or units of face value called for redemption, and (2) for exchange, without charge to the Registered Owner thereof, for a new Bond or Bonds of the aggregate principal amount of the unredeemed portion of the principal amount of such Bond. If the Registered Owner of any such Bond fails to present such Bond to the Paying Agent for payment and exchange as aforesaid, such Bond shall, nevertheless, become due and payable on the Redemption Date to the extent of the \$100,000 unit or units of face value called for redemption (and to that extent only).



**Section 303. Notice and Effect of Call for Redemption.**

(a) Unless waived by any Registered Owner of Bonds to be redeemed, official notice of any redemption shall be given by the Paying Agent on the District's behalf by mailing a copy of an official redemption notice by first class mail at least 15 days but not more than 30 days prior to the Redemption Date to each Registered Owner of the Bond or Bonds to be redeemed at the address shown on the Bond Register.

(b) All official notices of redemption shall be dated and shall contain the following information:

(1) the Redemption Date;

(2) the Redemption Price;

(3) if less than all Outstanding Bonds are to be redeemed, the identification number, Stated Maturity and, in the case of the partial redemption of any Bonds, the respective principal amounts of the Bonds to be redeemed;

(4) a statement that on the Redemption Date the Redemption Price will become due and payable upon each such Bond or portion thereof called for redemption and that interest thereon shall cease to accrue from and after the Redemption Date; and

(5) the place where such Bonds are to be surrendered for payment of the Redemption Price, which shall be the payment office designated by the Paying Agent.

(c) Prior to any Redemption Date, the District shall deposit with the Paying Agent an amount of money sufficient to pay the Redemption Price of all the Bonds or portions of Bonds that are to be redeemed on such Redemption Date.

(d) Official notice of redemption having been given as aforesaid, the Bonds or portions of Bonds to be redeemed shall become due and payable on the Redemption Date, at the Redemption Price therein specified, and from and after the Redemption Date (unless the District defaults in the payment of the Redemption Price) such Bonds or portion of Bonds shall cease to bear interest. Upon surrender of such Bonds for redemption in accordance with such notice, the Redemption Price of such Bonds shall be paid by the Paying Agent. Installments of interest due on or prior to the Redemption Date shall be payable as herein provided for payment of interest. Upon surrender for any partial redemption of any Bond, the Paying Agent shall prepare for the Registered Owner a new Bond or Bonds of the same Stated Maturity in the amount of the unpaid principal as provided herein. All Bonds that have been surrendered for redemption shall be cancelled and destroyed by the Paying Agent as provided herein and shall not be reissued.

(e) The failure of any Registered Owner to receive the foregoing notice or any defect therein shall not invalidate the effectiveness of the call for redemption.

(f) The Paying Agent is also directed to comply with any mandatory standards then in effect for processing redemptions of municipal securities established by the Securities and Exchange Commission. Failure to comply with such standards shall not affect or invalidate the redemption of any Bond.

(g) With respect to optional redemptions, such notice may be conditioned upon moneys being on deposit with the Paying Agent on or prior to the Redemption Date in an amount sufficient to pay the Redemption Price on the Redemption Date. If such notice is conditional and either the Paying Agent receives written notice from the District that moneys sufficient to pay the Redemption Price will not be on deposit on the Redemption Date, or such moneys are not received on the Redemption Date, then such notice shall be of no force and effect, the Paying Agent shall not redeem such Bonds and the Paying Agent shall give notice, in the same manner in which the notice of redemption was given, that such moneys were not or will not be so received and that such Bonds will not be redeemed.

## ARTICLE IV

### SECURITY FOR AND PAYMENT OF BONDS

#### Section 401. Security for the Bonds.

(a) The Bonds shall be general obligations of the District payable as to both principal and interest from ad valorem taxes levied without limitation as to rate upon all the taxable tangible property within the District's territorial limits. The full faith, credit and resources of the District are hereby irrevocably pledged for the prompt payment of the principal of and interest on the Bonds as the same become due.

(b) Notwithstanding any other provision of this Ordinance to the contrary, the annual amount of the taxes to be extended by the County Clerk of Champaign County, Illinois to pay the Bonds and all other limited bonds (as defined in the Local Government Debt Reform Act, as amended) heretofore and hereafter issued by the District shall not exceed the debt service extension base (as defined in the Property Tax Extension Limitation Law of the State of Illinois, as amended) of the District (the "Base"). No limit, however, exists on the rate of the direct annual tax levied herein, and the Bonds shall constitute a general obligation of the District. The District is authorized to issue from time to time additional limited bonds payable from the Base, as permitted by law, and to determine the lien priority of payments to be made from the Base to pay the District's limited bonds.

#### Section 402. Levy and Collection of Annual Tax.

(a) For the purpose of providing for the payment of the principal of and interest on the Bonds as the same become due, there is hereby levied upon all of the taxable property within the District the following direct annual tax:

<u>FOR THE</u> <u>LEVY YEAR</u>	<u>A TAX SUFFICIENT</u> <u>TO PRODUCE THE SUM OF:</u>
2022	\$1,299,051 for principal and interest due on November 30, 2023

(b) If at any time said taxes are not collected in time to pay the principal of or interest on the Bonds when due, the District Treasurer is hereby authorized and directed to pay said principal or interest out of the general funds of the District and to reimburse said general funds for money so expended when said taxes are collected.

(c) The District covenants and agrees with the Registered Owners of the Bonds that so long as any of the Bonds remain outstanding, the District will take no action or fail to take any action which in any way would adversely affect the ability of the District to levy and collect the foregoing tax levy and

the District and its officers will comply with all present and future applicable laws in order to assure that the foregoing taxes will be levied, extended and collected as provided herein and deposited in the Debt Service Fund.

**Section 403. Filing of Ordinance.** Upon the passage of this Ordinance, the Secretary of the Board is hereby directed to file a certified copy of this Ordinance with the County Clerk of Champaign County, Illinois, and it shall be the duty of said County Clerk to annually, in and for the year 2022 ascertain the rate necessary to produce the tax herein levied, and extend the same for collection on the tax books against all of the taxable property within the District in connection with other taxes levied in the year 2022 for general corporate purposes, in order to raise the amount aforesaid and in the year 2022 such annual tax shall be computed, extended and collected in the same manner as now or hereafter provided by law for the computation, extension and collection of taxes for general corporate purposes of the District, and when collected, the taxes hereby levied shall be placed in the Debt Service Fund.

## ARTICLE V

### ESTABLISHMENT OF FUNDS; DEPOSIT AND APPLICATION OF MONEY

**Section 501. Establishment of Funds.** There have been or shall be established in the District's treasury and shall be held and administered by the District's Treasurer the following separate funds:

- (a) Bond Proceeds Fund, which contains a Refunding Account and a Project Account.
- (b) Debt Service Fund.

**Section 502. Deposit of Bond Proceeds.** The proceeds derived from the sale of the Bonds shall be deposited as follows:

- (a) \$518,025.00 shall be deposited into the Refunding Account of the Bond Proceeds Fund and used to pay the principal of and interest on the Series 2013A Bonds due on December 15, 2022.
- (b) \$736,975.00 shall be deposited into the Project Account of the Bond Proceeds Fund and applied in accordance with **Section 507** hereof

**Section 503. Application of Money in Debt Service Fund.** All amounts paid and credited to the Debt Service Fund shall be expended and used by the District for the sole purpose of paying the principal or Redemption Price of and interest on the Bonds as and when the same become due. The District Treasurer is authorized and directed to withdraw from the Debt Service Fund sums sufficient to pay principal or Redemption Price of and interest on the Bonds as and when the same become due, and to forward such sums to the Paying Agent in a manner which ensures that the Paying Agent will receive immediately available funds in such amounts on or before the Business Day immediately preceding the dates when such principal or Redemption Price and interest will become due. All money deposited with the Paying Agent shall be deemed to be deposited in accordance with and subject to all of the provisions contained in this Ordinance and shall be held in trust by the Paying Agent for the benefit of the Registered Owners of the Bonds entitled to payment from such money.

**Section 504. Deposits and Investment of Money.**

(a) Money in each of the funds created by and referred to in this Ordinance shall be deposited in a bank or banks or other legally permitted financial institutions that are members of the Federal Deposit Insurance Corporation. All such deposits shall be continuously and adequately secured by the financial institutions holding such deposits as provided by the laws of the State of Illinois. All money held in the funds created by this Ordinance shall be kept separate and apart from all other funds of the District so that there shall be no commingling of such funds with any other funds of the District.

(b) Money held in any fund referred to in this Ordinance may be invested by the District Treasurer at the direction of the Board of Park Commissioners, in accordance with this Ordinance and the Federal Tax Certificate, in Permitted Investments; provided, however, that no such investment may be made for a period extending longer than to the date when the money invested may be needed for the purpose for which such fund was created. All earnings on any investments held in any fund shall accrue to and become a part of such fund.

**Section 505. Nonpresentment of Bonds.** If any Bond is not presented for payment when the principal thereof becomes due at Maturity and funds sufficient to pay such Bond have been made available to the Paying Agent, all liability of the District to the Registered Owner thereof for the payment of such Bond shall forthwith cease, determine and be completely discharged. Thereupon it shall be the duty of the Paying Agent to hold such funds, without liability for interest thereon, for the benefit of the Registered Owner of such Bond, who shall thereafter be restricted exclusively to such funds for any claim of whatever nature on his part under this Ordinance or on, or with respect to, said Bond. If any Bond is not presented for payment within one year following the date when such Bond becomes due at Maturity, the Paying Agent shall, without liability for interest thereon, repay to the District the funds theretofore held by it for payment of such Bond, and such Bond shall, subject to the defense of any applicable statute of limitation, thereafter be an unsecured obligation of the District, and the Registered Owner thereof shall be entitled to look only to the District for payment, and then only to the extent of the amount so repaid to it by the Paying Agent, and the District shall not be liable for any interest thereon and shall not be regarded as a trustee of such money.

**Section 506. Payments Due on Saturdays, Sundays and Holidays.** In any case where a Bond Payment Date is not a Business Day, then payment of the principal, Redemption Price or interest need not be made on such Bond Payment Date but may be made on the next succeeding Business Day with the same force and effect as if made on such Bond Payment Date, and no interest shall accrue for the period after such Bond Payment Date.

**Section 507. Application of Money in the Project Account.**

(a) Moneys in the Project Account of the Bond Proceeds Fund shall be used by the District solely for the purpose of (1) paying the costs of the Project in accordance with the plans and specifications to be approved by the Board of Park Commissioners and filed in the office of the Secretary of the Board and (2) paying the costs and expenses of issuing the Bonds.

(b) The District's Treasurer shall make withdrawals from the Project Account of the Bond Proceeds Fund upon satisfaction that such payment is being made for a purpose within the scope of this Ordinance and that the amount of such payment represents only the contract price of the property, equipment, labor, materials or service being paid for or, if such payment is not being made pursuant to an express contract, that such payment is not in excess of the reasonable value thereof.

## ARTICLE VI

### REMEDIES

**Section 601. Remedies.** The provisions of this Ordinance, including the covenants and agreements herein contained, shall constitute a contract between the District and the Registered Owners of the Bonds, and the Registered Owner or Owners of not less than 10% in principal amount of the Bonds at the time Outstanding shall have the right for the equal benefit and protection of all Registered Owners of Bonds similarly situated:

(a) by mandamus or other suit, action or proceedings at law or in equity to enforce the rights of such Registered Owner or Owners against the District and its officers, agents and employees, and to require and compel duties and obligations required by the provisions of this Ordinance or by the constitution and laws of the State of Illinois;

(b) by suit, action or other proceedings in equity or at law to require the District, its officers, agents and employees to account as if they were the trustees of an express trust; and

(c) by suit, action or other proceedings in equity or at law to enjoin any acts or things which may be unlawful or in violation of the rights of the Registered Owners of the Bonds.

**Section 602. Limitation on Rights of Registered Owners.** The covenants and agreements of the District contained herein and in the Bonds shall be for the equal benefit, protection and security of the legal owners of any or all of the Bonds. All of the Bonds shall be of equal rank and without preference or priority of one Bond over any other Bond in the application of the funds herein pledged to the payment of the principal of and the interest on the Bonds, or otherwise, except as to rate of interest, or date of Maturity or right of prior redemption as provided in this Ordinance. No one or more Registered Owners secured hereby shall have any right in any manner whatever by his or their action to affect, disturb or prejudice the security granted and provided for herein, or to enforce any right hereunder, except in the manner herein provided, and all proceedings at law or in equity shall be instituted, had and maintained for the equal benefit of all Registered Owners of such Outstanding Bonds.

**Section 603. Remedies Cumulative.** No remedy conferred herein upon the Registered Owners is intended to be exclusive of any other remedy, but each such remedy shall be cumulative and in addition to every other remedy and may be exercised without exhausting and without regard to any other remedy conferred herein. No waiver of any default or breach of duty or contract by the Registered Owner of any Bond shall extend to or affect any subsequent default or breach of duty or contract or shall impair any rights or remedies consequent thereon. No delay or omission of any Registered Owner to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver of any such default or acquiescence therein. Every substantive right and every remedy conferred upon the Registered Owners of the Bonds by this Ordinance may be enforced and exercised from time to time and as often as may be deemed expedient. If any suit, action or proceedings taken by any Registered Owner on account of any default or to enforce any right or exercise any remedy has been discontinued or abandoned for any reason, or has been determined adversely to such Registered Owner, then, and in every such case, the District and the Registered Owners of the Bonds shall be restored to their former positions and rights hereunder, respectively, and all rights, remedies, powers and duties of the Registered Owners shall continue as if no such suit, action or other proceedings had been brought or taken.

## ARTICLE VII

### DEFEASANCE

#### Section 701. Defeasance.

(a) When any or all of the Bonds or scheduled interest payments thereon have been paid and discharged, then the requirements contained in this Ordinance and the pledge of the District's faith and credit hereunder and all other rights granted hereby shall terminate with respect to the Bonds or scheduled interest payments thereon so paid and discharged. Bonds or scheduled interest payments thereon shall be deemed to have been paid and discharged within the meaning of this Ordinance if there has been deposited with the Paying Agent, or other commercial bank or trust company having full trust powers, at or prior to the Stated Maturity or Redemption Date of said Bonds or the interest payments thereon, in trust for and irrevocably appropriated thereto, money and/or Defeasance Obligations which, together with the interest to be earned on any such Defeasance Obligations, will be sufficient for the payment of the principal of and redemption premium, if any, on said Bonds and/or interest accrued to the Stated Maturity or Redemption Date, or if default in such payment has occurred on such date, then to the date of the tender of such payments; provided, however, that if any such Bonds are to be redeemed prior to their Stated Maturity, (1) the District has elected to redeem such Bonds, and (2) either notice of such redemption has been given, or the District has given irrevocable instructions, or shall have provided for an escrow agent to give irrevocable instructions, to the Paying Agent to give such notice of redemption in compliance with **Section 302(a)** hereof.

(b) Any money and Defeasance Obligations that at any time shall be deposited with the Paying Agent or other commercial bank or trust company by or on behalf of the District, for the purpose of paying and discharging any of the Bonds, or the interest payments thereon, shall be and are hereby assigned, transferred and set over to the Paying Agent or other bank or trust company in trust for the respective Registered Owners of the Bonds, and such money shall be and is hereby irrevocably appropriated to the payment and discharge thereof. All money and Defeasance Obligations deposited with the Paying Agent or other bank or trust company shall be deemed to be deposited in accordance with and subject to all of the provisions of this Ordinance.

## ARTICLE VIII

### MISCELLANEOUS PROVISIONS

#### Section 801. Tax Covenants.

(a) The District covenants and agrees that (1) it will comply with all applicable provisions of the Code, including Sections 103 and 141 through 150, necessary to maintain the exclusion from federal gross income of the interest on the Bonds, and (2) it will not use or permit the use of any proceeds of Bonds or any other funds of the District, nor take or permit any other action, or fail to take any action, which would adversely affect the exclusion from federal gross income of the interest on the Bonds. The District will also adopt such other ordinances or resolutions and take such other actions as may be necessary to comply with the Code and with other applicable future law, in order to ensure that the interest on the Bonds will remain excluded from federal gross income, to the extent any such actions can be taken by the District.

(b) The District covenants and agrees that (1) it will use the proceeds of the Bonds as soon as practicable and with all reasonable dispatch for the purposes for which the Bonds are issued, and (2) it

will not invest or directly or indirectly use or permit the use of any proceeds of the Bonds or any other funds of the District in any manner, or take or omit to take any action, that would cause the Bonds to be “arbitrage bonds” within the meaning of Section 148(a) of the Code.

(c) The District covenants and agrees that it will pay or provide for the payment from time to time of all rebatable arbitrage to the United States pursuant to Section 148(f) of the Code and the Federal Tax Certificate. This covenant shall survive payment in full or defeasance of the Bonds. The Federal Tax Certificate may be amended or replaced if, in the opinion of Bond Counsel, such amendment or replacement will not adversely affect the exclusion from federal gross income of the interest on the Bonds.

(d) The District covenants and agrees that it will not use any portion of the proceeds of the Bonds, including any investment income earned on such proceeds, directly or indirectly, (1) in a manner that would cause any Bond to be a “private activity bond” within the meaning of Section 141(a) of the Code, or (2) to make or finance a loan to any Person.

(e) The foregoing covenants shall remain in full force and effect notwithstanding the defeasance of the Bonds pursuant to **Article VII** hereof or any other provision of this Ordinance, until the final maturity date of all Bonds Outstanding.

(f) The District also covenants and agrees to comply with all provisions and requirements of the Federal Tax Certificate, which is hereby approved and incorporated herein, with such changes therein as shall be approved by the President, which officer is hereby authorized to execute the Federal Tax Certificate for and on behalf of the District, such officer’s signature thereon being conclusive evidence of his or her approval thereof.

#### **Section 802. Amendments.**

(a) The rights and duties of the District and the Registered Owners, and the terms and provisions of the Bonds or of this Ordinance, may be amended or modified at any time in any respect by ordinance of the District with the written consent of the Registered Owners of not less than a majority in principal amount of the Bonds then Outstanding, such consent to be evidenced by an instrument or instruments executed by such Registered Owners and duly acknowledged or proved in the manner of a deed to be recorded, and such instrument or instruments shall be filed with the Secretary of the Board. No such modification or alteration may:

- (1) extend the maturity of any payment of principal or interest due upon any Bond;
- (2) effect a reduction in the amount which the District is required to pay as principal of or interest on any Bond;
- (3) permit preference or priority of any Bond over any other Bond; or
- (4) reduce the percentage in principal amount of Bonds required for the written consent to any modification or alteration of the provisions of this Ordinance.

(b) Any provision of the Bonds or of this Ordinance may, however, be amended or modified by Ordinance duly adopted by the governing body of the District at any time in any legal respect with the written consent of the Registered Owners of all of the Bonds at the time Outstanding.

(c) Without notice to or the consent of any Registered Owners, the District may amend or supplement this Ordinance for the purpose of curing any formal defect, omission, inconsistency or ambiguity therein or in connection with any other change therein which is not materially adverse to the interests of the Registered Owners.

(d) Every amendment or modification of the provisions of the Bonds or of this Ordinance, to which the written consent of the Registered Owners is given, as above provided, shall be expressed in an ordinance adopted by the governing body of the District amending or supplementing the provisions of this Ordinance and shall be deemed to be a part of this Ordinance. A certified copy of every such amendatory or supplemental ordinance if any, and a certified copy of this Ordinance shall always be kept on file in the office of the Secretary of the Board and shall be made available for inspection by the Registered Owner of any Bond or a prospective purchaser or owner of any Bond authorized by this Ordinance, and upon payment of the reasonable cost of preparing the same, a certified copy of any such amendatory or supplemental ordinance or of this Ordinance will be sent by the Secretary of the Board to any such Registered Owner or prospective Registered Owner.

(e) Any and all modifications made in the manner hereinabove provided shall not become effective until there has been filed with the Secretary of the Board a copy of the ordinance of the District hereinabove provided for, duly certified, as well as proof of any required consent to such modification by the Registered Owners of the Bonds then Outstanding. It shall not be necessary to note on any of the Outstanding Bonds any reference to such amendment or modification.

(f) The District shall furnish to the Paying Agent a copy of any amendment to the Bonds or this Ordinance which affects the duties or obligations of the Paying Agent under this Ordinance.

### **Section 803. Notices, Consents and Other Instruments by Registered Owners.**

(a) Any notice, consent, request, direction, approval or other instrument to be signed and executed by the Registered Owners may be in any number of concurrent writings of similar tenor and may be signed or executed by such Registered Owners in person or by agent appointed in writing. Proof of the execution of any such instrument or of the writing appointing any such agent and of the ownership of Bonds (other than the assignment of the ownership of a Bond as provided for in the form of Bond set forth in **Exhibit A**) if made in the following manner, shall be sufficient for any of the purposes of this Ordinance, and shall be conclusive in favor of the District and the Paying Agent with regard to any action taken, suffered or omitted under any such instrument, namely:

(1) The fact and date of the execution by any Person of any such instrument may be proved by a certificate of any officer in any jurisdiction who by law has power to take acknowledgments within such jurisdiction that the Person signing such instrument acknowledged before such officer the execution thereof, or by affidavit of any witness to such execution.

(2) The fact of ownership of Bonds, the amount or amounts, numbers and other identification of Bonds, and the date of holding the same shall be proved by the Bond Register.

(b) In determining whether the Registered Owners of the requisite principal amount of Bonds Outstanding have given any request, demand, authorization, direction, notice, consent or waiver under this Ordinance, Bonds owned by the District shall be disregarded and deemed not to be Outstanding under this Ordinance, except that, in determining whether the Registered Owners shall be protected in relying upon any such request, demand, authorization, direction, notice, consent or waiver, only Bonds which the Registered Owners know to be so owned shall be so disregarded. Notwithstanding the foregoing, Bonds so owned which have been pledged in good faith shall not be disregarded as aforesaid if the pledgee



establishes to the satisfaction of the Registered Owners the pledgee's right so to act with respect to such Bonds and that the pledgee is not the District.

**Section 804. Further Authority.** The officers of the District, including the President, the Vice President, the Treasurer and the Secretary, are hereby authorized and directed to execute all documents and take such actions as they may deem necessary or advisable in order to carry out and perform the purposes of this Ordinance and to make ministerial alterations, changes or additions in the foregoing agreements, statements, instruments and other documents herein approved, authorized and confirmed which they may approve, and the execution or taking of such action shall be conclusive evidence of such necessity or advisability.

**Section 805. Parties Interested Herein.** Nothing in this Ordinance expressed or implied is intended or shall be construed to confer upon, or to give to, any Person or entity, other than the District, the Paying Agent and the Registered Owners of the Bonds, any right, remedy or claim under or by reason of this Ordinance or any covenant, condition or stipulation thereof, and all covenants, stipulations, promises and agreements in this Ordinance contained by and on behalf of the District shall be for the sole and exclusive benefit of the District, the Paying Agent and the Registered Owners of the Bonds.

**Section 806. Severability.** If any section or other part of this Ordinance is for any reason held invalid, the invalidity thereof shall not affect the validity of the other provisions of this Ordinance.

**Section 807. Governing Law.** This Ordinance shall be governed exclusively by and construed in accordance with the applicable laws of the State of Illinois.

**Section 808. Effective Date.** This Ordinance shall take effect and be in full force immediately after its passage by the Board of Park Commissioners.

ADOPTED by the Board of Park Commissioners of the Champaign Park District, Champaign County, Illinois on the 9th day of November, 2022.

Aye: \_\_\_\_\_.

Nay: \_\_\_\_\_.

Absent: \_\_\_\_\_.

\_\_\_\_\_  
President

Attest: \_\_\_\_\_  
Secretary

**EXHIBIT A  
TO ORDINANCE  
(FORM OF BONDS)**

**UNITED STATES OF AMERICA  
STATE OF ILLINOIS**

**Registered  
No. \_\_\_\_\_**

**Registered  
\$1,255,000**

**CHAMPAIGN PARK DISTRICT, CHAMPAIGN COUNTY, ILLINOIS  
GENERAL OBLIGATION LIMITED TAX PARK BOND  
SERIES 2022**

<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Dated Date</u>
_____%	November 30, 2023	December __, 2022

**REGISTERED OWNER:** \_\_\_\_\_

**PRINCIPAL AMOUNT: ONE MILLION TWO HUNDRED FIFTY-FIVE THOUSAND DOLLARS**

**THE CHAMPAIGN PARK DISTRICT, CHAMPAIGN COUNTY, ILLINOIS**, a park district and political subdivision of the State of Illinois (the "District"), for value received, hereby acknowledges itself to be indebted and promises to pay to the registered owner shown above, or registered assigns, the principal amount shown above on the maturity date shown above unless called for redemption prior to said maturity date, and to pay interest thereon at the interest rate per annum shown above (computed on the basis of a 360-day year of twelve 30-day months) from the Dated Date shown above, payable on November 30, 2023.

The principal or Redemption Price of this Bond shall be paid at maturity or upon earlier redemption by check or draft to the Person in whose name this Bond is registered on the Bond Register (hereinafter defined) at the maturity or Redemption Date thereof, upon presentation and surrender of this Bond at Fisher National Bank, Fisher, Illinois (the "Paying Agent"). The interest payable on this Bond on any Interest Payment Date shall be paid to the Person in whose name this Bond is registered on the registration books maintained by the Paying Agent (the "Bond Register") at the close of business on the Record Date for such interest, which shall be the 15<sup>th</sup> day (whether or not a business day) of the calendar month next preceding the Interest Payment Date. Such interest shall be payable (a) by check or draft mailed by the Paying Agent to the address of such Registered Owner shown on the Bond Register or such other address furnished to the Paying Agent in writing by such Registered Owner or (b) by electronic transfer to such Registered Owner upon written notice signed by such Registered Owner and given to the Paying Agent not less than 15 days prior to the Record Date for such interest, containing the electronic

transfer instructions including the name and address of the bank (which shall be in the continental United States), its ABA routing number and the account number to which such Registered Owner wishes to have such transfer directed. The principal or Redemption Price of and interest on the Bonds shall be payable by check or draft in any coin or currency that, on the respective dates of payment thereof, is legal tender for the payment of public and private debts.

This Bond is one of an authorized series of bonds of the District designated “General Obligation Limited Tax Park Bonds, Series 2022,” aggregating the principal amount of \$1,255,000 (the “Bonds”), issued by the District for the purpose of (1) building, maintaining, improving and protecting the parks and boulevards of the District and for the payment of expenses incident thereto, (2) refunding certain obligations of the District, and (3) paying costs of issuing the Bonds, under the authority of and in full compliance with the constitution and laws of the State of Illinois and an ordinance duly passed (the “Ordinance”) and proceedings duly and legally had by the governing body of the District. *Capitalized terms used herein and not otherwise defined herein shall have the meanings assigned to such terms in the Ordinance.*

At the option of the District, the Bonds may be redeemed and paid prior to maturity as a whole or in part, at any time in such order of maturity as directed by the District (Bonds of less than a full maturity to be selected in multiples of \$100,000 principal amount by lot or in such other equitable manner as the Paying Agent shall designate) at the Redemption Price of 100% of the principal amount thereof, plus accrued interest thereon to the Redemption Date.

Notice of redemption, unless waived, is to be given by the Paying Agent by mailing an official redemption notice by first class mail at least 15 days but not more than 30 days prior to the Redemption Date to each Registered Owner of the Bond or Bonds to be redeemed at the address shown on the Bond Register maintained by the Paying Agent. Notice of redemption having been given as aforesaid, the Bonds or portions of Bonds to be redeemed shall, on the Redemption Date, become due and payable at the Redemption Price therein specified, and from and after such date (unless the District defaults in the payment of the redemption price) such Bonds or portions of Bonds shall cease to bear interest.

Although this Bond constitutes a general obligation of the District and no limit exists on the rate of said direct annual tax, the amount of said tax is limited by the provisions of the Property Tax Extension Limitation Law of the State of Illinois, as amended (the “Law”). The Law provides that the annual amount of the taxes to be extended to pay the issue of bonds of which this Bond is one and all other limited bonds (as defined in the Local Government Debt Reform Act of the State of Illinois, as amended) heretofore and hereafter issued by the District shall not exceed the debt service extension base (as defined in the Law) of the District (the “Base”). Payments on the Bonds from the Base will be made on a parity with the payments on the outstanding limited bonds heretofore issued by the District. The District is authorized to issue from time to time additional limited bonds payable from the Base, as permitted by law, and to determine the lien priority of payments to be made from the Base to pay the District’s limited bonds.

The Bonds are issuable in the form of fully registered Bonds in the denominations of \$100,000 and integral multiples of \$1,000 in excess thereof.

This Bond may be transferred or exchanged, as provided in the Ordinance, only on the Bond Register kept for that purpose at the principal payment office of the Paying Agent, upon surrender of this Bond together with a written instrument of transfer or authorization for exchange satisfactory to the Paying Agent duly executed by the Registered Owner or the Registered Owner’s duly authorized agent, and thereupon a new Bond or Bonds in any authorized denomination of the same maturity and in the same aggregate principal amount shall be issued to the transferee in exchange therefor as provided in the

Ordinance and upon payment of the charges therein prescribed. The District and the Paying Agent may deem and treat the Person in whose name this Bond is registered on the Bond Register as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or Redemption Price hereof and interest due hereon and for all other purposes.

This Bond shall not be valid or become obligatory for any purpose or be entitled to any security or benefit under the Ordinance until the Certificate of Authentication hereon has been executed by the Paying Agent.

**IT IS HEREBY DECLARED AND CERTIFIED** that all acts, conditions and things required to be done and to exist precedent to and in the issuance of the Bonds have been done and performed and do exist in due and regular form and manner as required by the constitution and laws of the State of Illinois; and that the total indebtedness of the District, including this Bond and the series of which it is one, does not exceed any constitutional or statutory limitation, if any.

**IN WITNESS WHEREOF, THE CHAMPAIGN PARK DISTRICT, CHAMPAIGN COUNTY, ILLINOIS**, has caused this Bond to be executed by the manual or facsimile signature of its President, attested by the manual or facsimile signature of its Secretary, countersigned by the manual or facsimile signature of its Treasurer and its official seal to be affixed or imprinted hereon.

**CERTIFICATE OF AUTHENTICATION**

**CHAMPAIGN PARK DISTRICT,  
CHAMPAIGN COUNTY, ILLINOIS**

This Bond is one of the Bonds of the issue described in the within-mentioned Ordinance.

By: \_\_\_\_\_  
President

Registration Date: \_\_\_\_\_

(Seal)

**FISHER NATIONAL BANK,**  
Fisher, Illinois, as Paying Agent

ATTEST:

By \_\_\_\_\_  
Authorized Signer

\_\_\_\_\_  
Secretary

Countersigned:

\_\_\_\_\_  
Treasurer

---

---

**ASSIGNMENT**

**FOR VALUE RECEIVED**, the undersigned hereby sells, assigns and transfers unto

---

Print or Type Name, Address and Social Security Number  
or other Taxpayer Identification Number of Transferee

the within Bond and all rights thereunder, and hereby irrevocably constitutes and appoints \_\_\_\_\_ agent to transfer the within Bond on the books kept by the Paying Agent for the registration thereof, with full power of substitution in the premises.

Dated: \_\_\_\_\_

---

NOTICE: The signature to this assignment must correspond with the name of the Registered Owner as it appears upon the face of the within Bond in every particular.

Medallion Signature Guarantee:

**EXHIBIT B  
TO ORDINANCE**

**FEDERAL TAX CERTIFICATE**

[On file in the Office of the Secretary of the Board.]

STATE OF ILLINOIS            )  
  ) SS.  
COUNTY OF CHAMPAIGN    )

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Champaign Park District, Champaign County, Illinois, and as such officer I am the keeper of the records and files of the Board of Park Commissioners of said District.

I do further certify that the foregoing constitutes a full, true and complete copy of an ordinance adopted by the Board of Park Commissioners of the District on the 9th day of November, 2022, entitled:

**AN ORDINANCE AUTHORIZING AND DIRECTING THE ISSUANCE, SALE AND DELIVERY OF GENERAL OBLIGATION LIMITED TAX PARK BONDS, SERIES 2022, OF THE CHAMPAIGN PARK DISTRICT, CHAMPAIGN COUNTY, ILLINOIS; PROVIDING FOR THE LEVY AND COLLECTION OF AN ANNUAL TAX FOR THE PURPOSE OF PAYING THE PRINCIPAL OF AND INTEREST ON SAID BONDS AS THEY BECOME DUE; AND AUTHORIZING CERTAIN OTHER DOCUMENTS AND ACTIONS IN CONNECTION THEREWITH.**

I do further certify that the deliberations of the Board of Park Commissioners of said District on the adoption of said ordinance were taken openly; that the vote on the adoption of said ordinance was taken openly; that said meeting was held at a specified time and place convenient to the public; that notice of said meeting was duly given to all news media requesting such notice; that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board of Park Commissioners of said District at least 48 hours in advance of the holding of said meeting on a day other than a Saturday, a Sunday or a legal holiday for municipalities in the State of Illinois; that said agenda contained a specific reference to said ordinance; and that said meeting was called and held in strict accordance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code, as amended, and that said Board of Park Commissioners has complied with all of the applicable provisions of said Act, said Code and its procedural rules in the adoption of said ordinance.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 1<sup>st</sup> day of December, 2022.

\_\_\_\_\_  
Secretary of the Champaign Park District,  
Champaign County, Illinois



**REPORT TO PARK BOARD**

**FROM: Joe DeLuce, Executive Director**

**DATE: November 1, 2022**

**SUBJECT: Bids for 2023 Bedding Plants**

Background

A bid request for the 2023 Bedding Plants was published in the in the October 9th *News Gazette*. Additionally, the bid packet was sent directly to fifteen greenhouses, and advertised on the Park District website. The bid packet specifies that the Park District is seeking separate bids for the Park Flower Program and the Flower Island Program and that each program will be awarded to two separate vendors.

Below is a comparison of the combined flower orders total costs and numbers listed by year:

<b>YEAR</b>	<b>NUMBER OF FLATS</b>	<b>COSTS</b>	<b>AVG COST/FLAT</b>
2014	5,644	\$81,933.25	\$14.52
2015	5,590	\$84,609.00	\$15.14
2016	5,693	\$96,018.25	\$16.87
2017	5,245	\$94,575.00	\$18.03
2018	4,795	\$93,655.40	\$19.53
2019	4,488	\$92,619.50	\$20.64
2020	4,431	\$93,962.00	\$21.21
2021	3,928	\$101,560.00	\$25.86
2022	3,686	\$88,876.00	\$24.11
2023	3,534	\$92,761.00	\$26.25

Prior Board Action

On February 3, 2022, the Board approved an increase to the Flower Island Fee from \$14.05 per square foot to \$15.50 per square foot for the 2023 season.

Bid Results

Bids were opened and read aloud on November 1st. Two (2) businesses submitted two bids each. One (1) bid for the Park Flowers and one for the Flower Islands. The bid results are tabulated below.

<b>Bidder</b>	<b>PARK FLOWER (1896 flats)</b>	<b>FLOWER ISLAND (1638 flats)</b>
Ropp's Flower Factory, Gibson City, IL	<b>\$43,154.00</b>	\$45,388.00
Connie's Country Greenhouse, Latham, IL	\$49,465.00	<b>\$49,607.00</b>

Budget Impact

Based on the recommended bids, the total cost of the two (2) bedding plant orders for 2023 will be \$92,761.00 or \$26.25 per flat. This is an increase of \$2.14 (9%) per flat over last year. Funds will be allocated in the FY 2023-2024 operating budget. The current fee for the Flower Island Program is \$15.50 per square foot.

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Recommended Action

Staff recommends awarding the contract for each bid to the respective low bidders as follows:  
Park Flower Program bid for a total of \$43,154.00 to Ropp's Flower Factory and,  
Flower Island Program bid for a total of \$49,607.00 to Connie's Country Greenhouse.

Prepared by:

Reviewed by:

Erin Dietmeier  
Horticulture Supervisor

Daniel Olson  
Director of Operations



## REPORT TO PARK BOARD

**FROM:** Joe DeLuca, Executive Director

**DATE:** November 1, 2022

**SUBJECT:** Bids for Lindsay Garden Walkway

### Background

In March of 2022, estimates were solicited for the Lindsay Garden Walkway Project from seven (7) construction/landscaping companies. Two (2) estimates were returned by the April 1<sup>st</sup> deadline; the first estimate for \$29,880.00 and the second for \$31,000.00.

A bid request for the Lindsay Garden Walkway was published in the October 9th *News Gazette*. Additionally, the bid packet was sent directly to seven (7) companies, and advertised on the Park District website.

### Prior Board Action

On February 23, 2022, funds in the amount of \$10,000 were approved for use within the FYE23 Capital Budget for the continuation of the flagstone pathway in Lindsay New American Gardens. On April 11, 2022, the Champaign Park District Foundation Board approved the usage of up to \$16,000 from the William Wagner Trust for capital improvements in parks for the same project.

### Bid Results

Bids were opened and read aloud on November 1st. One (1) business submitted a bid. The bid results are tabulated below.

Bidder	Bid Amount
Duce Construction, Champaign, IL	<b>\$79,450.00</b>

### Budget Impact

Funds have been allocated from the following;

William Wagner Trust Foundation Fund	\$16,000.00
FY2023 District Capital Improvement Plan	\$10,000.00
Lindsay Memorial Garden Foundation Fund	<u>\$ 3,478.65</u>
<b>TOTAL BUDGETED</b>	<b>\$ 29,478.65</b>

This budget is significantly lower than the bid, with a difference of \$49,971.35.

### Recommended Action

Staff recommends rejecting the contract for the respective bidder, Duce Construction for \$79,450.00, based on the significant difference between bid and the funds available. Staff will relist the project at a later date in an attempt to obtain additional bids.

Prepared by:

Erin Dietmeier  
Horticulture Supervisor

Reviewed by:

Daniel Olson  
Director of Operations

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## REPORT TO PARK BOARD

**FROM:** Jimmy Gleason, Director of Revenue Facilities

**DATE:** November 1, 2022

**SUBJECT:** Sholem Aquatics 2023 Fees

### Introduction

Traditionally the Sholem Aquatics Center season pass fees are approved with the rest of the fee schedule. However, when the fee schedule was brought to the Board for approval on February 23, 2022, staff elected to wait to set the 2023 pool pass holder fees until after the season. Staff wanted to be able to reflect on the rising costs of minimum wage and inflation to be able to more appropriately set 2023 fees.

### Prior Board Action

The Board approved the 2022 Sholem fees as part of the fee schedule approval on April 28, 2021.

### Background

The chart below highlights the rate history since 2017 as well as minimum wage increases (the number one budgetary impact), and the annual deficit.

Year	Resident Pass Rates	Daily Admission	Min Wage	Pool Deficit
2022	Senior: \$86 Indiv: \$106 Fam 2-3: \$204 Additional: \$40	\$9/\$13.50	\$12	(\$191,280)
2021	Senior: \$78 Indiv: \$98 Fam 2-3: \$188 Additional: \$35	\$8/\$12	\$11	(\$245,605)
2020	Senior: \$75 Indiv: \$94 Fam 2-3: \$180 Additional: \$35	\$7/10.50	\$10	N/A – Closed for Covid
2019	Senior: \$70 Indiv: \$90 Fam 2-3: \$175 Additional: \$30	\$6/\$9	\$8.25	(\$104,857)
2018	Senior: \$70 Indiv: \$90 Fam 2-3: \$175 Additional: \$30	\$6/\$9	\$8.25	(\$113,258)
2017	Senior: \$70 Indiv: \$90 Fam 2-3: \$150 Additional: \$30	\$6/\$9	\$8.25	(\$152,679)

Since 2019, day pass rates have increased by 50% and minimum wage has increased 42%. However, season pass prices have increased at a more moderate rate for seniors (22%), for an individual (17%), and for a family of 2-3 (16.5%). Additionally, the deficit continues to increase due to the pass rate/wage increase disparity.

Below are the Decatur and Urbana pool rates for comparative purposes:

UPD (Crystal Lake) 2023 Rates:

Individual: \$104R/\$156NR  
 Adult (Age 55+): \$81R/\$122NR  
 Family of 3: \$203R/\$305NR  
 Each Additional Member: \$35R/\$53NR  
 Daily Admission \$8R/\$12NR

Decatur (Splash Cove) 2022 Rates:

		2022
Admission ages 13+		\$12.50
Admission ages 4-12		\$10.50
Admission ages 65+		\$11.50
Season Pass ages 13+		\$210.00
Season Pass ages 4-12		\$185.00
Season pass ages 65+		\$200.00
Season Pass Family of 2		\$265.00
Season Pass Family of 3		\$315.00
Season Pass Family of 4 to 6	\$375 (Add a family member for \$50) (+) 1 Pass \$75	\$395 (Add a family member for \$55) (+) 1 Pass \$80
Lap Swim/River Walk	\$5, free w/ season pass or FF DISC pass Unlimited Lap Pass \$100	\$6, free w/ season pass or FF DISC pass Unlimited Lap Pass \$100
Punch pass ages 13+ (10 visits)		\$115.00
Punch pass ages 4-12 (10 visits)		\$95.00
Punch pass ages 65+ (10 visits)		\$105.00
Family Swim SA-SU 9:30-11:15am	\$10 adults, \$8 youth	\$10.50 adults, \$8.50 youth
Toddler Time F 9:30-11:15am	\$10 adults, \$8 youth	\$10.50 adults, \$8.50 youth

Budget Impact

Based on the following information staff have put together 4 options for the 2023 rates:

Option 1:

- Stay open through Labor Day
- Maintain current season pass rates, but increase program fees by 10% (+ \$7,683)
- Add a \$250 retention bonus to retain staff through Labor Day (\$250 x 40 = \$10,000)

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- Proposed wage increases are roughly 15.5%. \$419,684 (2022 seasonal staff costs) x 15.5% = \$65,050
- Projected deficit increase of \$67,367 (\$65,050 + \$10,000 - \$7,683)

Option 2:

- Stay open through Labor Day
- 10% increase in season pass prices (+\$12,700), 10% increase in program fees (+\$7,683) - \$20,383 total
- Add a \$250 retention bonus to retain staff through Labor Day (\$250 x 40 = \$10,000)
- Proposed wage increases are roughly 15.5%. \$419,684 (2022 seasonal staff costs) x 15.5% = \$65,050
- Projected deficit increase of \$54,667 (\$65,050 + \$10,000 - \$20,383)

Option 3:

- Close the Sunday prior to Unit 4 entering fall session (saving 3 weekends of staff time, extra Inservice training hours, and 3 weeks of utilities and pool chemicals)
- Maintain current pass rates, but increase program fees by 10% (+\$7,683)
- Proposed wage increases are roughly 15.5%. \$419,684 (2022 seasonal staff costs) x 15.5% = \$65,050. However, the Park District would save \$23,100 on staffing costs for the extra weekends in comparison to 2022 (2022 average weekend cost x 15.5% x 2 extra weekend since we didn't open Labor Day weekend). Alternatively, the Park District would experience a reduction in day pass sales for the remaining weekends totaling \$15,377 (\$7,688, the 2022 average weekend day pass sales x 2 weekends). Therefore, it would be a projected savings of \$7,723 for the extra 2 weekends.
- Additionally, by not being open in September, the guards would not have to complete the 4 hours of monthly Inservice necessary to work Labor Day weekend, saving \$2,480 (40 guards x \$15.50 x 4 hours). The Park District would also save a projected \$13,500 in reduction of gas, electric, trash, water, janitorial supplies, and pool chemicals due to the early shut down.
- Projected deficit increase of \$33,664 (\$65,050 - \$7,723 - \$2,480 - \$13,500 - \$7,683)

Option 4:

- Same as option 3, but also increase season pass sales by 10% (+\$12,700)
- Projected deficit increase of \$20,964

Recommended Action

Staff recommends the Board approve option four (4) which will:

- Close Sholem Aquatic Center when Unit 4 enters fall session,
- Increase season pass rates by 10%, and
- Increase program fees by 10%

To realize a projected deficit increase of \$20,964.

Prepared by:

Jimmy Gleason  
Director of Revenue Facilities

Reviewed by:

Joe DeLuce  
Executive Director

# Sholem Aquatic Center

2022 Season Report

# General Overview

- 83 day season
- 61,949 day pass and member visits
- 2 exceeds lifeguard audits
- 1 meets lifeguard audit
- 34 rentals
- 1,995 pass holders
- 1,254 registered for aquatic programs

# Attendance Records

Entry Type	2022	2021	2020	2019	2018	2017
Lap Swim	22	111	N/A	24	256	115
River Run/Walk	573	539	N/A	356	N/A	N/A
Daily Admit R	8,810	8,406	N/A	10,818	13,385	15,148
Daily Admit NR	5,477	5,291	N/A	6,700	8,442	6,111
Tiny Tots	340	388	N/A	412	1,366	952
Under 3 Free	3,271	763	N/A	2,544	4,572	4,224
Free Admit	498	35	N/A	2,846	1,575	1,257
CPD Groups	2,410	2,006	N/A	4,059	4,398	2,547
Punch Card Visits	2,462	4,010	N/A	746	NA	NA
Twilight	8,906	7,592	N/A	12,722	4,579	4,760
Passholder Visits	16,730	14,101	N/A	15,639	20,118	17,596
Military/First Resp.	179	395	N/A	275	N/A	N/A
Urbana Passholders	19	53	N/A	86	105	115
Program Visits	12,252	10,635	N/A	11,200	10,877	7,474
<b>Total Visits</b>	<b>61,949</b>	<b>54,325</b>	<b>CLOSED DUE TO COVID</b>	<b>68,427</b>	<b>84,883</b>	<b>71,846</b>



# Budget Figures

## ► Sholem Revenues

	2022	2021	2020 (Covid)	2019	2018	2017
Season Pass Sales	\$127,008	\$84,068	N/A	\$107,203	\$123,553	\$120,432
Daily Admissions	\$268,654	\$243,654	N/A	\$220,703	\$269,758	\$252,141
Rental Sales	\$13,841	\$21,111	N/A	\$7,812	\$12,167	\$8,752
Program Fees	\$76,836	\$54,725	N/A	\$59,830	\$69,052	\$61,801
Bottom Line	(\$195,663)	(\$245,605)	N/A	(\$104,857)	(\$113,258)	(\$152,679)
Min Wage Increase	+9%	+33%		0%	0%	0%

## ► Oasis Concession Stand

	2022	2021	2020 (Covid)	2019	2018	2017
Sales	\$92,457	\$61,814.29	N/A	\$75,282.50	\$87,703.53	\$75,338.55
Merchandise for Resale	\$43,387	\$28,926.00	N/A	\$42,272.38	\$40,004.60	\$37,262.44
Bottom Line	\$3,464	\$7,786	N/A	(\$3,609)	\$9,097	\$7,000
Min Wage Increase	+9%	+33%		0%	0%	0%

# Group Swim Lessons

- ▶ 2022: 940 enrolled
- ▶ 2021: 745 enrolled
- ▶ 2019: 815 enrolled
- ▶ 2018: 786 enrolled
- ▶ 2017: 810 enrolled

# Private Swim Lessons

- ▶ 2022: 365 lessons
- ▶ 2021: 180 lessons
- ▶ 2019: 280 lessons
- ▶ 2018: 271 lessons
- ▶ 2017: 169 lessons

# Sholem Sharks

## ▶ Swim Team

- ▶ 2022: 114 swimmers
- ▶ 2021: 92 swimmers
- ▶ 2019: 110 swimmers
- ▶ 2018: 133 swimmers
- ▶ 2017: 158 swimmers

## ▶ Pre-Swim Team

- ▶ 2022: 29 swimmers
- ▶ 2021: 24 swimmers
- ▶ 2019: 26 swimmers
- ▶ 2018: 30 swimmers
- ▶ 2017: 29 swimmers



The People's Choice awards named Sholem as the best public pool in the area. The community has awarded this to us three years in a row.

<u>FUND</u>	<u>DEPT.</u>	<u>CLASS</u>	<u>LINE</u>	<u>DESCRIPTION</u>	<u>22-23 BUDGET</u>
02	70	022	42100	SEASON TICKET SALES	106,843.00
02	70	022	42105	DAILY ADMISSION SALES	278,302.00
02	70	022	44100	RENTAL INCOME	13,580.00
02	70	022	46150	SPECIAL RECEIPTS	2,985.00
02	70	022	46160	OTHER REIMBURSEMENTS	1,000.00
02	70	022	48239	MERCHANDISE FOR RESALE	0.00
02	70	022	49115	PROGRAM FEES	84,482.00
02	70	022	49175	SPECIAL EVENTS	0.00
02	70	022	54201	POSTAGE AND MAILING	0.00
02	70	022	54202	PRINTING AND DUPLICATING	1,150.00
02	70	022	54204	STAFF MEETINGS	0.00
02	70	022	54206	ADVERTISING/PUBLICITY	500.00
02	70	022	54207	STAFF TRAINING	12,200.00
02	70	022	54208	MEMBERSHIPS, DUES AND FEES	295.00
02	70	022	54209	CONFERENCE AND TRAVEL	300.00
02	70	022	54234	LANDFILL FEES	975.00
02	70	022	54242	EQUIPMENT REPAIR	10,770.00
02	70	022	54245	BUILDING REPAIR	12,700.00
02	70	022	54250	EQUIPMENT RENTAL	2,504.00
02	70	022	54251	RENTAL FACILITIES	1,485.00
02	70	022	54253	PEST CONTROL	575.00
02	70	022	54255	LICENSE AND FEES	0.00
02	70	022	54260	SERVICE CONTRACTS - FACILITIES	2,882.00
02	70	022	54265	SUBSCRIPTIONS	0.00
02	70	022	54271	PETTY CASH	0.00
02	70	022	55301	OFFICE SUPPLIES	800.00
02	70	022	55303	DUPLICATING SUPPLIES	150.00
02	70	022	55308	FIRST AID/MEDICAL SUPPLIES - POOL SPEC.	2,700.00
02	70	022	55315	STAFF UNIFORMS	14,460.00
02	70	022	55320	BUILDING MAINTENANCE SUPPLIES	8,000.00
02	70	022	55322	CLEANING / JANITORIAL SUPPLIES	2,556.00
02	70	022	55330	GAS, FUEL, GREASE AND OIL	50.00
02	70	022	55331	CHEMICALS	43,000.00
02	70	022	55349	PLAQUES, AWARDS, PRIZES	0.00
02	70	022	55350	RECREATION/PROGRAM SUPPLIES	3,000.00
02	70	022	55354	FOOD SUPPLIES	700.00
02	70	022	56230	SANITARY FEES AND CHARGES	1,662.50
02	70	022	56231	GAS AND ELECTRICITY	60,000.00
02	70	022	56232	WATER	30,000.00
02	70	022	56233	TELECOMM EXPENSE	3,096.00
02	70	022	58001	PERIODIC MAINTENANCE	0.00
02	70	022	59414	CREDIT CARD FEES	6,000.00
02	70	022	70201	FULL TIME SALARIS AND WAGES	38,967.00
02	70	022	70202	PART TIME SEASONAL WAGES	469,923.00
			83003	ALLOWANCES/REIMBURSEMENTS	840.00
				Total Revenues	487,192.00
				Total Expenses	732,240.50
				Net Surplus (Deficit)	(245,048.50)

Line	Account Description	Description	Fee	Sessions	Classes	Enrollment	Total Budget
42100	SEASON TICKET SALES						
		Cyber Moday Pool Pass Sale	17,143.00	1.00	1.00	1.00	17,143.00
		Early Bird Sales	34,000.00	1.00	1.00	1.00	34,000.00
		Regular Pool Pass Sales	55,700.00	1.00	1.00	1.00	55,700.00
							106,843.00
42105	DAILY ADMISSION SALES						
		Daily Admission	9.00	1.00	1.00	8,406.00	75,654.00
		NR Daily Admission	13.50	1.00	1.00	5,921.00	79,933.50
		Twilight Admissions/Friday	6.00	1.00	1.00	5,654.00	33,924.00
		NR Twilight Admissions/Friday	9.00	1.00	1.00	1,938.00	17,442.00
		Tiny Tots Admissions	5.00	1.00	1.00	287.00	1,435.00
		NR Tiny Tots Admissions	7.50	1.00	1.00	101.00	757.50
		Lap Swim Admissions	5.00	1.00	1.00	87.00	435.00
		NR Lap swim Admissions	7.50	1.00	1.00	24.00	180.00
		CPD Group Admissions	1.00	1.00	1.00	2,006.00	2,006.00
		Walk the Rive Admissions	5.00	1.00	1.00	465.00	2,325.00
		NR Walk the River Admissions	7.50	1.00	1.00	64.00	480.00
		Sholem Punch Card (5)	40.00	1.00	1.00	184.00	7,360.00
		NR Sholem Punch Card (5)	60.00	1.00	1.00	96.00	5,760.00
		Sholem Punch Card (10)	80.00	1.00	1.00	103.00	8,240.00
		NR Sholem Punch Card (10)	120.00	1.00	1.00	21.00	2,520.00
		Sholem Morning Punch Card (10)	40.00	1.00	1.00	133.00	5,320.00
		NR Sholem Morning Punch Card (10)	60.00	1.00	1.00	29.00	1,740.00
		Adult Swim Night	9.00	13.50	1.00	250.00	30,375.00
		NR Adult Swim Night	12.00	1.00	1.00	100.00	1,200.00
		Senior Swim Day	6.00	1.00	1.00	50.00	300.00
		NR Senior Swim Day	9.00	1.00	1.00	10.00	90.00
		Sensory Friendly Pool Day	6.00	1.00	1.00	100.00	600.00
		NR Sensory Friendly Pool Day	9.00	1.00	1.00	25.00	225.00
							278,302.00
44100	RENTAL INCOME						
		"Ultimate Beach Party" full facility rental	1,000.00	1.00	1.00	6.00	6,000.00
		NR "Ultimate Beach Party"	1,500.00	1.00	1.00	0.00	0.00
		"Surf's Up!" slides and river rental	700.00	1.00	1.00	2.00	1,400.00
		NR "Surf's Up!"	1,090.00	1.00	1.00	0.00	0.00
		"Summer Nights" main pool rental	500.00	1.00	1.00	2.00	1,000.00
		NR "Summer Nights"	750.00	1.00	1.00	0.00	0.00
		"A Day at the Beach" full package pool party	270.00	1.00	1.00	5.00	1,350.00
		NR "A Day at the Beach"	405.00	1.00	1.00	2.00	810.00
		"Groups on the Green" lawn rental and admission	170.00	1.00	1.00	5.00	850.00
		NR "Groups on the Green"	255.00	1.00	1.00	2.00	510.00



Line	Account Description	Description	Factor	Exp. \$	Months	Units	Total Budget	
54201	POSTAGE AND MAILING							
		Postage and Mailing	0.00	0.00	0.00	0.00	0.00	0.00
54202	PRINTING AND DUPLICATING							
		Business Cards	1.00	50.00	1.00	1.00	50.00	
		Sholem Punch Cards	1.00	100.00	1.00	1.00	100.00	
		Updating signage	1.00	1,000.00	1.00	1.00	1,000.00	1,150.00
54204	STAFF MEETINGS							
		Supplies for preseason meetings with management staff	0.00	50.00	1.00	1.00	0.00	0.00
54206	ADVERTISING/PUBLICITY							
		General pool season advertising	1.00	500.00	1.00	1.00	500.00	500.00
54207	STAFF TRAINING							
		New Lifeguard Licenses	1.00	105.00	1.00	50.00	5,250.00	
		Renewal Lifeguard Licenses	1.00	75.00	1.00	50.00	3,750.00	
		Lifeguard online course registration (vanGuard)	1.00	50.00	1.00	2.00	100.00	
		Instructor Class (New)	0.00	425.00	1.00	1.00	0.00	
		Instructor Class (Renewal)	1.00	325.00	1.00	1.00	325.00	
		Training for Aquatics Manager	0.00	1,000.00	1.00	1.00	0.00	
		Ellis and Associates Monthly Audits	1.00	925.00	3.00	1.00	2,775.00	12,200.00
54208	MEMBERSHIPS, DUES AND FEES							
		Jeff Ellis Swim Annual Fee	1.00	295.00	1.00	1.00	295.00	295.00
54209	CONFERENCE AND TRAVEL							
		Conference Registration	0.00	700.00	1.00	1.00	0.00	
		Conference Hotel	0.00	150.00	1.00	4.00	0.00	
		Conference Per Diem	0.00	500.00	1.00	1.00	0.00	
		Travel Expense	0.00	600.00	1.00	1.00	0.00	
		Lifeguard Instructor Per Diem (Ally will need recert after 22 season)	1.00	100.00	1.00	1.00	100.00	
		Lifeguard Instructor Hotel	1.00	150.00	1.00	1.00	150.00	
		Lifeguard Instructor Travel Expense	1.00	50.00	1.00	1.00	50.00	300.00
54234	LANDFILL FEES							
		Landfill Fees	1.00	195.00	5.00	1.00	975.00	975.00
54242	EQUIPMENT REPAIR							
		Pool Chair Referb (110 a year)	1.00	6,270.00	1.00	1.00	6,270.00	
		Pool Sign Referb/Replace	1.00	0.00	1.00	8.00	0.00	
		Lifeguard Stand Repairs	0.00	0.00	0.00	0.00	0.00	
		Lane Line Cover Replacement	0.00	124.00	1.00	2.00	0.00	
		Vortex Leaf and Bucket Replacement	1.00	500.00	1.00	1.00	500.00	
		Pump House Pump Rebuild	1.00	2,000.00	1.00	2.00	4,000.00	10,770.00
54245	BUILDING REPAIR							
		Burg Tanks DE Filter Cleaning	1.00	450.00	5.00	1.00	2,250.00	
		Annual Plumbing Inspection	1.00	450.00	1.00	1.00	450.00	
		FE Moran Alarm Repairs	1.00	0.00	1.00	1.00	0.00	
		Emergency Large Repairs	1.00	7,000.00	1.00	1.00	7,000.00	
		Emergency Small Repairs	1.00	5,000.00	1.00	1.00	3,000.00	
		Building Painting	0.00	1,000.00	1.00	1.00	0.00	12,700.00
54250	EQUIPMENT RENTAL							
		Water Slide Buffers (buff slides each season)	1.00	500.00	1.00	1.00	500.00	



54251 RENTAL FACILITIES	CO2 Tank Rental	1.00	167.00	12.00	1.00	2,004.00	2,504.00
54253 PEST CONTROL	Urbana Indoor Aquatic Center rental for LG training	1.00	45.00	3.00	11.00	1,485.00	1,485.00
54255 LICENSE AND FEES	Monthly Pest Control Equipment	1.00	35.00	5.00	1.00	175.00	
54260 SERVICE CONTRACTS - FACILITIES	Emergency Treatments	4.00	100.00	1.00	1.00	400.00	575.00
	IDPH Annual Inspection Fee	0.00	0.00	0.00	0.00	0.00	0.00
	Fire Extinguisher Testing	1.00	400.00	1.00	1.00	400.00	
	Oxygen Tank Refills	1.00	310.00	1.00	1.00	310.00	
	FE Moran Alarm Operation	1.00	181.00	12.00	1.00	2,172.00	2,882.00
54265 SUBSCRIPTIONS	None	0.00	0.00	0.00	0.00	0.00	0.00
54271 PETTY CASH	Petty Cash	1.00	0.00	1.00	1.00	0.00	0.00
55301 OFFICE SUPPLIES	Misc. Supplies for Staff Areas	1.00	800.00	1.00	1.00	800.00	800.00
55303 DUPLICATING SUPPLIES	Scanner/copier/printer installation and upkeep	1.00	150.00	1.00	1.00	150.00	150.00
55308 FIRST AID/MEDICAL SUPPLIES - POOL SPEC.	Head Immobilizer Replacements	0.00	70.00	1.00	7.00	0.00	
	Backboard Strap Replacements	0.00	68.00	1.00	7.00	0.00	
	Bacterial and Viral Filter	0.00	3.00	1.00	10.00	0.00	
	General First Aid Supplies	1.00	1,000.00	1.00	1.00	1,000.00	
	Vomit Vacuum and Replacement Cartridges (2023)	0.00	110.00	1.00	1.00	0.00	
	Backboard Replacements (2016, 2019, 2023)	0.00	0.00	0.00	0.00	0.00	
	Lifeguard Training Mannequin (2021, 2026)	0.00	230.00	1.00	1.00	0.00	
	Rebreather Mask Replacements	0.00	5.00	1.00	6.00	0.00	
	CPR Masks for Lifeguards	1.00	10.00	1.00	170.00	1,700.00	
	"Crash Bag" First Aid Kits for Emergency Response	0.00	129.00	1.00	1.00	0.00	
	BVM for Oxygen Delivery	0.00	17.00	1.00	2.00	0.00	
	Lifeguard Rescue Tubes (5 new each year starting 2023)	0.00	44.00	1.00	5.00	0.00	2,700.00
55315 STAFF UNIFORMS	Lifeguard Visors	80.00	5.00	1.00	1.00	400.00	
	Red Lifeguard Hats	20.00	6.00	1.00	1.00	120.00	
	Blue Pool Manager Hats	0.00	6.00	1.00	1.00	0.00	
	Lifeguard Men's Shirts	100.00	12.00	1.00	1.00	1,200.00	
	Lifeguard Women's Shirts	100.00	12.00	1.00	1.00	1,200.00	
	Lifeguard Men's Swimtrunks	80.00	20.00	1.00	1.00	1,600.00	
	Lifeguard Women's 1 Piece Suits	35.00	40.00	1.00	1.00	1,400.00	
	Lifeguard Women's 2 Piece Suits	75.00	40.00	1.00	1.00	3,000.00	
	Women's Swim Lesson Manager Polo	4.00	30.00	1.00	1.00	120.00	
	Pool Manager Men's Trunks	0.00	20.00	1.00	1.00	0.00	
	Pool Manager Women's Swimsuits	0.00	40.00	1.00	1.00	0.00	
	Women's Pool Manager Polos	14.00	30.00	1.00	1.00	420.00	
	Men's Pool Manager Polos	10.00	30.00	1.00	1.00	300.00	

	Lifeguard Whistles	200.00	2.90	1.00	1.00	580.00	
	Lifeguard Whistle Lanyard	200.00	1.60	1.00	1.00	320.00	
	Lifeguard Packs	100.00	6.50	1.00	1.00	650.00	
	Swim Team Hats	10.00	5.00	1.00	1.00	50.00	
	Men's Swim Team Polos	5.00	30.00	1.00	1.00	150.00	
	Women's Swim Team Polos	10.00	30.00	1.00	1.00	300.00	
	Swim Instructor Rashguards	30.00	30.00	1.00	1.00	900.00	
	Swim Instructor Hats	30.00	5.00	1.00	1.00	150.00	
	Men's Customer Service Manager Polos	10.00	30.00	1.00	1.00	300.00	
	Women's Customer Service Manager Polos	10.00	30.00	1.00	1.00	300.00	
	Misc. Lifeguard apparel for resale	1,000.00	1.00	1.00	1.00	1,000.00	14,460.00
55320	BUILDING MAINTENANCE SUPPLIES						
	New Parts	1.00	2,000.00	1.00	1.00	2,000.00	
	Misc. Operational Charges	1.00	6,000.00	1.00	1.00	6,000.00	8,000.00
55322	CLEANING / JANITORIAL SUPPLIES						
	KaiVac Cleaning System	0.00	4,450.00	1.00	1.00	0.00	
	Kaiblooeey Shower Cleaner (1 Case)	8.00	84.00	1.00	1.00	672.00	
	Kaio Multip-Purpose Cleaner (1 Case)	8.00	90.00	1.00	1.00	720.00	
	Kaipow Kitchen Degreaser (1 Case)	2.00	82.00	1.00	1.00	164.00	
	Cleaning/Janitorial Supplies	1.00	1,000.00	1.00	1.00	1,000.00	2,556.00
55330	GAS, FUEL, GREASE AND OIL						
	Fuel Purchases	1.00	50.00	1.00	1.00	50.00	50.00
55331	CHEMICALS						
	Pool Operation Chemicals	1.00	42,000.00	1.00	1.00	42,000.00	
	Water Test Chemicals	1.00	1,000.00	1.00	1.00	1,000.00	43,000.00
55349	PLAQUES, AWARDS, PRIZES						
	End of Year Staff Awards	0.00	20.00	1.00	1.00	0.00	0.00
55350	RECREATION/PROGRAM SUPPLIES						
	Misc. Supplies	1.00	2,000.00	1.00	1.00	2,000.00	
	Tubes for Lazy River	0.00	22.15	1.00	1.00	0.00	
	Replacement Lifeguard Umbrellas	0.00	85.00	1.00	2.00	0.00	
	Special Event Supplies	1.00	1,000.00	1.00	1.00	1,000.00	
	Replacement Lifeguard Seats	0.00	50.00	1.00	8.00	0.00	3,000.00
55354	FOOD SUPPLIES						
	Food for End of Season Staff Party	1.00	700.00	1.00	1.00	700.00	700.00
56230	SANITARY FEES AND CHARGES						
	Stormwater Utility Fee	1.00	475.00	3.50	1.00	1,662.50	1,662.50
56231	GAS AND ELECTRICITY						
	Gas and Electricity	1.00	4,000.00	1.00	15.00	60,000.00	60,000.00
56232	WATER						
	Water	1.00	7,500.00	4.00	1.00	30,000.00	30,000.00
56233	TELECOMM EXPENSE						
	Telocomm Expense	1.00	3,096.00	1.00	1.00	3,096.00	3,096.00
58001	PERIODIC MAINTENANCE						
	SAC Slide Recoat	0.00	18,000.00	1.00	1.00	0.00	0.00
59414	CREDIT CARD FEES						
	Credit Card Fees	1.00	6,000.00	1.00	1.00	6,000.00	6,000.00

Description	Employee/Shift	HR Rate	Hrs/Day	Days/WK	#WKS	#Emp	Total Budget	
70201 FULL TIME SALARIS AND WAGES	Aquatics Manager - Budget specific percentage						38,967.00	
70202 PART TIME SEASONAL WAGES								
	Pool Manager: Pre-season	15.00	8.00	5.00	3.00	2.00	3,600.00	
	Pool Manager: Summer Open Swim	15.00	7.00	5.00	12.00	2.00	12,600.00	
	Pool Manager: Night Events	15.00	2.00	1.00	12.00	1.00	360.00	
	Pool Manager: August Hours	15.00	5.00	1.00	2.00	2.00	300.00	
	Pool Manager: Post-season	15.00	8.00	5.00	1.00	2.00	1,200.00	
	Pool Manager: In-Services	15.00	2.00	2.00	14.00	2.00	1,680.00	
	Customer Service Manager: Pre-season	14.50	4.00	5.00	2.00	1.00	580.00	
	Customer Service Manager: Summer Open Swim	14.50	6.00	5.00	12.00	1.00	5,220.00	
	Customer Service Manager: Night events	14.50	1.00	1.00	12.00	1.00	174.00	
	Customer Service Manager: August Hours	14.50	6.00	2.00	2.00	1.00	348.00	
	Customer Service Manager: Post-season	14.50	6.00	5.00	1.00	1.00	435.00	
	Swim Lesson Manager: Pre-season	14.00	4.00	3.00	2.00	1.00	336.00	
	Swim Lesson Manager: Swim Lesson Weeks	14.00	7.50	5.00	8.00	1.00	4,200.00	
	Swim Lesson Manager: Post-season	14.00	4.00	1.00	1.00	1.00	56.00	
	Weather Closures Pool Manager	15.00	-7.00	1.00	10.00	1.00	-1,050.00	
	Weather Closures Swim Lesson Manager	14.00	-7.50	1.00	10.00	1.00	-1,050.00	28,989.00
	Assistant Pool Manager: Pre-season	14.50	8.00	5.00	3.00	5.00	8,700.00	
	Assistant Pool Manager: Summer Open Swim	14.50	7.00	5.00	12.00	5.00	30,450.00	
	Assistant Pool Manager: Night events	14.50	2.00	1.00	12.00	1.00	348.00	
	Assistant Pool Manager: August Hours	14.50	5.00	2.00	2.00	1.00	290.00	
	Assistant Pool Manager: Post-season	14.50	8.00	5.00	1.00	5.00	2,900.00	
	Assistant Pool Manager: In-services	14.50	2.00	1.00	14.00	5.00	2,030.00	
	Assistant Customer Service Manager: Pre-season	13.50	4.00	5.00	2.00	6.00	3,240.00	
	Assistant Customer Service Manager: Summer Open Swim	13.50	8.00	4.00	12.00	6.00	31,104.00	
	Assistant Customer Service Manager: Night events	13.50	2.00	1.00	12.00	2.00	648.00	
	Assistant Customer Service Manager: August Hours	13.50	8.00	2.00	2.00	1.00	432.00	
	Assistant Customer Service Manager: Post-season	13.50	4.00	5.00	1.00	6.00	1,620.00	
	Assistant Swim Lesson Manager: Pre-season	13.00	4.00	3.00	2.00	1.00	312.00	
	Assistant Swim Lesson Manager: Swim Lesson Weeks	13.00	7.00	5.00	8.00	1.00	3,640.00	
	Assistant Swim Lesson Manager: Post-season	13.00	4.00	1.00	1.00	1.00	52.00	
	Weather Closures Assistant Pool Manager	14.50	-8.00	1.00	10.00	1.00	-1,160.00	
	Weather Closures Assistant Customer Service Manager	13.50	-8.00	1.00	10.00	1.00	-1,080.00	
	Weather Closures Assistant Swim Lesson Manager	13.00	-7.00	1.00	8.00	1.00	-728.00	82,798.00
	Swim Lesson Instructor: Pre-season	12.00	4.00	2.00	1.00	12.00	1,152.00	
	Swim Lesson Instructor: Swim Lesson Weeks	12.00	5.00	5.00	8.00	10.00	24,000.00	
	Water Aerobics Instructor	22.00	1.25	5.00	10.00	1.00	1,375.00	
	Weather Closures Swim Lesson Instructor	12.00	-4.00	1.00	8.00	10.00	-3,840.00	
	Weather Closures Water Aerobics Instructor	22.00	-1.25	1.00	10.00	1.00	-275.00	22,412.00

Front Desk Worker: Pre-season	12.00	4.00	2.00	2.00	20.00	3,840.00	
Front Desk Worker: Summer Open Swim	12.00	7.50	7.00	12.00	5.00	37,800.00	
Front Desk Worker: Night Events	12.00	2.00	1.00	12.00	1.00	288.00	
Front Desk Worker: August Hours	12.00	8.00	2.00	2.00	5.00	1,920.00	
Front Desk Worker: Post-season	12.00	4.00	1.00	1.00	5.00	240.00	
Maintenance Staff Call Ins	20.00	135.00	1.00	1.00	1.00	2,700.00	
Weather Closures Front Desk Worker	12.00	-7.50	1.00	10.00	5.00	-4,500.00	42,288.00
Lifeguards: Pre-season	13.50	4.00	4.00	2.00	85.00	36,720.00	
Lifeguards: Summer Open Swim: Early AM	13.50	2.00	5.00	12.00	2.00	3,240.00	
Lifeguards: Summer Open Swim: Morning	13.50	4.50	5.00	10.00	12.00	36,450.00	
Lifeguards: Summer Open Swim: Weekend Morning	13.50	4.00	2.00	11.00	7.00	8,316.00	
Lifeguards: Summer Open Swim	13.50	9.00	7.00	12.00	20.00	204,120.00	
Lifeguards: Night events	13.50	2.00	1.00	12.00	20.00	6,480.00	
Lifeguards: August Hours	13.50	8.00	2.00	2.00	20.00	8,640.00	
Lifeguards: In-Services	13.50	2.00	1.00	6.00	85.00	13,770.00	
Weather Closures Lifeguards	13.50	-9.00	1.00	10.00	20.00	-24,300.00	293,436.00
							469,923.00

83003 ALLOWABLE REIMBURSEMENTS	Aquatics Manager Cell Phone (monthly rate)	70.00	12.00	1.00	1.00	1.00	840.00	
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## REPORT TO PARK BOARD

**FROM: Joe DeLuce, Executive Director**

**DATE: November 9, 2022**

**SUBJECT: University of Illinois Partnership**

### Introduction

District staff along with Brian Holding have been working with the University of Illinois over the past few years on a possible partnership at the Martens Center focusing on the Innovation Center. Staff have met with numerous individuals in administration and various institutes to discuss options and involvement of the U of I in the community.

### Background

In Spring of 2020, the nation was riveted by the George Floyd tragedy and other similar tragedies. Our communities continue to be plagued by senseless acts of violence and other societal challenges. This required a call to arms by all communities across America. In response, Chancellor Jones issued a Call to Action to Address Racism and Social Injustice, charging a Steering Committee and four working groups to lay a framework for how the University can take the necessary steps to dismantle systemic racism and injustice at the University of Illinois Urbana-Champaign (Illinois) and within the Champaign-Urbana Community.

The four working committees were: 1) Teaching and Scholarship, 2) Diversity and a Culture of Inclusion, 3) Public Safety, Policing, and the Justice System, and 4) Community Action and Public Engagement (CAPE). The Community Action and Public Engagement (CAPE) working committee, co-chaired by Executive Associate Chancellor Wanda Ward and Vice Chancellor Danita Brown Young, worked closely with community and university members to develop a Campus-Community Compact to Accelerate Social Justice (Compact).

Seven working groups were formed to develop short- and long-term plans to address the following focus areas:

- Accessible Technology (inherent mistrust; limited accessibility)
- Community Health, Wellness, and Resilience (including mental health)
- Community Relations (town and gown issues)
- Economic Development (including minority business and employment opportunities)
- Inclusive Education: Youth/K-16 Education Opportunity and Access
- Workforce Development

The University of Illinois Urbana-Champaign values highly its role as a trusted anchor institution and is committed to continuing its co-equal partnership with Champaign-Urbana and surrounding communities to create long-term sustainable change in our community.

### *Accessible Technology*

Establish and fund sufficient community resources to ensure that all residents (regardless of race, ethnicity, neighborhood location, economic status or other identities) have effective access to and use

of internet technologies. Will provide access to computing devices, digital literacy training, and dependable, affordable internet connectivity.

#### *Priority areas*

- Establish and staff an IT hub that will provide both onsite and community-based support and services.
- Serve as an IT resource to help plan and implement IT components of community initiatives.
- Help identify, develop internships, and connect or establish pathway programs to work or college for Black and Indigenous People of Color (BIPOC) youth in our community who show interest in further education.
- Work with all local internet service providers (ISP's), i3Broadband and the UC2B board to improve service and more fully utilize our existing all-fiber backbone network. Visioning statement

#### Proposed Agreement Highlights

- Park District and the University of Illinois shall develop joint programs, activities, and services for the development of children, adolescents, and adults in connection with the use of the Martens Center.
- This Agreement is made and entered into as of November 9, 2022 and shall expire on November 8, 2024.
- The Agreement may be renewed for two (2) additional one-year terms if approved in writing and signed by both Parties.

#### **University of Illinois responsibilities include:**

- Coalesce broader impacts and outreach efforts of the Campus Community Compact by creating, in conjunction with the Park District, a University of Illinois Science Experience Room at the Martens Center.
- In conjunction with the Park District, develop programs, activities, and services for children, adolescents, and adults in connection with the use of the Martens Center.
- Ensure the University of Illinois Science Experience Room at the Martens Center shall provide cross-disciplinary education and research programming, such as:
- **A variety of science enrichment classes.** Including:
  - Utilizing the Park District's current course structure to offer weekly, after-school classes to children, adolescents, and adults.
  - Offering immersive community activities that span several hours each weekend day. Such classes are to be designed to utilize the stationary features (for example, Classroom area) and mobile features (for example, Snap Circuits) currently envisioned for the University of Illinois, Science Experience Room.
- **A rotating showcase of participant self-administered research exhibits.** For example:
  - Hands-on and immersive exhibits, similar to exhibits in science centers and museums (for example, the Chicago Museum of Science and Technology). By way of example, researchers could create an exhibition demonstrating "How Doing Math Grows Your Brain" for children, adolescent, and adult audiences. Such exhibits could be created to fit the physical spaces (for example, Lego Wall, Activity Tables) and specific features (for example, 3D printers) to make the most enriching experience possible for participants.
- **Hands on applied STEM learning opportunities.** STEM Illinois shall provide programming for hands-on STEM learning opportunities through programs such as STEM Saturdays.

- Provide an appropriate number of qualified staff to supervise and conduct program activities. Such staff shall be employed by Illinois and covered by all applicable and necessary insurance, as required in Article 5, as well as all other employment requirements.
- Comply with all policies and procedures, including without limitation, staff background checks, related to the use of the Facilities, grounds, equipment, and supplies of the Park District.
- Comply with reporting and documentation requirements regarding children, adolescents, and adults using the Facilities as established and determined by the Park District and Illinois.
- Provide all necessary equipment and supplies for the operation of the Illinois programs and activities; provided that, the Park District shall provide adequate storage space at the Facilities for Illinois.

**Park District responsibilities include:**

- Provide adequate space for signage identifying Illinois as a contributing entity. Any signage shall be consistent with the applicable policies of the Parties but shall in all instances comply with requirements of the Park District as determined by its Board of Commissioners.
- Provide programming and activity space for Illinois' programs and activities within the Martens Center University of Illinois Science Experience Room space. Additional programming space may be available to Illinois based upon Martens Center schedule, availability, and facility fees.
- Dedicate office space in the Facility for Illinois to prepare programming, activities, complete necessary documentation, and store its files, equipment, and supplies.
- Provide a dedicated and identified area for Illinois activity check in and check out.
- Provide suitable space for Illinois programming literature and materials.
- Promote various Illinois programs and activities through Park District media outlets, social media sites, and brochures.
- Maintain the Facility in a clean and safe condition.

Budget Impact

The overall impact on the budget may not be clear for a year or two but by the U of I providing staffing for the innovation center and assisting with programming in the space, the District saves over \$50,000 per year on staffing costs. The District should also benefit from memberships, daily entrance fees and related program fees.

Recommended Action

Staff believes this is a great opportunity to partner with the University of Illinois to provide programs and services for residents and help the University to better engage with the community. The partnership between the Park District and the University of Illinois could be more beneficial than we all realize as the possibilities of programs and services in the future could be life changing.

Staff recommends the Park Board approve the agreement between the Park District and the University of Illinois to provide programs and services for the community at the Martens Center.

Prepared by:

Reviewed by:

Joe DeLuce, Executive Director

Jarrod Scheunemann,  
Director of Admin Services



## INTERGOVERNMENTAL AGREEMENT

The parties to this Intergovernmental Agreement are the Board of Trustees of the University of Illinois, a body corporate and politic of the State of Illinois, operating through its Office of the Chancellor – Public Engagement University of Illinois Urbana-Champaign (hereinafter referred to as, “Illinois”) and CHAMPAIGN PARK DISTRICT, an Illinois municipal corporation, (hereinafter referred to as, “Park District”) located at 706 Kenwood Road, Champaign, IL 61821, and individually or collectively referred to as “Party” or “Parties”, as the case may be.

### 1.0 PURPOSE

Park District and Illinois shall develop joint programs, activities, and services for the development of children, adolescents, and adults in connection with the use of the Martens Center.

### 2.0 TERM

#### 2.1 Term of Agreement

This Agreement is made and entered into as of \_\_\_\_\_, 2022 and shall expire on \_\_\_\_\_, 2024.

#### 2.2 Renewal Options.

The Agreement may be renewed for two (2) additional one-year terms if approved in writing and signed by both Parties.

#### 2.3 Termination for Cause

A Party will have fifteen (15) days (or any longer period agreed to by the aggrieved Party) to cure a material breach, fraud, or malfeasance of this Agreement after receiving notice of such material breach, fraud, or malfeasance by the aggrieved Party. The aggrieved Party may consider this Agreement terminated without further notice if the defaulting party fails to cure the material breach, fraud, or malfeasance within the prescribed period.

#### 2.4 Termination for Convenience

Either Party may terminate this Agreement for convenience upon sixty (60) days’ prior written notice to the other Party.

**2.5 Ownership.** The Facilities shall at all times be owned and operated by the Park District. The Park District shall, as otherwise described herein, allocate space and programming opportunities to Illinois pursuant to this Agreement, which may include an amendment hereto. The Parties recognize that the Park District shall undertake efforts with Illinois to develop programming and activities for residents and users consistent with the Park District’s overall programming policies and purposes.

### 3.0 DUTIES OF ILLINOIS

Illinois shall provide the following services (“Services”):



- 3.1** Coalesce broader impacts and outreach efforts of the Campus Community Compact by creating, in conjunction with the Park District, a University of Illinois Science Experience Room at the Martens Center.
- 3.2** In conjunction with the Park District, develop programs, activities, and services for children, adolescents, and adults in connection with the use of the Martens Center.
- 3.3** Ensure the University of Illinois Science Experience Room at the Martens Center shall provide cross-disciplinary education and research programming, such as:
- **A variety of science enrichment classes.** Including:
    - Utilizing the Park District’s current course structure to offer weekly, after-school classes to children, adolescents, and adults.
    - Offering immersive community activities that span several hours each weekend day. Such classes are to be designed to utilize the stationary features (for example, Classroom area) and mobile features (for example, Snap Circuits) currently envisioned for the University of Illinois, Science Experience Room.
  - **A rotating showcase of participant self-administered research exhibits.** For example:
    - Hands-on and immersive exhibits, similar to exhibits in science centers and museums (for example, the Chicago Museum of Science and Technology). By way of example, researchers could create an exhibition demonstrating “How Doing Math Grows Your Brain” for children, adolescent, and adult audiences. Such exhibits could be created to fit the physical spaces (for example, Lego Wall, Activity Tables) and specific features (for example, 3D printers) to make the most enriching experience possible for participants.
  - **Hands on applied STEM learning opportunities.** STEM Illinois shall provide programming for hands-on STEM learning opportunities through programs such as STEM Saturdays.
- 3.4** Provide an appropriate number of qualified staff to supervise and conduct program activities. Such staff shall be employed by Illinois and covered by all applicable and necessary insurance, as required in Article 5, as well as all other employment requirements.
- 3.5** Comply with all policies and procedures, including without limitation, staff background checks, related to the use of the Facilities, grounds, equipment, and supplies of the Park District.
- 3.6** Comply with reporting and documentation requirements regarding children, adolescents, and adults using the Facilities as established and determined by the Park District and Illinois.
- 3.7** Provide all necessary equipment and supplies for the operation of the Illinois programs and activities; provided that, the Park District shall provide adequate storage space at the Facilities for Illinois.

**4.0 DUTIES OF PARK DISTRICT**

PARK DISTRICT shall:

- 4.1** Provide adequate space for signage identifying Illinois as a contributing entity. Any signage shall be consistent with the applicable policies of the Parties but shall in all

instances comply with requirements of the Park District as determined by its Board of Commissioners.

- 4.2 Provide programming and activity space for Illinois' programs and activities within the Martens Center University of Illinois Science Experience Room space. Additional programming space may be available to Illinois based upon Martens Center schedule, availability, and facility fees.
- 4.3 Dedicate office space in the Facility for Illinois to prepare programming, activities, complete necessary documentation, and store its files, equipment, and supplies.
- 4.4 Provide a dedicated and identified area for Illinois activity check in and check out.
- 4.5 Provide suitable space for Illinois programming literature and materials.
- 4.6 Promote various Illinois programs and activities through Park District media outlets, social media sites, and brochures.
- 4.7 Maintain the Facility in a clean and safe condition.

## 5.0 INSURANCE

The Parties shall obtain the necessary liability, property and casualty insurance as their respective interests appear. Illinois shall keep in full force and effect at all times during this Agreement comprehensive general liability insurance, including contractual liability coverage, with minimum limits of not less than \$2,000,000 per occurrence and \$4,000,000 annual aggregate together with property damage insurance of not less than \$1,000,000. In addition, Illinois shall maintain workers compensation and employer's liability insurance coverage and/or employers liability limits which shall not be less than \$1,000,000 per accident for bodily injury or \$1,000,000 each employee for bodily injury by disease. All commercial 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. Commercial general liability insurance coverage provided by Illinois shall be primary and non-contributory as to the Park District. Any insurance or self-insurance maintained by the Park District shall be in excess of Illinois insurance and shall not contribute with it. Upon expiration of the initial Agreement term, the Park District may request an increase in the amount of such coverages for any further terms. The Park District, its commissioners, officers, employees, agents, representatives, and volunteers shall be covered as additional insured's under the Illinois commercial general liability coverage which shall contain no special limitation on the scope of protection afforded to the additional insured's, and shall contain appropriate endorsements or riders necessary to assure coverage. Failure of the Park District to demand such certificate, endorsements, riders, or other evidence of full compliance with these insurance requirements or failure of the Park District to identify a deficiency in the evidence that is provided shall not be construed as a waiver of Illinois' obligation to maintain such insurance. Cancellation of any such coverage without a substitute policy containing the required coverages being put in force, shall be grounds for the Park District to immediately terminate this Agreement with no further rights afforded Illinois. The Parties acknowledge that Illinois may from time to time change insurers; provided that, the Park District shall be provided with a certificate of such insurance as well as such endorsements or riders otherwise conforming to and in compliance with the terms hereof, promptly upon such change.

Upon request and within seven days each party shall provide to the other a certificate of insurance evidencing the coverage and limits required by this Article 5.0.

**6.0 Indemnification.** Illinois shall indemnify, defend and hold harmless Park District and its commissioners, officers, employees, agents, representatives, and volunteers from and against liability, loss, costs, causes of actions, demands, attorney's fees, expenses, claims, suits and judgments of whatsoever kind and character, including without limitation, all possible costs of responding to

demands, in whatever form that may take, with respect to any claim made against Park District that arises solely from an act, failure, or omission on the part of Illinois or any of its trustees, officers, employees, agents, representatives, and volunteers in carrying out of the terms of this Agreement.

Park District shall indemnify, defend and hold harmless Illinois and any of its trustees, officers, employees, agents representatives, and volunteers from and against 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 Illinois that arises solely from an act, failure, or omission on the part of Park District, or any of its commissioners, officers, employees, agents, representatives, and volunteers in carrying out the terms of this Agreement.

## **7.0 GENERAL PROVISIONS**

### **7.1 Independent Contractor**

Illinois and Park District are independent contractors with respect to each other. This Agreement is not intended to and shall not be construed or interpreted to create any association, partnership, joint venture, or agency relationship between the Parties in any manner whatsoever.

### **7.2 Non-exclusivity**

This Agreement is non-exclusive. Either Party may, without notice to the other, offer other services of the same or similar nature at other locations.

### **7.3 Amendment**

Any proposed amendment to this Agreement shall not be valid unless made in a writing properly executed by the Parties.

### **7.4 Assignment/Subcontracting**

A Party shall not subcontract or assign its rights or obligations under this agreement without the express written consent of the other. Any attempt to do so without consent shall be void and the other Party may immediately terminate this Agreement.

### **7.5 Waiver**

Either Party's failure in any one or more instances to insist upon strict performance of any terms or provisions of this Agreement or to exercise any right shall not be construed as a waiver. Any express waiver of a provision of this Agreement shall not be effective unless made in a writing properly executed by the waiving Party.

### **7.6 Force Majeure.**

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

the Party affected by such delay is using commercially reasonable efforts to mitigate or eliminate the cause of such delay or its effects. Each Party shall promptly notify the other in writing of any delay or failure in and the effect upon its performance as to time for anticipated resumption of performance of the obligations under this Agreement.

#### **7.7 Severability**

The invalidity or unenforceability of any provision of this Agreement shall not affect the validity of the remaining provisions. Any invalid or unenforceable provision as determined by a court of competent jurisdiction shall be deemed severed from this Agreement only to the extent of its invalidity or unenforceability.

#### **7.8 Integration**

This Agreement with all attachments, amendments, and documents which are hereby incorporated by reference shall constitute the entire Agreement between the Parties and supersedes all prior or contemporaneous communications, whether verbal or written concerning the subject matter of this Agreement.

#### **7.9 Use of Names**

A Party shall not use the name of the other Party in any form of advertising or publicity without the express written permission of the other Party. Park District must seek permission from Illinois by submitting the proposed use, well in advance of any deadline, to the Associate Chancellor for Public Affairs, University of Illinois, 501 East Green Street, Champaign, IL 61820, publicaffairs@illinois.edu.

#### **7.10 Choice of Law**

This Agreement shall be construed in accordance with the laws of Illinois without regard to its conflicts of law rules.

#### **7.11 Nondiscrimination**

With respect to all performances under this Agreement, each Party represents that it will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, genetic information, age, marital status, disability, sexual orientation, unfavorable discharge from the military, or status as a disabled veteran or a veteran of the Vietnam era and will comply with all applicable nondiscrimination, equal opportunity, and affirmative action laws.

#### **7.12 Counterparts/Facsimile Signatures**

The Parties may sign this Agreement in one or more counterparts, each of which constitutes an original, all of which together constitute the Agreement, and may be executed in one or more counterpart signature pages (including facsimile or electronic [including without limitation, "pdf", "tif", "jpg", DocuSign or AdobeSign] or other counterpart signature pages), each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.

#### **7.13 Notices**

All notices and other correspondence contemplated or required by this Agreement shall be in writing and shall be (a) personally delivered, or (b) sent by certified or registered United States mail, postage prepaid, return receipt requested, or (c) sent by overnight delivery by a reputable courier to the address of the Party set forth herein or (d) telecopied to the facsimile number of the Party set forth in this Section. Such notice or communication shall be deemed given and received (i) if sent by personal delivery or by overnight courier, when delivered, (ii) if sent by telecopier, when evidence of successful transmission by telecopier has been received by sender

or, (iii) in the case of mailed notice, four (4) days following deposit in the United States mail. Notice of change of address shall be provided by written notice in the manner detailed in this Section. Such notice shall be sent as follows to the Parties at the respective following addresses:

Park District: **Joe DeLuca**  
Executive Director  
Bresnan Meeting Center  
706 Kenwood Road, Champaign, IL 61821

Illinois: **Wanda Ward**  
Executive Associate Chancellor for Public Engagement  
Office of the Chancellor – Public Engagement  
University of Illinois Urbana-Champaign  
Swanlund Administration Building, MC-304  
601 East John Street | Champaign, IL 61820

Copy to:  
Purchasing and Contract Management Office  
Office of the Chancellor  
University of Illinois at Urbana-Champaign  
1817 S Neil St, Suite 212 | M/C 602  
Champaign, IL 61820

**7.14 Ambiguities**

Any rule of construction to the effect that ambiguities are resolved against the drafting Party shall not apply in interpreting this Agreement.

**7.15 Representation of Signatories**

The persons signing this Agreement as authorized signatories represent that they have the suitable authority and by their signatures intend to bind the Party represented.

**THE BOARD OF TRUSTEES  
OF THE UNIVERSITY OF ILLINOIS**

**CHAMPAGN PARK DISTRICT**

By: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## REPORT TO PARK BOARD

**FROM:** Jimmy Gleason, Director of Revenue Facilities

**DATE:** November 2, 2022

**SUBJECT:** Revenue Facilities Budget Presentation

### Revenue Facilities Budget Process:

Each year staff are given designated timelines for their budgets and then compile an excel budget with formulas for each of their areas of responsibility. Coordinators turn budgets into their managers. Upon review and discussion managers turn the budgets into the department head. The department head then reviews the budgets and meets with the managers and coordinators to discuss questions, consider potential fee adjustments if staff need to improve the bottom line after expenses have been updated, make cuts, etc. Staff input all areas of the budget other than utilities, which are adjusted by Finance. Once the budgets are finalized in the department they are provided to the Executive Director and Director of Finance. After review and any necessary edits, final budget lines and notes are input into BS&A.

Staff use the formulated excel files for multiple reasons:

1. To modify numbers and forecast impacts since formulas are built into each line.
2. To plan for specific purchases or non-typical purchases and see the impact.
3. To evaluate their budgets throughout the year and test emergency scenarios. Are funds available because a purchase was less than budgeted? Should staff consider eliminate another purchase to account for a larger emergency and still stay within budget?
4. To encourage the fiscally responsibility of staff by helping them know and understand finer budgetary details.

### Budget Example:

Attached you will find an excel budget example for Sholem Aquatic Center. The attachment and following information have been prepared to demonstrate the detailed and thorough nature of the Revenue Facilities department's budgetary process. This is one of the twenty-eight (28) budgets in the Revenue Facilities department. The attached example displays how staff project annual visits, membership sales, rentals, etc. based on prior years statistics. The exhibit also highlights the process in which staff estimate for specific needs, both annually and on an "as needed basis." The "as needed" items are listed without pricing but serve as a reminder for future years and or to examine current conditions of the equipment. The budget example also highlights how staff capture estimates for subscriptions and contracts and inputting updated costs. Additionally, staff factor in updated seasonal wages, etc.

Prepared by:  
Jimmy Gleason  
Director of Revenue Facilities

Reviewed by:  
Joe DeLuce  
Executive Director

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**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.**



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** November 4, 2022

**SUBJECT:** FY2022-23 Recreation Department Budget Process & Highlights

### Background

The Recreation Department works in conjunction with the Finance Department to review, edit and submit budget recommendations for each of the five (5) divisions annually. The Recreation Department is currently comprised of the following divisions: Cultural Arts; Special Events/Volunteers; Champaign-Urbana Special Recreation; Douglass Park and the newest addition, the Martens Center.

### Timeline & Process

Information is provided from the Finance Department via the Executive Director and Park Board as to what the overall budget will be for the next fiscal year which serves as the guiding philosophy for preparing budget submissions. In the Recreation Department, staff work to incorporate District policies (under Recreation Services) with each program area to determine budgetary requests for the upcoming year. Those policies are: the comprehensive year-round recreation policy; program statistics policy; policy on volunteers; and the program & facilities evaluations policy. Each of these policies ensure staff are incorporating the District's mission into the review, planning and implementation phases of services offered to the community. In addition to the mission, programs/events/services are also guided by the District's strategic plan.

Starting in early fall, each year, staff are directed to begin working on program/event evaluations to capture all the necessary information provided to address any program/event related concerns while reviewing program content, benefits and schedules to ensure the maximum amount of participation. Emphasis on creativity, health & wellness benefits and repeat patronage are high priorities for each program/event that is offered. Increasing the use of low level users is a main component of the process and approach while at the same time, attempting to attract new users. During this time, other important factors such as: sponsorships, gifts, donations, partnerships/collaborations, and external granting/funding opportunities are identified and explored to factor into the process. Staff are then be able to review all potential support to devise the best projections for the upcoming year.

Recreation Managers and the Recreation Director thoroughly review each of the proposed budgets for each of the five (5) Divisions. A meeting with the Finance Director is then scheduled after this process to review each of the budgets within the Recreation Department. Once a general consensus is reached, Recreation Managers enter all budgetary information into the approved system with all specific notes and justifications. Our goal each year is to have this information complete and entered by the beginning of February.

### Highlights for FY2022/23

- Securing Parkland Theatre to host our annual Dance Arts Performance to reduce costs.

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**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.**

- Offering more ceramic classes, workshops and specialty offerings to increase awareness of program offerings. Our open studio program is also garnering a good response from the community.
- Preschool has a steady enrollment and maximum participation based on number of qualified staff currently employed.
- Secured grant from the Illinois Arts Council to assist cultural arts based programming.
- Increased sponsorships for events and community service efforts.
- Utilized free product from our beverage provider agreement to reduce necessary food supply cost for programs and events, ie. Senior programming; concessions at events, etc.
- Flat fee offered to food and non-food vendors to attend events and programs. This process assisted us in attracting more vendors to participate in our schedule activities.
- Locked in portable toilets expenses (variable expense) for the next 3 years. This aids in planning for events.
- Secured funding from the City of Champaign (CDBG) to assist with afterschool and day camp programs.
- Secured funding from the City of Champaign (Coalition) to support our Streefest events over the summer.
- Reducing facility operating hours (non-member based) when applicable.
- Increased percentage (%) of revenue from partnered program registrations to assist with operating expenses.
- Canceled programs that did not meet reach minimum number of participants.
- Hosted field rentals at Spalding Park (over \$3700 in revenue received) with no staff expenses attached.
- Removed programs/events that were not successful over the past 1 to 2 years.
- Utilizing more volunteers at events and programs.
- Securing Interns in each program season to assist with operations, researching trends and better defining our target markets to encourage more participation in our offerings.
- Purchased cricut's for internal staff to create supplies, awards and other supplemental needs for programs/events when applicable. This has allowed staff the opportunity to be creative and reduce spending on items from outside vendors, businesses, etc.
- Utilizing recently remodeled facilities to host programs and events to reduce rental costs of external locations (CUSR).
- Utilizing FT (exempt) staff to work in ratio of programs and cover front desk operations when necessary.
- Reduced external field trips and utilized internal program instructors to teach specialty offerings to summer youth program participants.

### Summary

The process for fiscal year 2023/24 will involve the same steps with even more emphasis on the following: securing more sponsors with our revised/improved sponsor opportunities; increase in program and facility fees where applicable; refreshing program/event content and the associated benefits with a targeted marketing strategy; continuing to balance already established and new partnerships to cover our needs and expenses; offer new and innovative programming in line with current trends in parks and recreation; and secure Interns and volunteers to assist with implementation and operations of programs, events and facilities.

Prepared by:

Reviewed by:

Jameel Jones, CPRP  
Director of Recreation

Joe DeLuce, CPRP  
Executive Director

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**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.**





## Fee Schedule

May 1, 2022 to April 30, 2023

<u>Facility</u>	<u>Fees - CPD Residents</u>	<u>Non-Resident Fees</u>
Bresnan Center	\$50 per hour	\$75 per hour
Douglass Annex	\$55 per hour <b>\$65</b>	\$75 per hour <b>\$85</b>
Douglass Annex Kitchen	\$50 per hour <b>\$60</b>	\$75 per hour + room rental <b>\$85</b>
Douglass Library	\$55 per hour	\$75 per hour
Douglass Library Kitchen	\$45 per hour	\$75 per hour + room rental
Douglass Gymnasium	\$50 per hour <b>\$60</b>	\$75 per hour <b>\$90</b>
Hays Center	\$50 per hour <b>\$60</b>	\$75 per hour <b>\$90</b>
Hays Center Kitchen	\$50 per hour <b>\$60</b>	\$75 per hour + room rental <b>\$90</b>
Kaufman Lake Fire Ring	\$50 flat rate	\$75 flat rate
Springer Cultural Center	\$50 per hour <b>\$60</b>	\$75 per hour <b>\$90</b>
Springer Cultural Center	\$50 per hour per add'l room <b>\$60</b>	\$75 per hour <b>\$90</b>
Springer Cultural Kitchen	\$50 per hour + room rental <b>\$60</b>	\$75 per hour <b>\$90</b>
Leonhard Activity Room	\$50 per hour <b>\$55</b>	\$75 per hour <b>\$85</b>
Leonhard Gymnasium	\$150 per hour full gym <b>\$160</b>	\$200 per hour <b>\$220</b>
Leonhard Gymnasium	\$80 per hour half gym <b>\$90</b>	\$120 per hour <b>\$135</b>
Leonhard Gymnasium	\$50 per hour ¼ gym <b>\$55</b>	\$75 per hour <b>\$85</b>
Leonhard Group Fitness	\$40 per hour <b>\$40</b>	\$60 per hour <b>\$70</b>
Leonhard Party Room	\$60 per hour <b>\$60</b>	\$90 per hour <b>\$90</b>
Centennial Pavilion	\$40 per hour <b>\$120 per block</b>	\$60 per hour <b>\$170 per block</b>
Douglass Pavilion	\$30 per hour <b>\$90 per block</b>	\$45 per hour <b>\$170 per block</b>
Bristol Park	\$30 per hour <b>\$90 per block</b>	\$45 per hour <b>\$135 per block</b>
West Side Park Gazebo	\$30 per hour <b>\$90 per block</b>	\$45 per hour <b>\$135 per block</b>
Hessel Pavilion	\$40 per hour <b>\$120 per block</b>	\$60 per hour <b>\$170 per block</b>

Pavilions will be moved to block scheduling. Community members may book the following pavilions subject to block schedule availability. This should provide extra set up and clean up time for community members as well as set hours for operations to document rental damage and clean prior to the next rental. Additionally, the current hourly rate system is problematic for the operations trash crew to complete its daily schedule as well as maintaining the pavilions at the same times. Block times are staggered. A longer rental is possible by renting both blocks or by renting additional hours before or after the block, as permitted.

<u>Pavilion</u>	<u>Block Hours</u>	<u>Extra hours fee</u>
<b>Centennial Pavilion</b>	10a-3p or 4-9p	\$20/hr
<b>Douglass Pavilion</b>	9a-2p or 3-8p	\$15/hr
<b>Bristol Pavilion</b>	9a-2p or 3-8p	\$15/hr
<b>West Side Gazebo</b>	10a-3p or 4-9p	\$15/hr
<b>Hessel Pavilion</b>	9a-2p or 3-8p	\$20/hr

<b>Facility</b>	<b>Fees</b>	<b>Non-Resident Fees</b>
Porter Park Shelter	\$20 <del>\$25</del>	\$30 <del>\$37.50</del>
Hessel Park Small Shelters	\$20 <del>\$25</del>	\$30 <del>\$37.50</del>
Toalson Park Shelter	\$20 <del>\$25</del>	\$30 <del>\$37.50</del>
Sunset Ridge Park Shelter	\$20 <del>\$25</del>	\$30 <del>\$37.50</del>
Zahnd Park Shelter	\$20 <del>\$25</del>	\$30 <del>\$37.50</del>
Powell Park Shelter	\$20 <del>\$25</del>	\$30 <del>\$37.50</del>
Scott Park Shelter	\$20 <del>\$25</del>	\$30 <del>\$37.50</del>
Turnberry Ridge Park Shelter	\$20 <del>\$25</del>	\$30 <del>\$37.50</del>
Spalding Park Shelter	\$20 <del>\$25</del>	\$30 <del>\$37.50</del>
Mulikin Park Shelter	\$20 <del>\$25</del>	\$30 <del>\$37.50</del>
Millage Park Shelter	\$20 <del>\$25</del>	\$30 <del>\$37.50</del>
Mattis Park Shelters	\$20 <del>\$25</del>	\$30 <del>\$37.50</del>
Morrissey Park Shelter	\$20 <del>\$25</del>	\$30 <del>\$37.50</del>

Hayrack Ride \$100 for the first hour and \$75 for each additional hour for residents-  
Trolley Ride \$100 for the first hour and \$75 for each additional hour for residents.

- Individuals or groups can reserve a smaller shelter in a CPD park for a \$20 ~~\$25~~ reservation fee.
- A written permit is issued with the \$20 ~~\$25~~ reservation fee, that states the day and time the shelter has been reserved. Shelters are rented in two-hour increments. Each additional hour beyond the minimum requirement for shelter rentals is \$10 per hour.
- If a shelter is not rented it will be able to be used by patrons on a first come basis.
- Urbana residents are considered CPD Residents.
- Appropriate facility staff are included in the rental for any indoor facility. Additional fees may be charged for staffing rentals outside of normal operating hours.
- There is no damage deposit for shelter rentals, except for the West Side Park Gazebo and the Pavilions.

All Facility and Pavilion rentals require a two-hour minimum plus a \$100 damage deposit. ~~for rentals larger than 30 individuals.~~

A \$50 damage deposit is required for smaller **indoor** party facility rentals (less than 30 people).

Non-profit organizations with a 501(c)(3) status and governmental agencies will qualify for the resident rates above unless they provide a detailed request for a reduced fee to the Executive Director.

A \$100 damage deposit is required for all rentals by non-profit organizations and governmental agencies unless an agreement is developed with the organization or agency.

### Portable Potty-House Unit Fees

Acquiring portable potty-houses is the sole responsibility of permit holder and/or renter. Renter(s) are required to use the Champaign Park District's approved vendors for this service.

### Indoor Facilities Holiday Fees

Rental fees are twice the rate of normal fees listed above and requires that CPD staff availability. Holidays include New Year's Eve, New Year's Day, MLK Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Veteran's Day, Thanksgiving Day, Friday following Thanksgiving, Christmas Eve and Christmas Day. Other days/dates that are deemed holidays by the CPD will also require holiday fee rates.

Basic Picnic/Gathering Permits*	Rates	Damage Deposit
Up to 50 person per day	\$50	\$100
Up to 100 persons per day	\$100	\$100

\*Pavilion/Shelter rental separate. Special use charges not included.

Park Use & Wedding Permits*	Rates	Damage Deposit
<del>Up to 50 persons per day</del>	<del>\$100</del>	
<del>Up to 100 persons per day</del>	<del>\$200</del>	
Up to 250 persons per day	\$500 \$600	\$200
Up to 350 persons per day	\$700	\$200

\*Pavilion/Shelter rental separate. Special use charges, including waste management fee not included.

Non-residents shall be required to pay an additional 50% more than residents.

Any event or wedding for over 250 ~~350~~ persons will require a written proposal from the renter detailing the proposed event. The renter will work with staff to develop a detailed plan and cost estimate for the special event or wedding. The LRC Facility Coordinator will reach out to the following staff to begin and coordinate the process: The Director and Manager responsible for park being rented, Director of Operations and the Risk Manager will work with the Park District Rental Coordinator and with the renter to develop the event plan and specific fees.

Additional fees may be required for large events to provide for additional Park District logistical and operational expenses.

The only parks permitted for weddings or large outdoor events are West Side Park, Hessel Park, Centennial Park, ~~Porter Park~~ and Douglass Park as many of the parks do not have the amenities, services or space to host a wedding.

**Special Use Items (Extra charges for specific park permit/pavilion/shelter needs)**

Waste Management	\$75 for events larger than 100 people
Water Access	\$50
Picnic Tables	\$30 per table
Bounce Houses	\$50

Tent Permit Fee - \$50 per tent, per day.

Groups and individuals must have a permit to erect a tent. Location of tent and/or tents must be approved by Director of Operations or Maintenance Supervisor. Placement locations for tents, porta-potties, stages, etc., must be approved by the Champaign Park District.

**Showmobile:**

A deposit of 50% of the estimated total rental fee is due at time of reservation. The deposit will apply toward the total rental fee.

\$700 rental fee per day

\$200 flat fee for show mobile staff (These fees incur from moment the stage leaves the shop until it returns to the shop)

If additional staff are requested or required, additional fees will apply.

Additional charges may apply if additional equipment is required.

\$550 per day for large generator **\$600**

\$75 per day for sound equipment **\$100**

\$75 per day for Showmobile Theatrical Lighting **\$100**

**Movie Truck Rentals:**

Rental includes movie screen, projector, and sound equipment

\$50 deposit (applies toward the rental fee) **\$100**

\$75 rental fee per day **\$100**

+\$25 per hour staff fee **\$35**

**Sports Fields (Rates beginning January of 2024)**

Field Name	Practice Rate	Game Rate	Supervisor	Lights
Dexter	\$25/2hrs	\$55/2hrs <del>\$60/2hrs</del>	\$15/hr <del>\$20/hr</del>	\$15/hr <del>\$20/hr</del>
Zahnd Little League	\$25/2hrs	\$55/2hrs <del>\$60/2hrs</del>	\$15/hr <del>\$20/hr</del>	\$15/hr <del>\$20/hr</del>
Zahnd Pony	\$30/2hrs	\$66/2hrs <del>\$70/2hrs</del>	\$15/hr <del>\$20/hr</del>	\$15/hr <del>\$20/hr</del>
Dodds 3-Plex	\$30/2hrs	\$66/2hrs <del>\$70/2hrs</del>	\$15/hr <del>\$20/hr</del>	\$15/hr <del>\$20/hr</del>
Dodds 4-Plex	\$30/2hrs	\$76/2hrs <del>\$80/2hrs</del>	\$15/hr <del>\$20/hr</del>	\$15/hr <del>\$20/hr</del>
Dodds Soccer 4v4	\$10/hr	\$18/hr <del>\$22/hr</del>	\$15/hr <del>\$20/hr</del>	\$15/hr <del>\$20/hr</del>
Dodds Soccer 9v9 or 7v7	\$15/hr	\$28/hr <del>\$32/hr</del>	\$15/hr <del>\$20/hr</del>	\$15/hr <del>\$20/hr</del>
Dodds Soccer 11v11	\$25/hr	\$44/hr <del>\$50/hr</del>	\$15/hr <del>\$20/hr</del>	\$15/hr <del>\$20/hr</del>
<b>Zahnd Football</b>	<b>\$30/hr</b>	<b>\$50/hr + lining fee</b>	<b>\$20/hr</b>	<b>N/A</b>

Baseball/softball fields require rentals in 2-hour increments. Dodds Soccer requires rentals in hour increments with a 2-hour minimum.

**Zahnd football is a two-hour minimum. Lining fees are customized due to various field requirements.**

Tournament fees are provided per request. Contractual agreements may require different fees per the agreement.

**Dodds Tennis Center Fees**

Memberships	<b>(Effective fall of 2022 2023)</b>	
Individual (Ages 18-54)	R/\$60 NR/\$90	<b>R/\$70 NR/\$105</b>
Family (2-4 members)	R/\$90 NR/\$135	<b>R/\$100NR/\$150</b>
Each additional family member	R/\$10 NR/\$15	<b>R/\$12/\$18</b>
Senior (Ages 55+)	R/\$40 NR/\$60	<b>R/\$42/\$63</b>
<del>Full time</del> Youth/Students	R/\$40 NR/\$60	<b>R/\$42/\$63</b>

Rental fee for all the courts/tennis facility \$175 ~~\$180~~ per hour

Permanent Court Time

M-F	18-week fee
<del>7:30-9a</del>	<del>\$324</del>
9a-5:30p <del>7:30a-5p</del>	\$360 <b>\$396</b>
5:30-10p	\$432 <b>\$468</b>

Weekends	18-week fee
All times	\$360 <b>\$396</b>

Random Court Time (As of September 2022 2023)

Time: M-F, 7:30 a-5:30p, Member fee: \$22/hour <del>\$24/hr</del>	Guest fee: \$24/hour <del>\$26/hr</del>
Time: M-F, 5:30-10p, Member fee: \$26/hour <del>\$28/hr</del>	Guest fee: \$28/hour <del>\$30/hr</del>
Time: Sa-Su, All day, Member fee: \$22/hour <del>\$24/hr</del>	Guest fee: \$24/hour <del>\$26/hr</del>

**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.**

**Sholem Aquatic Center Fees**

May 2022-September 2022 **May 2023 – Mid August 2023**

<u>Daily Admission Fees</u>	<u>(R/NR)</u>
Individual	\$9/\$13.50
3 & under	Free
Twilight Rate	\$6/9
Active/Retired Military	\$6/9
Friday Rate	\$6/9
10 Punch Card	\$80/\$120

**Season Pool Pass**

Season Pool Pass

	Sale Price		Regular	
	<u>Valid through April 30, 2022 <b>2023</b></u>		<u>Fee (R/NR)</u>	
Individuals	\$90/\$135	<b>\$100/\$150</b>	\$106/\$159	<b>\$116/\$174</b>
Family of 2-3	\$175/\$260	<b>\$194/\$291</b>	\$204/\$306	<b>\$224/\$336</b>
Add family members	\$40/\$60	<b>\$44/\$66</b>	\$40/\$60	<b>\$44/\$66</b>
Senior (Ages 55+)	\$73/\$110	<b>\$80/\$120</b>	\$86/\$129	<b>\$94/\$141</b>
Replacement Fob	\$5/5		\$5/5	

50% off all pool passes on or after **7/11/22 7/5/23**

**After-Hours Rentals at Sholem Aquatic Center (2022 season)**

- “Ultimate Beach Party” (full-facility rental). Fee (R/NR): \$500/\$750 **\$600/\$900** per hour
- “Surf’s Up!” (limited to the river and the three slides). Fee (R/NR): \$350/525 **\$360/\$540** per hour
- “Summer Nights” (limited to the main pool and lap lanes). Fee (R/NR): \$250/375 **\$290/\$435** per hour

Each requires a minimum two-hour rental.

## Leonhard Recreation Center Fees

### Annual membership rates

Non-walking infants are free

	January 1, 2023	January 1, 2024
Individual (R/NR)	\$120/\$180	\$125/\$190
Family of 2 or 3 (R/NR)	\$240/\$360	\$250/\$375
Each additional family member after 3 (R/NR)	\$50/\$75	\$50/\$75
Senior Age 55+ (R/NR)	\$90/\$135	\$95/\$145
Replacement Fob Fee (R/NR)	\$5 per family member	\$5 per family member

### Monthly Option for LRC Memberships (effective January 1, 2023 ~~2024~~)

MEMBERSHIP TYPE	R	NR
Individual	\$14	\$21
Family of 2-3	\$26	\$39
Additional Family Member	\$6	\$9
Senior	\$11	\$16.50

### Daily Admission Fee (As of January 2022 ~~2023~~)

For those without a membership, there is a \$6/\$9 ~~\$7/\$10~~ (R/NR)

Daily Admission Fee, but a \$5/\$7.50 ~~\$6/\$9~~ rate for military.

The daily admission fee includes the use of the indoor playground, walking track, open gym, and weight room.

## Martens Center Fees (As of June 1, 2022)

(As of January 1, 2024)

### Grand Opening Special Membership Fees

Non-walking infants are free

Individual (R/NR)	\$60/\$90	\$80/120
Family up to 3 (R/NR)	\$120/\$180	\$140/\$210
Each additional family member after 3 (R/NR)	\$20/\$30	\$40/\$60
Senior Age 55+ (R/NR)	\$50/\$75	\$60/\$90
Replacement Fob Fee (R/NR)	\$5 per family member	

### Monthly Option for Martens Center Memberships (as of May 1, 2023)

MEMBERSHIP TYPE	R	NR
Individual	\$6 <del>\$8</del>	\$9 <del>\$12</del>
Family of 2-3	\$11 <del>\$13</del>	\$17 <del>\$19</del>
Additional Family Member	\$3 <del>\$5</del>	\$5 <del>\$8</del>
Senior	\$2 <del>\$6</del>	\$3 <del>\$9</del>

### Daily Admission Fee (As of June 1, 2022)

For those without a membership, there is a \$2/\$3 (R/NR) ~~\$3/\$5~~

The daily admission fee includes the use of the indoor playground, walking track, open gym, innovation center, and weight room.

**Program Tree Fees (As of January 2022 Beginning Jan. 1, 2023 for spring planting 2024)**

A donation of \$275 to the Champaign Parks Foundation, includes the cost of the tree, the installation by staff, and tree maintenance its lifespan. An additional donation of \$200 will purchase a 9 x 5 cast bronze plaque to personalize the tree in the park.

**Flower Island Fees (New fees will take effect in August 2021 for Summer of 2022 Beginning August 2023 for summer 2024)**

Flower Islands \$15.50 ~~\$17.00~~ per square foot, beginning in December of 2022 through the summer of 2023.

**Eddie Albert Garden Plots Fees (Beginning December 2022 for Summer 2023 Beginning August 2023 for summer 2024)**

Date	Location	Plot Size	Fee (R/NR)
8/1/21-10/28/22	Dodds Park	11' x 3' Raised	\$20/\$30
8/1/21-10/28/22	Dodds Park	20' x 20' plot	\$40/\$60
8/1/21-10/28/22	Dodds Park	20' x 30' plot	\$50/\$75
8/1/21-12/31/22	Dodds Park	20' x 20' plot	\$50/\$75

**Dog Park Fees**

Memberships are good for one year from date of purchase

Dog (Resident): \$41 (Non-resident) \$46

One Dog (Non-resident): \$61 (Non-resident) \$69

Each Additional Dog: \$6 /\$9 non-resident

Initial/Replacement Fob: \$10

Monthly Trial/Visitor Pass: \$10

Urbana Dog Park members can receive a CPD Bark District Membership for \$10

CPD Dog Park members can receive a UPD membership add on for \$10 as well



## Virginia Theatre Fees

### **Public Events:**

	<b><u>Current, effective 2/23/22</u></b>
Touring Commercial Attraction	\$4,750.00 FLAT
Touring Commercial Attraction Rehearsal	\$1,250.00 FLAT
Local Commercial Attraction	\$3,650.00 FLAT
Local Commercial Attraction Rehearsal	\$950.00 FLAT
Not-for-Profit Event*	\$2,500.00 FLAT
Not-for-Profit Event Rehearsal*	\$650.00 FLAT

### **Private Events:**

Lobby Meeting, 30 or fewer attending	\$65.00 FLAT (2 hour max, single lobby use, no outside catering or drink service allowed)
Lobby Meeting, 31-100 attending	\$275.00 FLAT (4 hour max, single lobby use, outside catering/non-alcoholic drink service allowed)
Meetings in auditorium	\$2,250.00 FLAT (incl. lobby and stage use)
Photo Shoots (no stage use)	\$85.00 FLAT (2 hour max)
Private Party/Reception, East Lobby	\$300.00 FLAT (4 hour max, single lobby use)
Private Party/Reception, Mezzanine Lobby	\$350.00 FLAT (4 hour max, single lobby use)
Private Party/Reception, Front-of-House	\$1,250.00 FLAT (4 hour max, auditorium not incl.)
Private party, Stage	\$1,750.00 FLAT (incl. lobby use)
Private Screening (film rights not included)	\$1,250.00 FLAT (parties of 100 or fewer, no public promotion or ticketing allowed)

### **Marketing Fee:**

\$275 FLAT (brochure, website listing, social media & eBlast marketing)

\*Note that touring attractions booked into the Virginia Theatre by 501(c)3 non-profits and governmental agencies will be billed at the Touring Commercial Attraction rate.

### **Ticketing Fees:**

Box Office Staffing Fee:	\$825.00 FLAT
Restoration (Facility) Fee:	\$1.00 Per Paid Admission—inside ticket face value
Credit Card Fee:	Patrons charged by venue “on top” of ticket face value
Ticketing Fee:	Patrons charged by venue “on top” of ticket face value

### **Technical Fees:**

Standard Technical Package:	\$550.00 FLAT (incl. house lighting—3 color wash and select “specials”—plus power tie ins, basic stage microphone package, light console, sound console, and digital snake) [no change]
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House Sound (L-Acoustics KARA II flown line array, 10 boxes per side plus fill speakers and subs):

Touring Commercial Attraction \$2,150.00 FLAT

Local Commercial Attraction \$1,050.00 FLAT

Not-for-Profit Event\* \$550.00 FLAT

Intelligent Lighting: \$50.00 FLAT (per Martin MAC Aura) or \$110.00 FLAT (per Martin MAC Quantum Profile) plus stagehand time

Projection Systems: \$395.00 FLAT (includes *either* Christie 4K Digital or twin Norelco AA 35mm projectors) plus stagehand time [no change]

Theatrical Hazer: \$55.00 FLAT plus haze fluid [no change]

Spot Light: \$140.00 FLAT (per fixture – Robert Juliat Topaze model) plus stagehand time

\*Note that touring attractions booked into the Virginia Theatre by 501(c)3 non-profits and governmental agencies will be billed at the Touring Commercial Attraction rate.

**STAGE HANDS**

The Virginia Theatre has an Agreement with I.A.T.S.E. Local No. 482 and will make final determinations on union stagehand requirements at the following rates:

	<u>Straight</u>	<u>Overtime</u> (After 8 hrs/Sundays/Holidays)
High Riggers	\$37.50	\$56.50
Truck Loaders	\$33.00	\$50.00
Stagehands/Wardrobe	\$26.50	\$40.00
Performance/Rehearsal	\$93.50	\$140.00

**Resident/Non-Resident Fees**

Residents living within the boundaries of the Park District regularly support park facilities and programs through property taxes. People living within the Champaign and Urbana Park District boundaries pay the “resident (R)” fee. Persons residing outside these districts will pay 50% to \$100% more than the resident rates – “non-resident (NR)”.

**Program Fees**

Program fees and concession fees are based on the Park District’s Comprehensive Revenue Policy. All programs and concession fees must be approved by the Executive Director.

Fees charged for programs are used to offset part of the costs for special instructors, facility costs and program supplies.

Program non-resident fees are 50% more than the resident fee but any program costing over \$100 will have a maximum non-resident fee of \$50.



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** November 4, 2022

**SUBJECT:** Projects Update Discussion

### Background

Over the past few months, the Park District has received multiple requests from residents, groups, and individuals for various amenities throughout the park and trail system. The Park Board asked that the requests be reviewed and discussed to determine if they should be granted or denied, and if granted, what year to add to the capital budget program. Staff update for 9/11/2022 Board Meeting includes Henry Michael Park, Washington Park, and West Side Park.

### Discussion and Direction

#### *Henry Michael Park Shelter*

Residents asked that a shelter be added to provide shade for neighbor gatherings (attachment 1).

#### *Washington Park Improvements*

The Chabad Jewish Center suggested a children's playground and basketball court refurbishment (attachment 2).

#### *West Side Park Pathways*

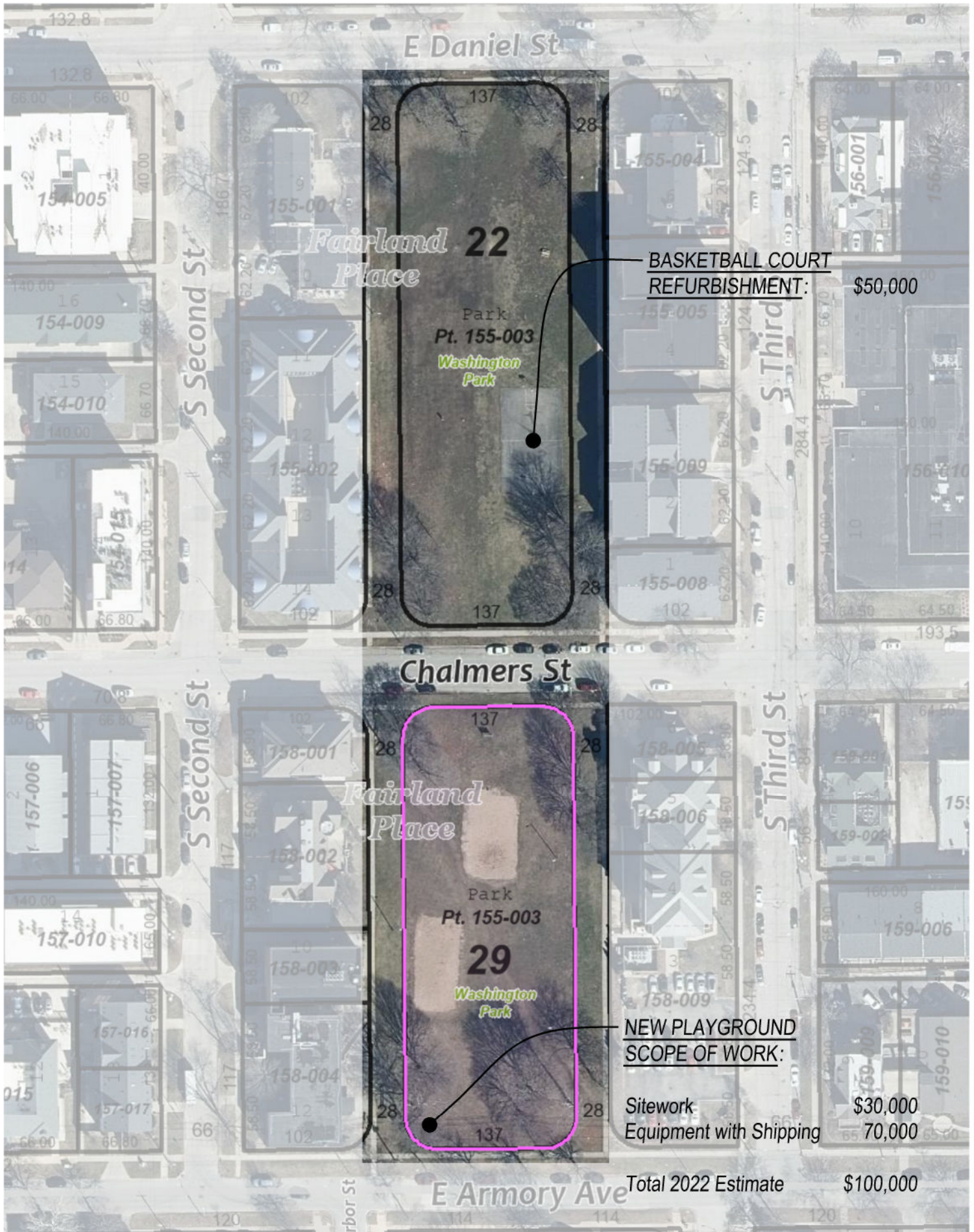
Residents asked to widen the internal paths to accommodate multiple users, including mobility devices. Staff met on site with residents to discuss. All paths don't need to all be categorically widened. There are sections of broken concrete in park paths that need to be replaced. Replacing some of the segments with wider "bump outs" would provide area where two mobility devices may pass one another comfortably within the pathway system. There are some paths and portions of existing paths that need to be brought up to ADA slope percentage standard; wider paths can be designed where these replacements are needed. The scope of work for pathway widening and replacement at the park goes beyond what is typical for the general concrete repair bid. A West Side Park pathway improvement project is a good candidate for ADA funds and segue to current Capital Project discussion for the upcoming fiscal year.

Prepared by:

Reviewed by:

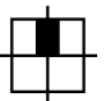
Andrew Weiss  
Director of Planning

Joe DeLuce  
Executive Director



9 Nov 2022  
 Not to Scale

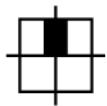
**WASHINGTON PARK**  
 For Information and Discussion





NEW SHELTER SCOPE OF WORK:

Sitework, Concrete, Reseeding	\$20,000
16' Shelter with Shipping	20,000
Total 2022 Estimate	\$40,000





# CHAMPAIGN PARK DISTRICT

## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** November 4, 2022

**SUBJECT:** Strategic Plan Updates Q1 & Q2 FY23

### Background

The Board adopted the 2022-2025 Champaign Park District Strategic Plan in February, 2022. Department Heads were assigned to lead agency goals as outlined under each of the five (5) strategic priorities. The Department Heads reviewed the strategic priorities with their staff and developed annual goals and objectives for their departments and teams, as well as potential action steps.

### Prior Board Action

February 23, 2022 – Board of Commissioners approved adopting the 2022-2025 Strategic Plan.

### Discussion

Staff prepared a handout that is included as an exhibit in the Board packet. The spreadsheets highlight finalized agency, department, and team priorities, goals, and objectives as well as the status update for many of the priorities that are progressing in FY2023.

Prepared by:

Jarrold Scheunemann  
Director of Admin Services

Reviewed by:

Joe DeLuce, CPRP  
Executive Director

Strategic Priorities	Agency Goal	Department/Cross-Departmental Goal	Action Steps	Deliverable	Lead	Assist	Status Update & Comments	
Customer & Community Focus (2022-2023)	Engage the community	Determine and implement methods and best practices to receive, evaluate, and respond to community communications.	Create social media policy for social media communication record retention		Chelsea Norton			
	Develop diverse programs for all residents	Evaluate local language barriers and determine appropriate responses (i.e., bilingual staff, ESL programming, marketing and scholarship material translation).	Create survey to determine language barriers & recommendations from public		Chelsea Norton			
	Develop diverse programs for all residents	Identify new teen programming to support the efforts to reduce violence in the community.	Working with community and partners to identify current needs/trends for Teens	Establish new programs/events that follow current trends to the interest of Teens	Jameel Jones	Rec. Dept. Team	Researching to identify options with Rec Dept Team; current Coalition partners and Interns	
	Encourage customer loyalty	Investigate the effectiveness of current retention efforts (i.e., messaging, targeted sales, segmentation), analyze registration experience, and survey repeat and non-returning customers.	Determine current efforts & review current survey responses	List of current methods and survey results	Jimmy Gleason	Rev. Fac. Team, Marketing	Prepared action steps and deliverables. Forming team to begin work.	
			Design a new survey	New survey complete and sent out	Jimmy Gleason			
			Analyze new survey	Graphs and data	Jimmy Gleason			
			Report about findings	Report and recommend	Jimmy Gleason			
	Ensure participant/user safety	Utilize the safety committee to assess the safety of CPD parks and facilities and make recommendations.	Review current practices and evaluative tools to assess the safety of parks/facilities	Safety evaluation process	Jarrod Scheunemann	Safety Committee, Facility Managers, OPS staff	Prepared action steps and deliverables. Will work through safety committee to implement process.	
			Document ideas and concerns for current process	Assessment database	Jarrod Scheunemann			
			Analyze data	Graphs and data	Jarrod Scheunemann			
Report about findings			Report and recommendations	Jarrod Scheunemann				
Strategic Priorities	Agency Goal	Department/Cross-Departmental Goal	Action Steps	Deliverable	Lead	Assist	Status Update & Comments	
Customer & Community Focus (2023-2024)	Engage the community	Develop and implement a plan to increase staff's involvement with community service organizations.	Work with Volunteer Coordinator to create list of organizations, determine best way to reach them		Chelsea Norton			
	Develop diverse programs for all residents	Identify underserved populations and develop strategies to create opportunities for their participation in programs, facilities, and services.	Evaluate options including community needs assessment		Chelsea Norton			
	Develop diverse programs for all residents	Implement new programs and services that enhance the diversity of the offerings of the Park District.	Researching options for next FY.	Establish new programs/events that follow current trends to the interest of Teens	Jameel Jones	Rec. Dept. Team & DEI Chairs for CPD	Researching to identify options with Rec Dept Team and Interns	
			Develop a customer loyalty program that includes a reward system to recognize, reward, and encourage extraordinary program service.	Examine current efforts	Compiled finding of efforts	Jimmy Gleason	Team of Rev Facilities and Rec staff	Prepared action steps and deliverables for FY24.
				Research/brainstorm opportunities and rewards	List of opportunities/options	Jimmy Gleason		
	Ensure participant/user safety	Implement recommendations from interdepartmental safety evaluation team	Develop District plan	Finalized plan for District	Jimmy Gleason			
			Identify goals and action steps to address recommendations	One year action plan	Jarrod Scheunemann	Safety Committee	Prepared action steps and deliverables for FY24.	
			Assign a lead for each goal to create a proposal to implement goals and action steps	Adhoc safety teams	Jarrod Scheunemann	Safety Committee		
			Team leads present proposals to Department Heads	Proposals and presentation	Jarrod Scheunemann	Safety Committee		
	Executive Director approves, denies, or forwards requests	Review with justification for approval or denial	Jarrod Scheunemann	Safety Committee				



Strategic Priorities	Agency Goal	Department/Cross-Departmental Goal	Action Steps	Deliverable	Lead	Assist	Status Update & Comments
Customer & Community Focus (2024-2025)	Engage the community	Create opportunities for our residents to reach out to our Board members.	Survey public and board to determine barriers/need		Chelsea Norton		
	Develop diverse programs for all residents	Identify future opportunities for programs and services; based on demographic changes, performance of existing programs and services, financial feasibility and industry trends.	Evaluate registration records, survey public on needs		Chelsea Norton		
	Develop diverse programs for all residents	Evaluate and build on community partnerships for diversity.	Will review qualifying (current/future) partnerships with intent to identify potential partners and build upon existing	Program evaluations; public/staff recommendations	Jameel Jones	Rec. Dept. Team & DEI Chairs for CPD	Researching to identify options with Rec Dept Team and Interns
	Encourage customer loyalty	Create a team to evaluate current datasets	Formulate team	Team assembled	Jimmy Gleason	Rev. Fac. Team, Marketing	action steps and deliverables
			Examine current efforts and data	Compiled efforts and data	Jimmy Gleason		
			Brainstorm and list oppotunites	Compiled list of preffered methods	Jimmy Gleason		
	Ensure participant/user safety	Track and provide supporting evidence of success or failure.	Formulate engagement and loyalty plan	Finalized plan for District	Jimmy Gleason		
			Develop measures to assess approved project completion status, post-project success, and denied project safety status threat level	Evaluative tool	Jarrold Scheunemann	Safety Committee	Prepared action steps and deliverables for FY25.
			Utilize measures to track success or failure	Assessment database	Jarrold Scheunemann	Safety Committee	
			Analyze data	Graphs and data	Jarrold Scheunemann	Safety Committee	
	Report about findings	Report and recommendations	Jarrold Scheunemann	Safety Committee			

Strategic Priorities	Agency Goal	Department/Cross-Departmental Goal	Action Steps	Deliverable	Lead	Assist	Status Update & Comments
Financial Strength (2022-2023)	Efficiently align resources	Align all rental operations under one set of uniform procedures, one central contact, and sales strategies.	Compile various contracts	Contracts compiled on S Drive	Jimmy Gleason	Jarrod, Jameel, Misty, Sean, Joe K	Done
			Examine variances in contracts and determine uniformity that is necessary	Variances found to address, standarization agreed upon by team	Jimmy Gleason		In Progress.
			Form central contract	Finalized standard contracts	Jimmy Gleason		In Progress.
	Efficiently align resources	Develop and implement signage sponsorship program throughout the Park District.	Assess opportunities and create signage policy		Chelsea Norton		
	Maximize funding opportunities	Engage all grant opportunities.	Pusue available public and private grants.	Successful grant applications.	Andrew Weiss	Kayla Meyers	Applied for Douglass Park Baseball Improvements OSLAD Grant ththrough IDNR.
	Ensure financial stewardship	Ensure PayCom and other software efficiently and effectively help staff complete necessary tasks.		In Progress	Andrea Wallace	Heather Miller	GL Import has been worked out; evaluating budget software used to prepare budget book to determine now that there is a full-time budget manager on staff.
Enhance Parks Foundation	Align Parks Foundation goals, strategies, and efforts to support updated Park District plans.	Work with Foundation Board to set goals/strategies/priorities		Chelsea Norton			

Strategic Priorities	Agency Goal	Department/Cross-Departmental Goal	Action Steps	Deliverable	Lead	Assist	Status Update & Comments
Financial Strength (2023-2024)	Efficiently align resources	Develop new budget manual and training.			Andrea Wallace	Todd Blazaitis	
	Efficiently align resources	Develop plan for funding long-term capital projects (i.e., Sholem Aquatic Center) and align grant requests to support these efforts.	Develop FY23-24 Capital, Operational, and CIP Budget for Board Approval by 5/1/2023.	<i>FY23-24 Budget</i>	Andrew Weiss	Andrea Wallace, Dan Olson	In Progress.
	Maximize funding opportunities	Create a plan to study district-wide purchasing standards and policies.			Andrea Wallace		
	Ensure financial stewardship	Align bidding and selection of professional contractual services with the budgeting process and seasonal timing for projects.			Andrea Wallace		
	Enhance Parks Foundation	Evaluate the effectiveness of the Parks Foundation to enhance current initiatives and test new strategies.	Assess progress of newly determined Foundation goals/strategies		Chelsea Norton		
Strategic Priorities	Agency Goal	Department/Cross-Departmental Goal	Action Steps	Deliverable	Lead	Assist	Status Update & Comments
Financial Strength (2024-2025)	Efficiently align resources	Strive to achieve a 60/40 tax/revenue budget mix.	Determine current mix	Status determined	Jimmy Gleason	Various Rev. Fac, Rec, and VT Staff	Action steps and deliverables determined for FY 25
			Examine current revenue streams and successes	Data on current status compiled	Jimmy Gleason		
			Determine current areas that can improve	Current areas of shortcoming reported with strategies to improve	Jimmy Gleason		
			Research new opportunities	New opportunities and strategies to implement compiled	Jimmy Gleason		
	Efficiently align resources	Monitor and identify ways to optimize cost recovery (i.e., programs, services, and Virginia Theatre shows/events).	Set standards for cost recovery	Formalized standards to achieve	Jimmy Gleason	Various Rev. Fac, Rec, and VT Staff	Action steps and deliverables determined for FY 25
			Evaluate programs, services, events to determine if they meet cost recovery standards	Report on findings	Jimmy Gleason		
			Develop plan to address current cost recovery short comings	Report on findings including plans for addressing areas of concern	Jimmy Gleason		
			Develop plan to track and analyze cost recovery annually	Tracking system in place for future years	Jimmy Gleason		
	Maximize funding opportunities	Assess outside contractual services to enhance cost efficiencies.	Organize outside contractual service potential by type and Departmental relevance.	<i>Outside Contractual Services Directory</i>	Andrew Weiss	Andrea Wallace, Dan Olson	In Progress.
	Ensure financial stewardship	When the current revenue bond has been remunerated, establish a fund that will reserve \$250,000 to \$500,000 per year for future large capital projects.			Andrea Wallace		
Enhance Parks Foundation	Implement and scale strategies and events to grow donor engagement and giving.			Chelsea Norton			

Strategic Priorities	Agency Goal	Department/Cross-Departmental Goal	Action Steps	Deliverable	Lead	Status Update & Comments
Organizational Excellence (2022-2023)	Evaluate current partnerships and develop new partnerships	Evaluate all partnerships to make sure they are win-win.	Reviewing current partner structure(s); Sponsorship meeting scheduled 11/1/22 with Marketing & Development team(JJ)	Identify new partners & affiliates/update sponsorship information(JJ)	Steven Bentz, Jameel Jones, Jimmy Gleason	In progress as part of the budget review/requests/program evaluation phase for this FY.
	Continue to strive to be innovative and creative	Develop a training program to foster creativity and innovation in CPD programs, parks, and services.			Heather Miller	
	Further develop a culture that helps employees excel	Develop training programs that focus on improving workplace culture.	Research options to provide training on improving culture		Executive Director	Researching options.
	Board and staff working effectively and efficiently	Evaluate how effectively and efficiently the Board and staff are working together.	Current ED retiring in December 2022, work on developing goal options for the new Ed and Board members		Executive Director	Working on options for goals.
Strategic Priorities	Agency Goal	Department/Cross-Departmental Goal	Action Steps	Deliverable	Lead	Status Update & Comments
Organizational Excellence (2023-2024)	Evaluate current partnerships and develop new partnerships	Explore new partnerships with a variety of organizations that meet or compliment the mission of the Park District.	Reviewing current partner structure(s)(JJ)	Identify new partners & affiliates/update sponsorship information(JJ)	Steven Bentz, Jameel Jones, Jimmy Gleason	In progress as part of the budget review/requests/program evaluation phase for this FY. (JJ)
	Continue to strive to be innovative and creative	Create a method to reward staff for being innovative and creative.			Heather Miller	
	Further develop a culture that helps employees excel	Create programs to implement key takeaways from cultural standards trainings.			Executive Director	FY24
	Board and staff working effectively and efficiently	Update technology hardware and software for Board members.			Executive Director	FY24
Strategic Priorities	Agency Goal	Department/Cross-Departmental Goal	Action Steps	Deliverable	Lead	Status Update & Comments
Organizational Excellence (2024-2025)	Evaluate current partnerships and develop new partnerships	Create a cross-departmental team to evaluate the success of partnerships over the last two years.	Identify members for the Team (JJ)	Launch Team in FY24(JJ)	Steven Bentz, Jameel Jones, Jimmy Gleason	FY24(JJ)
	Continue to strive to be innovative and creative	Promote and celebrate staff efforts to be more creative and innovative.			Heather Miller	
	Further develop a culture that helps employees excel	Effectively communicate successful outcomes of programs focused on improving culture.			Executive Director	FY25
	Board and staff working effectively and efficiently	Develop Board specific yearly goals for the Executive Director and Department Heads.			Executive Director	FY25

Strategic Priorities	Agency Goal	Department/Cross-Departmental Goal	Action Steps	Deliverable	Lead	Status Update & Comments
Staff Excellence (2022-2023)	Lead, develop, and offer training to staff	Develop and implement additional year-round training program for new employees.			Heather Miller	
	Lead, develop, and offer training to staff	Explore opportunities to expand benefits (non-healthcare) to part-time staff to incentivize part-time positions. (i.e., classes, activities).	Research other organization offerings, determine CPD viability and ideal options	Report on preferred expanded benefits to ED	Jimmy Gleason	In progress.
	Lead, develop, and offer training to staff	Maximize the use of Paycom for training and onboarding.			Heather Miller	
	Attract and retain quality staff	Develop a process to evaluate wages and benefits with other similar sized agencies in Central Illinois.	Determine criteria for comparative analysis	Comparative standards	Jarrod Scheunemann	Prepared action steps. Will work with HR and staff to determine criteria for the study and research potential partners.
			Engage with potential study partners/agencies	Contact partners, list interested agencies	Jarrod Scheunemann	
			Develop method to collect data & collect data	Create database	Jarrod Scheunemann	
			Prepare report about data	Report/Presentation	Jarrod Scheunemann	
	Welcoming and inclusive environment	Follow up on Equity, Inclusion, and Diversity committee recommendations.			Heather Miller	
Create a responsive staffing plan	Review and analyze labor allocations to evaluate the best use of CPD resources: staff time and taxpayer dollars.	Evaluate position for Finance, Evaluate Martens Center staff to see if current staff can assist!		Executive Director, Jarrod Scheunemann	Working with Director of Finance on changing titles of key staff to fill positions. Promoted 2 staff from Douglass Park to work at both the Martens Center and Douglass Park to save hiring 2 FT Staff members	

Strategic Priorities	Agency Goal	Department/Cross-Departmental Goal	Action Steps	Deliverable	Lead	Status Update & Comments	
Staff Excellence (2023-2024)	Lead, develop, and offer training to staff	Develop and implement a Supervisor's Management Training program for all supervisors.			Heather Miller	Action steps and deliverables determined for FY24	
		Create a cross-departmental team to develop and implement a high-quality onboarding program. Develop ongoing year-round training programs for staff.	Identify members	Team assembled	Jimmy Gleason		
			Research effective onboarding programs	Compiled research	Jimmy Gleason		
			Determine necessity of onboarding for both FT and PT	Plans set and individuals assigned areas to complete	Jimmy Gleason		
			Develop formal plan	Plan compiled, reviewed, and finalized	Jimmy Gleason		
					Heather Miller		
	Attract and retain quality staff	Establish a process for staff to advance within the Park District through training and education.	Consult with staff to determine professional development needs. Coordinate with the leads for other training goals.	Summary Report	Jarrold Scheunemann	FY24	
			Schedule, enhance, and incentivize lunch & learn and micro-learning opportunities to grow staff soft skills	Plan and Schedule	Jarrold Scheunemann		
			Encourage certifications and create a program to fill gaps/supplement certification process	Identify and establish standards, budget, and program for professional development	Jarrold Scheunemann		
			Establish evaluative measures for advancement and training	Create database and performance measures	Jarrold Scheunemann		
	Welcoming and inclusive environment	Celebrate and develop programs to make new staff feel welcome.				Heather Miller	
	Create a responsive staffing plan	Create a system to measure organizational and departmental performance.				Executive Director, Jarrold Scheunemann	FY24

Strategic Priorities	Agency Goal	Department/Cross-Departmental Goal	Action Steps	Deliverable	Lead	Status Update & Comments
Staff Excellence (2024-2025)	Lead, develop, and offer training to staff	Expand opportunities for staff to achieve certifications and attend conferences, trainings, and seminars related to their specific job functions.			Heather Miller	
	Lead, develop, and offer training to staff	Update training for part-time and seasonal staff.	Determine areas for standardized training, standards set, trainings developed for implementation	Standard trainings finalized for core areas such as day camp, front desk, etc.	Jimmy Gleason	Action steps and deliverables determined for FY24
	Lead, develop, and offer training to staff	Develop a leadership training program for staff.			Heather Miller	
	Attract and retain quality staff	Establish a staff mentorship program.	Research current status of staff mentorship. Coordinate with other cross-departmental goals.	Report about study findings	Jarrold Scheunemann	FY25
			Set goals for the program	Goals and measures	Jarrold Scheunemann	
			Develop and launch pilot test program	Pilot test program	Jarrold Scheunemann	
			Assess, adjust, and launch program	Program	Jarrold Scheunemann	
	Welcoming and inclusive environment	Continue to enhance opportunities to listen to staff input.				Heather Miller
Create a responsive staffing plan	Develop a process to measure employee satisfaction on an ongoing basis.				Executive Director, Jarrold Scheunemann	FY25

Strategic Priorities	Agency Goal	Department/Cross-Departmental Goal	Action Steps	Deliverable	Lead	Assist	Status Update & Comments	
Quality Infrastructure Management (2022-2023)	Update and maintain our maintenance standards	Evaluate current standards and update as needed.			Dan Olson		New standards are being written and researched.	
	Evaluate and develop future projects	Finalize the plan for the future of Prairie Farm.	Revise, update, and combine extant Prairie Farm Master Plan and Prairie Farm Operational Plan for Board Approval.	2023 Praire Farm Comprehensive Plan	Andrew Weiss, Jimmy Gleason	Kayla Meyers	In Progress.	
	Evaluate and develop future projects	Evaluate adding an outdoor adventure park (bike pump track, climbing boulders, RC vehicles, etc.).	Investigate recent builds and complete site visits	Report of findings	Jarrod Scheunemann		Visited track in Shelbyville. Investigating recent builds at the Big Marsh in Chicago, Springfield, Lemont, Frankfort, and Gibson City.	
			Identify potential sites and possible amenities	Report of findings	Jarrod Scheunemann			
			Create rough conceptual designs and cost estimates	Create rough conceptual designs and cost estimates	Jarrod Scheunemann			
			Prepare memo for presentation and discussion	Presentation and memo	Jarrod Scheunemann			
	Evaluate and develop future projects	Evaluate the feasibility of the Champaign Park District taking a leadership role in establishing a children's museum.	Evaluating Childrens Museum vs a History Museum			Executive Director		Met with TJ Blakeman to discuss working on new History Museum that can
	Be a leader in sustainability	Monitor electricity, natural gas, water, and fuel consumption.				Dan Olson		Have reached out to Shannon Clarkson for some
	Be a leader in sustainability	Evaluate Park District recycling programs.				Dan Olson		Begin winter 2023
	Leverage technology	Continue to add cameras throughout the Park District.	Evaluate current inventory and coverage	Database and site maps	Jarrod Scheunemann	Tech Team	Recently received shipment of cameras. Installation at the Martens Center will commence this fall.	
			Coordinate with safety committee's safety evaluation results	Review evaluation and discuss findings	Jarrod Scheunemann	Tech Team		
			Establish priorities with cost estimates	Action plan	Jarrod Scheunemann	Tech Team		
	Leverage technology	Evaluate options for a new phone system for the Park District.	Prepare memo for presentation and discussion	Presentation and memo	Jarrod Scheunemann	Tech Team	The Crexendo phone system has been launched. The tech team continues to troubleshoot minor issues as they develop.	
			Investigate new phone system options	Reach out to select vendors for quotes	Jarrod Scheunemann	Tech Team		
			Request Quotes from qualified vendors.	Board approves new vendor.	Jarrod Scheunemann	Tech Team		
Build out new phone system and train staff			New phone system	Jarrod Scheunemann	Tech Team			
Leverage technology	Evaluate various software for success: MainTrac, RecTrac, Purchasing software, etc.	Launch new phone system and troubleshoot issues	New phone system	Jarrod Scheunemann	Tech Team	Jimmy Gleason is currently working with SmartRec to prepare an estimate for services and has been assessing registration software.		
		Complete situation analysis of current software (i.e., usability, fees, satisfaction levels, weaknesses)	Report on findings	Jarrod Scheunemann				
		Review findings and determine if there are any software issues that need to be addressed	Priorities matrix	Jarrod Scheunemann				
		Find and evaluate replacement software (if needed).	Proposals	Jarrod Scheunemann				
Improve Trail System	Review and update 2017 Park District Trail Plan .	Develop action plan for items that need to be addressed.	Action plan	Jarrod Scheunemann		In Progress.		
		Review 2011 and 2017 Trails Plan agency objectives; revise.	2023 Champaign Park District Trails Plan	Andrew Weiss	Kayla Meyers			



Strategic Priorities	Agency Goal	Department/Cross-Departmental Goal	Action Steps	Deliverable	Lead	Assist	Status Update & Comments
Quality Infrastructure Management (2023-2024)	Update and maintain our maintenance standards	Evaluate parks, facilities and amenities for improvements (i.e., report card assessments).			Dan Olson		FY24
	Evaluate and develop future projects	Evaluate sports fields, lights, turf, usage and make recommendations.	Gather data and analyze	Formal report with results and recommendations	Jimmy Gleason	Andrew Weiss	FY24
	Evaluate and develop future projects	Create a committee to evaluate and recommend land purchases for parks to the Board for review and prioritization.	Identify committee members and form team	Committee and meeting schedule	Jarrod Scheunemann		FY24
			Establish goals for evaluation and develop evaluative measures to achieve goals.	Goals and evaluation form	Jarrod Scheunemann		
			Evaluate current property and community needs	Report on findings	Jarrod Scheunemann		
			Memo and presentation highlighting current state of Park District land holdings and recommendations for the future	Memo and presentation	Jarrod Scheunemann		
	Evaluate and develop future projects	Evaluate establishing an outdoor ice-skating rink.			Joe DeLuce		
	Be a leader in sustainability	Track waste of recyclable materials and trash.			Dan Olson		FY24
	Be a leader in sustainability	Evaluate solar energy for Park District energy needs			Dan Olson		FY24
	Leverage technology	Continue to add WIFI throughout the parks and facilities.	Evaluate current inventory and coverage	Database and site maps	Jarrod Scheunemann	Tech Team	FY24
			Data analysis	Report on findings	Jarrod Scheunemann	Tech Team	
			Establish priorities with cost estimates	Action plan	Jarrod Scheunemann	Tech Team	
			Prepare memo for presentation and discussion	Presentation and memo	Jarrod Scheunemann	Tech Team	
	Leverage technology	Evaluate the effectiveness of the Park District APP's communication with residents.	Complete situation analysis of current APP (i.e., usability, fees, satisfaction levels, weaknesses)	Report on findings	Chelsea Norton		
	Review findings and determine where the APP and related processes can be improved or leveraged		Priorities matrix	Chelsea Norton			
	Develop action plan for items that need to be addressed.		Action plan	Chelsea Norton			
	Prepare memo for presentation and discussion		Presentation and memo	Chelsea Norton			
Leverage technology	Evaluate and update websites (i.e., CPD, CUSR, Virginia Theatre).	Develop evaluation tool for current websites (i.e., usability, satisfaction levels, weaknesses, current content)	Report on findings	Chelsea Norton			
		Review findings and set priorities	Priorities matrix	Chelsea Norton			
		Develop action plan for items that need to be addressed.	Action plan	Chelsea Norton			
		Prepare memo for presentation and discussion	Presentation and memo	Chelsea Norton			
Improve Trail System	Establish timeline and budget for implementation based on updated trail plan.	Review 2011 and 2017 Trails Plan agency objectives; revise.		2023 Champaign Park District Trails Plan	Andrew Weiss	Kayla Meyers	In Progress.

Strategic Priorities	Agency Goal	Department/Cross-Departmental Goal	Action Steps	Deliverable	Lead	Assist	Status Update & Comments
Quality Infrastructure Management (2024-2025)	Update and maintain our maintenance standards	Develop a long-range plan for ongoing annual maintenance of facilities, parks and amenities.			Dan Olson		FY25
	Evaluate and develop future projects	Evaluate adding a recreation center in NW Champaign.	Evaluate success of current rec centers; market research on possible NW center	Report with findings and recommendation	Jimmy Gleason	Andrew Weiss, Jameel Jones	FY25
	Evaluate and develop future projects	Evaluate adding a nature center and environmental programs.	Assess previous plans and review regional competition/coverage	Memo on findings	Jarrod Scheunemann		FY25
			Research other nature center locations, square footage, amenities, programming, staffing and budgets	Memo on findings	Jarrod Scheunemann		
			Develop cost estimates and budget	Cost estimates and budget	Jarrod Scheunemann		
			Prepare memo for presentation and discussion	Presentation and memo	Jarrod Scheunemann		
	Evaluate and develop future projects	Evaluate potential improvements at Sholem Aquatic Center.			Joe DeLuce		
	Be a leader in sustainability	Evaluate the conversion to electric vehicles/charging stations.			Dan Olson		FY25
	Be a leader in sustainability	Investigate converting impervious surfaces to pervious paving materials.			Dan Olson		FY25
	Leverage technology	Evaluate and implement new technologies to improve services (i.e. social media).	Develop system to collect and assess new opportunities	System and process for vetting new technologies	Chelsea Norton		FY25
Deploy system and collect information			Deploy system and collect information	Chelsea Norton			
Review data, return on investment and complete cost/time savings analysis			Data analysis	Chelsea Norton			
		Prepare memo for presentation and discussion, Implement high priority items	Presentation, memo, implementation plan	Chelsea Norton			
Leverage technology	Evaluate ticket software at the Virginia Theatre.			Steven Bentz			
Leverage technology	Evaluate the effectiveness of social media channels and investigate any new opportunities.			Chelsea Norton			
Improve Trail System	Establish timeline and budget for implementation based on updated trail plan.		Review 2011 and 2017 Trails Plan agency objectives; revise.	2023 Champaign Park District Trails Plan	Andrew Weiss	Kayla Meyers	In Progress.



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director  
**DATE:** November 4, 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

Approval of updates to numerous policies, manuals and ordinances that are included within the Board Policy Manual

### Discussion

Staff recommends the Park Board review updates to the following Board Policy Manual policy as well as a potential resolution related to the same policy. A majority of the updates to this policy were inserted from PDMRA's online template update to satisfy amendments to the State Officials and Employees Ethics Act in Public Act 101-221.

- i. Resolution adopting Non-discrimination and Anti-Harassment Policy
- ii. Non-discrimination and Anti-Harassment Policy

The twelve remaining policies that are required to be reviewed pursuant to Board Policy and accreditation standards have been distributed to the Board and will be placed on a future consent agenda. Please review and send any updates or revisions as soon as possible.

Prepared by:

Jarrod Scheunemann  
Director of Administrative Services

Reviewed by:

Joe DeLuce  
Executive Director

## **RESOLUTION TO AMEND THE CHAMPAIGN PARK DISTRICT NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY**

**WHEREAS**, the Illinois General Assembly has enacted amendments to the State Officials and Employees Ethics Act in Public Act 101-221, some portions of which became effective August 9, 2019 (the "Act"); and

**WHEREAS**, the Act requires each covered unit of local government to, among other requirements, adopt an ordinance or resolution incorporating a specific procedure for the reporting and independent review of allegations of sexual harassment made against an elected official of the governmental unit by another elected official within 6 months after the effective date of the Act; and

**WHEREAS**, the Board of Park Commissioners of the Champaign Park District has determined, and hereby declares, that it is necessary and in the best interests of the District and its residents to modify its current sexual harassment policy, in order to ensure full compliance with the Act.

### Harassment Allegations By Elected Officials Against Other Elected Officials

Alleged harassment by one elected official against another can be reported to the Park District's Board President. If the Board President is the person reporting the harassment or is implicated by the allegation, the report can be made to any other Park District Commissioner. If a complaint is made against an elected official of the Park District by another elected official of the Park District under this Section, the matter must be referred to the Park District's legal counsel. The allegations of the complaint will be thoroughly investigated through an independent review, which may include referring the matter to a qualified, independent attorney or consultant to review and investigate the allegations. Further, if warranted (as determined, where possible, by a committee of the other commissioners who are not the reporting official or the official who is the subject of the complaint), reasonable remedial measures will be taken.

**WHEREAS**, the existing and current Non-Discrimination and Anti-Harassment Policy set forth in the relevant manuals of the Champaign Park District already contains most, but not all, provisions which the Act mandates be included in a local government unit's policy prohibiting sexual harassment; and

**WHEREAS**, the Champaign Park District's Board of Commissioners desires and intends to comply with the requirements of P.A. 101-221;

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

**Section 1.** The preamble recitals set forth above are hereby reaffirmed and incorporated in this Resolution as if fully set forth herein.

**Section 2. Declaration and Adoption of Amendments to Policy and Procedures Manual(s).**  
It shall be the policy of this Board to prohibit sexual harassment as set forth in P.A. 100-221. To that end, in order to incorporate such provisions as are needed to establish and conform the policy to the requirements of P.A. 100-221, and modify certain text in the subject manuals, the Board hereby approves the proposed amendments and changes to the Champaign Park District's Non-Discrimination and Anti-Harassment Policy and its operational procedures concerning Non-Discrimination and Anti-Harassment, as indicated by the amendments and changes, which are attached as Exhibit A to this Resolution and made a part hereof.

**Section 3. Compliance with P.A. 100-221 and Repeal of Resolutions in Conflict Therewith.** The Champaign Park District shall comply with all requirements of P.A. 100-554, and any resolution, policy or procedure that conflicts with the provisions of the Act is hereby repealed or superseded to the extent of such conflict.

**Section 4. Effective Date.** This Resolution shall be in full force and effect upon its passage.

**AYES:**

**NAYS:**

**ABSENT:**

**APPROVED THIS \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.**

APPROVED:

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

ATTEST:

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



## Non-Discrimination and Anti-Harassment Policy

The Champaign Park District (Park District) is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. Therefore, the Park District expects that all relationships among persons in the workplace will be free of bias, prejudice, harassment, and will maintain a professional atmosphere.

It is the responsibility of each and every employee, officer, official, ~~park~~ Commissioner, agent, volunteer, and vendor of the Park District as well as anyone using the Park District's parks and facilities, to refrain from sexual and other harassment. The Park District will not tolerate sexual or any other type of harassment of or by any of its employees and elected officials. Actions, words, jokes, or comments based on an individual's actual or perceived gender (including gender identity or expression), sex, race, color, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, sexual orientation, civil union partnership, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth and gender identity, or any other legally protected characteristic will not be tolerated.

There shall be no excluding or separating individuals because of their actual or perceived gender (including gender identity or expression), sex, sexual orientation, civil union partnership, race, color, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, ~~of a particular gender, sexual orientation, gender identity,~~ or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and policies of the Park District prohibit disparate treatment ~~on the basis~~ based on an individual's actual or perceived gender (including gender identity or expression), sex, sexual orientation, civil union partnership, race, color, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other protected characteristic, ~~of sex, sexual orientation, gender identity, genetic information, or any other protected characteristic,~~ with regard to terms, conditions, privileges, and prerequisites of employment. The prohibition against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

In addition to this policy, the Park District provides training on discrimination, harassment and retaliation to its Board and employees at or near the time of election or hire and annually thereafter.

### Definitions of Harassment

1. **Sexual harassment** may occur whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal, physical, or visual conduct of a sexual

nature when:

- A. Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment;
- B. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the ~~harassed employee~~individual; or
- C. The harassment has the purpose or effect of interfering with the ~~employee's~~individual's work performance or creating an environment that is intimidating, hostile, or offensive to the ~~employee~~individual.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail or texting); and other physical, verbal, or visual conduct of a sexual nature.

2. **Harassment on the basis of any other protected characteristic** is also strictly prohibited. Under this policy, harassment is unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of ~~his/her/their~~ actual or perceived race, color, religion, gender (including gender identity or expression), sex, sexual orientation, civil union partnership, age, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, disability, order of protection status, pregnancy, childbirth, or a medical condition related to childbirth or pregnancy~~race, color, religion, sex, sexual orientation, age, national origin, disability, gender identity, civil union partnership~~, or any other characteristic protected by law or that of ~~his/her/their~~ relatives, friends or associates, and that:
  - A. Has the purpose or effect of creating an intimidating, hostile or offensive work environment;
  - B. Has the purpose or effect of unreasonably interfering with an individual's work performance; or
  - C. Otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail or texting).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings, ~~and~~ business-related social events, and any other location where the individual is assigned to perform their job duties.

**Any employee engaging in practices or conduct constituting sexual harassment, discrimination or harassment of any kind shall be subject to disciplinary action, up to and including termination.**

### Retaliation is Prohibited

The Park District prohibits retaliation against any individual who reports discrimination or harassment, participates in an investigation of such reports, or files a charge of discrimination ~~or~~, harassment, or retaliation. Retaliation against an individual for reporting harassment ~~or~~, discrimination, or retaliation for participating in an investigation of a claim of harassment ~~or~~ discrimination, or retaliation or for filing a charge of discrimination or harassment is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action up to and including termination.

In addition to the Park District's prohibition on retaliation, various state and federal laws prohibit retaliation for reports of discrimination, harassment, or retaliation. For instance, protections against retaliation exist under the Illinois Human Rights Act, and, depending on the circumstances, protections against retaliation may exist under the Illinois Whistleblower Act and/or the State Officials and Employee Ethics Act.

### Reporting Procedure

The Park District strongly urges the reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. This policy applies to all full-time, part-time, temporary, and seasonal employees and interns. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment ~~or~~, discrimination, or retaliation. Therefore, while no fixed reporting period has been established, the Park District strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to harassing ~~or~~, discriminatory, or retaliatory conduct from promptly advising the offender that ~~his or her~~ the offender's behavior is unwelcome and requesting that it be discontinued. However, nothing in this policy will require individuals who believe they are being subjected to harassing, discriminatory, or retaliatory behavior to so advise the offender.

If ~~you an individual~~ experiences ~~s~~ or witnesses ~~es~~ harassment ~~or~~, discrimination, or retaliation of any kind, ~~you they~~ should deal with the incident(s) as directly and firmly as possible by clearly communicating ~~your their~~ position ~~to the offending person, you to their~~ immediate supervisor, ~~your their department~~ Department head~~Head~~, the Director of Human Resources, and/or the Executive Director (Director). ~~You Individuals~~ should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, e-mails, texts, social media postings, tweets, and telephone messages can strengthen documentation. It is not necessary that the discrimination, harassment, or retaliation be directed at you to make a complaint.

1. Direct Communication with Offender: If there is harassing or discriminatory behavior in the workplace, ~~you and if the offended individual feels comfortable doing so,~~ should directly and clearly express ~~your their~~ objection to the offending person(s) regardless of whether the behavior is directed at ~~you them~~. ~~If you are the harassed employee, you~~ Directly offended parties should clearly state that the offensive conduct is unwelcome and the offending behavior must stop. However, ~~you the offended party is are~~ not required to directly confront the person who is the source of ~~your the~~ report, question,



or complaint before notifying any of those individuals listed below. Further, the offended party is not required to directly confront the person who is the source of their report, question, or complaint if they do not feel uncomfortable doing so. The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be put in writing.

2. Report to Supervisory and Administrative Personnel: At the same time direct communication is undertaken, or in the event ~~you one~~ feels threatened or intimidated by the offending person, ~~you should~~ promptly report ~~of~~ the offending behavior should be submitted to ~~your an~~ immediate supervisor, ~~D~~department ~~H~~head, Director of Human Resources, or the ~~Executive~~ Director. If ~~you the offended individual~~ feels uncomfortable doing so, or if ~~your their~~ immediate supervisor and/or ~~D~~department ~~H~~head is the source of the problem, condones the problem or ignores the problem, report the conduct directly to the ~~Executive~~ Director. If the ~~Executive~~ Director is the source of the problem, condones the problem, or ignores the problem, ~~you should~~ contact the President of the Champaign Park District Board of ~~Park~~ Commissioners (Board).

3. Report to ~~Executive~~ Director: An employee may also report incidents of harassment ~~or~~, discrimination, or retaliation directly to the ~~Executive~~ Director. The ~~Executive~~ Director or ~~his their~~ designee will promptly investigate the facts and take corrective action when an allegation is determined to be valid. If ~~your the~~ complaint alleges harassment by the ~~Executive~~ Director, or if the ~~Executive~~ Director condones the problem or ignores the problem, ~~you should~~ the offended party should immediately report the incident or incidents in writing directly to the President of the Board ~~of Park Commissioners~~. An investigation will be conducted and appropriate action will be taken when an allegation is determined to be valid. At no time will personnel involved in the alleged harassment conduct the investigation.

3.4. Complaint Against a Board Member: If a complaint is made about alleged discrimination, harassment or retaliation by an elected official of the Park District, such as a Commissioner, the allegations should be reported to the Director of Human Resources, the President of the Board, or any other Board member not involved in the alleged discrimination, harassment, or retaliation. If a complaint is made against an elected official of the Park District under this Section, the matter must be referred to the Park District's legal counsel. The complaint and any investigation into the complaint will be thoroughly investigated by the Human Resources Department (or their designee) or an independent attorney or consultant and will be independently reviewed by a committee made up of other Board members who are not the subject of the allegations.

When an allegation of discrimination, harassment, or retaliation is reported, an investigation will be conducted within a prompt period of time and appropriate remedial action will be taken when an allegation is determined to be substantiated. At no time will personnel involved in the alleged discrimination, harassment, or retaliation conduct the investigation.

Nothing in this policy precludes a report of discrimination, harassment, or retaliation to the Illinois Department of Human Rights, which is the State agency responsible for enforcing the Illinois Human Rights Act, as described in the "Conclusion" section below. Further, the IDHR maintains a hotline for confidential reports of sexual harassment: 877-236-7703.

### Harassment Allegations Against Non-Employee Third Parties

If ~~you make~~ a complaint is made alleging harassment ~~or~~, discrimination, or retaliation against an agent, vendor, supplier, contractor, volunteer or person using Park District programs or facilities, the ~~Executive~~ Director (or their designee) will investigate the incident(s) and determine the appropriate remedial action, if any. The Park District will make reasonable effort to protect ~~you~~ the complainant from further contact with such persons when warranted or will take other reasonable steps to remediate the situation. Please recognize, however, that the Park District has limited control over the actions of non-employees.

Employees who have experienced conduct they believe is in violation of this policy have an obligation to take advantage of this reporting procedure. An employee's failure to fulfill this obligation could affect ~~his or her~~ their rights in pursuing legal action.

### Harassment Allegations By Elected Officials Against Other Elected Officials

Alleged harassment by one elected official against another can be reported to the Park District's Board President. If the Board President is the person reporting the harassment or is implicated by the allegation, the report can be made to any other Park District Commissioner. If a complaint is made against an elected official of the Park District by another elected official of the Park District under this Section, the matter must be referred to the Park District's legal counsel. The allegations of the complaint will be thoroughly investigated through an independent review, which may include referring the matter to a qualified, independent attorney or consultant to review and investigate the allegations. Further, if warranted (as determined, where possible, by a committee of the other commissioners who are not the reporting official or the official who is the subject of the complaint), reasonable remedial measures will be taken.

### Harassment of Non-Employees

Harassment of non-employees by employees is strictly forbidden and will be subject to discipline, up to and including termination. If a non-employee has a complaint of harassment, the non-employee should notify the Park District's Human Resources Department. If the Human Resources Department is implicated by the allegation, the report can be made to the Director of the Park District. If both the Human Resources Department and the Director are implicated by the allegation, the report can be made to the Board President. The allegations of the complaint will be thoroughly investigated by the Human Resources Department, Director, or Board President (or their designee) as appropriate and, if warranted, reasonable remedial measures will be taken. For the purposes of this Section, "non-employee" means a person who is not otherwise an employee of the agency and is directly performing services for the employer pursuant to a contract with the employer; it includes contractors and consultants.

### Responsibility of Supervisors and Witnesses

Any supervisor ory or managerial employee who becomes aware of any possible sexual or other harassment ~~or~~, discrimination, or retaliation of or by any employee should immediately advise the Human Resources Department who will investigate the conduct and resolve the matter as soon as possible. All employees are encouraged to report incidents of harassment, discrimination, or retaliation regardless of who the offender may be or whether or not ~~you~~ they are the intended victim.

### The Investigation

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly. The Park District will make every reasonable effort to conduct an investigation in a responsible and confidential manner. However, it is impossible to guarantee absolute confidentiality, as the Park District must be able to fully investigate and take prompt remedial action when necessary. The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. The Park District reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment, discrimination, or retaliation. ~~You Staff members~~ must cooperate in any investigation of workplace misconduct or risk disciplinary action, up to and including termination.

### Responsive Action

The Park District will determine ~~what constitutes~~whether a complaint of harassment, discrimination, or retaliation has been substantiated or not based on a review of the facts and circumstances of each situation. Misconduct constituting a violation of this policy (such as engaging in harassment, discrimination, or retaliation), will be dealt with appropriately. Appropriate R responsive action may include, by way of example only: training, referral to counseling and/or disciplinary action (such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination); as the Park District believes appropriate under the circumstances.

### False and Frivolous Complaints

Given the possibility of serious consequences for an individual accused of sexual or other harassment, discrimination, or retaliation, complaints made in bad faith or otherwise false and frivolous charges are considered severe misconduct and may result in disciplinary action, up to and including termination.

### Conclusion

In summary, employees have a right to: be free from unlawful discrimination, harassment, or retaliation in the workplace; file a charge of discrimination, harassment or retaliation (see this Policy); and obtain reasonable accommodations, such as those based on pregnancy, childbirth, or medical conditions related to pregnancy or childbirth (see the Park District's ADA Policy).

While ~~we the Park District~~ hopes to be able to resolve any complaints of harassment, discrimination, or retaliation within the Park District, the Park District acknowledges ~~your~~ an individual's right to contact the Illinois Department of Human Rights (IDHR) at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, about filing a formal complaint. The IDHR also has a reporting hotline, which includes a method for the intake of anonymous phone calls regarding allegations of sexual harassment. and, if it If IDNR determines that there is sufficient evidence of harassment to proceed further, it will file a complaint with the Illinois Human Rights Commission (HRC), located at the same address on the fifth floor. If the IDHR does not complete its investigation within 365 days, ~~you may file a a~~ complaint may be filed directly with the HRC between the 365<sup>th</sup> and the 395<sup>th</sup> day.

Approved by Board of Commissioners

April 27, 2016

Revised by Board of Commissioners

January 10, 2018

| [Revised by Board of Commissioners](#)

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Kevin J. Miller, President

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Joseph C. DeLuce, Executive Director



## Non-Discrimination and Anti-Harassment Policy

The Champaign Park District (Park District) is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. Therefore, the Park District expects that all relationships among persons in the workplace will be free of bias, prejudice, harassment, and will maintain a professional atmosphere.

It is the responsibility of each and every employee, officer, official, Commissioner, agent, volunteer, and vendor of the Park District as well as anyone using the Park District's parks and facilities, to refrain from sexual and other harassment. The Park District will not tolerate sexual or any other type of harassment of or by any of its employees and elected officials. Actions, words, jokes, or comments based on an individual's actual or perceived gender (including gender identity or expression),, race, color, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, sexual orientation, civil union partnership, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other legally protected characteristic will not be tolerated.

There shall be no excluding or separating individuals because of their actual or perceived gender (including gender identity or expression), sex, sexual orientation, civil union partnership, race, color, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth,, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and policies of the Park District prohibit disparate treatment based on an individual's actual or perceived gender (including gender identity or expression), sex, sexual orientation, civil union partnership, race, color, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other protected characteristic, , with regard to terms, conditions, privileges, and prerequisites of employment. The prohibition against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

In addition to this policy, the Park District provides training on discrimination, harassment and retaliation to its Board and employees at or near the time of election or hire and annually thereafter.

### Definitions of Harassment

1. **Sexual harassment** may occur whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal, physical, or visual conduct of a sexual nature when

- A. Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment;
- B. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual; or
- C. The harassment has the purpose or effect of interfering with the individual's work performance or creating an environment that is intimidating, hostile, or offensive to the individual.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail or texting); and other physical, verbal, or visual conduct of a sexual nature.

- 2. **Harassment on the basis of any other protected characteristic** is also strictly prohibited. Under this policy, harassment is unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of their actual or perceived race, color, religion, gender (including gender identity or expression), sex, sexual orientation, civil union partnership, age, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, disability, order of protection status, pregnancy, childbirth, or a medical condition related to childbirth or pregnancy, or any other characteristic protected by law or that of their relatives, friends or associates, and that:
  - A. Has the purpose or effect of creating an intimidating, hostile or offensive work environment;
  - B. Has the purpose or effect of unreasonably interfering with an individual's work performance; or
  - C. Otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail or texting).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings, business-related social events, and any other location where the individual is assigned to perform their job duties.

**Any employee engaging in practices or conduct constituting sexual harassment, discrimination or harassment of any kind shall be subject to disciplinary action, up to and including termination.**

Retaliation is Prohibited

The Park District prohibits retaliation against any individual who reports discrimination or

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**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.**

harassment, participates in an investigation of such reports, or files a charge of discrimination, harassment, or retaliation. Retaliation against an individual for reporting harassment, discrimination, or retaliation for participating in an investigation of a claim of harassment, discrimination, or retaliation or for filing a charge of discrimination or harassment is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action up to and including termination.

In addition to the Park District's prohibition on retaliation, various state and federal laws prohibit retaliation for reports of discrimination, harassment, or retaliation. For instance, protections against retaliation exist under the Illinois Human Rights Act, and, depending on the circumstances, protections against retaliation may exist under the Illinois Whistleblower Act and/or the State Officials and Employee Ethics Act.

### Reporting Procedure

The Park District strongly urges the reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. This policy applies to all full-time, part-time, temporary, and seasonal employees and interns. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment, discrimination, or retaliation. Therefore, while no fixed reporting period has been established, the Park District strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to harassing, discriminatory, or retaliatory conduct from promptly advising the offender that the offender's behavior is unwelcome and requesting that it be discontinued. However, nothing in this policy will require individuals who believe they are being subjected to harassing, discriminatory, or retaliatory behavior to so advise the offender.

If an individual experiences or witnesses harassment, discrimination, or retaliation of any kind, they should deal with the incident(s) as directly and firmly as possible by clearly communicating their position to their immediate supervisor, their Department Head, the Director of Human Resources, and/or the Executive Director (Director). Individuals should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, e-mails, texts, social media postings, tweets, and telephone messages can strengthen documentation. It is not necessary that the discrimination, harassment, or retaliation be directed at you to make a complaint.

1. **Direct Communication with Offender:** If there is harassing or discriminatory behavior in the workplace, and if the offended individual feels comfortable doing so, should directly and clearly express their objection to the offending person(s) regardless of whether the behavior is directed at them. Directly offended parties should clearly state that the offensive conduct is unwelcome and the offending behavior must stop. However, the offended party is not required to directly confront the person who is the source of the report, question, or complaint before notifying any of those individuals listed below. Further, the offended party is **not** required to directly confront the person who is the source of their report, question, or complaint if they do not feel uncomfortable doing so. The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be

put in writing.

2. Report to Supervisory and Administrative Personnel: At the same time direct communication is undertaken, or in the event one feels threatened or intimidated by the offending person, a prompt report of the offending behavior should be submitted to an immediate supervisor, Department Head, Director of Human Resources, or the Director. If the offended individual feels uncomfortable doing so, or if their immediate supervisor and/or Department Head is the source of the problem, condones the problem or ignores the problem, report the conduct directly to the Director. If the Director is the source of the problem, condones the problem, or ignores the problem, contact the President of the Champaign Park District Board of Commissioners (Board).
3. Report to Director: An employee may also report incidents of harassment, discrimination, or retaliation directly to the Director. The Director or their designee will promptly investigate the facts and take corrective action when an allegation is determined to be valid. If the complaint alleges harassment by the Director, or if the Director condones the problem or ignores the problem, the offended party should immediately report the incident or incidents in writing directly to the President of the Board. An investigation will be conducted and appropriate action will be taken when an allegation is determined to be valid. At no time will personnel involved in the alleged harassment conduct the investigation.
4. Complaint Against a Board Member: If a complaint is made about alleged discrimination, harassment or retaliation by an elected official of the Park District, such as a Commissioner, the allegations should be reported to the Director of Human Resources, the President of the Board, or any other Board member not involved in the alleged discrimination, harassment, or retaliation. If a complaint is made against an elected official of the Park District under this Section, the matter must be referred to the Park District's legal counsel. The complaint and any investigation into the complaint will be thoroughly investigated by the Human Resources Department (or their designee) or an independent attorney or consultant and will be independently reviewed by a committee made up of other Board members who are not the subject of the allegations.

When an allegation of discrimination, harassment, or retaliation is reported, an investigation will be conducted within a prompt period of time and appropriate remedial action will be taken when an allegation is determined to be substantiated. At no time will personnel involved in the alleged discrimination, harassment, or retaliation conduct the investigation.

Nothing in this policy precludes a report of discrimination, harassment, or retaliation to the Illinois Department of Human Rights, which is the State agency responsible for enforcing the Illinois Human Rights Act, as described in the "Conclusion" section below. Further, the IDHR maintains a hotline for confidential reports of sexual harassment: 877-236-7703.

#### Harassment Allegations Against Non-Employee Third Parties

If a complaint is made alleging harassment, discrimination, or retaliation against an agent, vendor, supplier, contractor, volunteer or person using Park District programs or facilities, the Director (or their designee) will investigate the incident(s) and determine the appropriate remedial action, if any. The Park District will make reasonable effort to protect



the complainant from further contact with such persons when warranted or will take other reasonable steps to remediate the situation. Please recognize, however, that the Park District has limited control over the actions of non-employees.

Employees who have experienced conduct they believe is in violation of this policy have an obligation to take advantage of this reporting procedure. An employee's failure to fulfill this obligation could affect their rights in pursuing legal action.

#### Harassment Allegations By Elected Officials Against Other Elected Officials

Alleged harassment by one elected official against another can be reported to the Park District's Board President. If the Board President is the person reporting the harassment or is implicated by the allegation, the report can be made to any other Park District Commissioner. If a complaint is made against an elected official of the Park District by another elected official of the Park District under this Section, the matter must be referred to the Park District's legal counsel. The allegations of the complaint will be thoroughly investigated through an independent review, which may include referring the matter to a qualified, independent attorney or consultant to review and investigate the allegations. Further, if warranted (as determined, where possible, by a committee of the other commissioners who are not the reporting official or the official who is the subject of the complaint), reasonable remedial measures will be taken.

#### Harassment of Non-Employees

Harassment of non-employees by employees is strictly forbidden and will be subject to discipline, up to and including termination. If a non-employee has a complaint of harassment, the non-employee should notify the Park District's Human Resources Department. If the Human Resources Department is implicated by the allegation, the report can be made to the Director of the Park District. If both the Human Resources Department and the Director are implicated by the allegation, the report can be made to the Board President. The allegations of the complaint will be thoroughly investigated by the Human Resources Department, Director, or Board President (or their designee) as appropriate and, if warranted, reasonable remedial measures will be taken. For the purposes of this Section, "non-employee" means a person who is not otherwise an employee of the agency and is directly performing services for the employer pursuant to a contract with the employer; it includes contractors and consultants.

#### Responsibility of Supervisors and Witnesses

Any supervisory or managerial employee who becomes aware of any possible sexual or other harassment, discrimination, or retaliation of or by any employee should immediately advise the Human Resources Department who will investigate the conduct and resolve the matter as soon as possible. All employees are encouraged to report incidents of harassment, discrimination, or retaliation regardless of who the offender may be or whether or not they are the intended victim.

#### The Investigation

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly. The Park District will make every reasonable effort to conduct an investigation in a responsible and confidential manner. However, it is impossible to guarantee absolute confidentiality, as the Park District must be able to fully investigate and take prompt remedial action when necessary. The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the

alleged conduct or may have other relevant knowledge. The Park District reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment, discrimination, or retaliation. Staff members must cooperate in any investigation of workplace misconduct or risk disciplinary action, up to and including termination.

Responsive Action

The Park District will determine whether a complaint of harassment, discrimination, or retaliation has been substantiated or not based on a review of the facts and circumstances of each situation. Misconduct constituting a violation of this policy (such as engaging in harassment, discrimination, or retaliation), will be dealt with appropriately. Appropriate responsive action may include, by way of example only: training, referral to counseling and/or disciplinary action (such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination) as the Park District believes appropriate under the circumstances.

False and Frivolous Complaints

Given the possibility of serious consequences for an individual accused of sexual or other harassment, discrimination, or retaliation, complaints made in bad faith or otherwise false and frivolous charges are considered severe misconduct and may result in disciplinary action, up to and including termination.

Conclusion

In summary, employees have a right to: be free from unlawful discrimination, harassment, or retaliation in the workplace; file a charge of discrimination, harassment or retaliation (see this Policy); and obtain reasonable accommodations, such as those based on pregnancy, childbirth, or medical conditions related to pregnancy or childbirth (see the Park District's ADA Policy).

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Kevin J. Miller, President

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Joseph C. DeLuce, Executive Director