



**AGENDA**  
**REGULAR 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, January 11, 2023, and sent to [sarah.sandquist@champaignparks.org](mailto:sarah.sandquist@champaignparks.org).

**Wednesday, January 11, 2023**  
**7:00 p.m.**

**A. CALL TO ORDER**

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

**C. COMMUNICATIONS**

**D. TREASURER'S REPORT**

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

**E. EXECUTIVE DIRECTOR'S REPORT**

1. General Announcements

**COMMITTEE REPORT**

1. Champaign Parks Foundation

## F. REPORT OF OFFICERS

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

## G. 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 Joint CPD/UPD Board Meeting, December 1, 2022
2. Approval of Minutes of the Regular Board Meeting, December 14, 2022

## H. OLD BUSINESS

1. Approval of Updates to the Purchasing Policy and Procedures (Roll Call Vote)

## I. NEW BUSINESS

1. Approval of Disbursements.  
Staff recommends approval of disbursements for the period beginning December 14, 2022 and ending January 10, 2023. (Roll Call Vote)
2. Approval of Board Policy Manual.  
Staff recommends approval of the Board Policy Manual as submitted. (Roll Call Vote)
3. Approval of a Resolution Adopting the Revisions and Amendments to the Employee Policies and Procedures Manual.  
Staff recommends approval of the resolution adopting the revisions and amendments to the Employment Policy and Procedures Manual, a copy which is attached to the resolution. (Roll Call Vote)
4. Approval of Bids for the HVAC System at Hays Community Center.  
Staff recommends approval of accepting the lowest bid that meets all required specifications from A&R Mechanical Contractors, Urbana, IL, at the bid amount of \$21,100.78, and requests the Board to authorize the Executive Director to enter into the agreement. (Roll Call Vote)
5. Approval of Bid for Tree Removal.  
Staff recommends approval of accepting the lowest responsible bid from Kaboom Rigging and Heavy Equipment Operating Services, LLC in the amount of \$34,100 and to authorize the Executive Director to enter into an agreement for this work. (Roll Call Vote)
6. Approval of Bid for Flooring for the Operations Building.  
Staff recommends approval of awarding this bid, including the alternate amount, to the lowest bidder that meets all required specifications, HPL Construction/Flooring Oasis, at the total bid amount of \$35,902 and requests the Board to authorize the Executive Director to enter into the agreement. (Roll Call Vote)
7. Approval of Temporary Construction Easement for the Illinois Department of Transportation (IDOT) at Kaufman Park to Replace I-10 Copper Slough Bridge.  
Staff recommends passing the resolution to move forward with a temporary construction easement at Kaufman Park pending IDNR approval. (Roll Call Vote)

8. Approval of Full-Time, Part-Time, and Seasonal Wages and Classifications for FY23 and FY24.  
**(Roll Call Vote)**
  
9. Approval of a Resolution Authorizing the Destruction of Recordings of Executive Sessions and Disaster-Related Remote Participation for Regular and Special Meetings.  
Staff recommends approval of a resolution authorizing, approving and ordering the destruction of the verbatim audio records of the following closed session and disaster-related remote participation Regular and Special meetings: January 27, 2021 (Disaster), January 27, 2021, February 10, 2021 (Disaster), February 24, 2021 (Disaster), March 10, 2021 (Disaster), March 24, 2021 (Disaster), April 14, 2021 (Disaster), April 28, 2021 (Disaster), May 12, 2021 (Disaster), May 26, 2021 (Disaster), June 9, 2021 (Disaster), June 23, 2021 (Disaster). **(Roll Call Vote)**
  
10. Approval of the FYE24 Capital Budget and the 2024-2033 Capital Improvement Plan  
Staff recommends approval of the FYE24 Capital Budget and 2024-2033 Capital Improvement Plan. **(Roll Call Vote)**

**J. DISCUSSION ITEMS**

1. Park District – 2<sup>nd</sup> quarter financial report
2. Foundation – 2<sup>nd</sup> quarter financial report

**K. COMMENTS FROM COMMISSIONERS**

**L. EXECUTIVE SESSION**

The Board will convene into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS Par. 120/2 (c)(6) The setting of a price for sale of lease of property owned by the public body, (c)(11) litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting, (c)(21) for the discussion of minutes of meetings lawfully closed under this Act, whether for purpose of approval by body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. **(Roll Call Vote)**

**M. RETURN TO REGULAR MEETING**

**N. EXECUTIVE SESSION ACTION ITEM**

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

**O. ADJOURN**

**CHAMPAIGN PARK DISTRICT  
MINUTES OF THE PUBLIC HEARING AND REGULAR BOARD MEETING  
BOARD OF PARK COMMISSIONERS**

**December 14, 2022  
PUBLIC HEARING**

The Champaign Park District Board of Commissioners held a Public Hearing on Wednesday, December 14, 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 Public Hearing occurred pursuant to published notice duly given. President Miller presided over the meeting. 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, December 14, 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, Timothy P. McMahon, and Jane L. Solon, Joseph DeLuce, Executive Director, Jarrod Scheunemann, Secretary and Director of Administrative Services, Attorney Guy C. Hall, and Treasurer Brenda Timmons.

Staff present in person: Andrea Wallace, Director of Finance, Andrew Weiss, Director of Planning, Chelsea Norton, Director of Communications and Development, Dan Olson, Director of Operations, Jimmy Gleason, Director of Revenue Facilities, Heather Miller, Director of Human Resources, Sarah Sandquist, Steven Bentz, Director of the Virginia Theatre, Bret Johnson, Assistant Director of Operations, Joe Kearfott, Assistant Director of Administrative Services, James Kennedy, HVAC Maintenance Worker, Jean Burrige, Arborist, Kelly Albert, Accounting Clerk, Kenny Denton, Trash & Recycling Service Worker, Misty Stocking, Registration and Parks Reservations Manager, Natea Fisher, Leonhard Recreation Center Front Desk, Nikiaya Brandon, CUSR Adult & Events Coordinator, and Steven Richey, Building Services Worker.

Staff present electronically: Melanie Kahler, Cultural Arts Manager.

Eric Robeson, Carol Cope, Michael Klitzing, Director of Carmel Clay Parks and Recreation, Brent Castle, Musco Lighting, Jean Flood, League of Women's Voters, Dick Flood, Jayne DeLuce, Jordan DeLuce, Michael Somers, family members of Keeva Keeling, and family members of outstanding employee award winners also attended the meeting in-person.

**Open the Public Hearing**

President Miller opened the Public Hearing at 7:00 p.m. He stated that the purpose of the Public Hearing was to discuss and receive comments on the proposed Property Tax Levy for the year commencing May 1, 2023 and ending April 30, 2024. A notice of the proposed 2023-2024 Tax Levy was published in *The News-Gazette* on December 6, 2022 in compliance with State Law including the Truth in Taxation Act and on the Park District's website.

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

Vice President Hays made a motion to adjourn the Public Hearing. The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: Commissioner Solon – yes;

Commissioner Kuhl – yes; Vice President Hays – yes; President Miller – yes; and Commissioner McMahon – yes. The motion passed 5-0. The Public Hearing was adjourned at 7:01 p.m.

## **REGULAR BOARD MEETING**

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, December 14, 2022 at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, and online due to President Miller's determination that an in-person meeting or a meeting conducted pursuant to the Open Meetings Act was not practical or prudent because of the COVID-19 disaster. The Regular Board Meeting occurred pursuant to published notice duly given. President Miller presided over the meeting. Citizens were given the opportunity to participate in the teleconference at the web address: <https://us02web.zoom.us/j/86949973253?pwd=djlHUmwvcFpZak9EZzZrU0pBaEtEQT09> or by calling 312-626-6799. Citizens were also offered the opportunity to submit comments or questions by email prior to the meeting. Those comments were to be announced by President Miller during the public comment portion of the meeting. Email submissions were solicited from the public through a notice of intent to speak or comment to be submitted by noon on Wednesday December 14, 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, Timothy P. McMahon, and Jane L. Solon, Joseph DeLuce, Executive Director, Jarrod Scheunemann, Secretary and Director of Administrative Services, Attorney Guy C. Hall, and Treasurer Brenda Timmons.

Staff present in person: Andrea Wallace, Director of Finance, Andrew Weiss, Director of Planning, Chelsea Norton, Director of Communications and Development, Dan Olson, Director of Operations, Jimmy Gleason, Director of Revenue Facilities, Heather Miller, Director of Human Resources, Sarah Sandquist, Steven Bentz, Director of the Virginia Theatre, Bret Johnson, Assistant Director of Operations, Joe Kearfott, Assistant Director of Administrative Services, James Kennedy, HVAC Maintenance Worker, Jean Burrige, Arborist, Kelly Albert, Accounting Clerk, Kenny Denton, Trash & Recycling Service Worker, Misty Stocking, Registration and Parks Reservations Manager, Natea Fisher, Leonhard Recreation Center Front Desk, Nikiaya Brandon, CUSR Adult & Events Coordinator, and Steven Richey, Building Services Worker.

Staff present electronically: Melanie Kahler, Cultural Arts Manager.

Eric Robeson, Carol Cope, Michael Klitzing, Director of Carmel Clay Parks and Recreation, Brent Castle, Musco Lighting, Jean Flood, League of Women's Voters, Dick Flood, Jayne DeLuce, Jordan DeLuce, Michael Somers, family members of Keeva Keeling, and family members of outstanding employee award winners.

### **Call to Order**

President Miller called the meeting to order at 7:01 p.m.

### **Presentation**

Mr. Klitzing and Mr. Castle presented the National Gold Medal Finalist Award to the Champaign Park District on behalf of the American Academy for Park and Recreation Administration and the National Park and Recreation Association. Mr. Klitzing noted that fewer than one percent (1%) of cities in the United States have received this honor.

Mr. DeLuce thanked staff for the teamwork necessary to accomplish this goal and highlighted the importance of community support and partnerships.

President Miller added that the award reflects Joe DeLuce's exemplary career. He thanked staff for their efforts as well.

President Miller presented the Champaign Park District's Honorary Commissioner Award to Eric Robeson for his service to the Park District in a variety of ways, including weekly litter clean up at Hessel Park and park beautification through placement of sculptures with the Public Art League.

Mr. DeLuce announced that the Outstanding Employee Awards would be posthumously named in honor of Keeva Keeling. Her work exemplified the Park District's values, and she is missed by all who knew her. Ms. Keeling's relatives shared their gratitude for the honor and thanked the Park District staff for the care and friendship they offered to Ms. Keeling throughout her employment.

Mr. DeLuce and several Department Heads presented the 2022 Keeva Keeling Outstanding Employee Awards to the following staff: James Kennedy, HVAC Maintenance Worker, Jean Burrige, Arborist, Kelly Albert, Accounting Clerk, Kenny Denton, Trash & Recycling Service Worker, Misty Stocking, Registration and Parks Reservations Manager, Melanie Kahler, Cultural Arts Manager, Natea Fisher, Leonhard Recreation Center Front Desk, Nikiaya Brandon, CUSR Adult & Events Coordinator, and Steven Richey, Building Services Worker.

Don Block was unable to attend the meeting. Mr. Gleason honored his efforts through the Sports Volunteer of the Year Award. Mr. Bentz presented about Joe and Phyllis Williams who were also unable to attend. The Williams received Volunteer of the Year Awards for their efforts at the Virginia Theatre.

Mr. Bentz presented a Volunteer of the Year Award to Carol Cope for her service to the Virginia Theatre. Ms. Cope worked more volunteer hours than any other employee at FedEx in 2022. This achievement won her the opportunity to designate a \$25,000 grant from FedEx to the Virginia Theatre.

President Miller congratulated each of the awardees.

## **New Business**

President Miller modified for consideration and action item number three (3) from the New Business section to this portion of the meeting.

### **3. Approval of a Resolution to Name the Innovation Center at the Martens Center**

President Miller highlighted Mr. DeLuce's efforts related to the construction of the Martens Center. He read the following resolution to be recorded in the minutes in honor of Mr. DeLuce:

#### **RESOLUTION**

WHEREAS, Joe DeLuce's life-long dedication to parks and recreation in several U.S. communities, has positively impacted the lives of millions of individuals; and

WHEREAS, Joe DeLuce's achievements with the Illinois Association of Park Districts, the National Recreation and Park Association, the Illinois Parks and Recreation Association and the American Academy of Parks and Recreation Administration, have inspired and advanced the efforts of the profession; and

WHEREAS, Joe DeLuce has generously devoted 25 years of service to the Champaign Park District, including nine years serving as the Executive Director; and

WHEREAS, Joe DeLuce collaborated with a variety of agencies, not-for-profits, and businesses to have exceptional partnerships and greater community involvement in order to increase services available to everyone; and

WHEREAS, Joe DeLuce encouraged innovation and continuing education in employees and students in the fields of parks and recreation; and

WHEREAS, Joe DeLuce was instrumental in bringing together the people and the talents to open the Martens Center and Human Kinetics Park, a unique community complex that brings education, recreation, programming and outdoor spaces together for all to enjoy,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Champaign Park District, acknowledge Joe DeLuce's unwavering dedication to parks, education and recreation, by dedicating the Innovation Center within the Martens Center, in Champaign Illinois, in his name.

Vice President Hays made a motion to approve a resolution to dedicate the naming of the Joe DeLuce Innovation Center within the Martens Center. The motion was seconded by Commissioner Kuhl. Upon roll call, the vote was as follows: President Miller – yes; Vice President Hays – yes; Commissioner Kuhl - yes; Commissioner Solon – yes; and Commissioner McMahon - yes. The motion passed 5-0.

### **Comments from the Public**

Jean Flood shared appreciation for the Martens Center. Ms. Flood requested the Board consider pilot testing a youth scholarship program based on merit and grades. Jean and Dick Flood offered \$1,000 per year for five (5) years to support the initiative.

The Board members thanked Ms. Flood for her comments and generosity. They requested staff work with Ms. Flood regarding her proposal.

### **Communications**

None.

### **Treasurer's Report**

Treasurer Timmons presented the Treasurer's Report for the month of November 2022. She stated the Park District's finances had been reviewed and were found to be in appropriate order.

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

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

Mr. DeLuce welcomed Sarah Sandquist to the Park District. He expressed his gratitude to the Board, staff, and his wife and children for their support during his nine (9) years as Executive Director.

### **Committee and Liaison Reports**

#### Champaign Parks Foundation

Mr. Scheunemann presented the report. He congratulated the Foundation and CUSR staff for their efforts in the Doublegood Popcorn fundraiser for CUSR scholarships. He thanked Foundation for serving hot chocolate to solicit donations and raise awareness for the Parks Foundation at the Prairie Farm Holiday Lights show. Mr. Scheunemann also highlighted several significant donations that had been recently received.

## Report of Officers

### Attorney's Report

Attorney Hall reported that he had been working on several routine matters for the Park District including title insurance for Human Kinetics Park and several agreements related to the African American Heritage Trail.

### 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.

1. Approval of Minutes of the Special Board Meeting, October 26, 2022.
2. Approval of Minutes of the Executive Session, October 26, 2022.
3. Approval of Minutes of the Special Board Meeting, October 27, 2022.
4. Approval of Minutes of the Executive Session, October 27, 2022.
5. Approval of Minutes of the Special Board Meeting, November 1, 2022.
6. Approval of Minutes of the Executive Session, November 1, 2022.
7. Approval of Minutes of the Special Board Meeting A, November 3, 2022.
8. Approval of Minutes of the Special Board Meeting B, November 3, 2022.
9. Approval of Minutes of the Executive Session A, November 3, 2022.
10. Approval of Minutes of the Executive Session B, November 3, 2022.
11. Approval of the Minutes of the Regular Board Meeting, November 9, 2022.
12. Approval of the Minutes of the Executive Session, November 9, 2022.
13. Approval of the Minutes of the Special Meeting, November 23, 2022.
14. Approval of Adoption of Ordinance No. 665: Declaring Personal Property as Surplus
15. Approval of Board Policy Manual Updates:
  - a. Behavior Management Policy
  - b. Capitalization Policy
  - c. Comprehensive Revenue Policy
  - d. Conflicts of Interest Policy
  - e. Cybersecurity Policy
  - f. Fund Balance Policy
  - g. Investment Policy
  - h. Naming of Parks and Facilities Policy
  - i. Resolution Adopting Non-discrimination and Anti-Harassment Policy
  - j. Non-discrimination and Anti-Harassment Policy
  - k. Payment Card Industry Data Security Standards Policy
  - l. Primary Functions of the Park District Board
  - m. Privacy Policy
  - n. Purchasing Policy and Procedures
16. Approval of Bid for Purchase of Three (3) Vehicles.
17. Approval of the Park District FY24 Facility Fee Schedule.
18. Approval of a Resolution Appointing Amy Roady and Ryan Heiser to the Board of Directors of the Champaign Parks Foundation for the Remainder of Three-Year Terms Expiring May, 2025.

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



## **New Business**

### 1. Approval of Disbursements

Staff recommended approval of disbursements for the period beginning November 9, 2022 and ending December 13, 2022.

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

### 2. Approval of Adoption of Ordinance No. 664: Tax Levy Ordinance

Ms. Wallace reported that the Board passed a resolution at its Regular Board meeting on November 9, 2022 to give public notice and hold a public hearing on December 14, 2022 regarding its intent to adopt a tax levy. Public notice was posted in the News-Gazette and on the Park District's website. Ms. Wallace also stated that the tax rate will not exceed 0.7259 and the amount extended will not exceed \$15,769,282.00.

Commissioner Solon made a motion to adopt Ordinance No. 664: An Ordinance to Levy Property Taxes in the amount of \$15,769,282.00 for fiscal year beginning May 1, 2023 and ending April 30, 2024. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Commissioner McMahon – yes; Commissioner Solon – yes; Commissioner Kuhl – yes; President Miller – yes; and Vice President Hays – yes. The motion passed 5-0.

### 3. Approval of Bid for Greenbelt Bikeway Connection Improvements

Mr. Weiss reported that staff recommends awarding the construction agreement to the lowest responsible bidder, Duce Construction, in the amount of \$348,533 and authorize the Executive Director to enter into the contract.

Discussion and clarifications ensued regarding the scope and cost of the project. Mr. DeLuce noted that project expenses had been reduced because the route of the trail had changed.

Commissioner Kuhl made a motion to award the construction agreement to the lowest responsible bidder, Duce Construction in the amount of \$348,533 and to authorize the Executive Director to enter into the contract. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Commissioner Solon – yes; Commissioner McMahon – yes; President Miller – yes; and Vice President Hays - yes. The motion passed 5-0.

### 4. Approval of Douglass Park Ballfield Improvements Project

Mr. DeLuce reported that the Park District's OSLAD application in support of concessions and ballfield improvements at Douglass Park was publicized in the news and an anonymous potential donor came forward to support elements of the project that are outside of the scope of the grant application. Mr. DeLuce added that the Park District has not received notification from the Illinois Department of Natural Resources about the OSLAD application.

Discussion and clarifications ensued about whether the ballfield improvements that are supported by the proposed donation are included in the scope of the grant. Mr. DeLuce responded that the proposed donation will support the stand-alone ballfield project at Douglass Park.

Commissioner Kuhl made a motion to approve the development of the new Douglass Park ballfield, contingent upon receipt of the \$300,000 donation. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Commissioner McMahon – yes; Vice President Hays – yes;

Commissioner Kuhl - yes; Commissioner Solon – yes; and President Miller - yes. The motion passed 5-0.

### **Discussion Items**

1. FY24 Capital Budget and the 2024-2033 Capital Improvement Plan

Mr. Olson reviewed the first draft of the FY24 Capital Budget and the 2024-2033 Capital Improvement Plan. He highlighted reoccurring expenses and cost estimate increases due to inflation and supply chain issues.

Discussion and clarifications ensued to determine whether expenses related to the Douglass Park or Henry Michael Park projects were included in the capital budget.

Commissioner Solon requested a conceptual design of the potential retaining wall at Hessel Park.

President Miller asked when the Board would be requested to consider the capital budget and plan for final approval. Mr. Olson responded that the Board would consider the budget and plan for approval in January or February of 2023.

The Performance Measurement Report and Annual Report, Special Events & Summer Youth Program were distributed within the Board packet. The Board did not share comments or ask related questions about these items.

### **Comments from Commissioners**

Commissioner Solon shared her appreciation of the award winners and thanked the staff and volunteers for their hard work. She also thanked Joe DeLuce for his years of service.

Commissioner McMahon expressed his thanks to Joe DeLuce and wished him luck in the future. He added his appreciation for the staff who made the Gold Medal award possible.

Vice President Hays thanked staff for another great year and thanked Joe DeLuce for his leadership.

Commissioner Kuhl recognized that the awards commentary highlighted a staff culture that focuses on helping each other.

President Miller thanked Joe DeLuce for helping the Park District become one of the best agencies in the state and hopes he enjoys retirement.

### **Adjourn**

There being no further business to come before the Board, Vice President Hays made a motion to adjourn the meeting. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Commissioner McMahon – yes; President Miller – yes; Vice President Hays – yes; Commissioner Solon – yes; and Commissioner Kuhl - yes. The motion passed 5-0 and the meeting was adjourned at 8:13 p.m.

Approved:

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Kevin J. Miller, President

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Jarrod Scheunemann, Secretary



**CHAMPAIGN  
PARK DISTRICT**  
Purchasing Policy and Procedures

The Champaign Park District Board of Commissioners (Board) recognizes the need to procure material supplies, equipment and services of a quality and quantity necessary to operate the Champaign Park District (Park District). Purchasing requirements shall be specified to provide full and free competition among potential suppliers where required and practical. Financial operations and internal controls shall be recorded in an established manner such that accurate records of all procedures and transactions are available for audit purposes.

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The objective of the Park District purchasing policy is to assist the Park District in purchasing materials and services of sufficient quality and quantity at the most economical price available, in an open, organized, timely, legal, and ethical manner so that material and services are available when needed, without creating excess inventory. These policies are meant to serve as guidelines and may not govern every purchasing situation that may arise.

**Authorization Levels:**

A Board memberCommissioner, committee, officer or employee shall not create any financial liability on behalf of the Park District unless it first shall be approved by the Board; provided that the Executive Director (Director) and employees and/or the Board shall be permitted to executive contracts not to exceed one (1) year in duration, which shall not automatically renew at the end of the term, within the spending limits listed and in accordance with the following parameters

:		
	Board <del>of Commissioners</del>	Up to <del>\$20,000</del> <u>\$25,000</u>
	<del>Executive</del> Director	Up to <del>\$20,000</del> <u>\$25,000</u>
	Department Heads	Up to <del>\$5,000</del> <u>\$10,000</u>
	<u>Assistant Directors</u>	<u>Up to \$7,500</u>
	Supervisors/Managers	Up to <del>\$2,500</del> <u>\$5,000</u>
	Coordinators, Seasonal Workers with prior approval from immediate supervisor or higher-up position within Department	Up to <del>\$500</del> <u>\$1,000</u>

All other employees must have prior verbal approval from a direct supervisor with the appropriate purchasing authority before purchases may be made.

**Quotation Support Levels:**

	Sealed Bid & Board memo	Over <del>\$20,000</del> <u>\$25,000</u>
	3 quotations & memo to <del>Executive</del> Director	<del>\$5,000 to \$20,000</del> <u>\$10,000 to \$25,000</u>
	3 quotations	\$2,500 to <del>\$5,000</del> <u>\$10,000</u>

**Quotation Requirements:**

Any purchase greater than ~~\$20,000~~\$25,000 shall require a competitive bid process as described in the Park District Code and Ordinance No. 624 Prescribing Rules for the Conduct of Business of the Champaign Park District, or as amended, and must be approved by the Board.

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Requests for purchases ranging from \$2,500.00 - \$20,000 shall require three (3) written quotations and/or dated catalog pricing from vendors. All quotes require an explanatory memorandum to either the Executive Director if ~~\$5,000~~10,000 or more, or to the Department Head (\$2,500 to ~~\$4,999.99~~10,000) providing a brief summary of the vendor search, the quotations received, the reason for selecting a specific vendor as well as an attached payment request or purchase order form.

Commented [MKJ1]: \$9,999.99

Purchases less than \$2,500 require the lowest and best price for services, materials, and/or equipment and shall be accepted, after taking into account all factors, such as quality, responsiveness, delivery, guarantees, service, the responsibility of the vendor, and the like.

The Board hereby establishes a goal of awarding not less than 20% of the annual aggregate dollar value of all contracts to qualified and State of Illinois Business Enterprise Program (BEP) certified minority, women, and persons with disabilities owned businesses and 5% of the annual aggregate dollar value of all contracts to qualified Women Business Enterprise (WBEs).

The Director, Department Heads, and Supervisors shall insert within the specifications for each contract, except contracts for which the Board or the Director has suspended the need for competitive selection; a requirement that the contractor commit to the expenditure of at least 20% of the Minority Business Enterprise (MBE) percentage of the dollar value of the contract with one or more MBEs and at least 5% of the Women Business Enterprise (WBE) percentage of the dollar value with one or more WBEs, unless the Staff, subject to the approval of the Board and Director, determines that a different percentage commitment should apply based on the availability of MBEs and WBEs in the applicable industry, service, or commodity. A business enterprise owned by a woman who is a member of a Minority Group may be counted on a particular contract as an MBE or a WBE, but not both.

Commented [MKJ2]: Remove section

Staff will collect, record, and report vendor information pursuant to Illinois State Statute 35 ILCS 200/18-50.2 through the Park District's existing accounting system:

1. The Park District shall make a good faith effort to collect and electronically publish data from all vendors and subcontractors doing business with the taxing district as to:
  - a. Whether the vendor or subcontractor is a minority-owned, women-owned, or veteran-owned business, as defined in the Business Enterprise for Minorities, Women, and Persons with Disabilities Act; and
  - b. Whether the vendor or subcontractor holds any certifications for those categories or if they are self-certifying; if the vendor self-certifies, then the taxing district shall publish whether the vendor qualifies as a small business under federal Small Business Administration standards

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**Exceptions:**

1. Utility Services.
2. Contractual services (e.g., pest control, service agreements, security services, technology), subject to the requirement of competitive bidding if the contract price exceeds \$20,000.
3. Professional Services (architects, engineers, land surveyors, and the like). However, contracting for such services in accordance with the Illinois Professional Services Selection Act and approved by the Board of Commissioners is satisfactory.
4. Purchases less than \$20,000 through the State of Illinois Joint Purchasing Program or any other joint purchasing program as long as an appropriate agreement is approved by the Board of Commissioners.
- 4.5. The Director may override all policy in the event of an emergency requiring the immediate purchase in order to safeguard the public's health and safety pursuant to the Emergency Appropriations Policy. The Executive Director shall obtain authorization from the Board of Commissioners for any expenditures.

**Code of Ethics:**

All personnel engaged in purchasing and related activities shall conduct business dealings in a manner

above reproach in every respect. Transactions relating to expenditure of public funds require the highest degree of public trust to protect the interests of the Park District and its residents.

Park District employees shall strive to:

- Ensure that public money is spent efficiently and effectively and in accordance with applicable statutes, regulations, ordinances, and Park District policies.
- Not accept gifts or favors from current or potential supplier which might compromise the integrity of the purchasing process (Ethics Act, 5 ILCS 430/10- 10 et seq.).
- Specify generic descriptions of goods, use performance specifications, and use "or equal" language whenever possible in lieu of brand names (however, if an employee believes that purchasing a particular brand is in the best interests of the Park District, the employee should consult with the Director and/or legal counsel the authority of the Park District to do so and the procedures required under the Illinois Park Code).
- Never allow foreseeable purchases for identical goods or services to be split or prepared in a manner that would avoid approvals or otherwise circumvent policy.
- Purchase without favor or prejudice.
- Ensure that all potential suppliers are provided with adequate and identical information upon which to base their offer or quotation and that any information provided to one interested and registered vendor is given to all interested and registered vendors.
- Establish and maintain procedures to ensure that fair and equal consideration is given to each offer received and that selection is based upon the objective and published criteria such as the lowest responsive and responsible bid or the qualifications of the vendor.
- Offer a prompt and courteous response to all inquiries from potential or existing suppliers.
- Avoid the appearance of impropriety.
- Disclose to the Director any direct or indirect financial interest in any contract to be awarded by the Park District and abstain from participating in any part of the procurement process for such contract pursuant to the Park District's Conflict of Interest Policy and the State Officials And Employees Ethics Act, 5 ILCS 430/10-10 et seq.

It will be the responsibility of the Director to determine if a violation of this Code of Ethics has occurred and if disciplinary action is necessary in accordance with the Park District's personnel manual.

**Purchasing Guidelines:**

1. Purchases must be provided for in the operating or capital budgets before proceeding. If line item is over budget, then special permission by the Department Head and/or Director of Finance and Executive Director is required before making any purchase.
2. Staff shall obtain information concerning payment terms, unless otherwise authorized. The Park District will authorize payment to vendors at the regular monthly Board meeting and will comply with the Illinois Prompt Payment Act (30 ILCS 540/0.01 et seq).
3. Purchase orders are required and are to be completed using the BS&A Purchase Order system whenever a purchasing card is not used. The vendor name, GL code(s), description(s) and estimated amount(s) are required to complete the purchase order. A copy of the purchase order shall be printed to take along when making a purchase or to provide to the vendor. The purchase order is the vendor's confirmation that the Park District is eligible to purchase from it. At the time of purchase, find out the full cost of the purchase, including any shipping, handling or other additional charges. Always try to reduce or have any of these additional charges waived based on the Park District's governmental entity status.
4. When approving an invoice for payment, make sure that not only the price per item is correct, but

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6. Do not make any purchases in response to a sales call. If the Park District is interested in what a vendor is selling, request the information in writing. If there is still interest in the product or service, have the vendor approved by an appropriate supervisor and proceed with the purchase.
7. When purchases are received, they ~~shall~~ **must** be inspected and the quantity order and condition verified. If the condition of the purchased goods or materials is defective or substandard, it shall be noted in writing on the receiving ticket or invoice and corrected. Receiving tickets and invoices shall be immediately forwarded to the Finance Office, with either a copy of the purchase order or number, as applicable.
8. Before any order, service or purchase ~~will~~ **can** be paid, a receipt, contract, order form or the proper paperwork ~~shall~~ **must** be presented to the Finance Office. The documentation will be reconciled with the purchase order. It will then be electronically routed to the appropriate staff for approval.
9. Vendor payments, once verified by staff, are approved by the Board at its regular monthly meeting. After Board approval, payments will be mailed to the vendor or deposited by ACH/EFT into the vendor's bank account. Any other arrangements shall require the approval the Finance Department, unless other arrangements have been made, checks will be mailed to the vendors.
10. Refunds are issued weekly on Wednesdays (except for the first week in the month).
11. For billing purposes, the following address is to be used on all documentation: Champaign Park District, Attention: Accounts Payable; 706 Kenwood Road, Champaign, IL 61821. Email address: [billing@champaignparks.com](mailto:billing@champaignparks.com) [billing@champaignparks.org](mailto:billing@champaignparks.org)
12. Pre-payment of any kind ~~shall be discouraged; however, may be required in limited circumstances. Request for pre-payments shall be approved by the Executive Director and/or Director of Finance. Two types of approved pre-payment methods include progress billings for professional services and deposits for Virginia Theatre performances and/or producers, shall not be made, except for progress billings for professional services, or deposits for the Virginia Theatre performers/producers.~~
13. Vendors shall not be paid in cash, with the exception of the appropriate use of petty cash and the occasional Virginia Theatre contractual agreements for performers.

#### **Economy of Resources and Purchases:**

Staff will seek to economize resources and purchases to achieve cost savings for the Park District by participating in cooperative purchasing programs as outlined in the separate *Economizing Purchases and Resources Policy* as approved by the Board and as permitted by law.

#### **Independent Contractor Agreement**

Regardless of dollar amount, an Independent Contractor Agreement (ICA) and Certificate of Insurance are required for all services occurring on Park District property or for the Park District's benefit.

#### **Tax Exempt Purchases:**

The Park District is exempt from paying both state and local taxes. A "Tax Exemption ~~Letter~~ **Certificate**" shall be provided to any entity that the Park District makes purchases when an order is placed to ensure that sales tax is not included in any invoice submitted to the Park District. When purchasing goods on behalf of the Park District, a copy of the "Tax Exemption ~~Letter~~ **Certificate**" ~~shall~~ **must** be provided at the time of purchase. Staff shall make every effort to ensure tax is not charged for such order or service. Tax Exemption ~~Letters~~ **Certificates** are available at the Finance Office or online at [www.champaignparks.org](http://www.champaignparks.org). The tax exempt number is also listed on the purchase order form. If tax is charged, staff shall make every effort to have the tax refunded. If needed, staff shall contact the Finance Department for assistance.

**Use of Purchasing Cards:**

The Commerce Bank Visa purchasing card program is intended to provide a simpler method for employees to make purchases on behalf of the Park District. The system allows significant controls over the card accounts while allowing flexibility depending on the employee's job position and duties. **The Purchasing Card is not intended to avoid or bypass appropriate procurement or payment procedures.** The Purchasing Card is a corporate charge card which will not affect the cardholder's personal credit. Although the card lists the individual's name of who it is issued to, it is the property of the Park District.

For an employee to receive a purchasing card, their supervisor must complete the CPD Purchasing Card Request Form (Attachment A) and the employee must understand and comply with the guidelines for using the card. The applicable Department Head must approve the request and submit the form to the Finance Office.

Upon receipt by the Finance Office, a meeting with the employee and Accounts Payable Coordinator will be scheduled to address the guidelines. Then, staff will approve the use of the purchasing card (Attachment B), and the card will be issued to the employee. Thereafter, a training session will be scheduled for a time between the 5<sup>th</sup> and 28<sup>th</sup> of the following month regarding how to properly use the purchasing card online program.

The billing cycle end date will be the 27<sup>th</sup> of each month, unless the 27<sup>th</sup> occurs on a weekend or a holiday. The billing cycle end date will then be the next working day. All transactions posted between the cycle dates (28<sup>th</sup> thru 27<sup>th</sup> of the next month) ~~shall~~**must** be reconciled to close out that cycle.

The Finance Office has purchasing cards that can be checked out by part-time ~~employees~~**staff** who shall not have cards issued to them. With the respective supervisor's permission, a part-time employee may be permitted to use a card for a specified and limited time and purpose.

Card Issuance/Limits

P-cards will be issued to employees who have a need as determined by their Department Head and approved by the Director of Finance. Card limits will be set for each person in accordance with Policy #3.16, the position within the district and purchasing needs.

1. Single Purchase Limit: This is the maximum dollar amount that can be spent on each purchase. If the purchase amount exceeds the limit the authorization is denied and the purchase cannot be made with the card. Limits are set as follows:

- a. Director \$5,000
- b. Department Heads \$5,000
- c. Assistant Director \$5,000
- d. Managers/Supervisors/Specialty Staff \$5,000
- e. Coordinators \$1,000

2. Single Purchase Limit: If the limit has been reached, the cardholder shall request a limit increase with their direct supervisor/director based on requested increase amount and authorization limit.

4. Total Credit Limit: If the limit has been reached, the cardholder shall request a limit increase with their direct supervisor/director based on requested increase amount and authorization limit.

The purchasing card should not be used to make a purchase if a processing fee is charged. Contact the Finance Department for further guidance.

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Park District employees must adhere to the following terms and conditions when using purchasing cards:

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1. Purchasing Cards shall only be used for official Park District purposes.

~~2. EmployeesStaff shall make every effort to ensure tax is not charged. If tax is charged, the employee staff shall make every effort to have the tax refunded. If needed, the employeeestaff shall contact the Finance Department for assistance. EmployeesThe Park District's tax exemption must be honored on purchases in Illinois. Unless required by law, sales taxes paid on credit card or charge account purchases are the responsibility of the employee and must be reimbursed to the Park District.~~

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~~3. Staff who have been issued a purchasing card are responsible for the security of their card. Purchasing Cards shall be kept in a secure location and only carried when making authorized Park District purchases.~~

4. Receipts shall must be reconciled to the monthly statement and turned into the Finance Office within a specified timeframe each month. An all staff email will be sent out each month with the timeline indicating when the reconciliation process must be completed. Staff shall watch for such emails and make note of the dates for compliance. There is no flexibility with this time frame.

5.2. Only the employee to whom it is issued shall be able to use the purchasing card.

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6.3. Lost or stolen purchasing cards shall be immediately reported to the direct supervisor and the Finance Office.

7.4. If a vendor does not accept VISA, contact the Finance Office.

5. Misuse of the Purchasing Card will be cause for immediate termination of the employee's privilege to use the card or account authorization and could result in disciplinary action, including termination.

6. The cardholder is responsible for retaining all documentation (a receipt, invoice, or other appropriate support) for purchases and returns and reconciling to the monthly statement.

Based on the terms of the agreement, the Park District will be eligible to receive the following monthly rebates on total monthly net purchases made by all the Purchasing Cards. These funds will be placed in the Activity Fund and used for the staff incentive program and functions.

<u>Monthly Net Volume</u>	<u>Rebate %</u>
\$0-\$41,666	0.20%
\$41,667-\$83,333	0.30%
\$83,334+	0.40%

**Payment of Claims:**

Claims for salaries, wages and benefits of Park District employees, normal expenditures for day to day operations, and final payments specific to performances held at the Virginia Theatre, may be paid without specific item by item authorization by the Board, and shall be reported to the Board at the next regular meeting of the Board in the monthly Treasurer's Reports and/or presentation of bills.

Adopted by the Board of Commissioners

September 13, 2017

Revised by Board of Commissioners

Kevin J. Miller, President

Joseph C. DeLuce, Executive Director





**CHAMPAIGN  
PARK DISTRICT**  
**Purchasing Policy and Procedures**

The Champaign Park District Board of Commissioners (Board) recognizes the need to procure material supplies, equipment and services of a quality and quantity necessary to operate the Champaign Park District (Park District). Purchasing requirements shall be specified to provide full and free competition among potential suppliers where required and practical. Financial operations and internal controls shall be recorded in an established manner such that accurate records of all procedures and transactions are available for audit purposes.

The objective of the Park District purchasing policy is to assist the Park District in purchasing materials and services of sufficient quality and quantity at the most economical price available, in an open, organized, timely, legal, and ethical manner so that material and services are available when needed, without creating excess inventory. These policies are meant to serve as guidelines and may not govern every purchasing situation that may arise.

**Authorization Levels:**

A Board member, committee, officer or employee shall not create any financial liability on behalf of the Park District unless it first shall be approved by the Board; provided that the Executive Director (Director) and employees and/or the Board shall be permitted to executive contracts not to exceed one (1) year in duration, which shall not automatically renew at the end of the term, within the spending limits listed and in accordance with the following parameters

:		
Board		Up to \$25,000
Director		Up to \$25,000
Department Heads		Up to \$10,000
Assistant Directors		Up to \$7,500
Supervisors/Managers		Up to \$5,000
Coordinators, Seasonal Workers with prior approval from immediate supervisor or higher-up position within Department		Up to \$1,000

All other employees must have prior verbal approval from a direct supervisor with the appropriate purchasing authority before purchases may be made.

**Quotation Support Levels:**

Sealed Bid & Board memo		Over \$25,000
3 quotations & memo to Director		\$10,000 to \$25,000
3 quotations		\$2,500 to \$10,000

**Quotation Requirements:**

Any purchase greater than \$25,000 shall require a competitive bid process as described in the Park District

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Code and Ordinance No. 624 Prescribing Rules for the Conduct of Business of the Champaign Park District, or as amended, and must be approved by the Board.

Requests for purchases ranging from \$2,500.00 - \$20,000 shall require three (3) written quotations and/or dated catalog pricing from vendors. All quotes require an explanatory memorandum to either the Director if \$10,000 or more, or to the Department Head (\$2,500 to \$9,999) providing a brief summary of the vendor search, the quotations received, the reason for selecting a specific vendor as well as an attached payment request or purchase order form.

Purchases less than \$2,500 require the lowest and best price for services, materials, and/or equipment and shall be accepted, after taking into account all factors, such as quality, responsiveness, delivery, guarantees, service, the responsibility of the vendor, and the like.

Staff will collect, record, and report vendor information pursuant to Illinois State Statute 35 ILCS 200/18-50.2 through the Park District's existing accounting system:

1. The Park District shall make a good faith effort to collect and electronically publish data from all vendors and subcontractors doing business with the taxing district as to:
  - a. Whether the vendor or subcontractor is a minority-owned, women-owned, or veteran-owned business, as defined in the Business Enterprise for Minorities, Women, and Persons with Disabilities Act; and
  - b. Whether the vendor or subcontractor holds any certifications for those categories or if they are self-certifying; if the vendor self-certifies, then the taxing district shall publish whether the vendor qualifies as a small business under federal Small Business Administration standards

**Exceptions:**

1. Utility Services.
2. Contractual services (e.g., pest control, service agreements, security services, technology), subject to the requirement of competitive bidding if the contract price exceeds \$20,000.
3. Professional Services (architects, engineers, land surveyors, and the like). However, contracting for such services in accordance with the Illinois Professional Services Selection Act and approved by the Board of Commissioners is satisfactory.
4. Purchases less than \$20,000 through the State of Illinois Joint Purchasing Program or any other joint purchasing program as long as an appropriate agreement is approved by the Board of Commissioners.
5. The Director may override all policy in the event of an emergency requiring the immediate purchase in order to safeguard the public's health and safety pursuant to the Emergency Appropriations Policy. The Director shall obtain authorization from the Board for any expenditures.

**Code of Ethics:**

All personnel engaged in purchasing and related activities shall conduct business dealings in a manner above reproach in every respect. Transactions relating to expenditure of public funds require the highest degree of public trust to protect the interests of the Park District and its residents.

Park District employees shall strive to:

- Ensure that public money is spent efficiently and effectively and in accordance with applicable statutes, regulations, ordinances, and Park District policies.
- Not accept gifts or favors from current or potential supplier which might compromise the

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integrity of the purchasing process (Ethics Act, 5 ILCS 430/10- 10 et seq.).

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- Establish and maintain procedures to ensure that fair and equal consideration is given to each offer received and that selection is based upon the objective and published criteria such as the lowest responsive and responsible bid or the qualifications of the vendor.
- Offer a prompt and courteous response to all inquiries from potential or existing suppliers.
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It will be the responsibility of the Director to determine if a violation of this Code of Ethics has occurred and if disciplinary action is necessary in accordance with the Park District's personnel manual.

#### **Purchasing Guidelines:**

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10. Refunds are issued weekly on Wednesdays (except for the first week in the month).
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12. Pre-payment of any kind shall be discouraged; however, may be required in limited circumstances. Request for pre-payments shall be approved by the Executive Director and/or Director of Finance. Two types of approved pre-payment methods include progress billings for professional services and deposits for Virginia Theatre performances and/or producers.
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The Park District is exempt from paying both state and local taxes. A "Tax Exemption Certificate" shall be provided to any entity that the Park District makes purchases when an order is placed to ensure that sales tax is not included in any invoice submitted to the Park District. When purchasing goods on behalf of the Park District, a copy of the "Tax Exemption Certificate" shall be provided at the time of purchase. Staff shall make every effort to ensure tax is not charged for such order or service. Tax Exemption Certificates are available at the Finance Office or online at <http://www.champaignparks.org>. The tax-exempt number is also listed on the purchase order form. If tax is charged, staff shall make every effort to have the tax refunded. If needed, staff shall contact the Finance Department for assistance.

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The Commerce Bank Visa purchasing card program is intended to provide a simpler method for employees to make purchases on behalf of the Park District. The system allows significant controls over the card accounts while allowing flexibility depending on the employee's job position and duties. **The Purchasing Card is not intended to avoid or bypass appropriate procurement or payment procedures.** The

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The billing cycle end date will be the 27<sup>th</sup> of each month, unless the 27<sup>th</sup> occurs on a weekend or a holiday. The billing cycle end date will then be the next working day. All transactions posted between the cycle dates (28<sup>th</sup> thru 27<sup>th</sup> of the next month) shall be reconciled to close out that cycle.

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a. Director	\$5,000
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2. Single Purchase Limit: If the limit has been reached, the cardholder shall request a limit increase with their direct supervisor/director based on requested increase amount and authorization limit.

Total Credit Limit: If the limit has been reached, the cardholder shall request a limit increase with their direct supervisor/director based on requested increase amount and authorization limit. The purchasing card should not be used to make a purchase if a processing fee is charged. Contact the Finance Department for further guidance.

Park District employees must adhere to the following terms and conditions when using purchasing cards:

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and turned into the Finance Office within a specified timeframe each month. An all-staff email will be sent out each month with the timeline indicating when the reconciliation process must be completed. Staff shall watch for such emails and make note of the dates for compliance. There is no flexibility with this time frame.

2. Only the employee to whom it is issued shall be able to use the purchasing card.
3. Lost or stolen purchasing cards shall be immediately reported to the direct supervisor and the Finance Office.
4. If a vendor does not accept VISA, contact the Finance Office.
5. Misuse of the Purchasing Card will be cause for immediate termination of the employee's privilege to use the card or account authorization and could result in disciplinary action, including termination.
6. The cardholder is responsible for retaining all documentation (a receipt, invoice, or other appropriate support) for purchases and returns and reconciling to the monthly statement.

Based on the terms of the agreement, the Park District will be eligible to receive the following monthly rebates on total monthly net purchases made by all the Purchasing Cards. These funds will be placed in the Activity Fund and used for the staff incentive program and functions.

<u>Monthly Net Volume</u>	<u>Rebate %</u>
\$0-\$41,666	0.20%
\$41,667-\$83,333	0.30%
\$83,334+	0.40%

**Payment of Claims:**

Claims for salaries, wages and benefits of Park District employees, normal expenditures for day-to-day operations, and final payments specific to performances held at the Virginia Theatre, may be paid without specific item by item authorization by the Board, and shall be reported to the Board at the next regular meeting of the Board in the monthly Treasurer's Reports and/or presentation of bills.

Adopted by the Board of Commissioners  
Revised by Board of Commissioners

September 13, 2017  
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Kevin J. Miller, President

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



**CHAMPAIGN  
PARK DISTRICT**

**REPORT TO PARK BOARD**

**FROM:** Sarah M. Sandquist, Executive Director

**DATE:** January 11, 2023

**SUBJECT:** Distinguished Accreditation Program

Background

The Champaign Park District participates in the Illinois Distinguished Agency program which is sponsored by the Illinois Association of Park Districts and the Illinois Park and Recreation Association. A standard of the program is for the Board to approve a Board Policy Manual which shall contain all Board policies in one accessible manual which is reviewed every five (5) years. The policies included in the manual have been approved individually over the past few years.

Prior Board Action

The Board previously approved the Board Policy Manual on October 12, 2011 and October 11, 2017 at its Regular meetings.

Budget Impact

None.

Recommended Action

Staff recommends that the Board approved the Board Policy Manual as submitted.

Prepared by:

Reviewed by:

Jarrod Scheunemann  
Director of Administrative Services

Sarah M. Sandquist, CPRE  
Executive Director



# CHAMPAIGN PARK DISTRICT

## REPORT TO PARK BOARD

**FROM:** Sarah M. Sandquist, Executive Director

**DATE:** January 11, 2023

**SUBJECT:** Employment Policy and Procedures Manual Revisions

### Background

As a human resources best practice, the employment manual is reviewed and revised to keep the document current. Moving forward this manual will be reviewed and updated through a permanent schedule to realign with the re-accreditation schedule.

The Board and staff reviewed the Employment Policy and Procedures Manual at the end of 2022. Recommended updates are included within the attached manual and the following comprehensive 2023 review process and schedule are respectfully submitted for the Board's consideration:

The manual consists of ten (10) sections and five (5) appendices. Staff propose the Board discuss three sections and/or appendices per Special Meeting over the course of five (5) months beginning at the February 22, 2023 Special Meeting. Final approval will be requested at the July 12, 2023 Regular Meeting.

### Prior Board Action

The last comprehensive revision to the manual was approved on April 13, 2016 with additional policy amendments on January 10, 2018.

### Recommended Action

Staff recommends approval of the resolution adopting the revisions and amendments to the Employment Policy and Procedures Manual, a copy which is attached to the resolution.

Prepared by:

Heather Miller  
Director of Human Resources

Jarrod Scheunemann  
Director of Administrative Services

Reviewed by:

Sarah M. Sandquist  
Executive Director



## RESOLUTION

A RESOLUTION ADOPTING REVISIONS AND AMENDMENTS TO THE CHAMPAIGN PARK DISTRICT EMPLOYMENT POLICY AND PROCEDURES MANUAL, WHICH SETS FORTH THE POLICIES AND PROCEDURES PERTAINING TO EMPLOYEES OF THE CHAMPAIGN PARK DISTRICT.

**WHEREAS**, the Champaign Park District adopted a Personnel Manual for all employees, effective April 13, 2002, which was approved by the Board of Commissioners on April 10, 2002, and amended September 11, 2002, September 10, 2003, November 9, 2005, November 14, 2007, February 9, 2011, July 13, 2011, March 13, 2013, August 13, 2014, April 13, 2016, and January 10, 2018;

**WHEREAS**, the Board of Commissioners has examined and desires to amend various provisions of the Personnel Manual;

**NOW, THEREFORE, BE IT RESOLVED**, that the Champaign Park District Board of Commissioners hereby approves and adopt the revisions and amendments to the Employment Policy and Procedures Manual, a copy of which is attached hereto.

**APPROVED AND ADOPTED** by the Board of Commissioners of the Champaign Park District this 11<sup>th</sup> day of January, 2023.

APPROVED

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

ATTEST:

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



## REPORT TO PARK BOARD

**FROM:** Sarah Sandquist, Executive Director

**DATE:** January 11, 2023

**SUBJECT:** Hays Center HVAC Upgrade

### Background

This is a bid for the replacement of one (1) 5-ton condensing unit, one (1) evaporator coil, thermostats, and both furnaces for the Hays Recreation Center. These existing units are nearly thirty (30) years old and have reached the end of their useful life expectancy.

The existing 10-ton outside condensing unit and evaporator coil, for half the building, was replaced in an unexpected failure in 2019. These will remain in place and are not include in the scope of work.

### Bid Results

An invitation to bid was published in *The News-Gazette*. The bids were opened and read aloud on Thursday, December 22, 2022. The bid results are as follows:

Bidder	Bid Amount
A&R Mechanical Contractors, Urbana, IL	\$21,100.78
Reliable Plumbing and Heating, Champaign, IL	\$26,997.00
United Mechanical Group, Inc., Champaign, IL	\$28,176.00

### Budget Impact

\$25,000 was budgeted in the FY22/23 Capital budget for this project.

### Prior Board Action

The Park Board approved the FY23 Capital budget at the February 23, 2022 Special Board meeting.

### Recommended Action

Staff recommends the awarding of this bid to the lowest bidder that meets all required specifications, A&R Mechanical Contractors, Urbana, IL, at the bid amount of \$21,100.78, and requests the Board to authorize the Executive Director to enter into a contractual agreement for this work.

Prepared by:

Bret Johnson  
Assistant Director of Operations

Reviewed by:

Dan Olson  
Director of Operations



## REPORT TO PARK BOARD

**FROM:** Sarah Sandquist, Executive Director

**DATE:** January 11, 2023

**SUBJECT:** Tree Removal Bid

### Background

Staff identified eleven (11) very large trees; within Hessel, Spalding, and Douglass Parks that need to be removed. The trees have been fully assessed by our team of certified arborists, but are too large to be efficiently removed by District staff. Each one of these are in very poor condition, causing a concern for safety in the parks.

This contractual work will also include grinding the stumps and filling with top soil.

### Bid Results

An invitation to bid was published in The News-Gazette. Bids were opened and read aloud on December 20, 2022. The bid results are as follows:

<b>Bidder</b>	<b>Total Bid Amount</b>
Kaboom Rigging, Farmington, IL	\$34,100
Lumberjack Tree Service, Bondville, IL	\$34,700
Oak Brothers Tree Care, Bloomington, IL	\$38,900

### Budget Impact

Funds were allocated for these specific removals in the FY22/23 Operations- Landscape Maintenance operating budget.

### Recommended Action

Staff recommends the Park Board authorize the Executive Director to enter into contractual agreement, with the low bidder, Kaboom Rigging and Heavy Equipment Operating Services, LLC in the amount of \$34,100 for this work.

Prepared by:  
Bret Johnson  
Assistant Director of Operations

Reviewed by:  
Daniel Olson  
Director of Operations



## REPORT TO PARK BOARD

**FROM:** Sarah Sandquist, Executive Director

**DATE:** January 11, 2023

**SUBJECT:** Operations Flooring Replacement

### Background

This is a bid for the replacement of the vinyl tile and carpeting within the Operations facility. The existing flooring was installed in 1994, when the facility was expanded.

The tiled areas (corridors, restrooms, and breakroom) will be replaced with a resinous coating and the carpeted areas (staff offices) will be replaced with carpet tiles.

The project specifications included an alternate bid for a continuous resinous cove base in the restrooms only. All other areas within the scope would be a typical vinyl base.

### Bid Results

An invitation to bid was published in *The News-Gazette*. The bids were opened and read aloud on Thursday, December 29, 2022. The bid results are as follows:

<b>Bidder</b>	<b>Base Bid Amount</b>	<b>Alternate Amount</b>	<b>Total Bid Amount</b>
HPL Construction/Flooring Oasis, Decatur, IL	\$32,702	\$3,200	\$35,902
Stout's Building Services, Urbana, IL	\$37,007	\$1,056	\$38,063
Tiles In Style, South Holland, IL	\$48,836	\$1,950	\$50,786
Neverman Floor Artisans, Tolono, IL	\$51,000	\$2,700	\$53,700

### Budget Impact

\$25,000 was budgeted in the FY22/23 Capital budget for this project. Savings from other Capital improvement projects will be used for the overage.

### Prior Board Action

The Park Board approved the FY22/23 Capital budget at the February 23, 2022 Special Board meeting.

### Recommended Action

Staff recommends awarding this bid, including the alternate amount, to the lowest bidder that meets all required specifications, HPL Construction/Flooring Oasis, at the total bid amount of \$35,902, and requests the Board to authorize the Executive Director to enter into a contractual agreement for this work.

Prepared by:  
Bret Johnson  
Assistant Director of Operations

Reviewed by:  
Dan Olson  
Director of Operations



## REPORT TO PARK BOARD

**FROM:** Sarah Sandquist, Executive Director

**DATE:** January 6, 2023

**SUBJECT:** Kaufman Park Temporary Construction Easement

### Background

The Illinois Department of Transportation (IDOT) have plans to replace their IL-10 (Springfield Avenue) bridge over the Copper Slough this summer. IDOT is requesting a temporary construction easement to access the work site for the duration of the bridge replacement project as shown in attachment 1. IDOT is asking the Park District to pass a resolution (attachment 2) to move ahead with a temporary construction easement (attachment 3). IDOT was unaware that Kaufman Park is encumbered under the Land and Water Conservation Fund (LWCF), and that the Park District needs to get Illinois Department of Natural Resources (IDNR) approve the temporary construction easement. Park District staff brought this to the attention of all agencies, and is assisting to resolve the matter; the Park District will not enter into the temporary construction easement until IDNR gives us the approval. In the meantime, in the interest of time, staff is requesting the Board approve the resolution.

### Prior Board Action

No prior Board action.

### Budget Impact

IDOT will pay \$2,750 for the temporary construction easement.

### Recommended Action

Staff recommends passing the resolution to move forward with a temporary construction easement at Kaufman Park pending IDNR approval.

Prepared by:

Reviewed by:

Andrew Weiss  
Director of Planning

Sarah Sandquist  
Executive Director



# Illinois Department of Transportation

Office of Highways Project Implementation / Region 3 / District 5  
13473 IL Highway 133 / P.O. Box 610 / Paris, Illinois 61944

December 8, 2022

FAP Route 801 (IL 10)  
Section 4 BR  
Job No. R-95-017-21  
Champaign County  
Parcel No. 5171203 TE

Champaign Park District  
2702 W. Springfield Avenue  
Champaign, IL 61821

Ladies and Gentlemen:

The Illinois Department of Transportation (IDOT) proposes to improve FAP Route 801 (IL 10). This construction requires a Temporary Construction Easement consisting of 0.023 acres of land, which we find in the public records as owned by you. Your property is needed for this improvement.

You will be contacted in the near future by Kim Coffey, who is employed at IDOT as a Realty Specialist. She will furnish you with a copy of the necessary documents of conveyance indicating the legal description of the parcel required, as well as two pamphlets entitled "*Highway Improvements and Property Rights*" and "*A Landowner's Guide to Land Acquisition and Eminent Domain by the State.*"

Ms. Coffey will explain the highway improvement, the type of construction, the specific effect on your property, and will attempt to answer any questions you may have concerning this transaction. She is also designated by this Department to respond to any questions about the authority and procedure of the Illinois Department of Transportation in acquiring property by condemnation and about the property owners' general rights under our procedures. However, she may not provide specific legal advice or specific legal referrals. Her address is shown above. She can be reached by phone at (217) 466-7277 or via email at [kimberly.coffey@illinois.gov](mailto:kimberly.coffey@illinois.gov).

On behalf of the Illinois Department of Transportation, Ms. Coffey is hereby authorized to offer you the sum of \$2,750.00 for this parcel.

Sincerely,

A handwritten signature in blue ink that reads "Kensil A. Garnett".

Kensil A. Garnett, P.E.  
Region Three Engineer

KC/sp



Owner The Champaign Park District,  
a municipal corporation  
Address ---  
Route FAP 801 (IL 10)  
County Champaign  
Job No. R-95-017-21  
Parcel No. 5172103 TE  
P.I.N. No. 41-20-10-300-004 and  
41-20-10-300-005  
Section 4 BR  
Project No. ---  
Station Rt. 63+73.51 to  
Station Rt. 64+73.64  
Contract No. 70581  
Catalog No. ---

**CERTIFIED RESOLUTION**  
**(Governmental Entity)**

I, \_\_\_\_\_, \_\_\_\_\_ of The Champaign Park District, a municipal corporation, a governmental entity organized and existing under the laws of the State of Illinois, including without limitation, city, village, incorporated town, county, park district, or township, do hereby certify that:

1. The following is a true and correct copy of a resolution adopted by the Council or Board of said governmental entity, a quorum of its members, trustees, or commissioners being present at a meeting held of the \_\_\_\_\_ day of \_\_\_\_\_, 2012, and

2. The resolution has not been amended or revoked and is in full force and effect.

Resolved that \_\_\_\_\_, the \_\_\_\_\_ and \_\_\_\_\_, the \_\_\_\_\_ of the Council or Board of the above-referenced governmental entity are hereby authorized and directed to convey the governmental entity's interest in the following described real estate in Champaign County, Illinois to the People of the State of Illinois, Department of Transportation for highway purposes for the sum of \$2,750.00:

A part of the Southwest Quarter of Section 10, Township 19 North, Range 8 East of the Third Principal Meridian, in Champaign County, Illinois, more particularly described as follows:

Commencing at the Southwest Corner of said Section 10; thence South 89 degrees 22 minutes 08 seconds East (bearings based on Illinois State Plane Coordinates, East Zone, NAD 83) on the south line of said section, 1,396.81 feet; thence North 00 degrees 37 minutes 52 minutes East perpendicular to said south line, 61.51 feet to the existing north right of way line of FAP801 (IL 10), and the Point of Beginning; thence North 00 degrees 00 minutes 00 East, 10.00 feet; thence South 89 degrees 17 minutes 42 seconds East, 100.00 feet; thence South 00 degrees 00 minutes 00 seconds West, 10.00 feet to said south right of





Owner The Champaign Park District,  
a municipal corporation  
Address ---  
Route FAP 801 (IL 10)  
County Champaign  
Job No. R-95-017-21  
Parcel No. 5172103 TE  
P.I.N. No. 41-20-10-300-004 and  
41-20-10-300-005  
Section 4 BR  
Project No. ---  
Station Rt. 63+73.51 to  
Station Rt. 64+73.64  
Contract No. 70581  
Catalog No. ---

**TEMPORARY CONSTRUCTION EASEMENT**  
**(Governmental Entity)**

The Champaign Park District, a municipal corporation, a governmental entity organized and existing under and by virtue of the laws of the State of Illinois and duly authorized to do business under the Statutes of the State of Illinois, (Grantor), by \_\_\_\_\_, its \_\_\_\_\_, for and in consideration of two thousand seven hundred fifty and no/100 ----- Dollars (\$2,750.00), receipt of which is hereby acknowledged, and pursuant to the provisions of \_\_\_\_\_ hereby represents that Grantor owns the fee simple title to and grants and conveys to the People of the State of Illinois, Department of Transportation, (Grantee), a temporary construction easement for the purpose of bridge replacement and other highway purposes, on, over, and through the following described real estate:

A part of the Southwest Quarter of Section 10, Township 19 North, Range 8 East of the Third Principal Meridian, in Champaign County, Illinois, more particularly described as follows:

Commencing at the Southwest Corner of said Section 10; thence South 89 degrees 22 minutes 08 seconds East (bearings based on Illinois State Plane Coordinates, East Zone, NAD 83) on the south line of said section, 1,396.81 feet; thence North 00 degrees 37 minutes 52 minutes East perpendicular to said south line, 61.51 feet to the existing north right of way line of FAP801 (IL 10), and the Point of Beginning; thence North 00 degrees 00 minutes 00 East, 10.00 feet; thence South 89 degrees 17 minutes 42 seconds East, 100.00 feet; thence South 00 degrees 00 minutes 00 seconds West, 10.00 feet to said south right of way line; thence North 89 degrees 17 minutes 42 seconds West on said south right of way line, 100.00 feet to the Point of Beginning.

Said Parcel herein described contains 0.023 acres or 1,002 square feet, more or less.

situated in the County of Champaign, State of Illinois. The above-described real estate and improvements located thereon are herein referred to as the "premises."

The right, easement and privilege granted herein shall terminate three (3) years from the execution of this document, or on the completion of the proposed project, whichever is the sooner.





## REPORT TO PARK BOARD

**FROM:** Sarah Sandquist, Executive Director

**DATE:** December 14, 2022

**SUBJECT:** Staff Wages for Full-time, Part-time, and Seasonal

### Introduction

It has been the policy of the Park Board of Commissioners and the Executive Director to recognize that employees are our greatest resource and to compensate them fairly while being conscious of the Park District's budget. When fully staffed, the Park District employs eighty-four (84) full-time employees and hundreds of part-time and seasonal staff.

Staff are dealing with numerous increased costs for gas, food, housing, and transportation with inflation exceeding eight percent (8%) this current year. The compression of wages from the increase in the minimum wage has resulted in many of the Park District's part-time and seasonal staff making as much as or in some cases more than full-time staff. Also, the competition with other agencies and businesses for the current applicant pool has increased significantly and the Park District is faced with needing competitive wages to attract applicants. The Park District is losing many employees to other similar agencies who are paying \$10,000 to \$20,000 more per year such as the University of Illinois, City of Champaign, Urbana Park District, and the Champaign County Forest Preserve District. During the past two (2) years the Park District has had twenty-five (25) full-time staff members or thirty percent (30%) of its workforce depart for other employment or retirement.

Examples:

- Kyle, Sports Fields, went to Urbana Country Club to work in Course Management. Kyle received a \$7/hr. increase from what he was making at the Park District.
- Bob, Arborist, went to City of Urbana to work as an Arborist. Bob received a \$7/hr. increase plus an increase after six months for satisfactory work.
- Wyatt, Sports Field, went to the University of Illinois to work in Sports Fields. Wyatt received a \$5/hr. increase from what he was making at the Park District.
- Jena, Administrative Assistant, went to the City of Champaign as an Administrative Assistant. Jena went from \$36,714 at the Park District to \$56,000 with the City.

In the past year positions become increasingly more difficult to fill. The Park District has seen higher turnover of full-time and part-time positions, a larger number of full-time position open on average and a longer amount of time to fill those positions. The Park District has gone from an average of three (3) full-time positions open to an average of seven (7), with many positions taking longer than 90 days to fill.

### Examples:

- CUSR Manager – 96 days to fill
- Accounting Assistant – open for 109 days (not filled)
- Aquatics and Tennis Manager – open for 130 days (not filled)
- Park Planner – 184 days to fill
- Budget Manager – 258 days to fill
- Parks Maintenance Supervisor/Construction Supervisor – open for 390 days, never filled, restructured Operations Department

### Previous Board Action

In December of 2021 the Park Board approved \$62,500 for full-time staff effective December 1, 2021 through April 30, 2022 and also approved \$150,000 increase for wages from May 1, 2022 to April 30, 2023 effective December 1, 2021.

### Staff Action in FY23

Staff with board support took the following action steps to reduce expenditures in FY23:

1. Staff reduced two new staff for the Martens Center in FY23 by transferring a current FT position to the Martens Center in May of 2022.
2. Staff recommended the Park Board increase facility fees for FY23. Staff also increased program fees for FY23 as appropriate.
3. Operations reduced the work responsibilities, experience, education requirements and supervision responsibilities in three vacated job descriptions in order to reduce costs. Those three positions were filled at lower levels.

### Additional Information Part-time and Seasonal Staff

In February 2019, the State of Illinois approved an increase in the minimum wage for all employees. A \$1.00 increase took effect on January 1, 2020, followed by a \$0.75 increase on July 1, 2020. After the first year, a \$1.00 increase would take effect every January 1st until the last year, January 1, 2025, when the minimum wage reaches \$15.00/hour.

Staff reviewed and evaluated all of the part-time and seasonal positions for 2023 and made changes to ensure the Park District has all necessary positions and can staff all positions to meet the needs of the residents. The attached document outlines the recommended positions and pay rates for the increases due in January 2023. Staff recommendations include increasing pay rates to comply with increasing minimum wage and matching the starting rates of other agencies and businesses in the area.

To assist in encouraging seasonal staff to return to the Park District, the staff proposes to give a \$0.50 increase to any returning staff who worked and completed the previous season. Staff also propose, to be eligible for the \$0.50 increase, returning staff will be required to have a satisfactory (or better) evaluation on file from the previous season.

The attached document reflects the proposed rates for 2023.

### Recommended Action: Options for Pay Increases for FY23 and FY24

Staff recommends the Park Board take the following action steps:

- Approve the part-time and seasonal proposed rates and positions, effective January 1, 2023

- Approve the \$0.50 increase for returning seasonal staff who completed the previous season and have an evaluation of satisfactory or better on file. Returning staff deserve to make more than the first-time hires.
- Approve a merit-based pay rate increase for all full-time staff effective on May 1, 2023
  - Up to 5% for a maximum total of \$160,193
  - Up to 4% for a maximum total of \$128,155
  - Up to 3% for a maximum total of \$96,116

❖ *Based on 84 full-time staff employed on May 1, 2023*

- Approve the new wage classifications that will be effective starting on May 1, 2023 through April of 2024. The new wage classification will not automatically increase any salaries or payrates.

Prepared by:

Heather Miller  
Human Resource Director

Reviewed by:

Sarah Sandquist  
Executive Director

Position Classification	NE/E	# of Positions	Dec 2021 - April 2023 Starting Wage Range	Dec 2021 - April 2023 Maximum	FY 23 - 24 Starting Wage Range	FY 23 - 24 Maximum
<b>Classification I</b>						
Building Service Worker	NE	4				
Facility Coordinator I (MOVE TO CLASSIFICATION II)	NE	1				
Grounds Worker I	NE	1				
Grounds Worker Arbor I	NE	1				
Horticulture Worker I	NE	2				
Maintenance Worker I	NE	1	\$15.00/hour - \$19.00/hour	\$24.00/hour	\$17.00/hour - \$19.95/hour	25.20/hour
Natural Areas Worker I	NE	-	\$31,200 - \$39,520	\$49,920	\$35,360 - \$41,496	\$52,416
Receptionist I	NE	3				
Park Maintenance Worker I	NE	1				
Special Projects Worker I	NE	-				
Sports Field Worker	NE	1				
Trash/Recycling Worker	NE	1				
<b>Classification II</b>						
Accounting and Procurement Clerk	NE	1				
Administrative Assistant	NE	1				
Adult and Senior Coordinator	NE	1				
Aquatics and Tennis Coordinator	E	1				
Cultural Arts Coordinator (MOVE TO CLASSIFICATION III)	E	1				
Dance Arts Director	NE	-				
Dance Arts Supervisor	NE	1				
Grounds Worker II	NE	-				
Grounds Worker Arbor II	NE	-				
Facility Coordinator II (MOVE TO CLASSIFICATION III)	E	1	\$17.00/hour - \$21.00/hour	\$25.00/hour	\$19.00 - \$22.05/hour	\$26.25/hour
Horticulture Worker II	NE	-	\$35,360 - \$43,680	\$52,000	\$39,520 - \$45,864	\$54,600
Maintenance Worker II	NE	-				
Preschool Supervisor	NE	1				
Receptionist II	NE	1				
Park Maintenance Worker II	NE	1				
Special Events Coordinator	NE	1				
Special Projects Worker II	NE	-				
Sports Coordinator (MOVE TO CLASSIFICATION III)	E	1				
Sports Field Worker II	NE	-				
Youth Theatre Director	NE	1				

Position Classification	NE/E	# of Positions	Dec 2021 - April 2023 Starting Wage Range	Dec 2021 - April 2023 Maximum	FY 23 - 24 Starting Wage Range	FY 23 - 24 Maximum
<b>Classification III</b>						
Accounts Payable Coordinator	NE	1	\$19.00/hour - \$24.00/hour \$39,520 - \$49,920	\$29.00/hour \$60,320	\$21.00/hour - \$25.02 \$43,680 - \$52,416	\$30.45/hour \$63,336
Box Office Manager	NE	1				
CUSR Adult Program Coordinator	E	1				
<del>CUSR Athletics &amp; Volunteer Coordinator</del>	E	-				
CUSR Inclusion and Volunteer Coordinator	E	1				
CUSR Youth & Teen Coordinator	E	1				
Douglass Park Program Coordinator	E	1				
Front-of-House Coordinator	NE	1				
Graphic Designer	E	1				
Grounds Specialist	NE	2				
Grounds Arbor Specialist	NE	2				
Horticulture Specialist	NE	1				
Maintenance Specialist	NE	5				
Marketing Manager	E	1				
Natural Areas Specialist	NE	1				
Park Maintenance Specialist	NE	1				
Park Planner I	E	-				
<del>Special Project Specialist</del>	NE	-				
Sports Field Specialist	NE	1				
Trade Specialist	NE	-				
<b>Classification IV</b>						
<del>Aquatics Manager</del>	E	-	\$21.50/hour - \$27.50/hour \$44,720 - \$57,200	\$33.00/hour \$68,640	\$23.50/hour - \$28.88/hour \$48,880 - \$60,060	\$34.65/hour \$72,072
Cultural Arts Manager	E	1				
CUSR Program Manager	E	1				
Douglass Park Manager	E	1				
<del>Marten Center Facility Manager I</del>	E	-				
Grounds Specialist II	NE	-				
<del>Grounds Arbor Specialist Lead</del>	NE	-				
Head Tennis Professional	E	1				
Horticulture Specialist II	NE	1				
Park Planner II	E	1				
Registration and Parks Reservations Manager	E	1				
Revenue Program Manager	E	1				
Special Events/Volunteer Manager	E	1				
Sports Manager	E	1				
<del>Tennis Center Manager</del>	E	-				
Trade Specialists II	NE	-				
VT Sales & Public Relations Manager	E	1				
VT Technical Manager	E	1				



Position Classification	NE/E	# of Positions	Dec 2021 - April 2023 Starting Wage Range	Dec 2021 - April 2023 Maximum	FY 23 - 24 Starting Wage Range	FY 23 - 24 Maximum
<b>Classification V (Salaried)</b>						
Accountant	E	1				
Aquatics & Tennis Manager	E	1				
<del>Park Maintenance Supervisor</del>	E	-				
Development Director	E	1				
Budget Manager	E	1	\$50,960 - \$63,440	\$79,040	\$55,120 - \$66,612	\$82,992
Grounds Supervisor	E	1	\$24.50/hour - \$30.50	\$38.00/hour	\$26.50/hour - \$32.03/hour	\$39.90/hour
Horticulture Supervisor	E	1				
Human Resources Manager	E	1				
Leonhard Recreation Center Manager	E	1				
Maintenance Supervisor	E	1				
<del>Martens Center Manager</del>	E	-				
<b>Assistant Directors &amp; Department Directors</b>						
Assistant Director of Administrative Services	E	1				
Assistant Director of Operations	E	1				
<del>Assistant Director of Finance</del>	E	-				
Director of Administrative Services	E	1				
Director of Finance	E	1				
Director of Human Resources	E	1				
Director of Marketing	E	1	Market	Market	Market	Market
Director of Planning	E	1				
Director of Revenue Facilities	E	1				
Director of Receration	E	1				
Director of Planning	E	1				
Executive Director	E	1				
Viginia Theatre Director	E	1				
		84				

Department	Position	Dates of Employment	1/1/2022	1/1/2023 Proposed
<b>Aquatics</b>				
	Pool Manager	April - Sept*	\$15.00	\$17.00
	Assistant Pool Manager	April - Sept*	\$14.50	\$16.50
	Lifeguard	May - Sept	\$13.50	\$15.50
	Swim Lesson Manager	May - Sept	\$14.00	\$16.50
	Assistant Swim Lesson Manager	May - Sept	\$13.00	\$15.50
	Swim Lesson Instructor	June - Aug	\$12.00	\$14.75
	Swim Team Coach	May - July	\$15 - \$22 (DOQ)	\$17-\$23 (DOQ)
	Swim Team Assistant Coach	May - July	\$12.50	\$15.50
	Customer Service Manager (FD/Concessions)	Mar - Sept*	\$14.50	\$16.50
	Customer Service Assistant Manager (FD/Concessions)	May-Sept	\$13.50	\$16.00
	Concession Worker	May - Sept	\$12.00	\$14.00
	Front Desk Worker	May - Sept	\$12.00	\$14.00
<b>Summer Programs</b>				
	Director*	May - Aug	\$14.00/\$15.00	\$17.00
	Assistant Director*	May - Aug	\$13.00/\$14.00	\$16.00
	Summer Youth Program Leader	May - Aug	\$12.00/\$13.00	\$15.00
	Bus Driver	May - Aug	\$20.00 - \$25.00	\$21.00 - \$31.00
	*Plus \$1 for teaching certificate			
<b>Youth Theatre</b>				
	Assistant Director	Ongoing	\$13.00	\$14.00
	Choreographer	Ongoing	\$13.00	\$15.00
	Music Director	Ongoing	\$13.00	\$15.00
<b>Operations</b>				
	Grounds Worker	April - Nov	\$13.00	\$15.00
	Horticulture Worker	April - Nov	\$13.00	\$15.00
	Natural Areas Worker	April - Nov	\$13.00	\$15.00
	Operations Worker ( Maintenance Worker)	April - Nov	\$13.00	\$15.00
	Sports Field Worker	April - Nov	\$13.00	\$15.00
<b>Prairie Farm</b>				
	Director*	April - Sept	\$14.00	\$17.00
	Assistant Director* - Animal Care	April - Sept	\$13.00	\$16.00
	Assistant Director* - Children's programming	April - Sept	\$13.00	\$16.00
	Leader	May - Sept	\$12.00	\$15.00
	*Plus \$1.00 for degree in Animal Sciences/Vet-Med/related degree			
<b>Special Events</b>				
	Special Events Assistant Director	Mar - Aug	\$14.00	\$15.00
	Driver (Showmobile/Bus)	Mar - Aug	\$21.00 - \$31.00	\$21.00 - \$31.00
	Inflatables Worker	Mar - Aug	\$12.00	\$13.00

Department	Position	Dates of Employment	1/1/2022	1/1/2023 Proposed
<b>CUSR</b>				
	Program Director	May - Aug	\$15.00/ <del>\$15.25</del>	\$17.00
	Summer Youth Program Assistant Director	May - Aug	\$13.25/ <del>\$14.25</del>	\$16.00
	<i>Summer Youth Program Leader*</i>	May - Aug	\$12.25/ <del>\$13.25</del>	\$15.00
	<del>Inclusion</del> /Program Specialist	Year Round	\$16.00	\$17.00
	Inclusion Assistant*	Year Round	\$12.25	\$14.00
	<i>Sports and Community Support Staff*</i>	Year Round	\$12.25	\$14.00
	Sports & Community Leader	Year Round	\$15.00	\$17.00
	Bus/Van Driver	Year Round	\$15.00 - \$20.00	\$17.00 - \$20.00 (DOQ)
	<i>After School Leader*</i>	Part-time	\$12.25	\$14.00
	<i>*Plus \$1 for teaching certificate or CTRS</i>			
<b>Sports</b>				
	Sports Concession Manager	March– Oct	\$14.00	\$16.00
	Sports Concessions Worker	April - Oct	\$12.00	\$14.00
	Youth Soccer Official	April - May and Sept - Oct	Youth Trainee (under 18): \$15/game Adult Trainee (18+): \$18/game 4 v 4 - Unlicensed: \$20/game Licensed: \$30/game 7 v 7 - Unlicensed: \$20/game Licensed: \$30/game 9 v 9 - Unlicensed: \$25/game Licensed: \$35/game 11 v 11 - Unlicensed: AR -\$25/game CR - \$35/game Licensed: AR -\$35/game CR - \$45/game (4 v 4 – 1-man crew, 7 v 7 & 9 v 9 – 2-man crew, 11 v 11 – 3-man crew)	Youth Trainee (under 18): \$15/game 7 v 7 - Unlicensed: \$20/game Licensed: \$30/game 9 v 9 - Unlicensed: \$25/game Licensed: \$35/game 11 v 11 - Unlicensed: AR -\$25/game CR - \$35/game Licensed: AR -\$35/game CR - \$45/game (7 v 7 & 9 v 9 – 2-man crew, 11 v 11 – 3-man crew)
	Youth Softball Official	May - July	Youth Trainee (under 18): \$35/game Adult Trainee (18+): \$45/game Unlicensed: \$50/game Licensed: \$60/game	Youth Trainee (under 18): \$35/game Unlicensed: \$50/game Licensed: \$60/game
	Youth Hoops Official	Jan - Mar	Youth Trainee: \$17/game Adult Trainee: \$20/game Unlicensed: Cross Court -\$35/game, Full Court - \$30 Licensed: Cross Court -\$45/game, Full Court - \$35	Youth Trainee: \$18/game Unlicensed: Cross Court -\$35/game, Full Court - \$30 Licensed: Cross Court -\$50/game, Full Court - \$40
	Adult Softball Official	Apr -Oct	Licensed: \$30/game	Unlicensed: \$30/game Licensed: \$32/game
	Adult Volleyball Official	Sept–April	Trainee: \$17/game Unlicensed: \$20 /game Licensed: \$25/game	

Department	Position	Dates of Employment	1/1/2022	1/1/2023 Proposed
<b>Afterschool</b>				
	<i>Afterschool Program Director*</i>	Part-time	\$14.00/ <del>\$15.00</del>	\$17.00
	<i>Afterschool Assistant Director*</i>	Part-time	\$13.00/ <del>\$14.00</del>	\$16.00
	Afterschool Leader	Part-time	\$12.00/ <del>\$13.00</del>	\$15.00
	School Out Leader	Part-Time	\$12.00/ <del>\$13.00</del>	\$15.00
	<i>*Plus \$1 for teaching certificate</i>			
<b>Youth Program</b>				
	Youth Program Director	Year Round	\$15.00	
	Youth Program Assistant Director	Year Round	\$14.00	
	Youth Program Leader	Year Round	\$13.00	
	Birthday Party Leader	Part-time	\$12.00	\$15.00
<b>Finanace</b>				
	Accounting Clerk/Specialist	Part-time	\$13.00	\$15.00 - \$25.00 (DOQ)
<b>Cultural Arts</b>				
	Dance Instructor	Part-time	\$15.00 to \$27.00 (DOQ)	\$15.00 to \$27.00 (DOQ)
	Dance Private Lessons	Part-time	\$21.00 per half hour	\$21.00 per half hour
	Special Interest Instructor	Part-time	Paid on per class basis, a percentage of class fees	Paid on per class basis, a percentage of class fees
	Pottery Instructor	Part-time	\$15.00 to \$23.00 (DOQ)	\$15.00 to \$23.00 (DOQ)
	Pottery Supervisor	Part-time	\$18.00 to \$26.00 (DOQ)	\$18.00 to \$26.00 (DOQ)
	Guitar Lessons	Part-time	\$20.26 per hour	\$20.26 per hour
	Drum Lessons	Part-time	\$20.00 per hour	\$20.00 per hour
	Pottery Private Lessons	Part-time	\$25.00 per hour	\$25.00 per hour
<b>Facilities</b>				
	Building Openers	Part-time	\$12.75	\$15.00
	Receptionist	Part-time	\$13.00	\$16.00
	Building Service Worker	Part-time	\$13.00	\$16.00
	Recreation Leaders/ <i>Gym</i> Site Supervisors	Part-time	\$12.00	\$15.00
	Teen Recreation Leader	Part-time	\$13.00	\$15.00
	Facility Supervisor	Part-time	\$14.00	\$17.00
<b>Marketing</b>				
	Marketing Assistant	Part-time 1	\$17.00	\$19.00
	Graphic Artists	Part-time	\$16.00 to \$24.00 (DOQ)	

Department	Position	Dates of Employment	1/1/2022	1/1/2023 Proposed
<b>Operations</b>				
	Grounds Worker I	Part-time	\$15.00	\$17.00
	Grounds Worker II	Part-time	\$16.00	\$18.00
	Horticulture Worker I	Part-time	\$15.00	\$17.00
	Horticulture Worker II	Part-time	\$16.00	\$18.00
	Natural Areas Worker I	Part-time	\$15.00	\$17.00
	Natural Areas Worker II	Part-time	\$16.00	\$18.00
	Operations Worker I (Maintenance Worker)	Part-time	\$15.00	\$17.00
	Operations Worker II (Maintenance Worker)	Part-time	\$16.00	\$18.00
	Sports Field Worker I	Part-time	\$15.00	\$17.00
	Sports Field Worker II	Part-time	\$16.00	\$18.00
<b>Preschool</b>				
	Preschool Instructor	Part-time	\$13.00	\$17.00
<b>Virginia Theatre</b>				
	Concessions Worker	Part-time	\$12.00	\$14.00
	Box Office Receptionist	Part-time	\$13.25	\$16.25
<b>Senior Program</b>				
	Senior Recreation Leader	Part-time	\$15.00	\$15.00
	Assistant Senior Recreation Leader	Part-time	\$14.00	\$14.00
<b>Special Events</b>				
	Volunteer Coordinator	Part-time	\$15.00	\$15.00
<b>Sports</b>				
	Sports Assignor	Part-time	Paid on a per game rate: \$8/game for youth and adult soccer \$8/game for youth and adult basketball \$4.50/game for youth and adult softball \$7/game for youth and adult volleyball	Paid on a per game rate: \$8/game for youth and adult soccer \$8/game for youth and adult basketball \$5/game for youth and adult softball
	Group Fitness Instructor	Part-time	\$17.00 to 32.00 (DOQ)	\$19 to \$34 (DOQ)
	Pickleball Instructor	Part-time		\$16.00 to \$22.00 (DOQ)
	Sports Site Manager	Ongoing	\$13.50	\$16.00
	Sports Site Worker	Ongoing	\$12.00	\$15.00
	Tennis Private Lesson Instructor	Part-time	\$17.00 to \$32.00 (DOQ)	\$19.00 to \$34.00 (DOQ)
	Tennis Instructor	Part-time	\$13.00 to \$28.00 (DOQ)	\$15.00 to \$30.00 (DOQ)
	Youth Sports Instructor	Ongoing	\$13.00	\$15.00
<b>Technology/Risk and IT</b>				
	Technology Specialist	Part-time	\$17.00-\$27.00 (DOQ)	\$17.00-\$27.00 (DOQ)
	Network Administrator	Part-time 1		\$25.00 - 30.00 (DOG)
	Risk/IT Assistant (name to come)			\$15.00 - \$20.00 (DOQ)
	Human Resources Clerk	Part-time	\$12.25	
<b>Human Resources</b>				
	Human Resources <del>Clerk</del> Assistant	Part-time	12.25/ \$15.00 - \$20.00 (DOQ)	\$15.00 - \$20.00 (DOQ)
	Intern			\$15.00



## CHAMPAIGN PARK DISTRICT RESOLUTION

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

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

**WHEREAS**, an Illinois law known as the Public Act 101-0640 amended the Open Meetings Act (Act) (5 ILCS 120/1.02, et seq.), which provides in part for the recording of minutes and verbatim records of remote meetings in the form of audio or video recording when the President of the Park District Board of Commissioners has determined that an in-person meeting or a meeting conducted pursuant to the Open Meetings Act is not practical or prudent because of the COVID-19 disaster; and

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

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

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

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

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

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

Section 1: Based upon the recitals set forth in the preamble to this Resolution, the Champaign Park District hereby authorizes, approves, and orders the destruction of the verbatim audio records of the following closed session and remote meetings: January 27, 2021 (Disaster), January 27, 2021, February 10, 2021 (Disaster), February 24, 2021 (Disaster), March 10, 2021 (Disaster), March 24, 2021 (Disaster), April 14, 2021 (Disaster), April 28, 2021 (Disaster), May 12, 2021 (Disaster), May 26, 2021 (Disaster), June 9, 2021 (Disaster), June 23, 2021 (Disaster).

Approved this 11th day of January, 2023.

CHAMPAIGN PARK DISTRICT

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

Attest:

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



## REPORT TO PARK BOARD

**FROM:** Sarah Sandquist, Executive Director  
**DATE:** January 11, 2023  
**SUBJECT:** 2023-2032 Capital Improvement Plan and Budget

### Background

The attached Capital Improvement Plan is the same as originally discussed at the Dec. 14, 2022 Board meeting. We did not receive any comments since that time.

The Capital Improvement Plan (CIP) and subsequent budget that arises from it, provides the basis for control of expenditures for the acquisition of Park District assets, new construction and renovation of facilities, parks and equipment.

The draft 10-year CIP is structured in the following way:

- The first section contains recurring projects and purchases.
- The second and subsequent sections are single projects listed by fiscal year.
- Projects that may have funding from the Special Recreation Fund (ADA), grants, or CPD Foundation support are noted with symbols.
- Projects that will require separate funding for professional design, engineering, or architectural design are designated with a “ ~ ”.

### Process

Development of the CIP and Capital Budget began with facility and park tours and meeting with key staff that oversee those areas. A master projects list was developed from these meetings and requests from all staff that include replacements, repairs and new concepts. Well over 425 projects were submitted for consideration. From the projects list, the attached CIP was developed and then reviewed by the Executive Director multiple times.

### Prior Board Action

No previous action or discussion.

### Budget Impact

The draft CIP requests a total of \$3,791,095 for FY23/24 (\$1,017,100 for recurring and \$2,773,995 in one-time projects).

### Recommended Action

Staff recommends approval of the FYE24 Capital Budget and 2024-2033 Capital Improvement Plan.

Prepared by:

Daniel Olson  
Director of Operations

Reviewed by:

Sarah Sandquist  
Executive Director



## CHAMPAIGN PARK DISTRICT FY 2024 to 2033 CAPITAL IMPROVEMENT PLAN

Updated December 1, 2022

Draft 12/1/2022 DJO

\* Denotes Special Recreation/ADA Funding in part or whole.

^ Denotes all or partial funding from grant(s). Blue shaded boxes denote expenditures will be drawn from the operating budget as it does not meet capital threshold limits.

(F) Denotes all or partial funding from the Foundation.

~ Denotes the project has architectural/design/engineering costs associated with it in an operating budget.

RECURRING PROJECTS AND PURCHASES											
PROJECT NAME	DESCRIPTION	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	FY31/32	FY32/33
Recurring Vehicle Purchase/Replacement	Replacement of new vehicles assessed quarterly.	\$160,000	\$180,000	\$178,000	\$165,000	\$155,000	\$150,000	\$150,000	\$150,000	\$160,000	\$160,000
Recurring Rolling Equipment Purchase/Replacement	Large Equipment	\$145,000	\$150,000	\$50,000	\$38,000	\$40,000	\$44,000	\$50,000	\$80,000	\$110,000	\$100,000
Recurring Concrete*	Replacement or new concrete for safety, accessibility, and edging.	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$45,000	\$55,000	\$55,000	\$55,000	\$55,000
Recurring HVAC	Small HVAC replacements. Dodds Tennis Center for 23-24.	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$35,000	\$35,000	\$35,000	\$40,000
Recurring Flooring	General carpeting, tile, or epoxy, cove base, subfloor, etc.	\$11,000	\$42,000	\$19,000	\$29,000	\$0	\$11,000	\$0	\$12,000	\$0	\$70,000
Recurring Sealcoating and Striping	Maintenance on asphalt/concrete areas mostly parking lots and drives.	\$45,100	\$47,100	\$25,000	\$35,000	\$35,000	\$37,000	\$39,000	\$39,000	\$39,000	\$39,000
Recurring Roadway~	Parkland Way repair and district-wide patching.	\$106,000	\$108,000	\$110,000	\$108,000	\$108,000	\$250,000	\$250,000	\$250,000	\$250,000	\$150,000
Recurring Playground Replacement*	Playgrounds and outdoor exercise equipment	\$210,000	\$220,000	\$585,000	\$500,000	\$480,000	\$200,000	\$210,000	\$600,000	\$720,000	\$225,000
Recurring Information Technology	Computers, copiers, laptops, hardware, servers, backups, etc.	\$125,000	\$125,000	\$125,000	\$130,000	\$130,000	\$130,000	\$130,000	\$135,000	\$135,000	\$135,000
Recurring Risk and Safety Equipment	Alarm systems, cameras, network upgrades, life cycle replacement, public address systems, etc.	\$125,000	\$125,000	\$125,000	\$130,000	\$130,000	\$130,000	\$130,000	\$135,000	\$135,000	\$135,000
Recurring Fitness/Weight Equipment Replace/New	Treadmills, ellipticals, dumbbells/freeweights, benches, bikes, stairclimbers, electronic fitness machines, exercise equip. racks and bulk equipment buys, etc.	\$25,000	\$23,000	\$0	\$0	\$0	\$0	\$28,000	\$22,000	\$22,000	\$32,000
<b>RECURRING PROJECTS AND PURCHASES TOTAL</b>		<b>\$1,017,100</b>	<b>\$1,085,100</b>	<b>\$1,282,000</b>	<b>\$1,200,000</b>	<b>\$1,143,000</b>	<b>\$1,022,000</b>	<b>\$1,077,000</b>	<b>\$1,513,000</b>	<b>\$1,661,000</b>	<b>\$1,141,000</b>
PROPOSED CAPITAL PROJECTS 2024 TO 2033											
PROJECT NAME FY23/24	DESCRIPTION	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	FY31/32	FY32/33
Hessel Park Retaining Wall at Splashpad Shelter	Retaining and sitting wall to help with siltation, flooding and safety between the Splashpad and the shelter.	\$35,000									
Virginia Theatre Lighting Console	Control console for the theatrical lighting system. Existing is 10 years old and no longer supported by manufacturer. Ask Steven if this is the same one as below (Daktronics)	\$75,000									
Sholem Outdoor Trashcan Replacement	Director's request to split over two years \$10,000 each year.	\$10,000									
Heritage Park Pollinator Area, sidewalks and Parking**^	A combined project working with volunteer and possible Rotary Grant to install a pollinator garden with interpretation along sidewalk. And ADA Parking at lot with ADA compliant connector to trail with stormwater swale.	\$22,900									
Web Site Upgrade - CPD and CUSR**~	Periodic upgrade to main website technologies, accessibility and mobility. Strategic Plan item for 23-24.	\$25,000									
Sholem Shade Cloth Replacement (F)	Shade cloth replacements and possibly new shade structures	\$28,000									
CUSR Center Bus/Van/Car Pull-in on Sangamon Ave.**~	Would need to work directly with the city. Broren Russo had a quick concept drawn. Will need engineering and city sign-offs.	\$62,000									
Prairie Farm Trolley and Craft Barns Roofing	Currently shingle. New roof material to be determined.	\$28,000									
Operations Building Roofing	Areas that were not replaced during reconstruction	\$150,000									
Douglass Baseball Improvements (F) and OSLAD	Improvements to fields, concessions, batting cages, etc. \$300K Donation, \$400K CPD, \$400K OSLAD.	\$1,100,000									

Washington Park B-ball court move/replace/sidewalk*	Board approved Nov. 2022 separate from CIP. Will need internal sidewalk for ADA purposes. New goals needed as well	\$72,000											
West Side Sidewalk Improvements Phase 1*	Width improvements, ADA pull-offs, % grade resolutions.	\$50,000											
Douglass CC Gym B- Risers Replacement Phase 1	For two baskets but four total baskets are movable. The north two are permanently attached to the wall. Old systems antiquated and not safe. Need keyed wall motorized access and fall safety harnesses. Four total to replace. Parts no longer available.	\$50,000											
Virginia Theatre Stage Automation (Fly) Control~ (F)	Currently older Daktronics model. No longer supports technology and parts.	\$250,000											
Carle At the Fields Trail Node #2	One each year installed over four years.	\$25,000											
Springer Drain Line Exploration	In conjunction with flooding study	\$10,000											
Parking Lot renovation Hessel Lot A	Milling, replace, adding parking spots including ADA	\$220,000											
Skelton Park African American Heritage Trail	CPD capital dollars will most likely not be used, but improvements will need to be capitalized when completed. Design \$52,900 paid by District but reimbursed by Visit Champaign Co. Construction phase 1 and 2 - Funding has already been raised by others. Phase 3 bid as alternate. No CPD obligation as yet for phase 3.	\$300,000											
Henry Michael Park Shelter	New Shelter. Dan has quotes.	\$44,000											
Bannon Park Renaming	Most likely no capital funding will be needed for this change.	\$0											
Sholem Body Slide Reseal	Yellow slide and little frog.	\$20,000											
S2 Lock System Douglass Commun. Center and Annex	Security and limited entry. Quote from Kearfott on 10/22 is \$17,442 and \$3,476.	\$25,000											
S2 Lock System Springer Cultural Center	Security and limited entry. Quote from Kearfott 10/22 is \$37,806.	\$40,000											
Contingency	Unexpected expenditures related to capital items. Five percent of total capital.	\$132,095											
<b>TOTAL FY23/24</b>		<b>\$2,773,995</b>											
<b>PROJECT NAME FY24/25</b>	<b>DESCRIPTION</b>		<b>FY24/25</b>										
West Side Sidewalk Improvements Phase 2*	Width improvements, ADA pull-offs, incline resolutions.		\$50,000										
Dodds Park Outdoor Sports Goal Replacement	Dodds soccer goals.		\$14,000										
Spalding Skate and Tennis Safety Netting	Safety netting needed to protect two areas from foul balls from Central High School baseball field.		\$10,900										
Virginia Theatre Lightboard (ION) Replacement	Technology and parts no longer supported or available		\$50,000										
Centennial Parking Lot renovation Lot L and M	Lot L, Prairie Farm west, mill, expand parking spaces to the south, paint. Lot M, Prairie Farm east, mill, new asphalt, paint. Look into permeable surface option.		\$240,000										
Dodds Soccer Roofing	Replacement		\$85,000										
Douglass Annex Roofing	Replacement		\$150,000										
Douglass Community Center Roofing	Replacement		\$200,000										
Tennis Court Refurbish Hessel (4 courts)	Surfacing		\$150,000										
Clark Park Renovation Construction*~	ADA sidewalks, basketball court, playground, sand play, tennis steps, etc.		\$250,000										
Zahnd Baseball Fields Lighting (2 Fields)	Move to LED.		\$300,000										
Dexter Field Lighting	Replaces six wooden poles and multiple fixtures to LED.		\$220,000										
Springer Flooding Construction~	Construction to fix Springer flooding.												
Springer Kitchen Renovation*			\$80,900										

Springer Basement Restroom Renovation	Two restrooms		\$80,900								
Springer Exterior Door/Panel Replacements	Room 207 Door, panel, window replaced. Unsafe. Will need design by Architectural Expressions started the year prior for historical preservation.		\$10,000								
Hedge Park	New park built by City and maintenance transferred to CPD. Agreement currently being worked out. CPD may not have any capital costs. Costs unknown, but CPD capital money may not be needed.		\$0								
Carle At the Fields Trail Node #3	One each year installed over four years.		\$25,000								
Douglass CC Gym B-ball Risers Replacement Phase 2	For two basketes but four total baskets are movable. The north two are permanantly attached to the wall. Old systems antiquated and not safe. Need keyed wall motorized access and fall safty harnesses. Four total to replace. Parts no longer available.		\$50,000								
Douglass CC Lift Access Construction*~	Construction for ADA access to gym and classroom.		\$85,900								
Centennial Pickleball Complex Lighting^	Eight courts.		\$188,000								
Sholem Outdoor Trashcan Replacement	Director's request to split over two years \$10,000 each year.		\$10,000								
Virginia Theatre Terra Cotta Repair and Replacement	Terra Cotta on the facility façade. Some are broken		\$50,000								
Virginia Theatre East Lobby Renovation^	Concessions expansion and improvements in room and kitchen		\$200,000								
Leonhard Gym Curtain Replacement	Three total curtains.		\$10,900								
Leonhard Gym Bay Window Blinds	North bay window reflects too much on the gym floor		\$10,900								
Bresnan Board Room Upgrades and Renovation	Tech, cameras, sound, lighting, walls, etc.		\$28,000								
Bark District Shade Structures Phase 2	Includes adding two additional shade areas without sidewalks to compliment the phase 1 ADA compliant shade with walkway.		\$22,000								
Wesley Park Access Post-Boneyard Construction*	Mostly sidewalks to be done in conjunction with new playground once City has completed Boneyard improvements.		\$18,000								
Leonhard Locker Area to Storage Closet Conversion	Two areas can be done.		\$10,900								
Commissioners Park Natural Areas Phase 1	Prairie acreage.		\$22,000								
Contingency	Unexpected expenditures related to capital items. Five percent of total capital.										
<b>TOTAL FY24/25</b>											
<b>PROJECT NAME FY25/26</b>	<b>DESCRIPTION</b>			<b>FY25/26</b>							
Virginia Theatre Interior Plaster and Painting Work	Wear, tear, humidity on plaster. Will need this amount every three years.			\$20,000							
Morrissey Tennis Court Refurbish (4 courts)	Warranty Work for Surfacing at Morrissey Park			\$30,000							
Hays Kitchen Remodel Construction*~	Construction to address ADA, aging equipment and cabinetry, rental use, etc.			\$80,000							
Sunset Ridge Tennis Court Refurbish (1 court)	Surfacing			\$30,000							
Carle At the Fields Trail Node #3	One each year installed over four years.			\$25,000							
Bresnan Auto Back-up Generator	Server and emergency back-up			\$89,000							
Dodds 4-plex Roofing	Restroom/Concessions Building			\$65,000							
Dodds 3-plex Roofing	Restroom/Concessions Building			\$50,000							
Douglass CC First Floor Restroom Renovation	Two restrooms			\$80,000							
Prayer for Rain Repairs	Basin repairs, sandstone chipping, etc.			\$10,000							
Hazel Park Path Extensions*~	Expansion and link to city sidewalks			\$150,000							
Virginia Theatre Step Lighting	All stairs for safety. Possible Risk Management dollars?			\$15,000							
Boulware Trail Retaining Wall Replacement	Old ties are disintegrated. Will need neighbors involvement.			\$55,900							

West Side Bandshell Exclusion	Possibly do on an artist contract.			\$24,000							
Centennial Pickleball Complex Restrooms^	Restroom/Concessions Building			\$390,000							
Virginia Theatre Tuckpoint Exterior	West side of building in bad shape.			\$50,000							
Bike Park Pump Track	Concept stage. Location not known.			\$100,900							
Commissioners Park Natural Area Phase 2	Prairie acreage.			\$8,000							
Contingency	Unexpected expenditures related to capital items. Five percent of total capital.										
<b>TOTAL FY25/26</b>											
<b>PROJECT NAME FY26/27</b>	<b>DESCRIPTION</b>				<b>FY26/27</b>						
Basketball Court Replacement Powell (1 court)	Concrete court. May hold up longer and be pushed out.				\$60,000						
Tennis Court Renovation Eisner (1 court)	Asphalt, surfacing, fencing, posts, nets, etc.				\$65,000						
Douglass Park North Block Fencing Replacement	North section is need of fencing repair.				\$70,000						
Pools Repainted (4 pools) Sholem	Estimate does not include blasting to concrete. Tnemec has been asked for quotes in 2022. The painting we did in-house in 2022 will be examined prior to bidding.				\$120,000+						
Prairie Farm Pond Renovation					\$14,000						
Hays Kitchen Remodel * ~	Major Renovation.				\$95,000						
Zahnd Roofing	Restroom/Concessions Building				\$65,000						
Virginia Theatre Digital Projector Replacement~	Main projector and components.				\$200,000						
Operations West Shop Renovation	Welding vent hoods, tables. LED Lighting, possible expansions towards overhead doors. Loft steps turned for spage reasons, storage, doors, paint, etc.				\$40,000						
Centennial Pickleball Complex Additional Courts^	Four additional courts				\$400,000						
Contingency	Unexpected expenditures related to capital items. Five percent of total capital.										
<b>TOTAL FY26/27</b>											
<b>PROJECT NAME FY27/28</b>	<b>DESCRIPTION</b>					<b>FY27/28</b>					
Douglass Annex Kitchen Remodel*~	Upgrade cabinets and counter depths if possible. Maybe dishwasher. To meet public health and ADA, may need designer.					\$55,000					
CUSR Roofing	Replacement or Seal of Metal Roof					\$300,900					
Powell Park Path Additions*~	Expansion of internal paths including linking existing connections to city sidewalks.					\$80,000					
Lindsay Court Refurbish	Eight courts.					\$40,000					
Springer Upper Level Restroom Renovation	Two Restrooms					\$85,900					
Bark District Fencing Replacement	Major replacements all or parts					\$20,900					
Operations Painting/Skin North and East Sheds	Painting or re-skin options. Overhead door trim replacement (currently aluminum)					\$80,900					
Springer Kitchen Remodel (Instructional Kitchen)*~	Remodel to an instructional kitchen and new appliances and ADA					\$68,000					
Contingency	Unexpected expenditures related to capital items. Five percent of total capital.										
<b>TOTAL FY27/28</b>											
<b>PROJECT NAME FY28/29</b>	<b>DESCRIPTION</b>						<b>FY28/29</b>				
Spalding Tennis Refurbishment	Six courts						\$24,000				

Centennial Pickleball Complex Refurbishment	Eight courts.							\$20,000				
Sholem Sound (P.A.) System Replace	Several outdoor speakers, components, microphone, technology							\$12,000				
Dodds Soccer Lighting	Fields 7 and 10. Uses two existing poles. Will need four other new poles.							\$250,000				
Contingency	Unexpected expenditures related to capital items. Five percent of total capital.											
<b>TOTAL FY28/29</b>												
<b>PROJECT NAME FY29/30</b>												
<b>DESCRIPTION</b>												
Dodds 4-Plex Field Lighting	Move to LED											\$45,000
Kaufman Lake Boathouse Construction	Demolish and new concept											\$100,000
Prairie Farm House Interior Renovation*	Major renovation addressing aesthetics, electrical, user efficiency and ADA Transition Plan issues.											\$82,900
Bresnan Roofing												\$160,000
Contingency	Unexpected expenditures related to capital items. Five percent of total capital.											
<b>TOTAL FY29/30</b>												
<b>PROJECT NAME FY30/31</b>												
<b>DESCRIPTION</b>												
Powell Park Sidewalk Linking	Connecting internal pathways to city's sidewalks through houses in two areas.											\$25,000
Leonhard Kitchenette Replacement	Sink, counter, cabinet and possibly refrigerator in the party room.											\$18,000
Contingency	Unexpected expenditures related to capital items. Five percent of total capital.											
<b>TOTAL FY30/31</b>												
<b>PROJECT NAME FY31/32</b>												
<b>DESCRIPTION</b>												
Dodds Tennis Curtains Between Courts	Replacement of five total curtains and hanging mechanisms to separate courts.											\$10,900
Contingency	Unexpected expenditures related to capital items. Five percent of total capital.											
<b>TOTAL FY31/32</b>												
<b>PROJECT NAME FY32/33</b>												
<b>DESCRIPTION</b>												
Leonhard Walking Track Resurfacing												\$11,000
Contingency	Unexpected expenditures related to capital items. Five percent of total capital.											
<b>TOTAL FY32/33</b>												

**REVENUE AND EXPENDITURE REPORT FOR CHAMPAIGN PARK DISTRICT**  
**With Beginning and Ending Balances, and Summary of Activity by Fund**  
**PERIOD ENDING 10/31/2022**  
**% Fiscal Year Completed:**  
**50.41**

GL NUMBER	Fund Beginning Balance	Revenue & Transfers In	Expenditure, Encumbrance, Capital Outlay, Debt Service & Transfers Out	Net Rev over Exp	% of Net	Fund Bal	% of Fund Total	Budget YTD "Ins"	Budget YTD "Outs"	Revenue in Excess (Less than) Budget	Fav / Un fav	Expenditures in Excess (Less than) Budget	Fav / Unfav
<b>Fund 01 - GENERAL</b>	<b>10,337,948.66</b>	<b>6,855,827.16</b>	<b>(2,670,693.78)</b>	<b>4,185,133.38</b>	<b>55%</b>	<b>14,523,082.04</b>	<b>39%</b>	6,751,553.57	(3,640,449.34)	104,273.59	F	969,755.56	F
<b>Fund 02 - RECREATION</b>	<b>4,371,004.02</b>	<b>3,736,594.67</b>	<b>(2,691,376.47)</b>	<b>1,045,218.20</b>	<b>14%</b>	<b>5,416,222.22</b>	<b>14%</b>	3,807,430.37	(2,404,589.16)	(70,835.70)	U	(286,787.31)	U
<b>Fund 03 - MUSEUM</b>	<b>4,890,441.55</b>	<b>2,770,904.56</b>	<b>(1,269,198.04)</b>	<b>1,501,706.52</b>	<b>20%</b>	<b>6,392,148.07</b>	<b>17%</b>	2,735,232.67	(1,222,883.30)	35,671.89	F	(46,314.74)	U
<b>Fund 15 - SPECIAL RECREATION FUND</b>	<b>2,182,627.90</b>	<b>1,088,639.84</b>	<b>(347,616.02)</b>	<b>741,023.82</b>	<b>10%</b>	<b>2,923,651.72</b>	<b>8%</b>	1,036,597.65	(644,246.94)	52,042.19	F	296,630.92	F
Fund 04 - LIABILITY INSURANCE	558,686.58	352,633.02	(130,395.72)	222,237.30	3%	780,923.88	2%	348,491.66	(151,365.28)	4,141.36	F	20,969.56	F
Fund 06 - IMRF FUND	532,477.44	195,743.33	(104,533.65)	91,209.68	1%	623,687.12	2%	191,449.95	(100,500.01)	4,293.38	F	(4,033.64)	U
Fund 07 - WORKING CASH	250,000.00	-	-	-	0%	250,000.00	1%	-	-	-	-	-	-
Fund 08 - AUDIT FUND	10,486.38	26,809.52	(24,120.00)	2,689.52	0%	13,175.90	0%	26,803.43	(25,787.33)	6.09	F	1,667.33	F
Fund 09 - PAVING AND LIGHTING FUND	356,981.28	99,096.89	(2,064.50)	97,032.39	1%	454,013.67	1%	95,790.67	(143,000.00)	3,306.22	F	140,935.50	F
Fund 11 - ACTIVITY AND AFFILIATES FUND	8.34	35.78	-	35.78	0%	44.12	0%	-	-	35.78	F	-	U
Fund 12 - SPECIAL DONATIONS FUND	184,000.24	23,535.07	(38,252.10)	(14,717.03)	0%	169,283.21	0%	17,410.73	(42,712.53)	6,124.34	F	4,460.43	F
Fund 14 - SOCIAL SECURITY FUND	199,671.44	396,060.84	(231,755.59)	164,305.25	2%	363,976.69	1%	396,401.34	(240,000.02)	(340.50)	U	8,244.43	F
Fund 16 - CAPITAL IMPROVEMENTS FUND	2,234,216.33	973,910.18	(467,032.85)	506,877.33	7%	2,741,093.66	7%	1,243,640.00	(1,402,892.00)	(269,729.82)	U	935,859.15	F
Fund 19 - POLICE PROTECTION	54,585.81	36,679.81	(35,697.45)	982.36	0%	55,568.17	0%	36,355.01	(35,000.00)	324.80	F	(697.45)	U
Fund 21 - BOND AMORTIZATION FUND	21,574.59	1,167,706.62	(1,189,281.21)	(21,574.59)	0%	-	0%	1,168,403.43	(1,202,716.07)	(696.81)	U	13,434.86	F
Fund 22 - BOND PROCEEDS FUND	573,330.35	1,207,372.17	(1,106,028.47)	101,343.70	1%	674,674.05	2%	1,204,957.87	(846,607.54)	2,414.30	F	(259,420.93)	U
Fund 24 - LAND ACQUISITION FUND	1,238,404.25	111,563.48	-	111,563.48	1%	1,349,967.73	4%	77,600.14	-	33,963.34	F	-	U
Fund 25 - PARK DEVELOPMENT FUND	762,109.02	107,416.65	(1,776.66)	105,639.99	1%	867,749.01	2%	101,674.41	(138,000.00)	5,742.24	F	136,223.34	F
Fund 26 - TRAILS AND PATHWAYS FUND	499,795.40	104,641.10	-	104,641.10	1%	604,436.50	2%	100,529.79	-	4,111.31	F	-	U
Fund 27 - MARTENS CTR & HK PK CAP FND	873,541.97	124,370.17	(1,518,786.17)	(1,394,416.00)	-18%	(520,874.03)	-1%	527,425.86	(1,368,744.25)	(403,055.69)	U	(150,041.92)	U
<b>FUND BALANCE - ALL FUNDS</b>	<b>30,131,891.55</b>	<b>19,379,540.86</b>	<b>(11,828,608.68)</b>	<b>7,550,932.18</b>	<b>100%</b>	<b>37,682,823.73</b>	<b>100%</b>	<b>19,867,748.55</b>	<b>(13,609,493.77)</b>	<b>(488,207.69)</b>	<b>U</b>	<b>1,780,885.09</b>	<b>F</b>
<b>Net Increase / (Decrease) in Fund Balance -- 6 Mos FYE2024</b>			<b>7,550,932.18</b>	<b>Actual Net</b>				<b>6,258,254.78</b>		<b>1,292,677.40</b>	<b>F</b>		<b>Net Fav Over Budget</b>

After six months of operation in FY2022-2023, Revenues are \$19,379,540.86. That is under budget by \$488,207.69

Most funds are at or above budgeted revenue, but overall revenue is below budget due to MC donations under budget \$225,000, and Human Kinetics state OSLAD funds not yet recognized.

After six months of operation in FY2022-2023, Expenditures are \$11,828,608.68. That is under budget \$1,780,885.09

The majority of expense under budget stems from Budget and Capital Transfers not yet done completely.

Additionally, Salaries and Wages are under budget by slightly more than \$200,000. This is due to open positions.

Also, Charge for Service Revenue are \$50,000 under-budget.

After six months of operation in FY2022-2023, the District has a FYTD surplus of \$7,550,932.18 which is due to receiving the majority of the property tax revenues for the entire fiscal year. That surplus is \$1,292,677.40 more than the budgeted surplus to-date but will decline as per budget expectations throughout the fiscal year as expenditures are recognized against the property tax revenues.

In terms of the \$37,682,823.73 overall fund balance, 39% or \$14,523,082.04 of resides in the General Fund. The other large portions of the overall fund balance reside in the Recreation, Museum and Special Rec Funds.



**Champaign Parks Foundation  
Foundation Funds as of October 31, 2022**

Central Illinois Bank Operating	\$ 2,210.59	
Central Illinois Bank Money Market Account .17%	163,698.55	
Commerce Bank Money Market, .05%	43,239.39	
Marine Bank Money Market, .10%	124,291.53	
Midland States Bank - MMA, 0.11%	152,379.73	
12 month CD with BankChampaign at 0.20% (7/10/23)	104,311.89	
12 month CD Prospect Bank 1.99% (10/2023)	241,000.00	
18 month CD with First Mid Bank & Trust at 0.25%	215,100.59	
First Financial Bank CD, 1.49%, 5 year (8/23/24)	55,820.76	
Pledge Receivable Current (Martens Center)	117,500.00	
Pledge Receivable Long-Term, net of discount of \$229.74	7,270.26	
Total Cash Balance		1,226,823.29
*Less: Accounts Payable as of End of Month		<u>(8,782.90)</u>
Total Funds Available:		<u>\$ 1,218,040.39</u>

	Audited Balance 4/30/2022	Current Month		Fiscal Year-to-Date		Unaudited Balance 10/31/2022
		Revenues	Expenses	Revenues	Expenses	
Art in the Park	371.10	-	-	-	-	371.10
Art Smart	280.00	-	-	-	-	280.00
Bach's Lunch	200.00	-	-	-	-	200.00
Champaign West Rotary Meditation Garden - Mattis Pk	10,555.77	-	-	-	-	10,555.77
Clark Park - General (Adopt-a-Park \$526.94, Fraker Memorial \$100, Everette Memorial Rock Garden \$4,440	776.94	-	-	4,440.00	-	5,216.94
Clark Park Bench	820.00	-	-	-	-	820.00
CUSR Programs	18,534.37	-	893.28	100.00	883.28	17,751.09
CUSR Scholarships	-	-	-	-	-	-
Dog Park Development	4,950.00	-	-	-	-	4,950.00
Dog Park Amenities	3,209.28	-	-	-	-	3,209.28
Donor Appreciation Lunch/Meals	924.37	-	-	-	-	924.37
Douglas Seniors	1,000.00	-	-	-	-	1,000.00
Douglass Center	1,600.00	-	-	-	-	1,600.00
Douglass Community Gardens	100.00	-	-	-	-	100.00
Environmental Ed Programs	415.00	-	-	-	-	415.00
Flower Program	705.00	-	-	500.00	-	1,205.00
Fraker Memorial	1,126.06	-	-	-	-	1,126.06
H.E. Moore Trust	68,119.00	-	-	-	-	68,119.00
Hays Seniors	2,812.68	-	-	-	-	2,812.68
Hazel Park	180.00	-	-	-	-	180.00
Helm Park - Adopt of Park	40.00	-	-	-	-	40.00
Heritage Park	-	75.00	-	175.00	-	175.00
Hessel Park	2,293.12	-	-	-	-	2,293.12
Kaufman Lake	2,299.49	-	-	-	-	2,299.49
Laborer's Memorial	3,317.90	-	-	-	-	3,317.90
Land Acquisition	1,375.00	-	-	-	-	1,375.00
Land Dedication	555.00	-	-	-	-	555.00

	Audited	Current Month		Fiscal Year-to-Date		Unaudited
	Balance	Revenues	Expenses	Revenues	Expenses	Balance
	4/30/2022					10/31/2022
Land/Natural Areas	4,887.00	200.00	-	200.00	-	5,087.00
Leonhard Rec Center - Brick Campaign	7,501.00	-	52.91	100.00	52.91	7,548.09
Lindsay Memorial Garden	3,079.55	-	-	-	-	3,079.55
Martens Center (Includes full pledge not received)	144,014.28	500.00	1,327.23	12,200.00	12,900.06	143,314.22
Mattis Park - Boots	204.00	-	-	-	-	204.00
Memorials	63,036.85	5,455.00	10,136.48	29,805.00	27,444.93	65,396.92
Memorials - Hays	1,040.00	-	-	-	-	1,040.00
Memorial-Robert Toalson	2,395.00	-	-	-	-	2,395.00
Noel Park - Shade Structure	-	-	-	9,600.00	-	9,600.00
Paths & Trails	5,155.00	-	-	-	-	5,155.00
Playgrounds	7,481.00	-	-	-	-	7,481.00
Pollinator Gardens	405.00	-	-	405.00	-	810.00
Porter Park	586.42	-	-	-	-	586.42
Powell Park	2,246.00	-	-	-	-	2,246.00
Prairie Farm	19,507.08	-	-	22.00	-	19,529.08
Recreate, Embrace and Celebrate Program	50.00	-	-	-	-	50.00
Special Events_Fundraiser Ties & Tennies (Scholarship fund)	(737.12)	-	-	-	-	(737.12)
Scholarships	1,201.50	224.00	-	8,830.00	9,807.50	224.00
Seniors-Carle Grant	131.33	-	-	-	-	131.33
Sholem Pool Capital Improvements	5,475.00	-	-	22,383.00	-	27,858.00
Sims Memorial	7,589.24	-	-	-	-	7,589.24
Skelton Park	688.91	-	-	-	-	688.91
Sports/Athletics - General Programs	150.00	-	-	-	-	150.00
Trees - General (Not Memorial) Morrissey Park	310.00	-	-	-	-	310.00
Trees - Porter Park Memorial	175.00	-	-	-	-	175.00
Trevett Finch Park (Adopt-a-Park)	1,393.00	-	-	-	-	1,393.00
Virginia Theatre Restoration	254,407.31	6,903.25	-	168,757.98	-	423,165.29
Virginia Theatre Non-Specific	31,777.88	-	-	70.00	5,245.87	26,602.01
Visual and Performing Art	65,196.31	-	-	58,051.77	(29.95)	123,278.03
Westside Park Bench	130.00	-	-	-	-	130.00
Westside Park Tootsie	15,353.00	-	-	-	-	15,353.00
Westside-Sculptures	57,266.67	-	-	-	-	57,266.67
Wheelchair Basketball	5,099.00	-	-	-	-	5,099.00
William Wagner Trust (Capital improvements-parks)	18,356.04	-	-	-	-	18,356.04
Youth Programs - restricted	500.00	-	-	-	-	500.00
Youth Theatre	14,760.81	-	-	-	-	14,760.81
Subtotal - Restricted/Endowment	867,372.14	13,357.25	12,409.90	315,639.75	56,304.60	1,126,707.29
Unrestricted	95,757.45	286.22	109.19	5,548.50	9,972.85	91,333.10
Total Funds	963,129.59	13,643.47	12,519.09	321,188.25	66,277.45	1,218,040.39