



**CHAMPAIGN
PARK DISTRICT**

AGENDA

**BRESNAN MEETING CENTER
706 Kenwood Road
Champaign, Illinois**

Citizens may livestream or listen to the committee meeting and/or Regular Board meeting by accessing the following web address or phone number:

<https://us02web.zoom.us/j/85889942842?pwd=TWdrNXUxS3NpbURPdmgrd2xpMHBVUT09>

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**REGULAR BOARD MEETING
Wednesday, February 14, 2024
5:30 p.m.**

A. CALL TO ORDER

B. PRESENTATION

1. Broken Compass – Chris Nunes [Link](#)

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

D. COMMUNICATIONS

E. TREASURER’S REPORT

1. Acceptance of the Treasurer’s Report for the Month of January 2024

F. EXECUTIVE DIRECTOR’S REPORT

1. General Announcements

G. COMMITTEE REPORT

1. Champaign Parks Foundation

G. REPORT OF OFFICERS

1. Attorney’s Report
2. President’s Report

H. CONSENT AGENDA

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

1. Approval of Minutes of the Regular Board Meeting, January 10, 2024 [Link](#)
2. Approval of the Minutes of the Executive Session, January 10, 2024
3. Approval of the Minutes of the Study Session, January 29, 2024 [Link](#)
4. Approval of Adoption of Ordinance No. 676: Surplus Property [Link](#)

I. NEW BUSINESS

1. Approval of Disbursements
Staff recommends approval of disbursements for the period beginning January 11, 2024, and ending February 14, 2024. **(Roll Call Vote)**
2. Approval of Updates to Full-Time Wages and Classifications.
Staff recommends the Board approve the updated full-time pay rates for FY25. [Link](#)
3. Approval of Updates to Part-Time and Seasonal Wages and Classifications.
Staff recommends the Board approve the updated part-time and seasonal pay rates for FY24 and FY25. [Link](#)
4. Approval of a Resolution and Authorization to file the Abatement Certificate for Series 2013A Bond
Staff recommends that the Board approve a resolution and authorize staff to file the Abatement Certificate for Series 2013A Bond. [Link](#)
5. Approval of Bids for Mowing Services
Staff recommends the Park Board authorize the Executive Director to enter into contracts with the lowest, responsible bidders [Bill's Lawn Care in the amount of \$1,500 per month for group 1 (low bidder withdrew its bid) and CP Lawn Services and Landscaping, LLC in the amount of \$850 per month) for mowing services for a period beginning April 4, 2024 through November 2025. It is also requested that in the event of a contractor forfeiting their contract prior to its completion, the Park Board authorize the Executive Director to proceed to the next, lowest responsive bidder and enter into a contractual arrangement for the remainder of the original contract. [Link](#)
6. Approval of Professional Services Agreement with Clark Dietz for CUSR Center Bus Pull-In
Staff recommends the Board authorize the Executive Director to enter into the Professional Services Agreement with Clark Dietz for the CUSR pull-in for a total amount of \$34,475.00. [Link](#)
7. Approval of Tuition Assistance Agreement
Staff recommends approval of the tuition assistance agreement. [Link](#)
8. Approval of Easements for Ameren at Kaufman Park
Staff recommends approval of temporary and permanent easements for Ameren at Kaufman Park, to be executed pursuant to the Park District attorney's final approval of easement terms, and Illinois Department of Natural Resources approval per Land, Water, and Conservation Fund encumbrance. [Link](#)

9. Approval of Ordinance No. 677: An Ordinance Regulating Trees on Property Owned or Controlled by the Champaign Park District
Staff recommends the adoption of Ordinance No. 677 to establish a tree ordinance governing the planting, maintenance, and protection of trees owned or controlled by the Champaign Park District. [Link](#)
10. Approval of Agreement with Clifton, Larsen, Allen for Interim Finance Director
Staff recommends the Board authorize the Executive Director to enter into an agreement with Clifton, Larson, Allen for Interim Finance Director pending review by the Park District's legal counsel. [Link](#)
11. Approval of a Resolution in Honor of a Staff Member
12. Approval of Amendments to the FY23-24 and FY24-25 Fee Schedule
Staff recommends approval of amendments to the FY23-24 Fee Schedule, effective on the SmartRec launch date, March 6, 2024, as well as amendments to the FY24-25 Fee Schedule effective May 1, 2024. [Link](#)
13. Approval of Updates to the Scholarship Policy
Staff recommends approval of updates to the Scholarship Policy. [Link](#)

J. COMMENTS FROM COMMISSIONERS

K. EXECUTIVE SESSION

The Board will convene into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2(5) The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. (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.

L. RETURN TO REGULAR MEETING

M. ADJOURN



CHAMPAIGN
PARK DISTRICT

Short and Mid-Term Goal Planning

Champaign Park District

February 14, 2024

Presented by:



Project Goals

Work with the Board and Staff to identify common issues, which include but are not limited to:

- Discuss changes in the community.
- Identify strengths/weaknesses of processes and operational elements.
- Consider new ideas about operations, long-term planning and financial resource allocation.

Visit Timeline

- Visit 1- December 11, 2023
 - Communicaiton, Mission/Vision, Resource Planning
- Visit 2- January 28, 2024
 - Short/Mid Term goals and strategies
 - Key performance indicators
- Board and Staff Involvement

Changes in the District

- ***New recreation (Pickleball/Lacrosse/Soccer/Esports)***
- Generation differences
- ***Changing demographics (Spanish, French, Asian)***
- Post Covid impacts
- ***Not only provider of recreation***
- ***services***
- Passive vs active recreation
- District leadership
- ***ADA/Inclusion***
- Staff Turnover/retirements
- Organization restructure
- ***Homelessness***
- Identify due to new leadership.
- New staff
- Financial and political climate
- ***Safety in Parks***

Communication/Mission, Vision, Values

Communication

- Who- Customers/Residents, staff, partners, elected officials, nonusers
- Need- Truthfulness/facts, honesty, transparency, support, consistency

Mission, Vision, Values

- Review its mission, vision, and value statements as part of the 2025- 2027 Strategic Planning process
- Ensure daily use/discussion of the Mission, Vision and Values, i.e. website, social media, public events, and Board Actions.

Capital Planning

Review/revise capital expenditure decisions based on

- Repair or replace basic infrastructure, inclusive of deferred maintenance.
- Upgrade existing systems to enhance the park experience, reduce operational costs, or respond to resident requests.
- Identify new projects that accommodate new trends and resident enhancements.

Capital Planning

If revenue exceeds annual expenditures, enhance the current reserve system to include the following:

- Ensure all operational reserve requirements are met per statutory responsibility.
- If operational reserves are met and additional dollars remain, allocate 50% of the remaining dollars to a capital asset replacement reserve fund.
- If the capital asset replacement reserve fund requirement has been met, allocate the remaining available dollars to a capital improvement reserve fund for new facilities.

Develop a capital asset plan to understand the remaining lifespan of assets and the cost to replace

Staff Planning

Always more staff needs than the budget will permit, however

- Benchmark other sized Park Districts to the size and scope of the Human Resource Department and other critical functions in the District.
- Consensus regarding the need for outreach staff

Key Agency Wide Short/Mid Term Goals

Six Months

- Customer Service- Create a Customer Service Task Force to review current customer service standards to ensure consistency
- Programming- Implement cross-district program planning meetings monthly to discuss programs, program ideas, program use, and evaluation data

12 months

- Service Delivery/Staff- Obtain input/update policies and procedures to reflect the overall vision of the District.
- Partnership Maintenance and Development- Re-engage with current partners and reach out to other key community

18 Months

- Planning- Conduct a capital asset study (identification, replacement year, replacement cost, recommendations), capital improvement plan (replacement, new district-wide re-branding study)

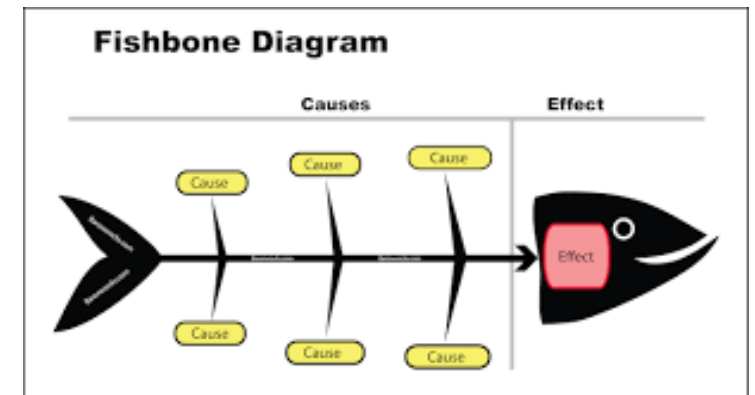
Key Areas Short/Mid Term Goals

Key Areas (Administration, Facilities, Operations, Programs, Marketing)

Key Area	Timeline	Known For	Resources Needed	Goal Statement	KPI
Programs/ Operations/ Facilities	6 months	Customer Service	Identification of deficiencies, creation of a training program	Enhance current staff (PT/FT, seasonal) training plan to address identified deficiencies	Through a "secret shopper" program, 80% of questions asked will be responded to correctly.
Programs	12 months	Enhanced/expanded programs	Research community: program needs assessment, outreach	Create new and innovative programs to meet the community's needs. Enhance existing programs and services to ensure user relevance	<ul style="list-style-type: none"> • Increase program attendance at 10% per year. • Increase program offering 5% per year. • Attend 6 non-district events to facilitate outreach per year
Programs	18 months	Cooperative Programs	Time/effort for staff to engage with community partners	Maintain effective working relationships with current partners and identify new partners to meet resident needs	<ul style="list-style-type: none"> • Meet with current partners at least two times per year. • Meet with four potential partners each year
Operations/ Planning	6 months	Effective contractors	Discussions with contractors on the status of contracts, needs, issues, <u>etc</u>	Maintain effective relationships with contractors to reduce termination of contracts or contractor walking from contract	<ul style="list-style-type: none"> • Meet with each maintenance contractor, outside of weekly status meetings, two times per year

Problem Solving

- Diagram relationships between potential causes and the identified problem
- Assists in drilling down to primary causes rather than discussing symptoms
- Board used technique to discuss facility renovation prioritization
- Key takeaway- “root cause” - need for agreement on the role and purpose of the District (vision), i.e. Do we only provide parks, Do we also provide facilities? Who is are we servicing?
- Further deliberation on these points will provide the Board with enhanced decision-making capabilities on the challenge of replacing/renovating obsolete facilities





Questions



**CHAMPAIGN
PARK DISTRICT**





CHAMPAIGN --- PARK DISTRICT

Short and Mid Term Goal Development February 14, 2024

Prepared by:



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Executive Summary

Broken Compass was retained to facilitate discussions with staff and the Board of Directors on a number of topics, including but not limited to communication, changes to the community, capital and staffing needs. The Board and staff members were very positive about the discussion and provided a number of key insights and perspectives about the current operation of the District. Using this information, several techniques were used to funnel ideas into goal statements with key performance indicators. Key recommendations from the facilitation process include but are not limited to:

- **Communication**
 - Continually monitor and evaluate communication with key stakeholders (residents, users, partners, governmental entities)
- **Mission, Vision, Values**
 - Review mission, vision, and value statements as part of the 2025-2027 Strategic Planning process. Time should be spent reviewing the critical questions of who does the District service, how, and why. By developing consensus on these questions, it will allow the District to enhance its long-term planning process.
- **Capital Planning**
 - Review/revise capital expenditure decisions based on
 - Repair or replace basic infrastructure, inclusive of deferred maintenance.
 - Upgrade existing systems to enhance the park experience, reduce operational costs, or respond to resident requests.
 - Identify new projects that accommodate new trends and resident enhancements.
 - If revenue exceeds annual expenditures, enhance the current reserve system to include the following:
 - Ensure all operational reserve requirements are met per statutory responsibility.
 - If operational reserves are met and additional dollars remain, allocate 50% of the remaining dollars to the capital asset replacement reserve fund, for repairs/renovations of existing facilities.
 - If the capital asset replacement reserve fund requirement has been met, allocate the remaining available dollars to a capital improvement reserve fund for new facilities that meet the ever-changing park and recreation needs of the community.
 - Develop a capital asset plan to understand the remaining lifespan of assets and cost to replace.
- **Staff Planning**
 - Benchmark other sized Park Districts to the size and scope of the Human Resource Department and other critical functions in the District.
 - While many new positions were discussed by both the Board and staff there was a clear consensus, that additional outreach/staff was needed.
- **Agency Wide- Short-Term and Mid-Term Goals**
 - **6- Months**
 - Customer Service- Create a Customer Service Task Force made up of members from across the District to review current customer service standards

- Programming- Implement cross-district program planning meetings monthly to discuss programs, program ideas, program use, and evaluation data.
 - **12- Months**
 - Service Delivery/Staff- Obtain input on needed staff policies and procedures, revise policies and procedures to reflect the overall vision of the District.
 - Staff Training and Development: Conduct training and development needs analysis to determine skill sets that currently exist and areas where training needs to be enhanced.
 - Partnership Maintenance and Development- As outreach was identified many times during the various discussions, identify key District leadership to re-engage with current partners and reach out to other key community stakeholders.
 - **18 Months**
 - Staff Training and Development: Internally develop a training manual for all levels of supervisors (front line, managers, seasonal); develop recruitment and retention plan PI.
 - Planning: conduct a capital asset study (identification, replacement year, replacement cost, recommendations), capital improvement plan (replacement, new amenities) and district-wide re-branding study.
- **Specific Area- Short Term and Mid Term Goals**
 - The section in the report outlines specific goals for each area (Administration, Marketing, Programs, Operations, and Facilities) at the 6, 12, and 18-month timeline, each with a goal statement and a Key Performance Indicator. For example, Customer Service was cited by several groups as a central concern. From this discussion, resources were identified as needed (Identification of deficiencies, creation of a training program), a goal statement was developed (Enhance current staff (PT/FT, seasonal) training plan to address identified deficiencies) and a KPI was created (Through a “secret shopper” program, 80% of questions asked will be responded to correctly.) In total, 13 issues were identified which ranged from streamlining the marketing process, and having effective contractors to having a paperless work environment.
- **Board Problem Solving Decisions**
 - The Board went through a facilitated discussion of the fishbone diagram to identify systematic issues related to various challenges the District is facing. The key take away from this analysis was that the Board needs to discuss and come to an agreement on the role and purpose of the district (vision), i.e. Do we only provide parks, Do we also provide facilities? Who is are we servicing? Further deliberation on these points will provide the Board with enhanced decision-making capabilities on the challenge of replacing/renovating obsolete facilities.

About Champaign Parks District

The Champaign Park District is a National Recreation and Parks Gold Medal Grand Plaque Winner (2023) and an Illinois Parks and Recreation Association Distinguished Agency which maintains and operates a wide variety of park and natural areas, trails, athletic complexes, and other facilities for the benefits of its residents and visitors.



Parks, recreation, and cultural arts have always been a top priority of the residents of Champaign. Public open space even preceded the City's official founding in 1855 when land for the community's first park was identified in 1854. This 12.7-acre parcel was officially dedicated in 1859 as "White Park" in honor of the property owner's name (now called West Side Park) and predated the renaming of the City to "Champaign" when it acquired a city charter in 1860.

Resident support for public parks and recreation established dedicated taxpayer funding to enhance the quality of life for all citizens through positive experiences in parks, recreation, and cultural arts through the organization of a Township Park District in 1911 and its reorganization to a General Park District in 1955. The Champaign Park District is led by a Board of Commissioners (Board) composed of five elected officials who serve staggered six-year terms. The daily administrative functions of the Park District fall under the responsibility of the Executive Director who is hired by the Board.

In its 100+ years of existence, the CPD has grown to better serve the needs of its more than 88,000 residents. The Park District maintains 64 park sites, totaling over 700 acres. Its staff manages fourteen unique recreation facilities, including several historic properties (the Virginia Theatre and Springer Cultural Center), an administrative center, the Sholem Aquatic Center, a seasonal, replica, turn-of-the-century farm with animals, a tennis center, a boat house, the Douglass Annex, Douglass Branch Library, Douglass Community Center, Hays Recreation Center, Leonhard Recreation Center, CUSR Center, and Martens Center, opened in 2022. These facilities and parks provide space for the Park District to offer approximately 1,500 programs each year; such as youth theatre, swim team/swim lessons, dance, fitness, visual arts, and a wide variety of sports.

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

Vision Statement: The Vision of the Champaign Park District is to provide the community with parks, trails, facilities, and programs to promote their pursuit of wellness and healthy living.

Values

Champaign Park District Values

- Staff Excellence
- Stewardship
- Organizational Excellence
- Innovation
- Customer Service
- Diversity, Opportunity and Inclusion
- Collaboration

Facilitation Goals

Prior to each visit the Broken Compass' facilitator discussed with District leadership changes or if needs change since the execution of the agreement and between visits. Setting goals for a training session is crucial for the participants' success and overall development. Goals provide a clear direction and purpose, ensuring that the training session is focused and effective.

Setting goals helps participants to identify what they want to achieve from the training session. By defining their objectives, participants can prioritize their learning and focus on areas that are most relevant to their needs. This ensures that their time and effort are utilized efficiently, leading to a more productive and satisfying training experience.

Goals also provide motivation and a sense of purpose for participants. When individuals have a clear target to work towards, for which they were involved in setting, they are more likely to be engaged and committed to the training session. Goals create a sense of challenge and excitement, pushing participants to push their boundaries and strive for excellence. This motivation drives participants to actively participate, ask questions, and seek feedback, enhancing their learning experience.

Developed goals for the day developed by the staff included but were not limited to.

- Identify strengths/weaknesses of processes and operational elements.
- Understand and discuss changes in the community since the last planning event.
- Consider new ideas about operations, long-term planning and financial resource allocation.
- Identify the relevance of mission, vision, and values.

Visit Timeline

Broken Compass was contacted by the Champaign Park District to facilitate staff and Board discussion on several topics ranging from Communication, Resource Planning (Capital and Staff) and Long-Range Vision and Planning,

- Visit 1- December 11, 2023
 - Task I- Communication Staff-8:30-9:15 am/Board- 5:30-6:15 pm
 - Task II- Mission, Vision and Values Staff-9:15-10:00 am/Board- 6:15-7:00 pm
 - Task III- Resource Planning (Capital/Human) Staff-10:00-11:30/Board- 7:00-8:30 pm
- Visit 2- January 28, 2023
 - Task IV- Short and Mid-Term Planning Strategies
 - Review December's Visit- 2:00-2:15 pm
 - Action Plan (Plan, Goals and KPI)
 - Agency-6, 12, 18 months- 2:15-3:30 pm
 - Specific Area- 6, 12, 18 months- 3:45-5:00 pm
 - Problem Solving and Opportunities
 - Board of Directors- 5:30- 7:00 pm
- Visit 3- February 14, 2024
 - Staff Training
 - Board of Directors Presentation

Communication



Effective communication is the lifeblood of any successful Parks and Recreation District. In the realm of community engagement and customer service, clear and open communication serves as the foundation for fostering positive relationships between the district and its residents.

Transparent communication ensures that residents and customers are well-informed about the various programs, events, and initiatives offered by the Parks and Recreation District. This not only enhances community participation but also creates a sense of inclusivity, making residents

feel connected and engaged. Whether it's upcoming recreational activities, park maintenance schedules, or policy changes, disseminating information in a timely and comprehensible manner is key.

Furthermore, effective communication plays a pivotal role in addressing concerns and feedback from the community. Creating accessible channels, including virtual models, through which residents can express their opinions, ideas, and grievances is the gold standard. This two-way dialogue not only strengthens the relationship between the district and its constituents but also provides valuable insights that can shape future decisions and initiatives.

In addition, clear communication is essential for building partnerships with local organizations, businesses, and government entities. Collaboration is often the catalyst for innovative projects and improved facilities within the district. By maintaining transparent lines of communication, the Parks and Recreation District can leverage external support and resources for the benefit of the entire community.

Finally, communication is the linchpin that binds a Parks and Recreation District with its residents, fostering a sense of community, engagement, and collaboration. The District, staff, and overall community should review their communication practices and standards to ensure communication strategies empower residents, address concerns, and pave the way for collaborative efforts that enhance the overall well-being of the community.

Goal:

- The success of the District (goals, objectives, mission/vision) is founded on positive, respectful, and effective communication.

Task:

- Review and enhance communication among the Board, staff, and community.

Exercise-

- Who do we communicate with?
- What is needed for effective communication?
- *Identify and reach a consensus on five needed components of respectful and effective communication.*

Who do we communicate with?

Identifying key stakeholders is a critical initial step in guiding a Parks and Recreation District through effective communication strategies. The process involves a thorough assessment of the community, pinpointing residents, local businesses, government entities, and community organizations. By understanding the diverse needs and interests of these stakeholders, the agency can tailor its communication approach to be relevant and impactful. This inclusive identification process ensures that communication efforts are targeted, fostering stronger connections with the community and optimizing engagement for a more vibrant and responsive Parks and Recreation environment. To start the exercise staff in attendance identified a number of groups from how communication with and to is important including:

- Customers
- Staff to staff
- Partners
- Elected Officials (CPD Board and other)
- Non-Users

Communication Discission

From this point, discussion was undertaken to better understand the issues—challenges and opportunities related to each group. Recognizing the communication needs of diverse stakeholder groups is pivotal to the District’s success. In the context of the District, this understanding fosters more effective engagement and collaboration. Different stakeholders, such as residents, businesses, and community organizations, have varied preferences and expectations. Tailoring communication strategies to these nuances ensures that messages are received, comprehended, and resonate positively. This approach not only strengthens relationships but also promotes inclusivity and responsiveness. By acknowledging and accommodating diverse communication needs, the agency can establish meaningful connections, cultivate support, and enhance overall community satisfaction and participation.

Constituents	Communication Needs
Customers	<ul style="list-style-type: none"> - Accessibility: all information to everyone - What is our Why? - Needs to be welcoming of cultures & demographics. - Listen (ear to ground) - Customers are happy to be there. - Need communication standards between programs
Staff	<ul style="list-style-type: none"> - Consistency - Adhere to standard response time (24-48 hours) - Respectful in all communication - Understand the chain of command. - Be aware of what the CPD does
Elected Officials	<ul style="list-style-type: none"> - Be prepared. - Information: Accurate/Full pictures - Stay ahead of issues. - Anticipate Issues
Partners	<ul style="list-style-type: none"> - Consistent communication - Need for transparency: say what you need/ manage power. - Participation - Need to be nurtured. - Set clear expectations. - Need accountability (contracts)
Non-Users	<ul style="list-style-type: none"> - Manage negativity/ be positive. - Identify why they are not using programs. - Barriers (Spanish & French Speaking)
Code	<p>One vote, two votes, three votes, four votes, five votes, six votes, seven votes, eight votes</p>

Board Input- Communication Discussion

The Board of Directors recognized that communication with residents (inclusive of renters), business owners, and participants is imperative to the success of the District. Furthermore, they need to continually communicate with various political entities (city, state, special purpose districts- school, special recreation, other park districts) for several reasons including streamlining of service approaches, funding opportunities, and leveraging assets. As the District has a number of partnerships, the Board recognized the need for positive relations with these entities and funding partners (donors).

Key takeaways from the discussion of whom the Board communicates with included the discussion on what each entity whom they communicate with needs. The positive attributes of communication, which the Board indicated will allow positive continued relationships include:

- Truthfulness/Facts
- Honesty
- Transparency
- Support
- Consistency

Communication- Recommendations

After the general discussion about each group, staff attendees were asked to identify the most important or critical through a voting process. Each staff member was provided one vote and the table above identifies items with multiple votes in various colors. As this was a staff-driven exercise many of the key takeaways are focused on internal operations.



- Staff
 - Consistency- There is a need to review how to ensure routine and regular communication with and between the staff on a variety of issues such as: vision, goals, successes, and critical projects.
 - Responsiveness- Review how to establish, revise and adhere to common response time for staff at all levels for communication such as emails, phone calls, and text messages,
 - Respectful- Review methods and procedures how to ensure respectful communication between and amongst staff. Respectful communication involves active listening and empathy which fosters and enhances understanding and cultivates positive relationships, which further allows for goal obtainment for the District.
- Board
 - Reflect, as needed, on the information provided to various stakeholder groups which should be timely, inclusive of relevant data, and open/transparent. This effort will lead the District to have and receive trust between the stakeholder groups.
- Overall

- Communication within and between all stakeholders is key to the success of the District. Time needs to be spent on this task, including self-reflection as individual employees, work teams, divisions, and the District as a whole. Frequent reflection and discussion need to be undertaken which permits positive dialogue and understanding. Options to facilitate enhanced communication include:
 - Regular Meetings and Updates: Schedule regular team meetings to facilitate open communication, share updates, and discuss ongoing projects, fostering a collaborative atmosphere.
 - Utilize Technology: Implement communication tools and platforms, such as messaging apps and project management software, to streamline information sharing and enhance real-time collaboration.
 - Training Programs: Provide communication training to staff, emphasizing active listening, effective feedback, and conflict resolution skills to improve interpersonal interactions.
 - Feedback Mechanisms: Establish formal channels for feedback, allowing employees to share their thoughts and concerns. This creates a culture of openness and continuous improvement.
 - Clear Communication Policies: Develop and communicate clear guidelines for internal communication, including expectations for response times, preferred channels, and the importance of clarity in messages. This helps reduce misunderstandings and promotes consistency.

Mission, Vision, and Values

Establishing a clear mission, vision, and value statement is indispensable for a Parks and Recreation District, serving as the compass that guides its actions, decisions, and overall trajectory. The mission statement articulates the district's purpose, outlining its fundamental goals and who it aims to serve. This clarity ensures alignment of efforts towards a common objective, be it promoting community well-being, environmental conservation, or recreational opportunities.



A compelling vision statement paints a vivid picture of the district's future aspirations. It acts as a motivational force, inspiring stakeholders, including residents and staff, to work collectively towards a shared vision of an enriched and vibrant community. This forward-looking perspective fuels innovation and strategic planning, positioning the district for sustained growth and relevance.

Value statements are the ethical foundation that defines the principles and priorities of the Parks and Recreation District. They establish a moral compass, guiding decision-making and behavior. Whether emphasizing inclusivity, sustainability, or community engagement, these values shape the district's identity and build trust among stakeholders.

Collectively, these statements provide a framework for consistent communication both internally and externally. These statements serve as benchmarks for evaluating success, ensuring that the District remains accountable to its mission, embodies its vision, and upholds its core values.

Changes to Champaign Park District and the community

Prior to the discussion about the District’s vision, mission and value statements, the facilitator tasked the staff to discuss if changes had occurred in the District since the last review of these statements. Regularly reviewing changes in the community is crucial when evaluating mission, vision, and values statements. This ensures alignment with evolving community needs, fostering relevance, and maintaining the agency’s commitment to serving and enhancing the well-being of its constituents. Items identified during this discussion (Board-bold, non-bold-staff) include:

- **New recreation (Pickleball/Lacrosse/Soccer/E-sports)**
- Generation differences
- **Changing demographics (Spanish, French, Asian)**
- Post Covid impacts
- **Not only provider of recreation services**
- Passive vs active recreation
- District leadership
- **ADA/Inclusion**
- Staff Turnover/retirements
- Organization restructure
- **Homelessness**
- Identify due to new leadership.
- New staff
- Financial and political climate
- **Safety in Parks**



Vision Statement Review

Staff were presented the Champaign Park District Vision Statement which is “to provide the community with parks, trails, facilities, and programs to promote their pursuit of wellness and healthy living”. The purpose of a vision statement is to outline long-term goals and aspirations for the future in terms of its long-term growth and impact on the world. Various questions were posed to engage staff to start the discussion process such as:

- Do you agree with this statement?
- What comes to your mind (not the resident’s mind)
- What is the desired/ideal state of the District in 20 years?

Key discussion points about the vision include but are not limited to:

- The current statement does not tell where we are going or have a “true” aspirational direction
- Keywords that could be developed to provide a more encompassing aspirational vision statement include: grow, engage, continuous improvement, inclusive, sustainable/resilient, and holistic.

Mission Statement Review

The Champaign Park District's Mission Statement is "The mission of the Champaign Park District is to enhance our community's quality of life through positive experiences in parks, recreation, and cultural arts." The purpose of a mission statement is to succinctly articulate an organization's core purpose, defining its fundamental reason for existence. It serves as a guiding beacon, aligning efforts and providing a clear direction for actions, goals, and decisions. Various questions were posed to engage staff to start the discussion process such as:



- Are there elements of the mission statement that need to be updated?
- Does this mission statement represent the District- "who it serves, what it does, its objectives"?

Key discussion points about the mission include but are not limited to:

- Much of the discussion centered on the word "enhance" in the mission statement. The thought was the word enhance is a "weak" word and something could be used that is stronger which would provide more direction to staff, the Board, and the community. Suggestions include: "is dedicated", "strives to enhance", or "committed to improving."

Value Statement Review

An agency's value statement articulates its fundamental principles, guiding behaviors and decision-making. It serves as a moral compass, defining the organization's core beliefs and fostering a consistent and ethical organizational culture. Regularly reviewing an agency's value statement is crucial for ensuring its continued relevance and alignment with organizational goals. This ongoing evaluation ensures that the values guide decision-making, foster a positive organizational culture, and maintain trust among stakeholders. Various questions were posed to engage staff to start the discussion process such as:

- How does the Board/Staff define each?
- Are there other values that are "more important" than these?
- Are there other values that should be examined?
- Prioritize current values vs new values identified if there are any.
- How do we use these values daily (budget, policies, procedures)?

Key discussion points about the value statement include but are not limited to:

- Wordy as each value statement has multiple bullet points trying to describe the value.
- The multiple bullet points do not provide direction on which statement should be addressed, i.e. priority.
- The value statements try to be all-encompassing but the value itself is evident.
- Organizational excellence is inclusive of staff excellence.
- There are instances where terms are repeated several times i.e. engage with community.
- If supporting statements are desired there is the benefit to synthesizing the bullet statements. For example, for the value statement "Stewardship" several statements could be combined to enhance direction and usability in decision-making.

- We conduct our business fairly, transparently, and with integrity; and We are fiscally responsible to our residents.
- We enhance natural resources and promote conservation and stewardship practices; and we care for the valuable resources we have in our people and places.
- We strive to offer affordable programs, services and facilities for all residents; and We strive to provide equal access for all users to all of our parks, facilities, and programs.

Board Input- Mission, Vision and Values

The Board of Directors recently reviewed, within the last year, the District's Mission, Vision and Value Statements. While there was a recent discussion on these foundational aspects of the District, the Board provided a number of comments about these statements which included that the Vision needs to be broad, and the various statements need to encompass healthy living. Healthy living was defined by the Board as mental health, physical health, and an overall healthy community (societal health).

Mission, Vision and Value- Conclusions/Recommendations

Enhancing the use of the District's mission, vision, and values in daily and long-term decision-making is warranted and will provide enhanced focus and direction for the public, staff and the Board of Directors. A key takeaway from this process is for the District to review its mission, vision, and value statements as part of the 2025-2027 Strategic Planning process. Time should be spent reviewing the critical questions of who does the District service, how, and why. By developing consensus on these questions, it will allow the District to enhance its long-term planning process.



Furthermore, when the District revises/updates its mission, vision and values, these statements can be used in the following methods:

- **Website Presence:** Ensure that the mission, vision and value statements are prominently featured on the agency's website. Create a dedicated page or prominently display them on the homepage.
- **Social Media Engagement:** Share the mission, vision and value statements on social media platforms. Craft engaging posts that highlight the agency's goals, values, and impact on the community.
- **Public Events:** Integrate these statements into public events, workshops, or community gatherings. Use these opportunities to communicate the agency's purpose and vision directly to the community.
- **Board Actions:** Identify Board actions and how they adhere to the mission, vision and value statements. This is paramount with regards to budget actions, long term and strategic planning initiatives

By employing a multifaceted approach that combines online and offline strategies, an agency can effectively communicate its mission and vision to the public, fostering a deeper understanding and connection with the community.

Resource Planning (Capital and Human)

Capital and human resource planning are integral components for the sustainable success and growth of the Champaign District. These planning processes not only ensure efficient operations but also contribute to the overall well-being and satisfaction of the community.



Effective capital planning is crucial for developing and maintaining quality recreational facilities, parks, and infrastructure within the District. It involves the strategic allocation of financial resources for projects such as park renovations, new facilities, and environmental conservation initiatives. Through meticulous capital planning, the District can enhance the community's recreational experiences, ensuring that facilities meet evolving needs and adhere to safety standards, but are also not a drain on the resources of the District.

Human resource planning goes beyond recruitment; it involves continuous training and professional development to empower employees and enhance their capabilities. A well-trained and motivated workforce contributes to the efficient and effective delivery of recreational services, fosters positive community relations, and supports the district's goals of community enrichment.

Capital Planning/Challenges



New Forms of Recreation- In the planning process for a Parks and Recreation District, understanding new forms of recreation is paramount. Rapid societal changes introduce emerging recreational trends, and staying attuned to these shifts is vital for remaining relevant and meeting community preferences. Embracing new forms of recreation ensures that the District offers diverse and appealing activities, attracting a broader demographic. This proactive approach not only enhances community engagement but also aligns the district with evolving lifestyles, fostering a dynamic and inclusive recreational environment that meets the changing needs and interests

of the community. New form of recreation identified by staff Items include:

- E-game, virtual reality,
- Personal training on apps
- **Accessible services (community garden, unified sports)**
- Outdoor workouts
- **Pump track**
- **Artificial turf**
- **Tech stations (charge phone, car)**
- E-infrastructure for users (Wi-fi in the parks)
- Rollerblading

- E-scooters/e-bikes
- Basis life skills (farming/gardening, crochet, canning)
- Interactive arts
- Integration of parks with businesses (Farmers Markets, Food Trucks)
- **Indoor fields/Field House**
- Playgrounds (universal, **fitness**, nature)
- Powerlifting
- Bike paths
- Leisure activities (washer, cornhole, ladder ball, hammocks)
- Dark sky initiatives
- Pickleball
- Disc Golf
- **Smaller dog parks**
- Enhance the park experience (new, unique, exciting)

During a prioritization exercise, those items identified in bold received multiple votes, and those items that are in bold, italicized, and underlined received the most votes.

Capital Planning Discussion- To facilitate the discussion on specific issues related to capital planning (deferred, new, long term) several questions were posed to staff. From this discussion, a prioritization exercise was conducted to identify consensus on the “most needed” projects. Please note that the discussion also encompassed a global discussion on what was needed versus a specific capital need.

- What are the current and future needs in the community?
- Are there facilities that need to be updated to ensure relevancy?
- Are there improvements to the facilities that are needed to keep up with the times (vehicle charging stations, glow-in-the-dark playgrounds, sensory gardens, etc.)
- Have there been deferred projects- What are these and are they still needed?
- Are there certain projects that are wanted, needed, or desired to meet the Mission, Vision, and Values?

The table provides a high-level discussion on the overall needs in the community as they relate to parks and recreation services. This discussion was not meant to be a micro-level discussion (facility by facility, park by park), but a starting point for a thorough capital assessment (deferred, updating and new) for the District. To assist decision-making on the allocation of funding for these improvements, the following guide might be used

Facility	Uses & Concerns
Aquatics	<ul style="list-style-type: none"> - Water Polo - Climbing Wall - Adventure Course - Splash Pads
Douglass Community Center	<ul style="list-style-type: none"> - ADA Review/ Plans - Outdated Building/ Relevancy - Deferred Maintenance
Preston	<ul style="list-style-type: none"> - ADA review/ Plans
Prairie Farms	<ul style="list-style-type: none"> - Identify need. - Does a better location exist

Parks	<ul style="list-style-type: none"> - Centennial Park Master Plan - Trail Master Plan/ Interconnecting - All Weather Turf - Drainage- Dood Park
Boat House	<ul style="list-style-type: none"> - Limited use - Kayak rentals
Hays Recreation Center	<ul style="list-style-type: none"> - Old/Relevancy
Code	<p>One vote, two votes, three votes, four votes, five votes, six votes, seven votes, eight votes</p>

Capital Planning- Conclusions/Recommendations

The District is in a challenging period where it has a number of needs caused by new forms of recreation and demands due growth of the area. Achieving a delicate equilibrium between spending on repairing existing facilities and investing in new ones is a strategic imperative for the District. Prioritizing maintenance preserves the longevity and functionality of current assets, preventing deterioration and ensuring a safe environment for the community. Simultaneously, judicious allocation of funds for new facilities is essential to accommodate evolving recreational needs and changing demographics. Striking this balance requires a comprehensive assessment of existing infrastructure and a forward-looking approach to address emerging community demands. Effective planning and cost-benefit analysis (repair versus new) entails understanding the lifespan and usage patterns of current facilities while embracing innovation to enhance the overall recreational experience. This nuanced financial strategy ensures a sustainable and resilient Parks and Recreation environment, meeting both current and future needs for the benefit of the community.



To facilitate these concerns and issues following is recommended:

- For all capital improvements under consideration use the following prioritization plan to assist decision making:
 - Priority 1: Repair or replace basic infrastructure, inclusive of deferred maintenance.
 - Priority 2: Upgrade existing systems to enhance the park experience, reduce operational costs or respond to resident requests.
 - Priority 3: Identify new projects that accommodate new trends and resident enhancements.
 - If revenue exceeds annual expenditures, enhance the current reserve system to include the following:

- Ensure all operational reserve requirements are met per statutory responsibility.
 - If operational reserves are met and additional dollars remain, allocate 50% of the remaining dollars to the capital replacement reserve fund, for repairs/renovations of existing facilities.
 - If the capital reserve fund requirement has been met, allocate the remaining available dollars to a capital improvement fund for new facilities that meet the ever-changing park and recreation needs of the community.
- Develop a capital asset replacement plan to understand the remaining lifespan of assets and cost to replace
 - Prioritize projects based on impact to the community. A simple equation of impact can be operationalized as: the number of potential users/cost (net operational expenses/revenue). The Board will need to determine how/if debt service is included in this equation.
- Develop a long term capital improvement plan which is a high-level review of potential new facilities (Ice Rink, 50 Meter Pool, Field House, etc.) which would include is not limited to: capital cost, land acquisition cost, life span cost, and operational cost (staff)
 - While the Park District has a social covenant with the community, i.e. serving people who need parks and recreation services, developing facilities that have positive net revenue (i.e commercial operations- ice rink, water park, sports fields) may not have the highest social benefit, however, they may have the greatest net economic impact. The proceeds from the net economic impact can be used for programs that further the social covenant while ensuring the economic revenue generation, debt service, “net” financial impact).
- To support renovation of current facilities and new facilities, for which reserve funding cannot support, review funding mechanisms such as:
 - Grants (Public/Private)
 - Positive: Reduce the burden of capital funding on the taxpayer;
 - Negatives- Competitive process, and timeline of grant programs may not coincide with the District’s need; loss of control (program, facility)
 - Public- Private Partnerships
 - Positives: Access to capital and operational expertise for certain types of facilities, managing overall risk (capital and operational)
 - Negative: profit motive of a private entity, complexity of the agreements (who operates what/when/how and for what purposes)
 - Bond Funding/Debt Service
 - Positives- Access to capital, spread payments over time and provides the ability for the governmental entity to build credit, if needed.
 - Negatives-Potential need for voter approval, Interest cost/cost of the funding, inflation, and various obligations of the debt service.
 - Tax Increment Financing-
 - Positives- creates a new revenue stream based on new sales tax and job create which limits the tax burden on current residents
 - Negatives- Mechanism needs to be led by the City as the District does not collect sales tax, it could be used for various improvements

Staff Planning/Challenges



Planning for staff within a Parks and Recreation District is paramount for optimal functionality and customer service. Adequate staffing plans ensure the District has the right personnel with diverse skill sets to execute programs and maintain facilities efficiently. Human resource planning involves recruitment, professional development, and succession planning to cultivate a skilled and motivated workforce. Staff planning considers evolving community needs and aligns personnel to deliver quality recreational services

Staff Planning Discussion- To facilitate the discussion on specific issues related to human resource/staff planning several questions were posed to staff. From this discussion, a prioritization exercise was conducted to identify consensus on the “most needed” staff issues.

- How do the goals/objectives identified earlier impact the current staff levels?
- Review/discuss the strengths/weaknesses related to the staff of the District. Are there skill sets that will be needed in the future (programming, events, community engagement, inclusion, operations, technology/AI, building systems).
- Are there positions currently budgeted for the correct number of positions?
- Are the positions currently approved in the correct places, i.e. review span/control; does there need to be a re-organization?
- Are there positions that are needed to enhance customer services and efficiency?

Discussing future staff needs poses challenges due to several factors. Firstly, predicting the evolving demands of a Parks and Recreation District is inherently complex. Shifts in community demographics, recreational preferences, and unforeseen events make it challenging to accurately anticipate the specific skills and expertise required. Additionally, budgetary constraints may limit the ability to hire or train staff proactively. Furthermore, external factors such as economic fluctuations or policy changes can impact the district's workforce requirements. As such the following issues were identified as “needs” which have been categorized into themes.

- Human Resources
 - **Enhance HR Function/Department**
 - Review pay structure as compared to municipal agencies and competing entities.
 - Recruitment and retention of part-time staff
 - Need to recognize staff.
 - Recruit/train for bi-lingual staff (Spanish/French)
 - Match human resources with new infrastructure
- Specific Staff
 - **Human Resource Coordinator**
 - **Community outreach/engagement coordinator**
 - **Inclusion specialist**
 - Parks- need for operational staff.
 - CAPRA Coordinator

- Sports tourism/rental coordinator
- Seasonal aquatic assistance
- Part Time after school assistant
- Full Time prairie Farm vs seasonal
- Douglass/Martens Center Manager
- During a prioritization exercise, those items identified in bold received multiple votes and those items that are in bold, italicized and underlined received the most votes.

Staff Planning- Conclusions/Recommendations



Having a defined human resources strategy is paramount for the success of a Parks and Recreation District. This strategic approach ensures the district attracts, develops, and retains a skilled workforce aligned with its mission. A well-defined strategy addresses recruitment, training, and succession planning, fostering employee satisfaction and professional growth. It establishes clear guidelines for staffing levels, diversity initiatives, and performance management, contributing to efficient operations. Moreover, a robust human resources strategy enhances the district's ability to adapt to changing community needs, creating a dynamic and responsive environment that aligns with its overarching goals of community enrichment and satisfaction.

To facilitate the issues identified the following is recommended:

- Benchmark other sized Park Districts in relation to the size and scope of the Human Resource Department/Function and other key positions. With the various challenges related to recruiting, hiring and keeping employees due to many societal and demographic issues, this task is imperative for the overall success of the District. Furthermore, the other issues identified (pay structure, bi-lingual staff, staff recognition) can be addressed through the enhancement of the Human Resources function.
- New Staff- There is always more request for staff than dollars can be allocated. For these and future staff requests develop various indicators which can be used to compare and contract staffing requests. These indicators may include: meeting statutory requirements, potential cost savings, revenue generation, efficiency, enhancement of customer services, etc. While many new positions were discussed by both the Board and staff there was a clear consensus, that additional outreach was needed to the



Short and Mid Term Goals- Agency

Short and mid-term goals play a pivotal role in the success and effectiveness of a Parks and Recreation District. These goals provide a roadmap for the agency, guiding its activities and initiatives to meet specific objectives within defined timeframes. In the short term (6 months), goals can focus on immediate needs such as near-immediate action items such as deferred maintenance, program development, and community

engagement. These objectives help address current challenges and improve the overall quality of recreational services.

Mid-term goals, spanning 12-18 months, allow the agency to embark on more extensive projects such as facility renovation planning, capital management, and the development of new programs to meet the needs of the community. These goals will contribute to the long-term sustainability and growth of the District fostering a positive impact on the community. Strategic mid-term planning also enables the agency to adapt to evolving community needs, technological advancements, and changing demographics.

Agency Wide- Short and Mid Term Planning Exercise

During Visit 2, staff took the opportunity to think strategically about the next 18 months for the Champaign Park District. The staff worked through a planning process that included a discussion on District-wide challenges/opportunities over the next 6 months, 12 months, 18 months. Two questions were posed which included: What do we want to be known for? And; Do we have the resources, at this time, to make it happen? From this discussion, items were categorized by the facilitator into service areas. Those in attendance were then asked to prioritize each issue based on the following

- “What do we want to be known for” was based on the perception of residents' needs and wants.
- “What resources are needed to make it happen” was based on do we have the resources now to implement.

6 Month	
What do we want to be known for?	What resources are needed/Do we have the resources needed?
(10) Programming <ul style="list-style-type: none"> • Seen as innovative • Increase facility programming • New special events • Creative programming • Increased participation • Unique programs in town • Affordable programs • Program creativity and engagement 	(2) Programming <ul style="list-style-type: none"> • Regular meetings (monthly); action plan • Marketing/advertising/targeted marketing • Community input (surveys, outreach) • Develop new programs
(5) Customer Service <ul style="list-style-type: none"> • Consistency between facilities • Accessible • Bi-lingual staff and marketing 	(14) Customer Service <ul style="list-style-type: none"> • Train • Hire • Lead by Example
Operations	Operations

<ul style="list-style-type: none"> Standardize office supply ordering Standardize cleaning products at facilities Digital Board packets 	<ul style="list-style-type: none"> Develop SOP's and systems
Staff/Culture <ul style="list-style-type: none"> Have more brainstorming sessions. Quality pace to work Compensation and benefits Engaged and enthusiastic staff 	(1) Staff Culture <ul style="list-style-type: none"> Identify culture Evaluate culture Need for consistency Psychological safety
(2) Tech/Registration <ul style="list-style-type: none"> Easy to use/make it easy to use 	
(2) Parks- <ul style="list-style-type: none"> Clean Parks Safe Facilities 	
(1) Marketing <ul style="list-style-type: none"> Outreach Creative marketing practices 	



6-Month Discussion/Recommendations- Over the course of the next six months, two issues were identified as needing to be addressed based on the perception of residents' needs and wants: Programming and Customer Service. While the need for additional programming was identified the ability to provide this was not identified as the highest, which suggests a resource allocation gap. There was a higher degree of confidence in being able to address customer service concerns with current sources.

- Customer Service- Create a Customer Service Task Force made up of members from across the District to review current customer service standards, make recommendations for new standards, and develop a training program for resident-facing staff and supervisors. Reports and recommendations are due within six months.
- Programming- Implement cross-district program planning meetings monthly to discuss programs, program ideas, program use, and evaluation data. Over the course of the next year, develop a recreation program plan that reviews the current and future demographics, current use levels of programs, facilities, and amenities, and a community gap analysis. Options for the development of this plan can be outsourced based on current resource allocation perceptions to a third party.

12 Month	
What do we want to be known for?	Do we have the resources needed?/Do we have the resources needed?
(14) Staff/Service Delivery <ul style="list-style-type: none"> Streamlined organization Staff Training Incentive programs for staff Confident supervisors Training program for supervisors Fully staffed Capable and enthusiastic front-line staff Known for consistency Known for innovation and adaptability 	(14) Staff <ul style="list-style-type: none"> Address gaps in training Review current staff protocols (policies, procedures, access to training)
(1) Outreach <ul style="list-style-type: none"> Community Input 	(10) Partnerships <ul style="list-style-type: none"> Reach back out to partners/have coffee with them

	<ul style="list-style-type: none"> • Leverage existing partnerships
(1) Partnerships <ul style="list-style-type: none"> • Collaboration with outside agencies • Valuable community partner • Re-develop relationships with community partners 	(1) Programming <ul style="list-style-type: none"> • Develop an overall district program plan • Conduct a gap analysis for programs
Facility Improvements <ul style="list-style-type: none"> • Plan for expanded skate park • Wi Fi in all of the parks 	
(3) Program <ul style="list-style-type: none"> • Revamp after school program survey • Grow Futsal • Increased inclusion awareness • Be innovative in parks, facilities, and programs 	

12-Month Discussion/Recommendations- The largest issue identified, based on resident needs, was consistent service delivery. This was further defined as consistency and is known for innovation and adaptability. Interestingly the exercise identified current resources available to address staffing challenges (polices development, staff protocols). Additionally, current resources were identified as sufficient to re-engage with various community partners. Another issue that presented itself in this discussion was the activation of partnerships. While only partnerships was identified only once as a need for the residents, it was felt that resources currently exist to enhance the relationships with the various partners.

- Service Delivery/Staff- Obtain input on needed staff policies and procedures, revise policies and procedures to reflect the overall vision of the District..
- Staff Training and Development: Conduct training and development needs analysis to determine skill sets that currently exist and areas where training needs to be enhanced.
- Partnership Maintenance and Development- As outreach was identified many times during the various discussions, identify key District leadership to re-engage with current partners and reach out to other key community stakeholders.

18 Month	
What do we want to be known for	Do we have the resources needed?/Do we have the resources needed?
(8) Marketing <ul style="list-style-type: none"> • Rebrand District • Cultural Competency 	(2) Facility <ul style="list-style-type: none"> • Replacement plan with a focus on sustainability (financial/environmental) • Financial Plan (Capital asset study, long-term capital replacement plan)
(3) Programming <ul style="list-style-type: none"> • Fill the buildings with programs • Inclusive programming • Glow in the dark pickleball 	(16) Staff <ul style="list-style-type: none"> • Training Manual • Staff incentives, i.e bilingual • Recruit/Retention Plan (training, certifications)
(1) Parks <ul style="list-style-type: none"> • Less Canada geese 	(3) Planning <ul style="list-style-type: none"> • Branding District • Funding Plan • Enhance commitment to innovative
Planning <ul style="list-style-type: none"> • Bresnan Plan • Facility updates • Unique parks/destinations • Trail Plan 	
(3) Facility <ul style="list-style-type: none"> • Solar implementation • New playgrounds 	

<ul style="list-style-type: none"> • Fun Parks • EV charging station • Environmental sustainability • Best aquatic center in the area 	
<p>Organization</p> <ul style="list-style-type: none"> • Enhance digital record keeping • AI Integration/regulation • Standardize financial systems 	
<p>(3) Staff</p> <ul style="list-style-type: none"> • Great HR Department • Culture built on innovation, creativity and efficiency • PT/Seasonal supervisor staff training • Knowledge staff • Bilingual/Diverse staff • On Boarding program 	

18-Month Discussion/Recommendations- As the timeline moves further out, there is less consistency on the topic of “what do we want to be known for”. During this period there was consensus about marketing (8 votes), however other issues received attention such as Facility Improvement, Staffing, and Programming. Again, the consensus was that there are internal resources to address staff needs through the development of training manuals and recruitment and retention plans. The development of facility planning resources (capital asset study, capital improvement plan) and re-branding may require outside assistance due to the technical nature of each time.

- Staff Training and Development: Internally develop a training manual for all levels of supervisors (front line, managers, seasonal); develop recruitment and retention plan PI
- Planning: conduct a capital asset study (identification, replacement year, replacement cost, recommendations), capital improvement plan (replacement, new amenities) and district wide re-branding study

Short and Mid-Term Goals- Key Areas

While reviewing overarching actionable items for the District in the short term is important, time also was spent reviewing specific areas. Through a planning process, a discussion was held on challenges/opportunities over the next 6 months, 12 months, and 18 months for specific areas such as Leadership/administration, Parks, Facilities, Recreation and Marketing. Again, two questions were posed which included: What do we want to be known for? And do we have the resources, at this time, to make it happen? In addition, to these questions, those in attendance were also asked to develop goal statements and key performance indicators for each of the statements.

Key Performance Indicators (KPIs) are essential for the District to have measurable outcomes to assess progress and success. These performance metrics offer a quantitative means of evaluating the effectiveness and efficiency of various operational aspects, including program delivery, facility maintenance, and community engagement. KPIs allow the agency to track and analyze specific data, facilitating informed decision-making and resource allocation.

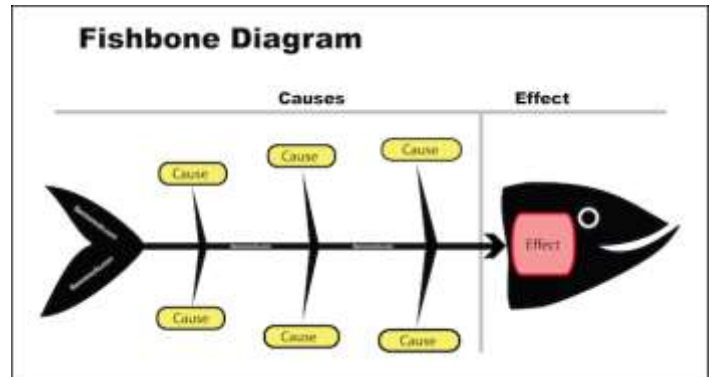
By establishing KPIs related to program participation rates, facility usage, and community satisfaction, the agency gains insights into areas of success and opportunities for improvement. These indicators contribute to the overall strategic planning process, aligning day-to-day operations with the agency's broader objectives. Regular monitoring of KPIs fosters accountability, encourages a culture of continuous improvement, and ensures that the agency remains responsive to the evolving needs of the community. In summary, KPIs are instrumental in translating goals into actionable steps, fostering transparency, and enhancing the overall performance and impact of a Parks and Recreation Agency.



Key Area	Timeline	Known For	Resources Needed	Goal Statement	KPI
Admin	6 Months	Paperless work environment	Review/inventory current processes requiring paper	Develop an electronic approval process for current processes requiring paper	90% reduction in processes that formally required paper are electronic
Admin	12 months	Responsiveness	Check/respond to communication; implement "ask here" on website	Enhancement of internal communication on human resource issues	Implement "ask here" within 12 months/100% of "ask here" tickets are closed within 2 business days
Admin	12 months	Employee Onboarding, training and offboarding	Develop retention plan	Develop formal onboarding plan and offboarding processes	Establish 15% as an acceptable turnover rate;
Admin/ Facilities	18 months	Welcoming Park District	Diverse staff	District to hire staff who reflect the diversity of the community.	Closely mirror census data with employee pool (59.7% White, 17.2% African American, 15.9 % Asian, 6.2 % Hispanic)
Marketing	6 months	Inclusive marketing practices	Identification of needs/Translation services	Develop marketing materials reflective of the community	10% of program information will be available in languages other than English.
Marketing	12 months	Streamlined marketing request process	Staff education on process, purpose/role or process, and available budget. Follow-up meetings to discuss improvements	Develop a marketing request process with staff input	90% of marketing requests are complete when submitted. 90% of marketing requests are filled by the deadline
Marketing	18 months	Consistent/creative branding	Community input on understanding of the District and how it relates to needs	Develop a brand, inclusive of an updated logo, to reflect the community and the District	Within 6 months of implementing 75% of residents identify new brand; 90% within 18 months.
Programs/ Operations/ Facilities	6 months	Customer Service	Identification of deficiencies, creation of a training program	Enhance current staff (PT/FT, seasonal) training plan to address identified deficiencies	Through a "secret shopper" program, 80% of questions asked will be responded to correctly.
Programs	12 months	Enhanced/expanded programs	Research community: program needs assessment, outreach	Create new and innovative programs to meet the community's needs. Enhance existing programs and services to ensure user relevance	<ul style="list-style-type: none"> • Increase program attendance at 10% per year • Increase program offering 5% per year. • Attend 6 non-district events to facilitate outreach per year
Programs	18 months	Cooperative Programs	Time/effort for staff to engage with community partners	Maintain effective working relationships with current partners and identify new partners to meet resident needs	<ul style="list-style-type: none"> • Meet with current partners at least two times per year • Meet with four potential partners each year
Operations/ Planning	6 months	Effective contractors	Discussions with contractors on the status of contracts, needs, issues, etc	Maintain effective relationships with contractors to reduce termination of contracts or contractor walking from contract	<ul style="list-style-type: none"> • Meet with each maintenance contractor, outside of weekly status meetings, two times per year
Operations/ Planning/ Facilities	12 months	Enhancement/refinement of maintenance standards	Review current standards, add new standards, and address sustainability within standards	Revise and update park maintenance standards to reflect best and next practices.	<ul style="list-style-type: none"> • Reduce moving acreage by 5% per year, i.e increase natural areas • Increase work order completion by 5% per year
Operations/ Planning	18 months	Enjoyable park experience	Attention to detail, increased staff/time to address critical vs noncritical maintenance	Parks will provide a safe and enjoyable experience for residents and visitors.	<ul style="list-style-type: none"> • 85% of residents will rate their park experience as satisfactory or higher.

Problem Solving/Challenge Exercise-Board

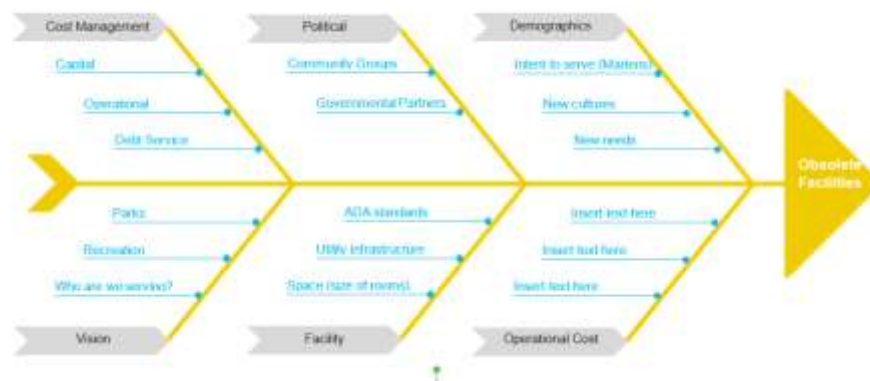
While the staff worked on challenges and opportunities in the short and mid-term, the Board of Directors undertook an exercise to enhance communication through a problem-solving exercise. The concept of a fishbone diagram, also known as Ishikawa or cause-and-effect diagram, is a visual tool used in root cause analysis to identify and understand the underlying causes of a problem. Shaped like a fish skeleton, with the problem statement at its head and the major categories of potential causes as its bones, the diagram encourages a systematic exploration of factors contributing to an issue.



The primary purpose of the fishbone diagram is to facilitate a structured communication and analysis of root causes, promoting a comprehensive and organized approach to problem-solving. It categorizes potential causes into key areas such as people, processes, equipment, materials, and environment, fostering a holistic understanding of the issue. This visual representation helps teams collaborate and brainstorm, ensuring that diverse perspectives are considered.

By diagramming the relationships between potential causes and the identified problem, the fishbone diagram assists in drilling down to the primary causes rather than just addressing symptoms. It is a valuable tool in quality management, process improvement, and problem-solving methodologies such as Six Sigma. Ultimately, the fishbone diagram serves as a powerful aid in identifying and addressing the root causes of problems, leading to more effective and sustainable solutions.

The Board went through a facilitated discussion on the process, its benefits and its applications. An initial exercise was undertaken to review the challenge of increasing attendance at the Martens Center. A key takeaway from that discussion was to have additional data to review to make effective decisions. A second exercise was conducted to review obsolete facilities. The diagram below outlines the overarching causes and the secondary/tertiary causes for how to make decisions about these facilities. The key takeaway from this analysis was that the Board needs to discuss and come to an agreement on the role and purpose of the district (vision), i.e. Do we only provide parks, Do we also provide facilities? Who are we servicing? Further deliberation on these points will provide the Board enhanced decision-making capabilities on the challenge of replacing/renovating obsolete facilities.



Conclusion

As a result of the recent visits to the Champaign Parks District by Broken Compass, there is a positive impression of optimism about the future of the District. The District's staff exhibited an exemplary commitment to their roles, showcasing a profound dedication to enhancing community well-being and serving residents. The professionalism and enthusiasm displayed by the team were commendable, reflecting a strong sense of purpose and a genuine passion for the agency's mission.

Equally noteworthy was the proactive engagement of the Board, whose leadership was instrumental in fostering a positive environment. The Board's receptiveness to new ideas and their eagerness to embrace challenges was evident throughout the Broken Compass' interactions. Their forward-thinking approach and commitment to continuous improvement bode well for the agency's future.

This visit highlighted a synergy between the staff and the Board, setting the stage for sustained growth and innovation. The agency's collective willingness to adapt to changing circumstances and tackle emerging challenges head-on positions them as a beacon of resilience and progress in the realm of parks and recreation. As the agency continues to navigate the dynamic and ever-changing landscape of community services, their collaborative spirit and commitment to excellence undoubtedly pave the way for a vibrant and successful future.

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

REGULAR BOARD MEETING

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, January 10, 2024, which commenced at 5:30 p.m., immediately following the Decennial Committee Meeting at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to published notice duly given. President Craig W. Hays presided over the meeting.

Present in person: President Craig W. Hays, Vice President Timothy P. McMahon, Commissioners Barbara J. Kuhl, Jane L. Solon, and Michael R. Somers, Sarah Sandquist, Executive Director, Jarrod Scheunemann, Secretary and Deputy Executive Director, Attorney Guy C. Hall, and Treasurer Donna Lawson.

Staff present in person: Andrea Wallace, Director of Finance, Dan Olson, Director of Operations and Planning, Jimmy Gleason, Director of Facilities, Jeannie Robinson, Director of Recreation, Bret Johnson, Assistant Director of Operations and Planning, Joe Kearfott, Assistant Director of Facilities, and Tom Albers, Horticulture Specialist II.

Amy Durukan and Brian Davidson also attended the meeting.

Call to Order

President Hays called the meeting to order at 5:41 p.m.

Comments from the Public

None.

Communications

The Board received and circulated its communications.

Treasurer's Report

The Treasurer's Report for the month of December 2023 was presented by Treasurer Lawson. The Park District received its final real estate tax installment totaling \$307,000, which exceeds what was budgeted by \$140,000. The final installment included an \$18,000 interest payment. Treasurer Lawson estimated that the FY24 budget is seventy-two percent (72%) complete.

Commissioner Solon made a motion to accept the Treasurer's Report for the month of December 2023. The motion was seconded by Commissioner Somers. The motion passed 5-0.

Executive Director's Report

Ms. Sandquist thanked the Board for staff attendance at the upcoming IPRA/IAPD Soaring to New Heights Conference. Commissioner Somers will attend the conference for the first time. Ms. Sandquist shared that staff will participate in a joint training with the Urbana Park District that will be held on February 13th.

Committee and Liaison Reports

Champaign Parks Foundation

Mr. Scheunemann reported that recent Parks Foundation discussion items included the open development position and its 2024 gala.

Report of Officers

Attorney's Report

Attorney Hall reported that he has been working on several routine matters for the Park District including several easements and agreements.

President's Report

President Hays congratulated Commissioner Kuhl for achieving twenty (20) years of service on the Board. He presented several plaques to Commissioner Kuhl to commemorate the milestone. The Board and staff shared their congratulations and thanks.

Consent Agenda

President Hays 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 Joint CPD/UPD Board Meeting, December 7, 2023
2. Approval of Minutes of the Study Session, December 11, 2023
3. Approval of Minutes of the Public Hearing and Regular Board Meeting, December 13, 2023
4. Approval of Minutes of the Executive Session, December 13, 2023
5. Approval of Purchase of a Compact Track Loader
6. Approval of Purchase of a Brush Chipper
7. Approval of Agreement with Developmental Services Center for Park Walkers and Janitorial Services.

Commissioner Solon requested item seven (7) be removed for discussion.

Commissioner Solon made a motion to approve items one (1) through six (6) on the Consent Agenda as presented. The motion was seconded by Vice President McMahon and unanimously approved.

7. Approval of Agreement with Developmental Services Center for Park Walkers and Janitorial Services.

Commissioner Solon requested an annual not-to-exceed total for cleaning expenses be included within the agreement.

Commissioner Solon made a motion to approve an agreement with Developmental Services Center for Park Walkers and Janitorial Services with an annual not-to-exceed total for cleaning expenses included within the agreement. Commissioner Somers seconded the motion. The motion passed 5-0.

New Business

1. Approval of Disbursements

Staff recommended approval of disbursements for the period beginning December 14, 2023, and ending January 10, 2024.

Commissioner Kuhl made a motion to approve the list of disbursements for the period beginning December 14, 2023, and ending January 10, 2024. The motion was seconded by Vice President McMahon. Upon roll call, the vote was as follows: Commissioner Somers – yes; Commissioner Solon – yes; President Hays – yes; Commissioner Kuhl – yes; and Vice President McMahon - yes. The motion passed 5-0.

2. Approval of 2024 Sports Official's Rates

Mr. Gleason reported that sports officials would need to perform youth basketball services prior to the Board's annual review of staff wages in February. Staff recommended approval of updates to sports official's wage rates.

Commissioner Solon made a motion to approve sports official's wage rates. The motion was seconded by Commissioner Somers and was unanimously approved.

3. Approval Agreement with Intelligent Marking USA, Inc. dba Turf Tank

Mr. Johnson presented a rental agreement with Intelligent Marking USA, Inc. dba Turf Tank for the use of one (1) GPS line marking robot for sports fields in the total amount of \$17,700.

Vice President McMahon confirmed there are twelve (12) soccer fields at Dodds Park and that staff normally line the field roughly thirty (30) times per year. Mr. Johnson added that the top maintenance and warranty packages are estimated to offer the Park District significant savings in time, resources, and expenses.

Vice President McMahon made a motion to approve an agreement with Intelligent Marking USA, Inc. dba Turf Tank and authorize the Executive Director to enter into a rental agreement for the use of one (1) GPS line marking robot in the total amount of \$17,700. The motion was seconded by Commissioner Somers. The motion passed 5-0.

4. Approval of Bid for Douglass Park Improvements Project

Mr. Johnson stated staff recommends approval of Dodds Company's bid, the lowest bidder meeting all required specifications; with a base bid amount of \$846,619. The staff also recommends approval of all six (6) alternate bids in the amount of \$281,398, for a total of \$1,128,017 and requests the Board authorize the Executive Director to enter into an agreement for this work.

Mr. Johnson noted that several additional expenses such as fiber internet installation are outside of the scope of this agreement. He also indicated that a deduction of \$30,400 for a clerical bid error is anticipated.

Commissioner Kuhl suggested deducting \$30,000 from the agreement total rather than complete the change order.

Commissioner Somers made a motion to approve Dodds Company's bid, the lowest bidder meeting all required specifications; with a base bid amount of \$846,619. The staff also recommends approval of all six (6) alternate bids in the amount of \$281,398, as well as deducting \$30,400 for a clerical error for a total of \$1,097,617 and requests the Board authorize the Executive Director to enter into an agreement for this work. The motion was seconded by Vice President McMahon and unanimously passed.

5. Approval of a Resolution Authorizing the Destruction of Recordings of Executive Sessions and Disaster-Related Remote Participation for Regular and Special Meetings.

Commissioner Solon made a motion to approve 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 12, 2022 Regular (Disaster), January 12, 2022, January 24, 2022 Special (Disaster), February 9, 2022 Regular (Disaster), February 23, 2022 Special (Disaster), March 9, 2022 Regular (Disaster), March 9, 2022, March 23, 2022 Special (Disaster), March 23, 2022, April 12, 2022 Regular (Disaster), April 12, 2022, April 27, 2022, May 11, 2022 Regular (Disaster), May 11, 2022, May 25, 2022 Special (Disaster), May 25, 2022, June

8, 2022 Regular (Disaster), June 8, 2022, June 22, 2022 Special (Disaster), and June 22, 2022. The motion was seconded by Vice President McMahon. The motion passed 5-0.

6. Bluebird Network Easement Request at Centennial Park

Ms. Sandquist reported staff received an easement request from Bluebird Network to place a 2,500 square foot structure within Centennial Park.

The Commissioners came to consensus that they are not in favor of approving an easement for Bluebird Network's request to place a 2,500 square foot structure on Park District property.

Discussion Items

1. Parkland Way Traffic Study Report, Champaign County Regional Planning Commission

Ms. Sandquist highlighted several items from the study including Parkland Way use patterns totaling 1,700 cars per day, a majority of which are exceeding posted speed limits. The Champaign County Regional Planning Commission recommended several safety measures. Parkland College paid for half of the related expenses for this study. Parkland Way was a Champaign County First priority project in 2007 and will be again in 2024. Clark Dietz will complete an engineering study to determine total construction expenses to replace the road and achieve City roadway standards such as sidewalks, curbs, lights, and related features.

Discussion and clarifications ensued. Commissioners estimated total construction costs could exceed \$25,000,000 and recommended staff determine actual expenses and engage with potential partners such as the City, Parkland College, and the Champaign-Urbana Mass Transit District to address a financial partnership.

Commissioner Kuhl recommended staff prepare a summary report of recommendations from the Champaign County Regional Planning Commission to determine immediate action items for Parkland Way.

2. Board Meeting Format

Mr. Scheunemann reported that the Board previously approved live streaming of its meetings and had requested revisiting options at this meeting including recording and posting the meeting footage. Commissioners Solon and McMahon support the current format. Commissioners Somers and Kuhl were in favor of livestreaming and recording the meeting to post online at a later date. President Hays requested staff research and report about requirements for retention of recordings and related budgetary expenses.

3. Potential Donation of Parcels to the Park District

Ms. Sandquist recently met with the owners of property on E. Clark St. The owners are interested in devising the properties to the Park District in their will. The donation would include paying for the demolition of the structures on the property to prepare the property for park use. Ms. Sandquist asked if the Board would consider accepting the donation.

Commissioner Solon requested Ms. Sandquist express the Board's gratitude to the property owners for their generous offer.

Discussion and clarifications ensued regarding the value of the property, limitations, and potential restrictions.

The Board requested staff inquire about those aspects.

Comments from Commissioners

None.

Executive Session

Commissioner Solon moved pursuant to the bases set forth below to convene into Executive Session. The motion was seconded by Vice President McMahon and unanimously approved. The Board will convene into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS Par. 120/2 (c)(5) The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired and (c)(21) for the discussion of minutes of meetings lawfully closed under this Act, whether for purpose of approval by body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

Return to Regular Meeting

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

Executive Session Action Item

1. Approval to Make Available for Public Viewing Executive Session Minutes

Commissioner Kuhl made a motion to make available for public viewing certain minutes from Executive Session meetings: March 9, 2022, March 23, 2022, April 13, 2022, May 11, 2022, May 25, 2022, June 8, 2022, July 13, 2022, September 14, 2022, September 28, 2022, January 11, 2023, April 26, 2023, June 14, 2023, June 28, 2023, July 12, 2023, and July 26, 2023. The motion was seconded by Vice President McMahon. The motion passed 5-0.

Adjourn

There being no further business to come before the Board, Commissioner Solon made a motion to adjourn the meeting. The motion was seconded by Commissioner Somers. The motion passed 5-0 and the meeting was adjourned at 7:22 p.m.

Approved:

Craig W. Hays, President

Jarrod Scheunemann, Secretary

**CHAMPAIGN PARK DISTRICT
MINUTES OF THE STUDY SESSION BOARD OF PARK COMMISSIONERS
January 29, 2024**

The Champaign Park District Board of Commissioners held a Study Session on Wednesday, January 29, 2024, at 5:30 p.m. at the Martens Center, 1515 N. Market St., Champaign, Illinois, pursuant to notice duly given. President Hays presided over the meeting.

Present, In-Person: President Craig W. Hays, Vice President Timothy P. McMahon, Commissioners Barbara J. Kuhl, Jane L. Solon, and Michael R. Somers, Sarah Sandquist, Executive Director, and Jarrod Scheunemann, Deputy Executive Director/Board Secretary.

Attorney Guy C. Hall, and Treasurer Donna Lawson were absent and excused from attending the study session.

Chris Nunes from Broken Compass also attended the meeting to facilitate a strategic planning workshop.

Call to Order

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

Comments from the Public

None.

Discussion Items

1. Strategic Planning Workshop – Broken Compass, Chris Nunes

Mr. Nunes commenced the meeting by providing an overview of the afternoon's staff workshop, where specific goals for the Park District's upcoming 6, 12, and 18 months were addressed. The Board received a comprehensive review of the process and outcomes.

Mr. Nunes then shifted the discussion to problem-solving methodologies, with a particular emphasis on the fish bone method. He outlined the techniques for identifying and addressing the root causes of issues within the Park District. Discussion ensued about the application of this method to enhance problem-solving efficiency.

Mr. Nunes illustrated the practical implementation of the fish bone method through a Martens Center example focusing on facility memberships and utilization. Discussion ensued related to awareness campaigns, programming, outreach, analytics, and reporting.

The Board discussed its decision-making process. Mr. Nunes aligned the previous method with the Board's approach for meeting its resident's current and future facility needs. The Board collectively explored the implications of adopting this approach.

The meeting concluded with a summary of key takeaways and action items. Mr. Nunes was requested to present a full report at the next Regular Board meeting on February 14, 2024.

Comments from Commissioners

None.

Adjourn

There being no further business to come before the Board, Vice President McMahon made a motion to adjourn the meeting. The motion was seconded by Commissioner Solon. The motion passed 5-0 and the meeting was adjourned at 7:00 p.m.

Approved:

Craig W. Hays, President

Jarrod Scheunemann, Secretary



REPORT TO PARK BOARD

FROM: Sarah Sandquist, Executive Director

DATE: February 14, 2023

SUBJECT: Approval of Ordinance No. 676 - Providing for the Disposal of Personal Property Owned by the Champaign Park District of Champaign County

Background

Pursuant to the Park District Code, 70 ILCS 1205/8-22, every park district is authorized to sell or convey any personal property that in the opinion of three-fifths of the members of the Board of Park Commissioners then holding office is no longer necessary, useful to, or for the best interests of the park district, and in any manner they may designate with or without advertising. Staff have determined that certain property it owns, listed in Attachment A, is no longer necessary, useful to or for the best interests of the Champaign Park District (Park District) to retain. Staff is requesting authorization for the surplus to be conveyed or sold to the highest bidder, with or without advertising the sale, or otherwise disposed of on terms as may be approved by the Executive Director.

The Park District's standard suggests that items valued over \$5,000 at the time of original purchase be declared surplus by the Board prior to disposal. Items with an unknown original purchase price may also be included in the request.

Prior Board Action

The last surplus action was in Dec. 14, 2022.

Budget Impact

Any proceeds received from the sale of these items will be put back into the Capital Improvement Fund as special receipts.

Recommended Action

Staff recommends the Board adopt Ordinance No. 676 - An Ordinance providing for the disposal of personal property owned by the Champaign Park District of Champaign County, which will allow for the disposal of equipment as listed on Attachment A.

Prepared by:

Dan Olson
Director of Operations

Reviewed by:

Jarrod Scheunemann
Deputy Executive Director

ORDINANCE NO. 676

**AN ORDINANCE PROVIDING FOR THE DISPOSAL OF
PERSONAL PROPERTY OWNED BY THE CHAMPAIGN PARK DISTRICT.**

WHEREAS, the Champaign Park District pursuant to the Park District Code, 70 ILCS 1205/8-22, is granted the ability to dispose of personal property, and

WHEREAS, the Champaign Park District has determined that certain property it owns is no longer necessary, useful to, or in its best interests to retain.

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

Section 1. The Board of Commissioners hereby authorizes that said property shall be conveyed or sold to the highest bidder, with or without advertising the sale, or otherwise disposed of on terms as may be approved by the Executive Director.

Section 2. The items of personal property to be conveyed, sold, or disposed of are listed in Attachment A.

PASSED AND APPROVED by at least three-fifths vote of the Board of Commissioners of the Champaign Park District this 14th day of February 2024.

APPROVED:

Craig Hays, Board President

ATTEST:

Jarrod Scheunemann, Secretary



CHAMPAIGN PARK DISTRICT

ATTACHMENT A

Commercial Popcorn Popper – Qty 1.

Make and Model: Gold Medal Pop-O-Gold. Model 2011E.

Original purchase date: Unknown

Original purchase price: Greater than \$10,000

Disposition: Sell for parts

Push to Talk Phones and Accessories – Qty 72.

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QTY</u>
Verizon Dura XV Ex	Working Verizon Kyocera Dura XV Extreme	2
Verizon Dura XV LTE	Working Verizon Kyocera Dura XV LTE	10
Verizon Dura XV LT...	Working Verizon Kyocera Dura XV LTE Non-Camera	1
Verizon Cadence LTE	Working Verizon Kyocera Cadence LTE	1
Misc.	Working Kyocera DuraXV (recycle)	52
Misc.	Working Convoy U640 (recycle)	5
Misc.	Working Boulder (recycle)	1

Original purchase date: Variable

Original purchase price: Unknown but with contract

Disposition: Lynx BuyBack Program, recycle others

Vehicle – Qty. 1

Description: 2006 Ford F-150

VIN: 1FTRF12W16NB70571

Original purchase price: \$14,206.39

Disposition: Sold to insurance.

Johnston Park Playground – Qty. 1

Description: All playground pieces, signs, border, and surfacing

Original purchase date: June 2002

Original purchase price: \$17,045.00

Disposition: Scrapped, trash.

Wood Chippers – Qty. 2

Make and Model: Vermeer 1250BC
Serial Number: 1VRC14132S1005384
Purchase Date: Feb 1996 bid
Purchase Price: \$19,225.00
Disposition: Auction or trade-in.

Make and Model: Vermeer BC-1500
Serial Number: 1V2161V581001556
Purchase Date: Received on 8/27/2008
Purchase Price: \$40,100.00
Disposition: Auction or trade-in.

Dodds Tennis Center HVAC Units – Qty. 2

Lobby & Offices Area HVAC Unit
Make and Model: 1996 Carrier Weathermaker Furnace & 1998 condensing unit
Original Purchase Date and Price: Unknown
Disposition: Recycled and trashed by installers.

Restroom Area HVAC Unit
Make and Model: 1998 Carrier Weathermaker furnace & condensing
Original Purchase Date and Price: Unknown.
Disposition: Recycled and trashed by installers.

Kubota Mower – Qty. 1

Make and Model: Kubota 2560
Serial Number: 21704
Purchase date: 2002
Purchase Price: Unknown
Disposition: Auction



REPORT TO PARK BOARD

FROM: Sarah Sandquist, Executive Director

DATE: February 14, 2024

SUBJECT: Wages for Full-time staff and Wage Classification Changes

Introduction

It has been the policy of the Park Board of Commissioners and the Executive Director to acknowledge employees as the greatest resource and to ensure fair compensation while remaining conscious of the Champaign Park District's (Park District) budget. At full staffing capacity, the Park District employs eighty-four (84) full-time employees.

Throughout the fiscal year 2023-2024, the Park District has encountered ongoing staffing shortages across various departments, resulting in a total of thirty-two (32) full-time position openings at different points. Presently, with the Park District full-time staffing levels are at seventy-eight (78) individuals. Six (6) positions are currently unfilled.

Examples of time-to-fill statistics are as follows:

- Aquatics and Tennis Manager: 137 days
- Accounting Associate: 127 days (position never filled)
- Park Maintenance Specialist: 125 days
- Special Events Coordinator: 96 days (position remains open)
- Marketing Manager: 93 days (position remains open)
- Park Planner: 93 days (position remains open)

Addressing wage competitiveness is imperative for staff retention and filling vacant positions. Recent instances of staff departing for similar roles with higher compensation include:

- Horticulture Worker, who transitioned to the City of Urbana with a \$9/hour increase.
- Plumber, who moved to American Water with a \$6/hour increase compared to their previous salaries at the Park District.

Additionally, the impending Compensation study will play a pivotal role in shaping future Board decisions. Staff anticipate that adjustments will likely be made on an individual and targeted basis. This study will comprehensively assess salaries across classifications, aligning them with job descriptions and current market rates, thereby guiding potential recommendations for adjustments.

Previous Board Action

In February 2023, the Board approved a six percent (6%) merit increase for full-time staff, excluding the Executive Director and CUSR staff. Additionally, a pro-rated percent increase was approved for staff with wage increments between June and November, with no adjustments for those after November. This merit increase

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

was effective May 1, 2023. The Board also approved a Wage Classification increase, elevating the midpoint by 50 cents and establishing a \$3 separation between classifications.

Staff Recommendation

Staff propose the following:

1. Straight wage increases of either 2.75%, 3%, or 3.25%.
2. Corresponding Wage Classification adjustments aligned with the straight wage increase.
3. Wage Classification position modifications and title alterations due to reorganization.
4. Salary correction for Director of Marketing and Development and Accounts Receivable Clerk
5. A merit pool allocation of either \$8,000, \$9,000, or \$10,000, subject to above average staff evaluations and Department Head recommendations.

1. *Straight wage increases of either 2.75%, 3%, or 3.25%.*

Wage increases please see Exhibit A.

The calculations exclude the Executive Director, CUSR, and any staff hired after December 1, 2023. Additionally, any staff hired or with a wage change between June 1, 2023, and November 30, 2023, are prorated. These calculations solely encompass current staff (filled positions).

**These calculations do currently include positions listed in #4 ; however, if #4 is approved then both positions will be removed from these calculations.*

Budget Impact:

Wage increases of 2.75%: \$95,331

Wage increases of 3%: \$104,100

Wage increases of 3.25% \$112,775

2. *Wage Classification increase to match the straight wage increase.*

Also shown in Exhibits B-D.

Classification 1		
	Starting Range	Max
Current	\$32,480 - \$40,560	\$48,672
2.75% increase	\$33,342 - \$41,683	\$48,920
3% increase	\$33,425 - \$41,787	\$50,148
3.25% increase	\$33,488 - \$41,870	\$50,252

Classification 2		
	Starting Range	Max
Current	\$37,440 - \$46,800	\$56,160
2.75% increase	\$38,480 - \$48,090	\$57,700
3% increase	\$38,571 - \$48,214	\$57,858
3.25% increase	\$38,654 - \$48,319	\$57,982

Classification 3		
	Starting Range	Max
Current	\$42,432 - \$53,040	\$63,648
2.75% increase	\$43,598 - \$54,498	\$65,398
3% increase	\$43,704 - \$54,631	\$65,557
3.25% increase	\$43,810 - \$54,763	\$65,715

Classification 4		
	Starting Range	Max
Current	\$47,424 - \$59,280	\$71,136
2.75% increase	\$48,728 - \$60,910	\$73,092
3% increase	\$48,874 - \$61,648	\$73,650
3.25% increase	\$48,964 - \$61,206	\$73,448

Classification 5		
	Starting Range	Max
Current	\$52,416 - \$65,520	\$78,624
2.75% increase	\$53,856 - \$67,321	\$80,785
3% increase	\$53,988 - \$67,485	\$80,982
3.25% increase	\$54,119 - \$67,649	\$81,178

Classification 6 - Directors		
	Starting Range	Max
Current	\$73,000 - \$130,000	\$150,000
2.75% increase	\$75,007 - \$133,575	\$159,263
3% increase	\$75,190 - \$133,900	\$159,650
3.25% increase	\$75,373 - \$134,225	\$160,037

3. Wage Classification position modifications and title alterations due to reorganization.

Please also refer to Exhibits B-D for details regarding position changes, title adjustments, and new role creations.

- Positions removed:
 - Facility Coordinator, Facility Coordinator II, and Bresnan Facility Coordinator
 - Douglass Park Manager
 - Facility Manager
 - Special Events and Volunteer Manager
 - Development and Sponsorship Director
 - Assistant Director of Administrative Services
 - Director of Administrative Services
- Positions created:
 - Building Service Worker Supervisor
 - Executive Assistant
 - Content Coordinator
 - Rental Manager
 - Sponsorship, Special Events, and Senior Programs Manager
 - Program Manager
 - Risk Manager
 - Assistant Director of Facilities
 - Deputy Executive Director
- Positions removed and replaced with similar positions:
 - Accountant -> Accounting and Benefits Manager
 - Registration and Parks Reservations Manager -> Guest Services Manager
 - LRC Program Manager -> Youth and Teen Program Manager
 - Leonhard Recreation Center Manager -> Memberships Facility Manager
 - Park Planner I, II, and Director -> Two (2) Park Planners
- Positions with a name change:
 - Youth Theatre Director changed to Youth Theatre Supervisor
 - Douglass Program Coordinator -> Youth and Teen Program Coordinator

4. Salary correction for Director of Marketing and Development & Accounts Payable Clerk

Both the Director of Marketing and Development and the Accounts Payable Clerk require salary adjustments. The Director of Marketing and Development's expanded role, including overseeing awards submissions such as the Gold Medal Award and orchestrating the Gala event, warrants a salary increase to \$83,000 per annum. Additional market rates suggest a typical starting salary for such a role to be around \$88,000. Similarly, the Accounts Payable Clerk's long-standing service of nineteen (19) years justifies an adjustment to \$47,800, considering typical starting salaries around \$42,000. These adjustments should be addressed before the completion of the compensation study. It should be noted that these adjustments would be final, and neither position would receive any further wage increases approved by the Board.

5. *A merit pool allocation of either \$8,000, \$9,000, or \$10,000, subject to staff evaluations and Department Head recommendations.*

The proposed merit pool allocation is essential for recognizing high-performing employees and demonstrating appreciation for their contributions, thereby enhancing staff retention. Evaluation outcomes and Department Head recommendations will guide the distribution of these funds, reinforcing the Park District's commitment to acknowledging and valuing its workforce.

Prepared by:

Heather Miller
Human Resource Director

Reviewed by:

Sarah Sandquist
Executive Director

Classification	Current Annual Salary	2.75% Increase	3.0% Increase	3.25% Increase
Classification 1	\$18,851.04	\$19,196.64	\$19,228.06	\$19,259.48
Classification 1	\$33,280.00	\$34,195.20	\$34,278.40	\$34,361.60
Classification 1	\$36,400.00	\$37,150.75	\$37,219.00	\$37,287.25
Classification 2	\$37,500.00	\$38,101.56	\$38,156.25	\$38,210.94
Classification 2	\$38,043.20	\$39,089.39	\$39,184.50	\$39,279.60
Classification 1	\$38,584.00	\$39,645.06	\$39,741.52	\$39,837.98
Classification 1	\$38,688.00	\$39,751.92	\$39,848.64	\$39,945.36
Classification 1	\$39,145.60	\$40,222.10	\$40,319.97	\$40,417.83
Classification 1	\$39,686.40	\$40,777.78	\$40,876.99	\$40,976.21
Classification 2	\$40,809.60	\$41,838.34	\$42,033.89	\$42,135.91
Classification 2	\$41,704.00	\$42,850.86	\$42,955.12	\$43,059.38
Classification 2	\$41,932.80	\$42,701.57	\$42,771.46	\$42,841.34
Classification 2	\$42,000.00	\$42,866.25	\$42,945.00	\$43,023.75
Classification 1	\$43,097.60	\$44,282.78	\$44,390.53	\$44,498.27
Classification 3	\$44,900.00	\$45,826.06	\$45,910.25	\$45,994.44
Classification 2	\$45,136.00	\$46,377.24	\$46,490.08	\$46,602.92
Classification 3	\$45,198.40	\$46,441.36	\$46,554.35	\$46,667.35
Classification 3	\$45,448.00	\$46,697.82	\$46,811.44	\$46,925.06
Classification 3	\$45,988.80	\$47,253.49	\$47,368.46	\$47,483.44
Classification 3	\$46,250.00	\$46,991.93	\$47,059.38	\$47,126.82
Classification 2	\$46,259.20	\$47,531.33	\$47,646.98	\$47,762.62
Classification 2	\$46,696.00	\$47,445.08	\$47,513.18	\$47,581.28
Classification 2	\$46,800.00	\$47,872.50	\$47,970.00	\$48,067.50
Classification 3	\$47,008.00	\$47,869.81	\$47,948.16	\$48,026.51
Classification 2	\$47,132.80	\$48,428.95	\$48,546.78	\$48,664.62
Classification 3	\$47,840.00	\$49,155.60	\$49,275.20	\$49,394.80
Classification 3	\$48,505.60	\$49,839.50	\$49,960.77	\$50,082.03
Classification 3	\$49,275.20	\$50,630.27	\$50,753.46	\$50,876.64
Classification 3	\$49,547.37	\$50,909.92	\$51,033.79	\$51,157.66
Classification 4	\$50,000.00	\$50,802.08	\$50,875.00	\$50,947.92
Classification 4	\$50,000.00	\$50,802.08	\$50,875.00	\$50,947.92
Classification 3	\$50,710.40	\$52,104.94	\$52,231.71	\$52,358.49
Classification 3	\$50,731.20	\$52,126.31	\$52,253.14	\$52,379.96
Classification 4	\$51,160.24	\$52,567.15	\$52,695.05	\$52,822.95
Classification 4	\$52,364.00	\$53,804.01	\$53,934.92	\$54,065.83
Classification 4	\$52,687.34	\$54,136.24	\$54,267.96	\$54,399.68
Classification 3	\$53,040.00	\$54,012.40	\$54,100.80	\$54,189.20
Classification 3	\$53,040.00	\$54,133.95	\$54,233.40	\$54,332.85
Classification 4	\$53,164.80	\$54,626.83	\$54,759.74	\$54,892.66
Classification 3	\$53,435.20	\$54,904.67	\$55,038.26	\$55,171.84
Classification 4	\$54,163.12	\$55,652.61	\$55,788.01	\$55,923.42
Classification 5	\$55,000.00	\$56,512.50	\$56,650.00	\$56,787.50
Classification 4	\$55,098.50	\$56,613.71	\$56,751.46	\$56,889.20
Classification 3	\$55,432.00	\$56,956.38	\$57,094.96	\$57,233.54
Classification 3	\$56,095.35	\$57,637.97	\$57,778.21	\$57,918.45
Classification 3	\$56,264.82	\$57,812.10	\$57,952.76	\$58,093.43
Classification 3	\$57,324.80	\$58,901.23	\$59,044.54	\$59,187.86
Classification 3	\$57,324.80	\$58,901.23	\$59,044.54	\$59,187.86

Classification	Current Annual Salary	2.75% Increase	3.0% Increase	3.25% Increase
Classification 5	\$59,360.00	\$60,992.40	\$61,140.80	\$61,289.20
Classification 5	\$60,000.00	\$60,962.50	\$61,050.00	\$61,137.50
Classification 5	\$62,170.00	\$63,879.68	\$64,035.10	\$64,190.53
Classification 3	\$62,940.80	\$64,671.67	\$64,829.02	\$64,986.38
Classification 3	\$63,086.40	\$64,821.28	\$64,978.99	\$65,136.71
Classification 5	\$64,129.92	\$65,893.49	\$66,053.82	\$66,214.14
Classification 5	\$65,520.00	\$67,321.80	\$67,485.60	\$67,649.40
Classification 5	\$65,720.00	\$67,527.30	\$67,691.60	\$67,855.90
Classification 5	\$70,000.00	\$71,925.00	\$72,100.00	\$72,275.00
Classification 4	\$71,136.00	\$73,092.24	\$73,270.08	\$73,447.92
Classification 6 - Director	\$73,012.80	\$74,184.05	\$74,290.52	\$74,397.00
Classification 6 - Director	\$77,129.06	\$79,250.11	\$79,442.93	\$79,635.75
Classification 5	\$78,375.00	\$80,530.31	\$80,726.25	\$80,922.19
Classification 6 - Director	\$78,440.00	\$80,597.10	\$80,793.20	\$80,989.30
Classification 6 - Director	\$79,010.61	\$81,183.40	\$81,380.93	\$81,578.45
Classification 6 - Director	\$84,800.00	\$87,132.00	\$87,344.00	\$87,556.00
Classification 6 - Director	\$88,141.01	\$90,564.89	\$90,785.24	\$91,005.59
Classification 6 - Director	\$90,000.00	\$91,443.75	\$91,575.00	\$91,706.25
Classification 6 - Director	\$95,000.00	\$96,523.96	\$96,662.50	\$96,801.04
Classification 6 - Director	\$105,000.00	\$106,684.38	\$106,837.50	\$106,990.63
Classification 6 - Director	\$106,067.97	\$108,984.84	\$109,250.01	\$109,515.18

total: \$3,847,783.75 \$3,943,115.60 \$3,951,884.16 \$3,960,559.19
Increase: \$95,331.85 \$104,100.41 \$112,775.44



REPORT TO PARK BOARD

FROM: Sarah Sandquist, Executive Director

DATE: February 8, 2024

SUBJECT: Approval of Updates to Part-Time and Seasonal Wages

Background

Each year, the Board of Commissioners reviews the Champaign Park District's (Park District) part-time and seasonal wages and approves increases or changes. In February 2019, Illinois approved an increase in the minimum wage for all employees. This increase took effect on January 1, 2020, with a \$1.00 raise followed by an additional \$0.75 raise on July 1, 2020. Subsequently, a \$1.00 increase will occur annually every January 1st until January 1, 2025, when the minimum wage reaches \$15.00/hour.

Staff evaluated all part-time and seasonal positions for 2024 to ensure the Park District has all necessary positions filled to meet residents' needs. Board action will align the Park District's part-time and seasonal rate increases with full-time rate increases, effective May 1, 2024. Last year's Board action surpassed the minimum wage and facilitated the hiring of 320 seasonal employees, which is fifty-four (54) more employees than the previous year.

Please refer to Exhibit A for the recommended positions and pay rate increases. Staff recommendations include a \$0.50 raise for all positions, with a few positions receiving larger increases:

- Pool Manager: To establish a \$1.00 gap between Manager and Assistant Manager positions.
- Private Swim Lesson: Addition of the rate.
- Customer Service Assistant Manager: No increase to maintain a \$1.00 gap between Manager and Assistant Manager positions.
- Pickleball Instructor: Increase the top end of the range to stay competitive depending on the instructor's qualifications.
- Youth Theatre Assistant Director: Align the position with Choreographer and Music Director.

Additionally, a \$1.00 increase will ensure the following positions remain at \$1.00 above minimum wage:

- Concession Worker
- Front Desk Worker
- Assistant Senior Recreation Leader

To encourage the return of seasonal staff, staff propose to continue providing a \$0.50 increase to any returning staff who worked and completed the previous season. This initiative was

instrumental in increasing the number of returning staff from 35 to 108 last year. Currently, there are sixty-eight (68) staff that have committed to returning from last year.

To enhance part-time employee retention, staff proposes to continue providing a \$0.50 increase to any part-time staff with a satisfactory or better annual review.

Staff recommendation

Staff propose the following:

1. Approve the part-time and seasonal wage increases as outlined in Exhibit A, effective May 1, 2024.
2. Approve a \$0.50 increase to all returning seasonal staff who have completed the previous season and have an evaluation of satisfactory or better.
3. Approve a \$0.50 increase for all part-time staff upon receiving a satisfactory or better annual review.

Prepared by:

Reviewed by:

Heather Miller
Human Resource Director

Sarah Sandquist
Executive Director

Department	Position	Dates of Employment	1/1/2023	4/1/2024 - Proposed
Aquatics				
	Pool Manager	April - Sept	\$17.00	\$18.00
	Pool Assistant Manager	April - Sept	\$16.50	\$17.00
	Lifeguard	May - Sept	\$15.50	\$16.00
	Swim Lesson Manager	May - Sept	\$16.50	\$17.00
	Assistant Swim Lesson Manager	May - Sept	\$15.50	\$16.00
	Swim Lesson Instructor	June - Aug	\$14.75	\$15.25
	Private Swim Lesson	June - Aug		\$20.00
	Customer Service Manager (FD/Concessions)	Mar - Sept	\$16.50	\$17.00
	Customer Service Assistant Manager (FD/Concessions)	May - Sept	\$16.00	\$16.00
	Concession Worker	May - Sept	\$14.00	\$15.00
	Front Desk Worker	May - Sept	\$14.00	\$15.00
	Swim Team Coach	May - July	\$17-\$23 (DOQ)	\$17.50-\$23.50 (DOQ)
	Swim Team Assistant Coach	May - July	\$15.50	\$16.00
Summer Programs				
	Director*	May - Aug	\$17.00	\$17.50
	Assistant Director*	May - Aug	\$16.00	\$16.50
	Summer Camp Leader	May - Aug	\$15.00	\$15.50
	Bus Driver	May - Aug	\$21.00 - \$31.00	\$21.50 - \$31.50
	<i>*Plus \$1 for teaching certificate</i>			
Operations				
	Grounds Worker	April - Nov	\$15.00	\$15.50
	Horticulture Worker	April - Nov	\$15.00	\$15.50
	Natural Areas Worker	April - Nov	\$15.00	\$15.50
	Operations Worker (Maintenance Worker)	April - Nov	\$15.00	\$15.50
	Sports Field Worker	April - Nov	\$15.00	\$15.50
Prairie Farm				
	Director*	April - Sept	\$17.00	\$17.50
	Assistant Director* - Animal Care	April - Sept	\$16.00	\$16.50
	Assistant Director* - Children's programming	April - Sept	\$16.00	\$16.50
	Prairie Farm Leader	May - Sept	\$15.00	\$15.50
	<i>*Plus \$1.00 for degree in Animal Sciences/Vet-Med/related degree</i>			
Special Events				
	Special Events Assistant Director	Mar - Aug	\$15.00	\$15.50
	Driver (Showmobile/Bus) Showmobile Driver	Mar - Aug	\$21.00 - \$31.00	\$21.50 - \$31.50
	Inflatables Worker	Mar - Aug	\$13.00	\$14.00
Afterschool				
	Afterschool Program Director*	Aug - May	\$17.00	\$17.50
	Afterschool Assistant Director*	Aug - May	\$16.00	\$16.50
	Afterschool Leader	Aug - May	\$15.00	\$15.50
	School Out Leader	Aug - May	\$15.00	\$15.50
	<i>*Plus \$1 for teaching certificate</i>			

Department	Position	Dates of Employment	1/1/2023	4/1/2024 - Proposed
Cultural Arts				
	Dance Instructor	Part-time	\$15.00 to \$27.00 (DOQ)	\$15.50 to \$27.50 (DOQ)
	Dance Private Lessons	Part-time	\$21.00 per half hour	\$21.50 per half hour
	Pottery Supervisor	Part-time	\$18.00 to \$26.00 (DOQ)	\$18.50 to \$26.50 (DOQ)
	Pottery Instructor	Part-time	\$15.00 to \$23.00 (DOQ)	\$15.50 to \$23.50 (DOQ)
	Pottery Private Lessons	Part-time	\$25.00 per hour	\$25.50
	Guitar Private Lessons	Part-time	\$20.26 per hour	\$20.75
	Drum Private Lessons	Part-time	\$20.00 per hour	\$20.25
	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
Facilities				
	Building Openers	Part-time	\$15.00	\$15.50
	Building Service Worker	Part-time	\$16.00	\$16.50
	Facility Supervisor	Part-time	\$17.00	\$17.50
	Gym Site Supervisor Facility Attendant	Part-time	\$15.00	\$15.50
	Receptionist	Part-time	\$16.00	\$16.50
	Teen Recreation Leader	Part-time	\$15.00	\$15.50
Finance				
	Accounting Clerk/Specialist	Part-time	\$15.00 - \$25.00 (DOQ)	\$15.50 - \$25.50 (DOQ)
Human Resources				
	Human Resources Assistant	Part-time	\$15.00 - \$20.00 (DOQ)	\$15.50 - \$20.50 (DOQ)
	Volunteer Coordinator	Part-time 1	\$15.00	\$15.50
	Intern		\$15.00	\$15.50
Marketing				
	Development Manager	Part-time 1	\$25.20 - \$31.50 (DOQ)	\$25.75 - \$32.00
	Marketing Assistant	Part-time 1	\$19.00	\$19.50
Operations				
	Grounds Worker II	Part-time	\$18.00	\$18.50
	Grounds Worker I	Part-time	\$17.00	\$17.50
	Horticulture Worker II	Part-time	\$18.00	\$18.50
	Horticulture Worker I	Part-time	\$17.00	\$17.50
	Natural Areas Worker II	Part-time	\$18.00	\$18.50
	Natural Areas Worker I	Part-time	\$17.00	\$17.50
	Operations Worker II (Maintenance Worker)	Part-time	\$18.00	\$18.50
	Operations Worker I (Maintenance Worker)	Part-time	\$17.00	\$17.50
	Sports Field Worker II	Part-time	\$18.00	\$18.50
	Sports Field Worker I	Part-time	\$17.00	\$17.50
Preschool				
	Preschool Instructor	Part-time	\$17.00	\$17.50
Senior Program				
	Senior Recreation Leader	Part-time	\$15.00	\$16.00
	Assistant Senior Recreation Leader	Part-time	\$14.00	\$15.00
Special Events				
	Special Events Assistant	Part-time 1	\$15.00	\$15.50
Sports				
	Sports Assignor	Part-time	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	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	\$19 to \$34 (DOQ)	\$19.50 - \$34.50 (DOQ)
	Pickleball Instructor	Part-time	\$16.00 to \$22.00 (DOQ)	\$16.50 - \$30.00 (DOQ)
	Sports Site Manager	Part-time	\$16.00	\$16.50
	Sports Site Worker	Part-time	\$15.00	\$15.50
	Tennis Private Lesson Instructor	Part-time	\$19.00 to \$34.00 (DOQ)	\$19.50 to \$34.50 (DOQ)
	Tennis Instructor	Part-time	\$15.00 to \$30.00 (DOQ)	\$15.50 to \$30.50 (DOQ)
	Youth Sports Instructor	Part-time	\$15.00	\$15.50
Technology and Risk				
	Network Administrator	Part-time 1	\$25.00 - 30.00 (DOG)	\$25.50 - 30.50 (DOG)
	Risk Assistant	Part-time	\$15.00 - \$20.00 (DOQ)	\$15.50 - \$20.50 (DOQ)
	Technology Specialist	Part-time	\$17.00-\$27.00 (DOQ)	\$17.50 - \$27.50 (DOQ)
Virginia Theatre				
	Box Office Receptionist	Part-time	\$16.25	\$16.75
	Concessions Worker	Part-time	\$14.00	\$15.00
Youth Theatre				
	Assistant Director	Part-time	\$14.00	\$15.50
	Choreographer	Part-time	\$15.00	\$15.50
	Music Director	Part-time	\$15.00	\$15.50
Youth Program				
	Youth Program Director	Part-time	\$17.00	\$17.50
	Youth Program Assistant Director	Part-time	\$16.00	\$16.50
	Youth Program Leader	Part-time	\$15.00	\$15.50
	Birthday Party Leader	Part-time	\$15.00	\$15.50



REPORT TO PARK BOARD

FROM: Sarah Sandquist, Executive Director

DATE: February 14, 2024

SUBJECT: Approval of a Resolution and Authorize Staff to file the Abatement Certificate for Series 2013A Bond

Background

This is an annual filing requirement pursuant to the Alternate Revenue Bonds originally issued in 2005 and later refunded in June 2013.

Each year, until the tax year 2023, the Champaign Park Board of Commissioners will be requested to abate the taxes pertaining to the Alternate Revenue Bond, originally issued in 2005 to build the Sholem Aquatic Center, then later refinanced in June 2013. This is a necessary step to keep in compliance with our Alternate Revenue Bond and Debt limitations pursuant to Ordinance No. 574, *An Ordinance Authorizing the Issuance of General Obligation Refunding Bonds (Alternate Revenue Source), Series 2013A, of the Champaign Park District, in Champaign County, Illinois, Providing the Details of Such Bonds and For Alternate Revenue Sources and the Levy of Direct Annual Taxes Sufficient to Pay the Principal of and Interest on Such Bonds, and Related Matters.*

Prior Board Action

None taken related to the 2023 tax year to which this abatement applies.

Budget Impact

This does not have any additional impact on the budget as this is already factored into the annual tax levy revenue for the subsequent fiscal year.

Recommended Action

Staff recommends that the Board approve a resolution and authorize Staff to file the Abatement Certificate for Series 2013A Bond.

Prepared by:

Reviewed by:

Andrea N. Wallace, CPA
Director of Finance

Sarah Sandquist
Executive Director

ABATEMENT CERTIFICATE

Pursuant to Ordinance No. 574, AN ORDINANCE AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION REFUNDING BONDS (ALTERNATE REVENUE SOURCE), SERIES 2013A, OF THE CHAMPAIGN PARK DISTRICT, IN CHAMPAIGN COUNTY, ILLINOIS, PROVIDING THE DETAILS OF SUCH BONDS AND FOR ALTERNATE REVENUE SOURCES AND THE LEVY OF DIRECT ANNUAL TAXES SUFFICIENT TO PAY THE PRINCIPAL OF AND INTEREST ON SUCH BONDS, AND RELATED MATTERS, adopted by the Board of Park Commissioners of the Champaign Park District, Champaign County, Illinois (the “**Issuer**”) on June 12, 2013 (the “**Bond Ordinance**”), the undersigned, as President and Secretary of the Issuer hereby certify to the Champaign County Clerk that it is appropriate to reduce by abatement the tax levy for 2023 (to be received in 2024) as provided in Section 9 of the Bond Ordinance (filed on June 17, 2013, with such County Clerk), as follows:

<u>Tax Levy For the Year,</u>	<u>New Levy Amount To Continue After Abatement A Tax Sufficient to Produce the Sum of,</u>	<u>(Amount Abated)</u>
2023	\$0.00	\$532,875.00

No other tax levy year is to be affected by this Abatement Certificate. The County Clerk is hereby directed to abate taxes as set forth above and to ascertain the rate per cent required to produce the aggregate tax hereinabove provided to be levied in 2023 as shown above to be levied, and to extend the same for collection on the tax books in connection with other taxes levied in such year, in and by the Issuer for general corporate purposes of the Issuer, and in such year levied and collected in like manner as taxes for general corporate purposes for such year is levied and collected and, when collected, such taxes shall be used solely for the purpose of paying the principal of and interest on the Bonds herein described as the same become due and payable. The tax levy shall be abated as parenthetically shown above. Otherwise Ordinance No. 574 shall be given effect according to its terms.

(SEAL)

Jarrod Scheunemann, Secretary

Craig W. Hays, President

Receipt

The Champaign County Clerk hereby acknowledges receipt of the above Abatement Certificate this _____ day of February, 2024 and agrees to abate (and continue to extend with respect to the Bond Ordinance, as shown above) the taxes as therein provided.

Champaign County Clerk

RESOLUTION

WHEREAS, the Board of Commissioners of the Champaign Park District, an Illinois municipal corporation, did adopt an ordinance on the 12th day of June 2013 Ordinance No. 574 AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION REFUNDING BONDS (ALTERNATE REVENUE SOURCE), SERIES 2013A, OF THE CHAMPAIGN PARK DISTRICT, IN CHAMPAIGN COUNTY, ILLINOIS, PROVIDING THE DETAILS OF SUCH BONDS AND FOR ALTERNATE REVENUE SOURCES AND THE LEVY OF DIRECT ANNUAL TAXES SUFFICIENT TO PAY THE PRINCIPAL OF AND INTEREST ON SUCH BONDS, AND RELATED MATTERS; and

WHEREAS, the Board of Commissioners of the Champaign Park District hereby determines that the Pledged Revenues (as defined in the Bond Ordinance) will be available for the purpose of paying the debt service due on the Bonds during the next succeeding bond year; and

WHEREAS, it is necessary and in the best interests of the Champaign Park District that the tax heretofore levied for the year 2023 to pay such debt service on the Bonds be abated; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Champaign Park District, as follows: The tax heretofore levied for the year 2023 in the Bond Ordinance is hereby abated in the amount of \$532,875.

APPROVED by the President and Board of Commissioners of the Champaign Park District this 14th day of February 2024.

APPROVED:

Craig W. Hays, President

ATTEST:

Jarrod Scheunemann, Secretary



REPORT TO PARK BOARD

FROM: Sarah Sandquist, Executive Director

DATE: February 14, 2024

SUBJECT: Contract Mowing Bid

Background

The Park District formally requests bids for contractual mowing services at 59 total sites. This year, two (2) groups were up for bidding (group 1- Douglass, MLK Trail and Wesley and group 2- Robeson Square Park & Trail and Henry Michael). The contract term for these sites will be for two (2) mowing seasons, 2024 & 2025.

Specifications include a mowing frequency of once every seven days from April to October with the possibility of an additional two weeks in November (7.5 months total). Previous fiscal year totals for contractual mowing are:

- FY 20/21 - \$153,308
- FY 21/22 - \$166,834
- FY 22/23 - \$194,568
- FY 23/24 - \$186,135 (depending on starting date in April 2024)
- FY 24/25 - \$190,013 (projected)

Bid Results

An invitation to bid was published in The News-Gazette. Nine (9) bid packets were received. Bids were opened and read aloud on February 1, 2024. The bid results are as follows:

	Group 1	Group 2
CP Lawn Services & Landscape	\$1,165	\$850
Fresh Cut	NB	\$1400
Smitty's Lawn Care	\$3,600	NB
Kings Outdoor Solution, LLC	\$2,180	\$1,800
Brian Hefley	\$17,483.98	\$6,660.56
Property Classic Corporation	\$2,200	\$1,000
Bill's Lawn Care	\$1,500	\$1,100
Maintenance One	\$17,271.42	\$10,694.99
Reinhart Landscaping	\$9,000.58	\$5,114

Budget Impact

The monthly amount for these sites will be \$2,350. The total amount budgeted in the FY24/25 Landscape Maintenance line item, for all contracted sites, will be \$190,013.

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

Recommended Action

Staff recommends the Park Board authorize the Executive Director to enter into contracts with the second lowest bidder (Bill's Lawn Care in the amount of \$1,500 per month for group 1), as the low bidder withdrew their bid.

Staff also recommends awarding the lowest bidder for group 2 to CP Lawn Services and Landscaping, LLC in the amount of \$850 per month.

It is also requested that in the event of a contractor forfeiting their contract prior to its completion, the Park Board authorize the Executive Director to proceed to the next, lowest responsive bidder and enter into a contractual arrangement for the remainder of the original contract.

Prepared by:

Tommy Buhr
Grounds Supervisor

Reviewed by:

Bret Johnson
Asst. Dir. of Operations & Planning

Reviewed by:

Dan Olson
Dir. of Operations & Planning

**CHAMPAIGN PARK DISTRICT
AGREEMENT FOR MOWING SERVICES**

This Agreement is made and entered into effective this 15th day of February, 2024, by and between the Champaign Park District, a municipal corporation (hereinafter referred to as, "Park District"), whose principal address is 706 Kenwood Road, Champaign, Illinois, and Bill's Lawn Care, (hereinafter referred to as, "Contractor"), whose principal address is 1472 Mather, Rantoul, IL 61866

RECITALS:

WHEREAS, Park District and Contractor desire to enter into an agreement whereby Contractor will provide mowing services to Park District at designated locations as hereafter set forth.

NOW, THEREFORE, for and in consideration of the mutual promises, covenants and agreements herein set forth, Park District and Contractor agree as follows:

1. **Services.** Contractor shall provide mowing services in a good and workmanlike manner on the terms and conditions hereinafter set forth and maintain as specified certain park areas owned or under the control of Park District, and further designated as follows:

- Group 1 – Douglass, MLK Trail and Wesley.....\$1,500/Month

Contractor shall furnish all labor, materials, supplies and equipment to perform the work set forth in the information to bidders, mowing specifications, Contractor's bid and this Agreement, including any change orders agreed to hereafter, all of which are incorporated herein by this reference.

2. **Term and Termination.** The term of the contract shall be for **two (2) years (2024 & 2025 mowing seasons)**, commencing on the date the contract is executed by the Contractor and the Park District. The terms and bid prices must remain firm throughout the term of the contract. This Agreement may be terminated by either party for "cause" by giving fifteen (15) days' notice to the other party in writing of such intention to terminate the Agreement. For the purposes of this paragraph, "termination for cause" is defined as termination for an intentional or a willful violation of any of the provision of this Agreement by a Party. The party seeking to terminate this Agreement for cause must specify in writing to the other party the nature of the "cause" resulting in termination. Furthermore, this Agreement may be terminated "without cause" by either party giving the other at least fifteen (15) days' notice in writing of the intended termination date.

3. **Time of Performance.** The work to be performed under this contract shall be commenced by the first day of the first full week of April and shall be entirely completed by the last full day of the last full week of October of the year unless prevented by adverse weather conditions and other circumstances approved in writing by the Park District. The work period may be extended until November 25th of the year at the sole discretion of the Park District as provided for herein. Failure to complete the work in such time shall be a breach of this contract entitling the Park District to terminate the contract as described above in Section 2.

In the event that weather conditions prevent Contractor from commencing work during the first two weeks of April, the Park District may provide contractor with a one week extension from the starting date of the mowing, but in no event more than two (2) such extensions shall be permitted. The monthly compensation otherwise provided for herein shall be reduced by twenty-five percent (25%) for each permitted extension.

Beginning the first week of April each year of this contract, the Contractor shall declare to the Park District in writing the day of the week each location will be mowed. Said location will be mowed by the Contractor each consecutive week of the year of the contract. In the event of weather situations preventing mowing, approval must be obtained from the Grounds Supervisor or the Assistant Director of Operations to temporarily move to a different day for mowing.

4. **Compensation for Services.** Park District shall pay the Contractor for the services provided for herein as follows:

- Group 1 – Douglass, MLK Trail and Wesley.....\$1,500/Month

See Section 2.03 Payments of the bid document for Terms of Payments

5. **Insurance and Indemnification.** The Contractor shall maintain in effect at its sole expense the following insurance applicable to the work performed hereunder:
- (a) Worker's compensation insurance as required by law;
 - (b) Employers liability insurance; \$1,000,000
 - (c) General liability insurance, including bodily injury and Property damage; \$1,000,000 bodily injury and \$1,000,000 property damage.
 - (d) Automobile liability insurance; \$500,000 bodily injury, \$500,000 property damage.

Contractor shall furnish the Park District by April 1st of each year that the contract is in effect with a certificate of insurance naming the Park District as additional insured, including coverage pursuant to the indemnification agreement stated herein.

Contractor shall indemnify and hold harmless the Park District from any and all claims, damages, losses, attorneys' fees and expenses of any kind or character whatsoever arising out of or resulting from the performance of the work provided for herein, except those caused solely by the negligence of Park District.

6. **Independent Contractor.** The Contractor acknowledges and affirms that neither it nor any of its employees or agents is entitled to any benefits or protections afforded employees of the Park District nor shall Contractor or any of its employees or agents be bound by any obligations of or as employees of the Park District, except as may be otherwise required by applicable law.
- (a) Neither the Contractor nor any of its employees or agents shall hold itself/himself/herself out as an employee of the Park District to members of the public.
 - (b) The Contractor acknowledges and affirms that it is solely responsible to pay all applicable federal, state and local income and withholding tax obligations or contributions imposed by social security, unemployment insurance and worker's compensation insurance on behalf of the Contractor and those employees, if any, employed by it.
 - (c) The Contractor acknowledges and agrees that it is solely responsible for its employees/agents actions in performing the work/services.
7. **Default.** The Park District may terminate this Agreement in the event of a default or breach. A default or breach shall be deemed to occur when any of the services are not provided as required and in the manner and at the times provided for in the mowing specifications.
8. **Laws and Venue.** The parties agree that the laws governing this Agreement shall be the laws of the State of Illinois. The parties further agree that in the event of any claim or lawsuit regarding this Agreement, Champaign County, Illinois shall be the appropriate venue for such claim or suit.
9. **Severability.** In any event one or more of the provisions contained in this Agreement shall be determined by a Court to be invalid, illegal or unenforceable in any respect, such provision shall be deemed severed from this Agreement, and the validity, legality, or enforceability of the remaining provisions of this Agreement or any other application thereof shall not be affected or impaired thereby, and shall, therefore remain in effect.
10. **Compliance with Laws.** Contractor shall comply with all laws, statutes, ordinances and regulations applicable to the work to be performed, including, without limitation, the Illinois Prevailing Wage Act, Illinois Fair Employment Practices Act, all equal employment opportunity laws, all affirmative action ordinances and all other state, federal, or local laws or regulations applicable to the performance of this contract. In this connection, Contractor guarantees that not less than the prevailing rate of wages shall be paid to laborers, workers and mechanics performing work required to complete this contract. Further, Contractor acknowledges that, except in certain situations permitted by law, Illinois-resident laborers will be used for the work.
11. **Assignment.** Neither party, nor any subsidiary, successor, partner, employee, agent or affiliate shall assign or delegate any of their rights or responsibilities under this Agreement without the prior written consent of the

other, which shall not be unreasonably withheld. Any assignee or sub-contractor must be acceptable to the Park District, must furnish a signed Champaign Park District "Commitment to engage in Affirmative Action Practices" form, and must agree to comply with all statutory requirements pertaining to Illinois prevailing wages, the Illinois Fair Employment Act, Equal Opportunity laws and all other State and Federal laws and regulations applicable to the performance of this Agreement.

- 12. **Time of the Essence.** Time is of the essence in the performance and completion of the terms of this Agreement.
- 13. **Waiver.** Failure to insist upon strict compliance with any of the terms, covenants or conditions of this Agreement, shall not be deemed a waiver of the term, covenant or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of the right or power at all or any other times.
- 14. **Counterparts.** This Agreement shall be executed in duplicate, each of which shall be deemed to be an original.
- 15. **Notice.** All notices required pursuant to this Agreement shall be in writing, and shall be deemed to have been given on the date and at the time they are sent by certified mail, return receipt requested, to the respective party at the address set forth below, or at such other place or address as the parties shall provide to each other in writing. In addition, any such notice shall be sent by first class regular U.S. Mail.

Champaign Park District
Attention: Sarah Sandquist
Executive Director
706 Kenwood Road
Champaign, IL 61821

Contractor:
Bill's Lawn Care
ATTN: William Calbert
1472 Mather
Rantoul, IL 61866

- 16. **Entire Agreement and Amendment.** This Agreement and any terms or specifications attached hereto or otherwise referred to herein constitute the entire agreement between the parties pertaining to the subject matter hereof and supersede all prior or contemporaneous agreements and understandings either oral or written of the parties in connection herewith. No modification of this Agreement shall be effective unless made in writing, signed by both parties and dated after the date hereof.

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

PARK DISTRICT:

Champaign Park District
a municipal Corporation

By: _____
Sarah Sandquist, Executive Director

CONTRACTOR:

Bill's Lawn Care

By: _____
Its _____

ATTEST:

By: _____
Jarrod Scheunemann , Board Secretary

**CHAMPAIGN PARK DISTRICT
AGREEMENT FOR MOWING SERVICES**

This Agreement is made and entered into effective this 15th day of February, 2024, by and between the Champaign Park District, a municipal corporation (hereinafter referred to as, "Park District"), whose principal address is 706 Kenwood Road, Champaign, Illinois, and CP Lawn Services and Landscaping LLC, (hereinafter referred to as, "Contractor"), whose principal address is 304 E. Van Buren St, Philo, IL 61864

RECITALS:

WHEREAS, Park District and Contractor desire to enter into an agreement whereby Contractor will provide mowing services to Park District at designated locations as hereafter set forth.

NOW, THEREFORE, for and in consideration of the mutual promises, covenants and agreements herein set forth, Park District and Contractor agree as follows:

1. **Services.** Contractor shall provide mowing services in a good and workmanlike manner on the terms and conditions hereinafter set forth and maintain as specified certain park areas owned or under the control of Park District, and further designated as follows:

- Group 10 – Robeson Square Park & Trail and Henry Michael.....\$850/Month

Contractor shall furnish all labor, materials, supplies and equipment to perform the work set forth in the information to bidders, mowing specifications, Contractor's bid and this Agreement, including any change orders agreed to hereafter, all of which are incorporated herein by this reference.

2. **Term and Termination.** The term of the contract shall be for **two (2) years (2024 & 2025 mowing seasons)**, commencing on the date the contract is executed by the Contractor and the Park District. The terms and bid prices must remain firm throughout the term of the contract. This Agreement may be terminated by either party for "cause" by giving fifteen (15) days' notice to the other party in writing of such intention to terminate the Agreement. For the purposes of this paragraph, "termination for cause" is defined as termination for an intentional or a willful violation of any of the provision of this Agreement by a Party. The party seeking to terminate this Agreement for cause must specify in writing to the other party the nature of the "cause" resulting in termination. Furthermore, this Agreement may be terminated "without cause" by either party giving the other at least fifteen (15) days' notice in writing of the intended termination date.

3. **Time of Performance.** The work to be performed under this contract shall be commenced by the first day of the first full week of April and shall be entirely completed by the last full day of the last full week of October of the year unless prevented by adverse weather conditions and other circumstances approved in writing by the Park District. The work period may be extended until November 25th of the year at the sole discretion of the Park District as provided for herein. Failure to complete the work in such time shall be a breach of this contract entitling the Park District to terminate the contract as described above in Section 2.

In the event that weather conditions prevent Contractor from commencing work during the first two weeks of April, the Park District may provide contractor with a one week extension from the starting date of the mowing, but in no event more than two (2) such extensions shall be permitted. The monthly compensation otherwise provided for herein shall be reduced by twenty-five percent (25%) for each permitted extension.

Beginning the first week of April each year of this contract, the Contractor shall declare to the Park District in writing the day of the week each location will be mowed. Said location will be mowed by the Contractor each consecutive week of the year of the contract. In the event of weather situations preventing mowing, approval must be obtained from the Grounds Supervisor or the Assistant Director of Operations to temporarily move to a different day for mowing.

4. **Compensation for Services.** Park District shall pay the Contractor for the services provided for herein as follows:

- Group 10 – Robeson Square Park & Trail and Henry Michael.....\$850/Month

See Section 2.03 Payments of the bid document for Terms of Payments

5. **Insurance and Indemnification.** The Contractor shall maintain in effect at its sole expense the following insurance applicable to the work performed hereunder:
- (a) Worker's compensation insurance as required by law;
 - (b) Employers liability insurance; \$1,000,000
 - (c) General liability insurance, including bodily injury and Property damage; \$1,000,000 bodily injury and \$1,000,000 property damage.
 - (d) Automobile liability insurance; \$500,000 bodily injury, \$500,000 property damage.

Contractor shall furnish the Park District by April 1st of each year that the contract is in effect with a certificate of insurance naming the Park District as additional insured, including coverage pursuant to the indemnification agreement stated herein.

Contractor shall indemnify and hold harmless the Park District from any and all claims, damages, losses, attorneys' fees and expenses of any kind or character whatsoever arising out of or resulting from the performance of the work provided for herein, except those caused solely by the negligence of Park District.

6. **Independent Contractor.** The Contractor acknowledges and affirms that neither it nor any of its employees or agents is entitled to any benefits or protections afforded employees of the Park District nor shall Contractor or any of its employees or agents be bound by any obligations of or as employees of the Park District, except as may be otherwise required by applicable law.
- (a) Neither the Contractor nor any of its employees or agents shall hold itself/himself/herself out as an employee of the Park District to members of the public.
 - (b) The Contractor acknowledges and affirms that it is solely responsible to pay all applicable federal, state and local income and withholding tax obligations or contributions imposed by social security, unemployment insurance and worker's compensation insurance on behalf of the Contractor and those employees, if any, employed by it.
 - (c) The Contractor acknowledges and agrees that it is solely responsible for its employees/agents actions in performing the work/services.
7. **Default.** The Park District may terminate this Agreement in the event of a default or breach. A default or breach shall be deemed to occur when any of the services are not provided as required and in the manner and at the times provided for in the mowing specifications.
8. **Laws and Venue.** The parties agree that the laws governing this Agreement shall be the laws of the State of Illinois. The parties further agree that in the event of any claim or lawsuit regarding this Agreement, Champaign County, Illinois shall be the appropriate venue for such claim or suit.
9. **Severability.** In any event one or more of the provisions contained in this Agreement shall be determined by a Court to be invalid, illegal or unenforceable in any respect, such provision shall be deemed severed from this Agreement, and the validity, legality, or enforceability of the remaining provisions of this Agreement or any other application thereof shall not be affected or impaired thereby, and shall, therefore remain in effect.
10. **Compliance with Laws.** Contractor shall comply with all laws, statutes, ordinances and regulations applicable to the work to be performed, including, without limitation, the Illinois Prevailing Wage Act, Illinois Fair Employment Practices Act, all equal employment opportunity laws, all affirmative action ordinances and all other state, federal, or local laws or regulations applicable to the performance of this contract. In this connection, Contractor guarantees that not less than the prevailing rate of wages shall be paid to laborers, workers and mechanics performing work required to complete this contract. Further, Contractor acknowledges that, except in certain situations permitted by law, Illinois-resident laborers will be used for the work.
11. **Assignment.** Neither party, nor any subsidiary, successor, partner, employee, agent or affiliate shall assign or delegate any of their rights or responsibilities under this Agreement without the prior written consent of the

other, which shall not be unreasonably withheld. Any assignee or sub-contractor must be acceptable to the Park District, must furnish a signed Champaign Park District "Commitment to engage in Affirmative Action Practices" form, and must agree to comply with all statutory requirements pertaining to Illinois prevailing wages, the Illinois Fair Employment Act, Equal Opportunity laws and all other State and Federal laws and regulations applicable to the performance of this Agreement.

- 12. **Time of the Essence.** Time is of the essence in the performance and completion of the terms of this Agreement.
- 13. **Waiver.** Failure to insist upon strict compliance with any of the terms, covenants or conditions of this Agreement, shall not be deemed a waiver of the term, covenant or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of the right or power at all or any other times.
- 14. **Counterparts.** This Agreement shall be executed in duplicate, each of which shall be deemed to be an original.
- 15. **Notice.** All notices required pursuant to this Agreement shall be in writing, and shall be deemed to have been given on the date and at the time they are sent by certified mail, return receipt requested, to the respective party at the address set forth below, or at such other place or address as the parties shall provide to each other in writing. In addition, any such notice shall be sent by first class regular U.S. Mail.

Champaign Park District
Attention: Sarah Sandquist
Executive Director
706 Kenwood Road
Champaign, IL 61821

Contractor:
CP Lawn Services & Landscaping LLC
ATTN: Cain Sappenfield
304 E. Van Buren St.
Philo, IL 61864

- 16. **Entire Agreement and Amendment.** This Agreement and any terms or specifications attached hereto or otherwise referred to herein constitute the entire agreement between the parties pertaining to the subject matter hereof and supersede all prior or contemporaneous agreements and understandings either oral or written of the parties in connection herewith. No modification of this Agreement shall be effective unless made in writing, signed by both parties and dated after the date hereof.

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

PARK DISTRICT:

CONTRACTOR:

Champaign Park District
a municipal Corporation

CP Lawn Services & Landscaping LLC

By: _____
Sarah Sandquist, Executive Director

By: _____

Its _____

ATTEST:

By: _____
Jarrod Scheunemann , Board Secretary



REPORT TO PARK BOARD

FROM: Sarah Sandquist, Executive Director

DATE: February 14, 2024

SUBJECT: CUSR Pull-In Professional Services Agreement with Clark Dietz

Background

Since the opening of the newly renovated CUSR Center, staff have recognized considerable safety issues while loading and unloading participants from busses and vehicles. The issues are heightened when Jefferson and Centennial schools are simultaneously dismissed. During that time, Sangamon Drive is overcrowded with parked cars on each side of the road and two lanes of moving traffic.

The current protocol for participants is that they are dropped off curbside, in front of the CUSR building, along Sangamon Dr. Policy and good practice mandates that participants must be met curbside by Champaign-Urbana Special Recreation (CUSR) staff before they can be allowed to exit the vehicle. It may take several minutes for the participant to safely exit the vehicle, causing additional traffic flow inefficiencies.

Additionally, the temporarily parked buses block the line-of-sight for a well-used crosswalk. This creates an additional blind corner for pedestrians crossing the street and those that are driving.

Staff have been working with Clark Dietz on preliminary concepts for the CUSR Pull-In and completed a basic charette of needs for the project. Part of that charette produced the attached preliminary concept picture for the project.

The general scope of work for this Professional Service Agreement (PSA) consists of completing a land survey and engineering a new bus pull-in lane in front of the CUSR Center. The survey is necessary due to the proximity of property lines with Unit 4 School District and street right-of-way. This scope of work also includes Clark Dietz facilitating meetings with the City, the Park District, and Unit 4 School District.

This PSA has been reviewed by legal counsel and suggested changes were accepted by Clark Dietz.

Prior Board Action

The Board approved \$62,000 for the CUSR Pull-In in the FY2023-24 Capital Budget.
The Board approved \$230,000 for the CUSR Pull-In for the FY2024-25 Capital Budget.

Budget Impact

The total for the survey and engineering services agreement is \$34,475. The remaining \$27,525 will be rolled into next year and used for construction of the Pull-In.

Recommended Action

Staff recommends the Board authorize the Executive Director to enter into the Professional Services Agreement with Clark Dietz for the CUSR Pull-In for a total of \$34,475.00.

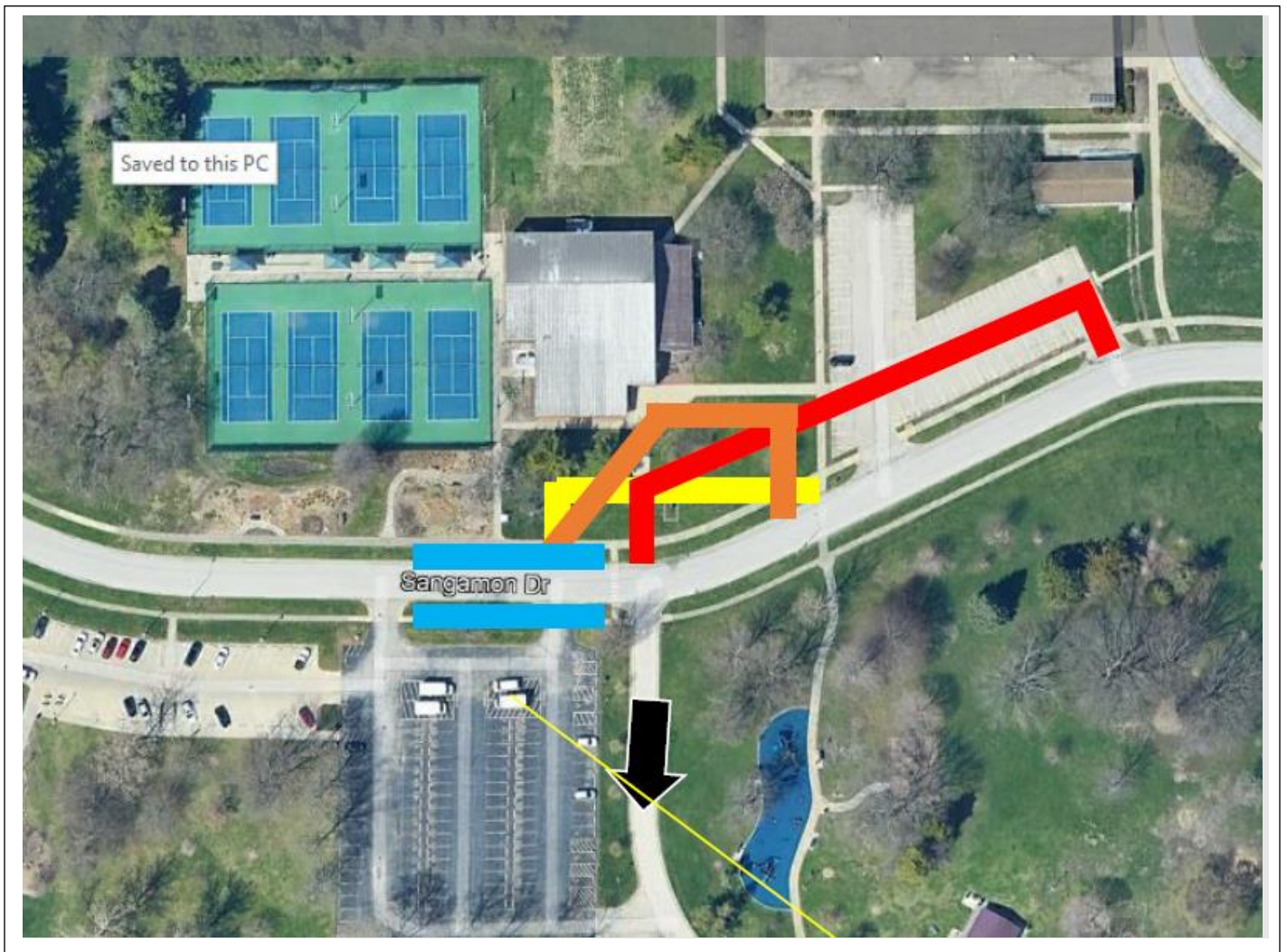
Prepared by:

Dan Olson
Director of Operations & Planning

Reviewed by:

Sarah Sandquist
Executive Director

Figure 1 – Possible CUSR Pull-In concepts to be examined.



PROFESSIONAL SERVICES AGREEMENT

CUSR Drop Off Site Improvements (“Project”)

This Agreement is by and between

Champaign Park District (“Client”)

*706 Kenwood Road
Champaign, IL 61821*

and

Clark Dietz, Inc. (“Clark Dietz”)

*125 W. Church Street
Champaign, IL 61820*

Who agree as follows:

Client hereby engages Clark Dietz to perform the services set forth in PART I - SERVICES BY CLARK DIETZ, and Clark Dietz agrees to perform the Services for the compensation set forth in PART III - COMPENSATION. Clark Dietz shall be authorized to commence the Services upon execution of this Agreement and written or verbal authorization to proceed from Client. Client and Clark Dietz agree that this signature page, together with Parts I - IV and attachments referred to therein, constitute the entire Agreement between them relating to the Project.

Agreed to by Client

By: _____

Title: _____

Date: _____

Agreed to by Clark Dietz

By: Sean M. Widener

Title: Senior Vice President

Date: January 25, 2024

**PART I
SERVICES BY CLARK DIETZ**

A. Project Description

The Champaign Park District is seeking to improve pedestrian safety associated with student drop-offs at the CUSR Center. In the existing configuration students are dropped off on Sangamon Drive and Park District employees regularly need to chaperone individuals to the facility entrance. Drop off vehicles include passenger vehicles, 23', and 40' buses. ADA accessibility at the drop off location, pedestrians crossing the public roadway, and traffic congestion caused by unloading vehicles are all safety considerations the Park District wishes to address with this project.

The ideal outcome of this project is a vehicle drop-off configuration for the CUSR Center that provides for off-street unloading, has stacking space for multiple buses, and minimizes the distance between the drop-off point and the entrance to the CUSR Center.

Adjoining the CUSR Center, Sangamon Drive is a dedicated City of Champaign right-of-way and the parking area immediately to the east is owned by Unit 4. The proximity of these stakeholders to the existing site will require thoughtful listening and consideration of their priorities to develop consensus for a preferred solution. We are prepared to facilitate these discussions to develop the best solution for public safety.

B. Scope

1. STUDY/REPORT PHASE – see attached labor hour estimate for detailed scope items.
2. PRELIMINARY DESIGN PHASE – see attached labor hour estimate for detailed scope items.
3. FINAL DESIGN PHASE (*not included*)
4. BIDDING/NEGOTIATION PHASE (*not included*)
5. CONSTRUCTION PHASE (*not included*)
6. CLOSEOUT (*not included*)

C. Schedule

Notice to proceed is anticipated in January 2024 and project deliverables in April 2024. Timeline for the ultimate construction of proposed improvements is 2025.

D. Assumptions/Conditions

This agreement is subject to the following assumptions/conditions:

1. This Agreement and any legal actions concerning its validity, interpretation and performance shall be governed by the laws of the location of the project.
2. Local permits for this project (street cuts, utility relocations, etc.) will be obtained by the Client with information provided by Clark Dietz. All permit fees will be paid by the Client.
3. State permits for this project will be obtained by the Client with information provided by Clark Dietz. All permit fees will be paid by the Client.

The tasks below can be performed for an additional fee:

1. Preparation of right-of-way or temporary construction easement drawings, descriptions or negotiation/acquisition services;
2. Preparation of assessment roles or schedules;
3. Geotechnical investigations;
4. Processing of Federal permits;
5. Contaminated site Phase I or Phase II environmental assessment investigations or remediation activities;
6. Cultural, historic, archeological, or wetland assessment investigations or remediation activities.
7. Retrieval and procurement of records required pursuant to a Freedom of Information Act request.

The list above is not all-inclusive.

PART II CLIENT'S RESPONSIBILITIES

Client shall, at its expense, do the following in a timely manner so as not to delay the Services:

A. Information/Reports

Provide Clark Dietz with reports, studies, site characterizations, regulatory decisions and similar information relating to the Services that Clark Dietz may rely upon without independent verification unless specifically identified as requiring such verification.

B. Representative

Designate a representative for the project who shall have the authority to transmit instructions, receive information, interpret and define Client's requirements and make decisions with respect to the Services. **The Client representative for this Agreement will be (*Dan Olson, Director of Operations*).**

C. Decisions

Provide all criteria and full information as to Client's requirements for the Services and make timely decisions on matters relating to the Services.

D. Other

Prepare any necessary reports and/or presentations for communications with the Champaign Park District Board.

**PART III
COMPENSATION**

A. Compensation

1. Compensation to Clark Dietz for services rendered by employees working on the Project in accordance with PART I - SERVICES BY CLARK DIETZ of this Agreement will be at the hourly billing rates shown in the attachment, "Schedule of General Billing Rates". The total compensation authorized by this Agreement will not exceed \$34,475.00, and shall include the following:
 - a. Payment for outside consulting and/or professional services performed by a subconsultant will be at actual invoice cost to Clark Dietz plus ten percent for administrative costs. Clark Dietz will obtain written Client approval before authorizing these services.
 - b. Payment for expenses incurred directly on behalf of the Project at actual cost to Clark Dietz plus ten percent for administrative costs. Direct project expenses will be as defined in the attachment, "Schedule of Project Related Expenses".

B. Billing and Payment

1. Timing/Format
 - a. Invoices shall be submitted monthly for Services completed at the time of billing. Invoices shall be considered past due if not paid within 45 calendar days of the date of the invoice. Such invoices shall be prepared in a form supported by documentation required by the Client.
 - b. If payment in full is not received by Clark Dietz within 45 calendar days of the date of invoice, invoices shall bear interest at **one (1%) percent pursuant to the Prompt Payment Act** of the past due amount per month, which shall be calculated from the date of the invoice.
 - c. If the Client fails to make payments within 45 calendar days of the date of invoice or otherwise is in breach of this Agreement, Clark Dietz may suspend performance of services upon seven (7) calendar days' notice to the Client. Clark Dietz shall have no liability to the Client for any costs or damages as a result of suspension caused by any breach of this Agreement by the Client. Upon payment in full by the Client, Clark Dietz shall resume services under this Agreement, and the time schedule and compensation **may** be equitably adjusted **by the parties** to compensate for the period of suspension plus any other reasonable time and expense necessary for Clark Dietz to resume performance.
 - d. Client shall make payments to Clark Dietz using one of the following methods:
 - 1) CLARK DIETZ LOCKBOX:
Clark Dietz, Inc.
125 West Church Street
Champaign, IL 61820
 - 2) ELECTRONIC FUNDS/ACH PAYMENT:
Account Name : Clark Dietz, Inc
Bank Name: Hickory Point Bank and Trust
Address: 225 N. Water St.
City/State/Zip: Decatur, Il 62523
Account Number: 3911880
ABA Routing Number: 071124805

3) WIRE TRANSFER (**Wire fees are the responsibility of the sending party*)

Bank Name: Hickory Point Bank and Trust
Address: 225 N. Water St.
City/State/Zip: Decatur, IL 62523
ABA/Routing Number: 071124805
Account Title: Clark Dietz, Inc.
Account Address: 125 W. Church St.
City/State/Zip: Champaign, IL 61820-3510
Account Number: 3911880

2. Billing Records

Clark Dietz shall maintain accounting records of its costs in accordance with generally accepted accounting practices. Access to such records will be provided during normal business hours with reasonable notice during the term of this Agreement and for 3 years after completion.

PART IV STANDARD TERMS AND CONDITIONS

1. STANDARD OF CARE. Services shall be performed in accordance with the standard of professional practice ordinarily exercised by the applicable profession at the time and within the locality where the services are performed. No warranty or guarantee, express or implied is provided, including warranties or guarantees contained in any uniform commercial code.
2. CHANGE OF SCOPE. The Scope of Services set forth in this Agreement is based on facts known at the time of execution of this Agreement, including, if applicable, information supplied by Clark Dietz and Client. Clark Dietz will promptly notify Client of any perceived changes of scope in writing and the parties shall negotiate modifications to this Agreement.
3. DELAYS. If events beyond the control of Clark Dietz, including, but not limited to, fire, flood, explosion, riot, strike, war, process shutdown, act of God or the public enemy, and act or regulation of any government agency, result in delay to any schedule established in this Agreement, such schedule shall be extended for a period equal to the delay. In the event such delay increases the cost or time required for Clark Dietz to perform its services, Clark Dietz and Client may agree to an equitable adjustment in compensation and extension of time.
4. TERMINATION/SUSPENSION. Either party may terminate this Agreement upon **thirty (30)** days written notice to the other party in the event of substantial failure by the other party to perform in accordance with its obligations under this Agreement through no fault of the terminating party. Client shall pay Clark Dietz for all Services rendered, excluding profit and termination expenses.
5. REUSE OF INSTRUMENTS OF SERVICE. All reports, drawings, specifications, computer data, field data notes and other documents prepared by Clark Dietz as instruments of service shall remain the property of Client since Client has commissioned and paid for the work and such instruments of service. Client shall retain all common law, statutory and other reserved rights, including the copyright thereto. Reuse of any instruments of service including electronic media, for any purpose other than that for which such documents or deliverables were originally prepared, or alteration of such documents or deliverables without written authorization or adaptation by Clark Dietz for the specific purpose intended, shall be at Client's sole risk.
6. ELECTRONIC MEDIA. In accepting and utilizing any drawings, reports and data on any form of electronic media generated and furnished by Clark Dietz, the Client agrees that all such electronic files are instruments of service of Clark Dietz, who shall be deemed the author, and shall retain all common law, statutory law and other rights, without limitation, including copyrights.

The Client agrees not to reuse these electronic files, in whole or in part, for any purpose other than for the Project. The Client agrees not to transfer these electronic files to others without the prior written consent of Clark Dietz. The Client further agrees that Clark Dietz shall have no responsibility or liability to Client or others for any changes made by anyone other than Clark Dietz or for any reuse of the electronic files without the prior written consent of Clark Dietz.

Any changes to the electronic specifications by either the Client or Clark Dietz are subject to review and acceptance by the other party. If Clark Dietz is required to expend additional effort to incorporate changes to the electronic file specifications made by the Client, these efforts shall be compensated for as Additional Services.

In addition, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless Clark Dietz, its officers, directors, employees and subconsultants (collectively, Clark Dietz) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising from any changes made by anyone other than Clark Dietz or from any use or reuse of the electronic files without the prior written consent of Clark Dietz.

The Client is aware that differences may exist between the electronic files delivered and the printed hard-copy construction documents. In

the event of a conflict between the signed construction documents prepared by Clark Dietz and electronic files, the signed or sealed hard-copy construction documents shall govern.

7. **OPINIONS OF CONSTRUCTION COST.** Any opinion of construction costs prepared by Clark Dietz is supplied for the general guidance of the Client only. Since Clark Dietz has no control over competitive bidding or market conditions, Clark Dietz cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to Client.

8. **SAFETY.** Clark Dietz specifically disclaims any authority or responsibility for general job site safety and safety of persons other than Clark Dietz employees.

9. **RELATIONSHIP WITH CONTRACTORS.** Clark Dietz shall serve as Client's professional representative for the services and may make recommendations to Client concerning actions relating to Client's contractors. Clark Dietz specifically disclaims any authority to direct or supervise the means, methods, techniques, sequences or procedures of construction selected by Client's contractors.

10. **THIRD PARTY CLAIMS.** Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or Clark Dietz. Clark Dietz's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against Clark Dietz because of this Agreement or the performance or nonperformance of services hereunder. The Client and Clark Dietz agree to require a similar provision in all contracts with contractors, subcontractors, subconsultants, vendors and other entities involved in this Project to carry out the intent of this provision.

11. **MODIFICATION.** This Agreement, upon execution by both parties hereto, can be modified only by a written instrument signed by both parties.

12. **PROPRIETARY INFORMATION.** Information relating to the Project, unless in the public domain, shall be kept confidential by Clark Dietz and shall not be made available to third parties without written consent of Client, unless so required by court order.

13. **INSURANCE.** Clark Dietz shall maintain in effect at its sole expense the following insurance applicable to the work performed hereunder:

- a) **General Liability:** Commercial General Liability insurance with policy limits of not less than \$1,000,000.00 for each occurrence and \$2,000,000.00 in the aggregate for bodily injury and property damage. The policy shall be properly endorsed or have applicable riders as hereinafter described;
- b) **Automobile Liability:** Automobile Liability insurance covering owned and rented vehicles operated by Clark Dietz with policy limits of not less than \$1,000,000 combined single limit and aggregate for bodily injury and property damage. The policy shall be properly endorsed and/or have appropriate riders as hereinafter described;
- c) **Worker's Compensation:** Worker's Compensation insurance at the statutory minimum limits and Employers Liability with a limit of not less than \$1,000,000.00; and
- d) **Professional Liability:** Professional Liability insurance in an amount not less than \$5,000,000.00.

Client, its commissioners, officers, agents, employees and volunteers shall be covered and named as additional insureds under the General Liability coverage which shall contain no special limitation on the scope of protection afforded to the additional insureds. The policy and/or coverage shall also contain a "contractual liability" clause.

Prior to beginning work, Clark Dietz shall furnish Client with certificate(s) of insurance and applicable policy endorsement(s) or riders, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above. All certificates shall provide for thirty (30) days written notice to Client prior to cancellation or material change of any insurance referred to therein. Failure of Client to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of Client to identify a deficiency from the evidence that is provided shall not be construed as a waiver of Clark Dietz's obligation to provide and maintain such insurance.

All insurance carriers providing the coverage set forth herein shall have a rating of A as assigned by A.M. Best and Co. and satisfactory to Client in its sole discretion.

All insurance coverage provided by Clark Dietz shall be primary coverage as to Client. Any insurance or self-insurance maintained by Client shall be in excess of the Clark Dietz's and shall not contribute to or with it.

Clark Dietz shall indemnify and hold harmless Client and its commissioners, officers, agents, employees, and volunteers from and against all claims, damages, losses, costs and expenses arising out of or resulting from the performance of the Clark Dietz's work, provided that any such claim, damage, loss, cost or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of property of any kind or character whatsoever, including the loss of use there from, and (ii) is caused in whole or in part by any wrongful or negligent act or omission of Clark Dietz, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except to the extent it is caused by Client. Such obligation shall not be construed to negate, abridge, or otherwise reduce any right or obligation to indemnify which would otherwise exist as to any party or person described herein. Clark Dietz shall similarly protect, indemnify and hold and save harmless Client, its commissioners, officers, agents, employees, and volunteers against and from any and all claims, costs, causes, actions and expenses incurred by reason of Clark Dietz's breach of any of its obligations under, or Clark Dietz's default in the performance of any provision of this Agreement.

14. **GOVERNING LAW AND VENUE.** This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without application of its conflict of laws principles. Venue for any action related to, arising from and/or connected with this Agreement shall be in Champaign County, Illinois.

15. **CONSEQUENTIAL DAMAGES.** Notwithstanding any other provision of this agreement, and to the fullest extent permitted by law, neither the Client nor Clark Dietz, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation and any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the Client and Clark Dietz shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.

16. **ACCESS.** Client shall provide Clark Dietz safe access to the project site necessary for the performance of the services.

17. **ASSIGNMENT.** The rights and obligations of this Agreement cannot be assigned by either party without written permission of the other party. This Agreement shall be binding upon and insure to the benefit of any permitted assigns.

18. **HAZARDOUS MATERIALS.** Clark Dietz and Clark Dietz' consultants shall have no responsibility for discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances; **provided that, in the event Clark Dietz or any of its consultants become aware of any hazardous materials or substances, they shall promptly inform Client.** If required by law, the client shall accomplish all necessary inspections and testing to determine the type and extent, if any, of hazardous materials at the project site. Prior to the start of services, or at the earliest time such information is learned, it shall be the duty of the Client to advise Clark Dietz (in writing) of any known or suspected hazardous materials. Removal and proper disposal of all hazardous materials shall be the responsibility of the Client.

19. **REMODELING AND RENOVATION.** For Clark Dietz' services provided to assist the Client in making changes to an existing facility, the Client shall furnish documentation and information upon which Clark Dietz may rely for its accuracy and completeness. Unless specifically authorized or confirmed in writing by the Client, Clark Dietz shall not be required to perform or have others perform destructive testing or to investigate concealed or unknown conditions. The Client shall indemnify and hold harmless Clark Dietz, Clark Dietz' consultants, and their employees from and against claims, damages, losses and expenses which arise as a result of documentation and information furnished by the Client.

20. **CLIENT'S CONSULTANTS.** Contracts between the Client and other consultants retained by Client for the Project shall require the consultants to coordinate their drawings and other instruments of service with those of Clark Dietz and to advise Clark Dietz of any potential conflict. Clark Dietz shall have no responsibility for the components of the project designed by the Client's consultants.

21. **NO WAIVER.** No waiver by either party of any default by the other party in the performance of any particular section of this Agreement shall invalidate another section of this Agreement or operate as a waiver of any future default, whether like or different in character.

22. **SEVERABILITY.** The various terms, provisions and covenants herein contained shall be deemed to be separate and severable, and the invalidity or unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.

23. **STATUTE OF LIMITATION.** To the fullest extent permitted by law, parties agree that, except for claims for indemnification, the time period for bringing claims under this Agreement shall expire **in accordance with the applicable statute of limitations provided for pursuant to Illinois law.**

24. **DISPUTE RESOLUTION.** In the event of a dispute arising out of or relating to this Agreement or the services to be rendered hereunder, Clark Dietz and the Client agree to attempt to resolve such disputes in the following manner: First, the parties agree to attempt to resolve such disputes through direct negotiations between the appropriate representatives of each party. Second, if such negotiations are not fully successful, the parties agree to attempt to resolve any remaining dispute by formal nonbinding mediation conducted in accordance with rules and procedures to be agreed upon by the parties. **Third, if the dispute or any issues remain unresolved after the above steps, the parties agree that any disputes will be resolved through court action.**

LABOR HOUR ESTIMATE

Project: Champaign Park District CUSR Drop Off

Date: 12.7.2023

Scope: Project programming and develop alternatives for CUSR student drop-off. Additional scope of services include stakeholder coordination and preferred alternative recommendation.

Estimator: S. Drabicki
S. Widener

Approximate schedule:
January 2024 - April 2024

ITEM	Sen. Proj. Mngr. P7	Project Manager P6	Proj Engr / Survey Tech P3 / T4	Design Engineer P1	Total	Expenses
Exploration Phase and Project Programming						
Obtain updated aerial photography			2		2	
Perform site recon and obtain video documentation of existing conditions along Sangamon Drive			4		4	
Obtain and review 5-year crash data including Sangamon/Kenwood and Sangamon/Crescent intersections (if available).		1	12		13	
Obtain and review existing traffic counts (if available)		1	6		7	
Develop existing site conditions exhibit based on aerial photography and limited field data		2	8	8	18	
Conduct a project Purpose and Need meeting with CPD (assume 1)	2	2			4	
Prepare Conceptual Design exhibits for stakeholder input (assume maximum of 4 alternatives)		4	24	4	32	\$ 150.00
Prepare preliminary findings memo with exhibits		2	16	4	22	\$ 150.00
Project Administration (assume 3 months)		6			6	
				Subtotal (Hours)	108	
External Stakeholder Coordination						
Conduct existing conditions + concept designs coordination meeting with CPD and City (assume 1)	2	2			4	\$ 50.00
Conduct existing conditions + concept designs coordination meeting with CPD and Unit 4 (assume 1)	2	2			4	\$ 50.00
				Subtotal (Hours)	8	
Preferred Alternative Coordination and Determination						
Conduct a Preferred Alternative meeting with CPD (assume 1)	2	2			4	
Conduct 1 of 2 consensus building meeting with CPD, City and Unit 4	2	2			4	
Advance conceptual design to single alternative		2	8	8	18	
Conduct 2 of 2 consensus building meeting with CPD, City and Unit 4	2	2			4	
Update preliminary findings memo with preferred alternative info and budgetary cost estimate	2	2	8		12	\$ 100.00
				Subtotal (Hours)	42	
Topographic Survey						
Set control points, benchmarks, run level circuit (2 person crew)			4		4	
Topographic Survey			16		16	\$ 50.00
Property Pin Search			1		1	
Underground Structure Inspections (2 person crew)			6		6	
Download survey data, create basemap and TIN surface			4		4	
Design JULIE and convert linework to CAD			2		2	
				Subtotal (Hours)	33	
Total (Hours)	14	32	121	24	191	
Total (Fee)	\$ 3,360	\$ 7,360	\$ 19,965	\$ 3,240	\$ 33,925	\$ 550
SUMMARY						
Total Hours	14	32	121	24	191	
Hourly Billing Rate	\$ 240	\$ 230	\$ 165	\$ 135		
Total Fee	\$ 3,360	\$ 7,360	\$ 19,965	\$ 3,240	\$ 33,925	\$ 34,475
Clarifications/Exclusions/Assumptions						
See proposal letter dated 11/21/2023						

SCHEDULE OF GENERAL BILLING RATES

CLARK DIETZ, INC.

January 1, 2024

<u>TITLE</u>	<u>HOURLY RATE</u>
Engineer 9	\$260.00
Engineer 8	250.00
Engineer 7	240.00
Engineer 6	230.00
Engineer 5	210.00
Engineer 4	180.00
Engineer 3	165.00
Engineer 2	150.00
Engineer 1	135.00
Technician 5	175.00
Technician 4	165.00
Technician 3	150.00
Technician 2	135.00
Technician 1	115.00
Intern	100.00
Clerical	105.00

Notes:

The rates in this schedule will be reviewed and adjusted as necessary but not sooner than six months after the date listed above. Rates include actual salaries or wages paid to employees of Clark Dietz plus payroll taxes, FICA, Worker's Compensation insurance, other customary and mandatory benefits, and overhead and profit. All project related expenses and subconsultants will be billed at 110% of actual cost to cover handling and administrative expenses.

SCHEDULE OF PROJECT RELATED EXPENSES

CLARK DIETZ INC.

January 1, 2024

Vehicles		
Autos		\$65.00/day or \$0.655/mile (per agreement)
Field Vehicles		\$65.00/day or \$0.655/mile (per agreement)
Survey Van		\$80.00/day or \$0.75/mile (per agreement)
Robotic Survey Equipment		\$20.00/hour
GPS Survey Equipment		\$30.00/hour
CADD Usage		\$20.00/hour
Drone Usage		\$35.00/hour
Regular Format Copies* (8.5"x11" or 11"x17")		\$0.10/copy
Color Copies* (8.5"x11")		\$0.50/copy
Color Copies* (11"x17")		\$1.50/copy
Large Format Plotting and/or Copying*		
(12"x18")		\$0.50/sheet
(22"x34" or 24"x36")		\$1.75/sheet
(30"x42")		\$2.50/sheet
(36"x48")		\$3.00/sheet
Large Format Scanning*		
(12"x18")		\$.30/sheet
(22"x34" or 24"x36")		\$1.00/sheet
(30"x42")		\$1.50/sheet
(36"x48")		\$2.00/sheet
Hotels & Motels	}	At Cost
Meals		
Federal Express & UPS		
Public Transportation		
Film and Development Supplies		

Notes:

The rates in this schedule are subject to review and will be adjusted as necessary, but not sooner than six months after the date listed above. Certain rates listed with * are for in-house production. Larger quantities will be sent to an outside vendor. All project related expenses and subconsultants will be billed at 110% of actual costs to cover handling and administrative expenses.



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Sarah Sandquist, Executive Director

DATE: February 14, 2024

SUBJECT: Approval of Tuition Agreement

Background

The Champaign Park District Board of Commissioners approved an exception to the update to the Tuition Reimbursement Policy at its October 26, 2016, board meeting and an amendment at its October 11, 2017, board meeting for a staff member to attend classes at Parkland College to obtain a certification in HVAC work. The approval and amendment included a total cost not to exceed \$12,000 over a three (3) year period to achieve certification and an associate degree.

In 2024, Christina Mott, CUSR Manager, has agreed to complete nine (9) online credit hours of required therapeutic recreation course work through the University of Toledo to fulfil her final requirements to take the Certified Therapeutic Recreation Specialist (CTRS) examination. The CTRS standards are more stringent than other recreation certifications and the professional path to eligibility has significant requirements. Last year, Ms. Mott completed a baccalaureate degree without Park District financial support, has a minimum of 5,000 hours paid work experience in therapeutic recreation, and has also exceeded 1,500 hours of paid work under the supervision of a CTRS credentialed supervisor. The remaining course work is her last step to achieve eligibility for the final exam.

A CTRS not only signifies that a recreational therapist has the knowledge, skills, and abilities that are well recognized as being essential for the practice of recreational therapy, but it also allows the other CUSR staff to have the opportunity to work with a credentialed supervisor for the number of required hours to become certified themselves.

Prior Board Action

The board approved an exception to the Tuition Reimbursement Policy on October 26, 2016, and approved an amendment to that agreement on October 11, 2017. In addition, the board approved a not to exceed amount of \$12,000 for the HVAC certificate program and associate degree.

Budget Impact

The tuition reimbursement agreement will include a not to exceed total of \$9,000 for the FY25 CUSR budget.

Recommended Action

Staff recommends approval of an exception to the Park District's Tuition Reimbursement Policy and approval of the tuition reimbursement agreement with a total not to exceed \$9,000 for the FY25 budget.

Prepared by:

Jarrold Scheunemann
Deputy Executive Director

Reviewed by:

Sarah Sandquist, CPRE
Executive Director

**CHAMPAIGN PARK DISTRICT
TUITION ASSISTANCE REIMBURSEMENT AGREEMENT**

This Tuition Assistance Reimbursement Agreement is made and entered into as of the ____ day of _____, 2024 by and between the Champaign Park District (hereinafter referred to as, "Park District") and Christina Mott (hereinafter referred to as, "Employee") and collectively referred to as the "Parties".

1. Employee has voluntarily applied to and been accepted into the certified therapeutic recreation specialist eligibility option online program at the University of Toledo, in Toledo, Ohio.
2. The Park District has agreed on the terms set forth in this Agreement, to financially assist Employee in paying for this educational certification program. In consideration of Park District's tuition reimbursement provided pursuant to this Agreement, Employee shall continue working for Park District in the position of CUSR Manager, or such other position as may be assigned by Park District, for a period of three (3) years after the date of receipt of certification.
3. The Park District shall pay directly to University of Toledo or reimburse Employee for a total amount not to exceed \$9,000.00 toward tuition for the coursework necessary to be eligible for the certification exam into which Employee has been accepted and enrolled. The tuition assistance shall be paid in installment payments as billed by the University of Toledo.
4. Park District shall reimburse Employee for tuition costs incurred in connection with Employee's attainment of the certification provided that Employee attains grades of C or better in the courses taken toward such certification. Employee shall provide Park District with reasonable documentation to support the reimbursement. Employee shall complete the course work for such certification by January 1, 2025.
5. In the event Employee voluntarily terminates their employment or Park District terminates them "for cause" prior to completion of the certification or earlier than three (3) years after any tuition assistance reimbursement payment is made, Employee shall immediately pay, without demand, an amount equal to that payment and all previous payments, subject to the provisions herein.
6. Employee may authorize deduction of the amount of any tuition assistance reimbursement repayment from compensation due them at the time of separation of employment.
7. Nothing in this Agreement constitutes, nor shall it be construed as a commitment, promise, guarantee or expectation of continued employment to/of Employee at Park District for any period of time whatsoever. Accordingly, for the purposes of this Agreement and the relationship of the Parties, Employee's employment shall remain "at-will".
8. In the event any one (1) or more of the provisions contained in this Agreement shall be held invalid, illegal, or unenforceable in any respect by a court of competent jurisdiction, such provision shall be deemed severed from this Agreement, and the validity, legality, or enforceability of the remaining provisions of this Agreement or any other application thereof shall not be affected or impaired thereby, and shall, therefore remain in effect.

9. Neither Party nor any subsidiary, successor, partner, employee, agent, affiliate, nor any other person whatsoever, shall assign or delegate any of their rights or responsibilities under this Agreement without the prior written consent of the other.
10. Failure to insist upon strict compliance with any of terms, covenants, or conditions of this Agreement, shall not be deemed a waiver of that term, covenant, or condition; nor shall any waiver or relinquishment of any right or power at any one (1) time or times be deemed a waiver or relinquishment of the right or power at all or any other times.
11. This Agreement shall be executed in any number of counterparts, each of which shall be deemed to be an original.
12. This Agreement constitutes the entire agreement of the Parties regarding the subject matter herein, and supersedes any and all prior agreements, understandings, or communications, wither oral or written. This Agreement shall be interpreted and enforced according to the laws of the State of Illinois, and Champaign County, Illinois shall be the appropriate venue for any cause of action related thereto.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first above written.

Champaign Park District,
A municipal corporation

Christina Mott,
Employee

By: _____
Sarah Sandquist
Executive Director

Christina Mott
CUSR Manager



CHAMPAIGN PARK DISTRICT

Tuition Reimbursement Policy

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

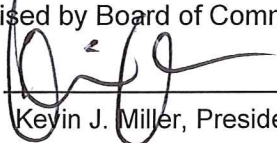
To receive tuition reimbursement, an employee must apply and be approved for the program before the coursework begins. The program is administered as follows:

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

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

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

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


Kevin J. Miller, President

February 9, 2011
November 9, 2016
November 9, 2022


Joseph C. DeLuce, Executive Director

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



REPORT TO PARK BOARD

FROM: Sarah Sandquist, Executive Director

DATE: February 8, 2024

SUBJECT: Approval of Easement for Ameren at Kaufman Park

Background

The Illinois Department of Transportation (IDOT) have plans to replace their IL-10 (Springfield Avenue) bridge over the Copper Slough. There is an Ameren natural gas main running parallel to IL-10 on the north side of the road, within IDOT's right-of-way. The new IL-10 bridge design requires Ameren to move their gas main in the area where it currently intersects the Copper Slough. Ameren is requesting both a temporary construction easement and a permanent easement for the project. The new gas line will take a small jog from its existing location and return to an underground vault on Park District property east of the Copper Slough. The attached diagrams indicate the limits of both easements. Park District staff met with Ameren representatives on site to ground-truth the easement area and to ensure substantial conflicts do not occur. Since Kaufman Park is encumbered under the Land and Water Conservation Fund (LWCF), the Illinois Department of Natural Resources (IDNR) will also need to approve the permanent easement. Park District staff will assist in that process with IDNR.

Prior Board Action

There is no prior Board action regarding this easement request, but it's worth noting the Park District granted IDOT a temporary construction easement for the IL-10 Copper Slough bridge work at the January 11, 2023, Regular Board Meeting.

Budget Impact

Ameren will compensate the Park District in accordance with Park District *Ordinance 459*, including easement fee, recording fee, and Attorney's cost. The easement and recording fees total \$3,422 and do not include Attorney's cost, which are yet to be determined.

Recommended Action

Staff recommends Approval of Easements for Ameren at Kaufman Park, to be executed following 1) Attorney's final approval of easement terms, and 2) IDNR approval per LWCF encumbrance.

Prepared by:

Andrew Weiss
Park Planner

Reviewed by:

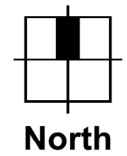
Dan Olson
Director of Operations and Planning



NOTE: For reference only. Not a legal document.

Scale: 1" = 100'-0"
Date: Feb 8, 2023

**KAUFMAN PARK
PARTIAL SITE PLAN**

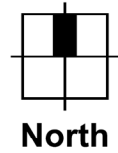




NOTE: For reference only. Not a legal document.

Scale: 1" = 100'-0"
Date: Feb 8, 2023

**KAUFMAN PARK
PARTIAL SITE PLAN**



REMS INFORMATION

Agreement ID:

Project ID:

TEMPORARY CONSTRUCTION EASEMENT AGREEMENT

PIN: 41-20-10-300-004

KNOW ALL MEN BY THESE PRESENTS, this _____ day of _____, 20____, that **Champaign Park District**, its successors and assigns, whether one or more and whether an individual, individuals, a corporation, or other legal entity (hereinafter "Grantor"), for and in consideration of the sum of Ten Dollars and No/100th (\$10.00) and other valuable consideration in hand paid, the receipt of which is hereby acknowledged, does hereby grant unto **AMEREN ILLINOIS COMPANY d/b/a AMEREN ILLINOIS**, an Illinois corporation, its successors and assigns (hereinafter "Grantee"), a temporary construction easement (hereinafter "Easement") with the right, privilege, and authority of Grantee, its agents, contractors, and subcontractors to perform the activities necessary for the relocation of an underground gas line in connection with the construction the Illinois Route 10 Project, together with all rights and privileges for the exercise and enjoyment of said Easement rights and the authority to extend to any other party the right to use, pursuant to the provisions hereof, upon, over, across and under Grantor's land described in Exhibit "A", with the area of the Easement described and illustrated in Exhibit "B" (hereinafter "Easement Area"), said exhibits attached hereto and made a part hereof, situated in Section 02, Township 19 North, Range 08 East, of the 3rd Principal Meridian, in Champaign County, State of Illinois.

Grantor also conveys the right of ingress and egress to and over the Easement Area and premises of Grantor adjoining the same, for all purposes herein stated; together with the right to trim, control the growth, cut and remove or cause to be removed at any time and from time to time, by any means, any and all brush, bushes, saplings, trees, roots, undergrowth, rock, overhanging branches, and other obstructions upon, over, and under the surface of said Easement Area and of the premises of Grantor adjoining the same deemed by Grantee to interfere with the exercise and enjoyment of Grantee's rights hereunder; together with the right to erect and use construction equipment at said Easement Area; provided that, Grantee shall restore the Easement Area as otherwise provided for herein.

All work performed by the Grantee, its employees, agents, contractors, or subcontractors hereunder shall be done in a good, workmanlike, and diligent manner. All such work shall be completed within the time set forth after commencement thereof; provided that, a further reasonable time for completion may be permitted, and not unreasonably withheld, by Grantor in the event a force majeure prevents completion within the period stated above. Such force majeure for the purposes hereof shall mean a delay or failure by Grantee in performing its obligations hereunder due to due to causes beyond its control, including without limitation, acts of God, public enemy, epidemics, pandemics, major equipment failures, inability to obtain materials or services, wars, explosions, accidents, riots, strikes, civil commotion, fires, pestilence, natural catastrophes or disasters, economic fluctuations, and non-availability of electric power. In the event of such

failure or delay, the date of completion shall be extended for a period not to exceed the duration of such delay or failure; provided that, the Grantee is utilizing commercially reasonable efforts to mitigate or eliminate the cause of such delay or its effects. Grantee shall promptly notify Grantor in writing of any delay or failure in and the effect on its performance. All such work shall be performed in compliance with all applicable laws, ordinances and regulations, and specifically in accordance with Grantor's ordinances, policies and regulations, and shall be at the Grantee's sole cost and expense. Upon completion of any work related to the aforesaid purposes, the Grantee shall cause all vehicles, equipment, tools and implements used in connection with such work, and all materials not incorporated therein, to be removed from the Easement Area and the surface thereof restored to its condition immediately prior to the commencement of such work.

It is understood that the Easement rights herein granted shall terminate upon completion of the construction project referenced above, but in any event no later than midnight _____; provided that, the Grantor and Grantee may agree to an extension of this easement agreement to a date certain if both deem it necessary as set forth above.

It is also understood that the Easement herein granted does not convey any right or interest in Grantor's property, except as stated herein, nor prevent Grantor from the use of its property; provided that, such use does not interfere with the Grantee's exercise of the Easement rights hereinabove conveyed.

In addition, in consideration of the grant of easement contained herein, the Grantee, its successors and assigns agree to the following conditions of entry, ingress and egress:

DAMAGE TO PROPERTY: Grantee shall exercise care to avoid damaging the property in any manner not consistent with the purpose for which this agreement is issued. Grantee shall be responsible for actual damages and removal of trees and other vegetation occurring as a result of the Grantee's exercise of the Easement rights hereinabove conveyed and shall reimburse the owner thereof for such loss or damages.

SAFETY MEASURES: Grantee shall at all times undertake to make the Easement Area safe and secure from injury by unauthorized third persons with such measures to include, without limitation, suitable fencing around any of Grantee's equipment, materials, and appurtenances which shall be adequate to deter entry and access in or upon the Easement Area, and specifically configured to prevent and discourage anyone from attempting entry to such Easement Area. In this regard, Grantee recognizes that a park and fishing lake area are near the Easement Area. Such security measures shall at all times be in conformity with any specific requirements of the United States Department of Transportation, Illinois Department of Transportation, City of Champaign ordinances or policies, and ordinances or policies of the Grantor, all as applicable.

COOPERATION WITH GRANTOR: Grantee shall at all times cooperate with Grantor and comply with reasonable requests not inconsistent with the purpose for which this agreement is issued. Except as specifically provided otherwise herein, Grantor, for itself and any successors and assigns, hereby expressly reserves the right to use and enjoy the remainder of the easement area for any purpose, provided such use and enjoyment shall not interfere with the use thereof by Grantee as permitted in this Agreement.

RESTORATION: Grantee shall spread material uniformly over the construction site, seed, and fertilize, as necessary. Upon completion of the construction project, Grantee, shall clean the Easement Area of all rubbish, excess material, temporary structures, fencing, and equipment. Grantee shall restore the Easement Area to a condition substantially similar to its condition immediately preceding Grantee's above-referenced construction project. Grantee shall inspect the backfill area and repair within a reasonable time any sinkholes, soil erosion, sloughing, impairment to natural drainage or similar occurrence of whatsoever kind or character. Within thirty (30) days after such cessation Grantor(s) may, in its sole discretion, undertake such removal and remediation obligations of the Grantee and charge and collect the cost thereof from Grantee. Grantee covenants and agrees that it shall be solely responsible for, and shall reimburse and pay Grantor(s), and any successors and assigns, for all losses and damages incurred on the Easement Area, areas of ingress and egress or any other property of Grantor(s) caused by Grantee's exercise of its rights

herein granted, including without limitation, any damage to land or property by reason of the initial installation, improvement, repair, removal, operation and maintenance of the improvement, and the terms and conditions hereinabove set forth shall be binding upon the successors and assigns of the Grantee.

BREACH OR DEFAULT. In the event of Grantee's breach of any condition or default hereunder, Grantor shall provide Grantee written notice of such breach or default. If Grantee fails to cure such breach or default within fifteen (15) days after written notice of such breach or default, then Grantor(s) shall have the right, upon written notice of termination to Grantee, to terminate this Easement Agreement. Upon termination of this Easement Agreement, all rights herein granted shall revert to Grantor(s), their respective successors or assigns, and, if requested, Grantee shall forthwith execute and deliver to such Grantor or successors or assigns, any instrument of termination or release and take such other and further action as may be reasonably required to evidence and memorialize such termination and reversion of all rights afforded pursuant to this Easement Agreement. Notwithstanding such termination of this Easement Agreement, Grantee shall remain liable to Grantor(s), and such successors and assigns, for all of Grantee's covenants and obligations which expressly survive such termination of this Easement Agreement as provided herein.

INSURANCE AND INDEMNIFICATION: The Grantee shall indemnify and hold the Grantor(s) and any successors and assigns harmless from any and all claims for damages to person or property made by any third party arising out of any act or omission on the part of Grantee's employees, contractors, subcontractors, agents or representatives, and in connection therewith, shall provide Grantor(s) with satisfactory evidence of commercial general liability insurance with limits of not less than \$2,000,000.00 per occurrence, \$4,000,000.00 in the aggregate naming the Grantor(s) and its commissioners, officers, employees, representatives, and agents as endorsed additional insureds thereon. Grantee and its successors or assigns shall maintain such insurance for the duration of the term hereof and any subsequent renewals, if applicable.

Grantee shall maintain in effect at its sole expense the following insurance applicable to the work performed hereunder:

(a) Workers' Compensation:

- State Statutory
- Applicable Federal Statutory

and must show policy numbers on certificates of insurance if workman's compensation is provided.

ENCUMBRANCES PROHIBITED: Grantee shall not permit any liens or encumbrances to be attached to or filed against the Grantor(s) or Easement Area or any other portion of the land, or any improvements thereon which result from or arise out of any act or work performed by Grantee or any of Grantee's employees, contractors, subcontractors, agents or representatives in the construction, installation, operation, maintenance, repair, relocation, replacement or removal of the line(s) and other improvements and appurtenances associated therewith, or in the performance of any other right or obligation of Grantee arising hereunder. In the event any such lien is attached to or filed against the Grantor or Easement Area or any other portion of Grantor(s) land or any improvement thereon, then, in addition to any other right or remedy of Grantor(s) at law or equity, Grantor(s) may, but shall not be obligated to, discharge the same. Any amount paid by Grantor(s) for any of the aforesaid purposes shall be paid by Grantee to Grantor(s) immediately on demand. Any lien or encumbrance attached to or filed against the Grantor or Easement Area, or any other portion of the real estate, or any improvement thereon as a result of Grantee's operations hereunder shall be immediately paid, released, or bonded over by Grantee in a manner acceptable to Grantor(s). Grantee shall be responsible for reasonable attorney's fees incurred by the Grantor(s) in obtaining the removal or resolution of any lien or encumbrance which results from the activities and operations of Grantee.

NOTICES: All notices and demands to be given or served shall be made in writing and shall be given or served by hand delivery or by depositing such notice in the United States mail, certified or registered, return receipt requested, postage prepaid, addressed to the party to be notified, at the following addresses:

If to Grantor(s) at: Champaign Park District
 Attn: Executive Director

706 Kenwood Road
Champaign, IL 61821

With a Copy to: Guy C. Hall, Esq.
Robbins, Schwartz, Nicholas,
Lifton & Taylor, Ltd.
301 N. Neil Street, Suite 400
Champaign, IL 61820

If to Grantee: _____

With a Copy to: _____

or to an address to be designated in writing within fourteen (14) days of the execution of this Agreement by all parties or to such other address as either party may designate to the other in writing from time to time. The day upon which such notice is delivered or mailed by certified or registered mail shall be treated as the date of service. An additional copy of such notice shall be sent by regular U.S. mail.

SEVERABILITY: If any term or provision of this Agreement, or the application thereof, to any person or circumstance shall, to any extent, be deemed by any court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced as permitted by law.

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

REPRESENTATION OF AUTHORITY: Each person executing this Agreement on behalf of any entity represents that he or she is authorized to execute this Agreement on behalf of such entity.

GOVERNING LAW AND VENUE: This Agreement and the rights and obligations of the parties hereto shall be interpreted, construed, and enforced in accordance with the laws of the State of Illinois, without giving effect to the principles of conflict of laws, and the venue for any claim or cause of action brought to enforce or determine the rights and obligations of either party arising hereunder shall be the state court located in Champaign County, Illinois.

ENTIRE AGREEMENT: The terms and provisions of this Agreement shall be binding upon and inure to the benefit of Grantor(s) and Grantee and their respective successors and assigns. This Agreement together with Exhibits attached hereto and incorporated by reference herein embodies the entire agreement among the parties hereto with respect to the subject matter contained herein, and supersedes any and all agreements, representations, warranties, or statements which may have been made among the parties prior to the date hereof, whether express, implied, written, or verbal, concerning the subject matter hereof, and this Agreement shall not be modified or amended except by written instrument executed by each party hereto.

AUTHORITY: Grantor, for itself, its successors and assigns, does hereby warrant and covenant unto Grantee, (1) that Grantor is the owner of the Easement Area and has the full right and authority to grant this Easement, (2) that Grantee may quietly enjoy the Easement for the purposes herein stated, and

(3) that Grantor shall not create or permit any building or other obstruction or condition of any kind or character upon Grantor's premises that will interfere with the Grantee's exercise and enjoyment of the Easement rights hereinabove conveyed. The undersigned signatories represent that they are authorized to execute this Agreement for the respective entities and that all entity action necessary for such authorization has occurred.

IN WITNESS WHEREOF, the Grantor and Grantee have hereunto caused this Temporary Construction Easement Agreement to be executed as of the date hereinabove written.

GRANTOR:

Champaign Park District, an Illinois
Municipal corporation

By: _____
Sarah Sandquist
Its Executive Director

ATTEST:

By: _____
Jarrod Scheunemann, Secretary

STATE OF ILLINOIS)
) SS.
COUNTY OF CHAMPAIGN)

GRANTEE:

Ameren Illinois Company, d/b/a Ameren
Illinois, an Illinois corporation

By: _____

Its _____

ATTEST:

By: _____
It's _____

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, DO HEREBY CERTIFY that Sarah Sandquist and Jarod Scheunemann, personally known to me to be the Executive Director and Secretary of Champaign Park District, an Illinois municipal corporation, and the same persons whose names are subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that they signed, sealed, and delivered the said instrument as their respective free and voluntary acts, for and on behalf of the aforementioned entity and for the uses and purposes therein set forth.

GIVEN under my hand and Notarial Seal, this _____ day of _____, 2024.

Notary Public

STATE OF ILLINOIS)
) SS.
COUNTY OF _____)

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, DO HEREBY CERTIFY that _____ and _____, personally known to me to be the _____ and _____ of Ameren Illinois Company, d/b/a Ameren Illinois, an Illinois corporation, and the same persons whose names are subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that they signed, sealed and delivered the said instrument as their respective free and voluntary act, for and on behalf of the aforementioned entity and for the uses and purposes therein set forth.

GIVEN under my hand and Notarial Seal, this _____ day of _____, 2024.

Notary Public

ALL PURPOSE NOTARY ACKNOWLEDGMENT

STATE OF ILLINOIS
 COUNTY OF CHAMPAIGN } SS

On this _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for said State, personally appeared (print or type names):

to me known to be the person described in and who executed the foregoing instrument and acknowledged that he/she/they executed the same as his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

Capacity Claimed By Signator(s)			
<input type="checkbox"/> Individual(s)	<input type="checkbox"/> Corporate	<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Partner(s)
<input type="checkbox"/> Trustee(s)	Title(s) of Officer(s):	Member(s)/Manager(s):	<input type="checkbox"/> Limited Partnership
<input type="checkbox"/> Executor(s)	_____	_____	<input type="checkbox"/> General Partnership
<input type="checkbox"/> Administrator(s)	_____	_____	<input type="checkbox"/> Other (Specify Below):
<input type="checkbox"/> Attorney-In-Fact	_____	_____	_____
<input type="checkbox"/> Conservator(s)	_____	_____	_____
<input type="checkbox"/> Guardian(s)	_____	_____	_____

 My Commission Expires

 Notary Public

Prepared By: Terry Kittle
 Shawnee Professional Services
 104 South 4th St / PO Box 125
 Vienna, IL 62995

Return To: Terry Kittle
 Shawnee Professional Services
 104 South 4th St / PO Box 125
 Vienna, IL 62995

CON
 WO#: J0XV6
 Facility Name:
 Lat: 40.1387694, Long: -88.2742036
 02/09/2024

EXHIBIT "A"
(Grantor's Land)

The more or less triangular tract of land containing approximately Sixteen (16) acres located in the South Half (S½) of the South-west Quarter (SW¼) of Section Ten (10), Township Nineteen (19) North, Range Eight (8) East of the Third Principal Meridian, in Champaign County, Illinois, which is bounded on the East by the drainage ditch known as Copper Slough Drainage Ditch in Fountain Head Drainage District in said County, bounded on the Westerly side thereof by the right-of-way of the Illinois Central Railroad Company, bounded on the North by Federal Interstate Route 72 and bounded on the South by the South line of said Section Ten (10).

EXHIBIT B

TEMPORARY CONSTRUCTION EASEMENT 1

A TEMPORARY CONSTRUCTION EASEMENT SITUATED WITHIN A PORTION OF THE SOUTHWEST QUARTER OF SECTION 10, TOWNSHIP 19 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, CHAMPAIGN COUNTY, ILLINOIS. SAID EASEMENT BEING 3 FEET WIDE, NORTH OF AND ADJOINING THE FOLLOWING DESCRIBED RIGHT-OF-WAY LINE:

COMMENCING AT THE SOUTHWEST CORNER OF THE SOUTHWEST QUARTER OF SAID SECTION 10, THENCE ALONG THE SOUTH LINE OF THE SOUTHWEST QUARTER OF SAID SECTION, SOUTH 89°25'08" EAST, 822.16 FEET; THENCE NORTH 00°34'52" EAST, 62.06 FEET TO THE NORTH RIGHT-OF-WAY LINE OF SPRINGFIELD AVENUE (FAS 1514 / FAUS RTE 7123 / SBI RTE 10) AND THE POINT OF BEGINNING OF THE HEREIN DESCRIBED RIGHT-OF-WAY; THENCE ALONG SAID NORTH LINE, SOUTH 89°21'19" EAST, 446.75 FEET TO THE POINT OF TERMINUS. CONTAINING 0.031 ACRES, MORE OR LESS.



DATE: 02/05/2024



20 ALLEN AVENUE, SUITE 200
ST LOUIS, MISSOURI 63119
(314) 962-7900 / info@f-w.com

TEMPORARY CONSTRUCTION EASEMENT

SOUTHWEST QUARTER
SECTION 10, TOWNSHIP 19 NORTH, RANGE 8 EAST
OF THE THIRD PRINCIPAL MERIDIAN
CHAMPAIGN COUNTY, ILLINOIS

PROJECT NO.: J128N
DRAWN: FGI
REVIEWED: KJS
DATE: 02/05/2024

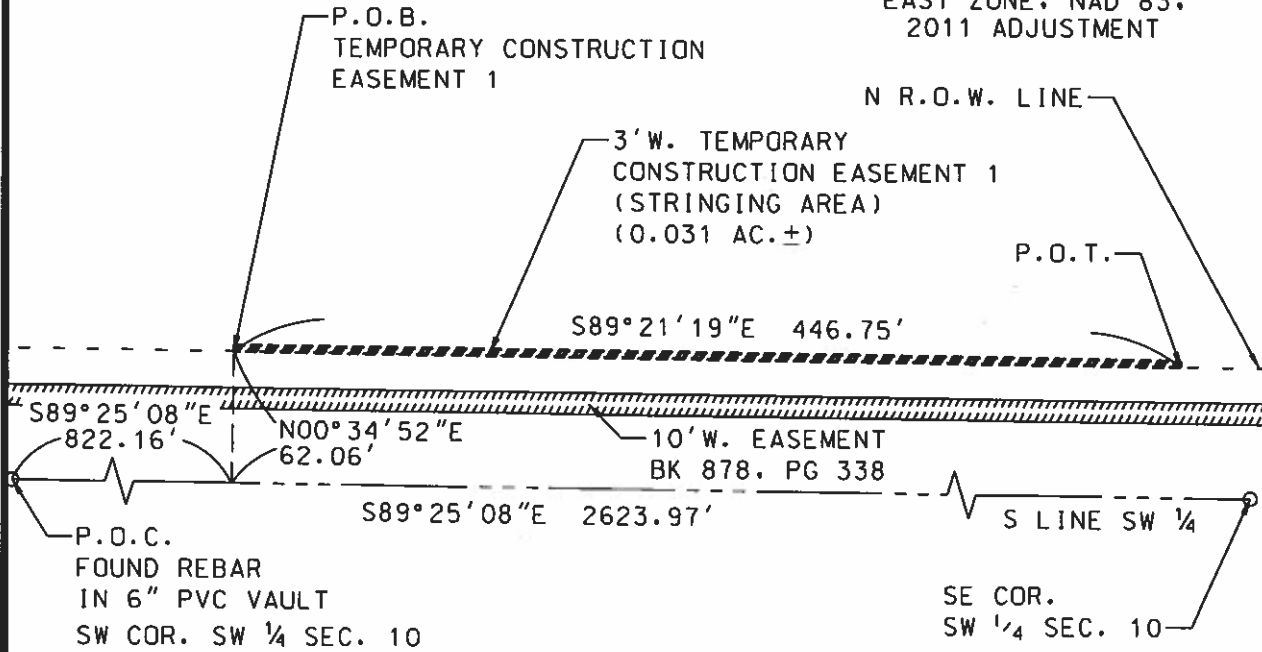
EXHIBIT C



1" = 80'-0"

U.S. SURVEY FEET
BASIS OF BEARING IS
ILLINOIS STATE PLANE
COORDINATE SYSTEM,
EAST ZONE, NAD 83,
2011 ADJUSTMENT

N/F
CHAMPAIGN PARK DISTRICT
BK 1387 PG 738



SPRINGFIELD AVE
(FAS RTE 1514 & FAUS RTE 7123 & SBI RTE 10) VARIABLE WIDTH

- TEMPORARY CONSTRUCTION EASEMENT
- ===== EXISTING EASEMENT
- ===== PROPOSED EASEMENT
- P.O.C. - POINT OF COMMENCEMENT
- P.O.B. - POINT OF BEGINNING
- P.O.T. - POINT OF TERMINUS

DATE: 02/05/2024



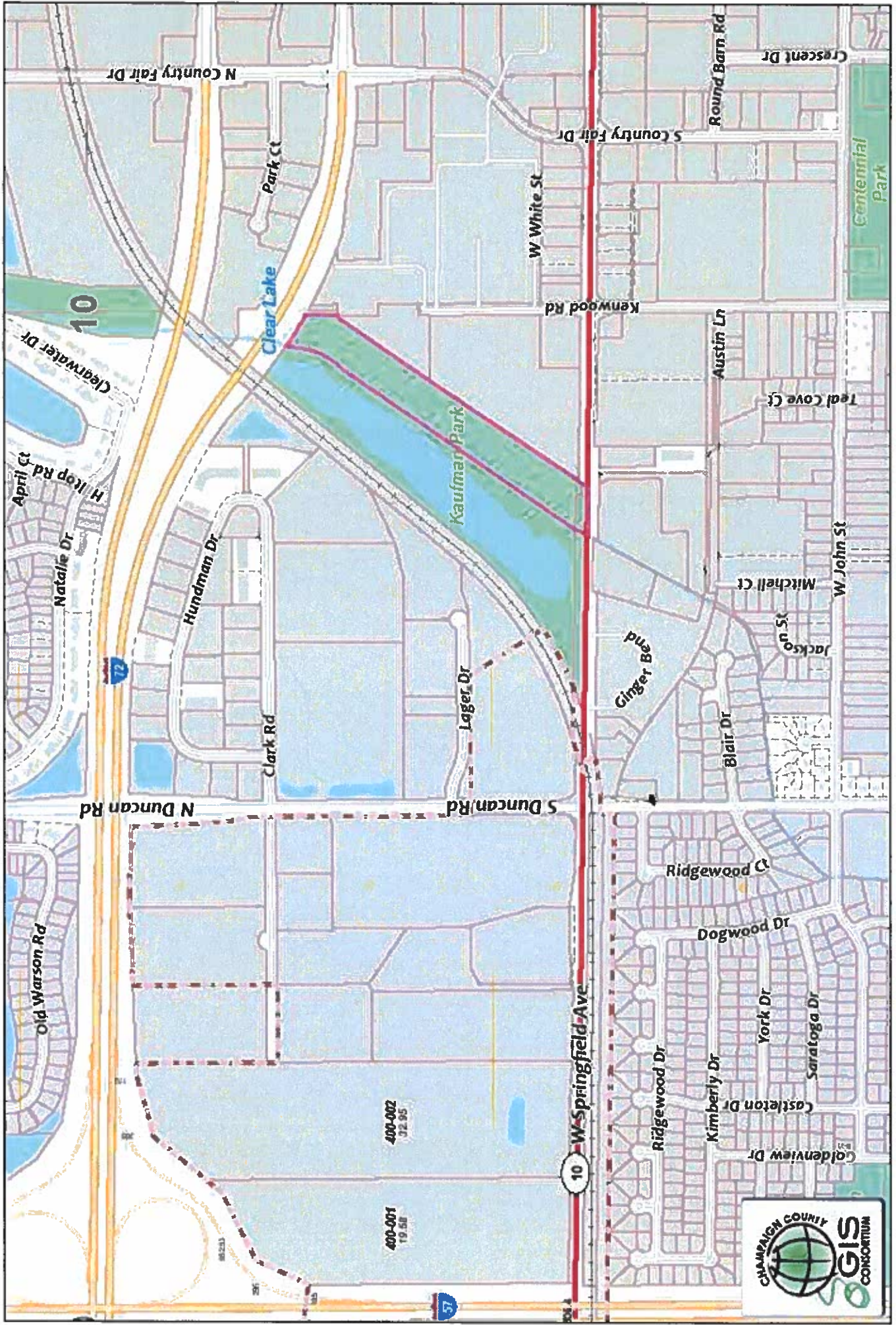
Farnsworth
GROUP
20 ALLEN AVENUE, SUITE 200
ST LOUIS, MISSOURI 63119
(314) 962-7900 / info@f-w.com

TEMPORARY CONSTRUCTION EASEMENT

SOUTHWEST QUARTER
SECTION 10, TOWNSHIP 19 NORTH, RANGE 8 EAST
OF THE THIRD PRINCIPAL MERIDIAN
CHAMPAIGN COUNTY, ILLINOIS

PROJECT NO.: J128N
DRAWN: FGI
REVIEWED: KJS
DATE: 02/05/2024

GIS Webmap Public Interface Champaign County, Illinois



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



REMS INFORMATION

Agreement ID:

Project ID:

TEMPORARY CONSTRUCTION EASEMENT AGREEMENT

PIN: 41-20-10-300-005

KNOW ALL MEN BY THESE PRESENTS, this _____ day of _____, 20____, that **Champaign Park District**, its successors and assigns, whether one or more and whether an individual, individuals, a corporation, or other legal entity (hereinafter "Grantor"), for and in consideration of the sum of Ten Dollars and No/100th (\$10.00) and other valuable consideration in hand paid, the receipt of which is hereby acknowledged, does hereby grant unto **AMEREN ILLINOIS COMPANY d/b/a AMEREN ILLINOIS**, an Illinois corporation, its successors and assigns (hereinafter "Grantee"), a temporary construction easement (hereinafter "Easement") with the right, privilege, and authority of Grantee, its agents, contractors, and subcontractors to perform the activities necessary for the relocation of an underground gas line in connection with the construction the Illinois Route 10 Project, together with all rights and privileges for the exercise and enjoyment of said Easement rights and the authority to extend to any other party the right to use, pursuant to the provisions hereof, upon, over, across and under Grantor's land described in Exhibit "A", with the area of the Easement described and illustrated in Exhibit "B" (hereinafter "Easement Area"), said exhibits attached hereto and made a part hereof, situated in Section 02, Township 19 North, Range 08 East, of the 3rd Principal Meridian, in Champaign County, State of Illinois.

Grantor also conveys the right of ingress and egress to and over the Easement Area and premises of Grantor adjoining the same, for all purposes herein stated; together with the right to trim, control the growth, cut and remove or cause to be removed at any time and from time to time, by any means, any and all brush, bushes, saplings, trees, roots, undergrowth, rock, overhanging branches, and other obstructions upon, over, and under the surface of said Easement Area and of the premises of Grantor adjoining the same deemed by Grantee to interfere with the exercise and enjoyment of Grantee's rights hereunder; together with the right to erect and use construction equipment at said Easement Area; provided that, Grantee shall restore the Easement Area as otherwise provided for herein.

All work performed by the Grantee, its employees, agents, contractors, or subcontractors hereunder shall be done in a good, workmanlike, and diligent manner. All such work shall be completed within the time set forth after commencement thereof; provided that, a further reasonable time for completion may be permitted, and not unreasonably withheld, by Grantor in the event a force majeure prevents completion within the period stated above. Such force majeure for the purposes hereof shall mean a delay or failure by Grantee in performing its obligations hereunder due to due to causes beyond its control, including without limitation, acts of God, public enemy, epidemics, pandemics, major equipment failures, inability to obtain materials or services, wars, explosions, accidents, riots, strikes, civil commotion, fires, pestilence, natural catastrophes or disasters, economic fluctuations, and non-availability of electric power. In the event of such

failure or delay, the date of completion shall be extended for a period not to exceed the duration of such delay or failure; provided that, the Grantee is utilizing commercially reasonable efforts to mitigate or eliminate the cause of such delay or its effects. Grantee shall promptly notify Grantor in writing of any delay or failure in and the effect on its performance. All such work shall be performed in compliance with all applicable laws, ordinances and regulations, and specifically in accordance with Grantor's ordinances, policies and regulations, and shall be at the Grantee's sole cost and expense. Upon completion of any work related to the aforesaid purposes, the Grantee shall cause all vehicles, equipment, tools and implements used in connection with such work, and all materials not incorporated therein, to be removed from the Easement Area and the surface thereof restored to its condition immediately prior to the commencement of such work.

It is understood that the Easement rights herein granted shall terminate upon completion of the construction project referenced above, but in any event no later than midnight _____; provided that, the Grantor and Grantee may agree to an extension of this easement agreement to a date certain if both deem it necessary as set forth above.

It is also understood that the Easement herein granted does not convey any right or interest in Grantor's property, except as stated herein, nor prevent Grantor from the use of its property; provided that, such use does not interfere with the Grantee's exercise of the Easement rights hereinabove conveyed.

In addition, in consideration of the grant of easement contained herein, the Grantee, its successors and assigns agree to the following conditions of entry, ingress and egress:

DAMAGE TO PROPERTY: Grantee shall exercise care to avoid damaging the property in any manner not consistent with the purpose for which this agreement is issued. Grantee shall be responsible for actual damages and removal of trees and other vegetation occurring as a result of the Grantee's exercise of the Easement rights hereinabove conveyed and shall reimburse the owner thereof for such loss or damages.

SAFETY MEASURES: Grantee shall at all times undertake to make the Easement Area safe and secure from injury by unauthorized third persons with such measures to include, without limitation, suitable fencing around any of Grantee's equipment, materials, and appurtenances which shall be adequate to deter entry and access in or upon the Easement Area, and specifically configured to prevent and discourage anyone from attempting entry to such Easement Area. In this regard, Grantee recognizes that a park and fishing lake area are near the Easement Area. Such security measures shall at all times be in conformity with any specific requirements of the United States Department of Transportation, Illinois Department of Transportation, City of Champaign ordinances or policies, and ordinances or policies of the Grantor, all as applicable.

COOPERATION WITH GRANTOR: Grantee shall at all times cooperate with Grantor and comply with reasonable requests not inconsistent with the purpose for which this agreement is issued. Except as specifically provided otherwise herein, Grantor, for itself and any successors and assigns, hereby expressly reserves the right to use and enjoy the remainder of the easement area for any purpose, provided such use and enjoyment shall not interfere with the use thereof by Grantee as permitted in this Agreement.

RESTORATION: Grantee shall spread material uniformly over the construction site, seed, and fertilize, as necessary. Upon completion of the construction project, Grantee, shall clean the Easement Area of all rubbish, excess material, temporary structures, fencing, and equipment. Grantee shall restore the Easement Area to a condition substantially similar to its condition immediately preceding Grantee's above-referenced construction project. Grantee shall inspect the backfill area and repair within a reasonable time any sinkholes, soil erosion, sloughing, impairment to natural drainage or similar occurrence of whatsoever kind or character. Within thirty (30) days after such cessation Grantor(s) may, in its sole discretion, undertake such removal and remediation obligations of the Grantee and charge and collect the cost thereof from Grantee. Grantee covenants and agrees that it shall be solely responsible for, and shall reimburse and pay Grantor(s), and any successors and assigns, for all losses and damages incurred on the Easement Area, areas of ingress and egress or any other property of Grantor(s) caused by Grantee's exercise of its rights

herein granted, including without limitation, any damage to land or property by reason of the initial installation, improvement, repair, removal, operation and maintenance of the improvement, and the terms and conditions hereinabove set forth shall be binding upon the successors and assigns of the Grantee.

BREACH OR DEFAULT. In the event of Grantee's breach of any condition or default hereunder, Grantor shall provide Grantee written notice of such breach or default. If Grantee fails to cure such breach or default within fifteen (15) days after written notice of such breach or default, then Grantor(s) shall have the right, upon written notice of termination to Grantee, to terminate this Easement Agreement. Upon termination of this Easement Agreement, all rights herein granted shall revert to Grantor(s), their respective successors or assigns, and, if requested, Grantee shall forthwith execute and deliver to such Grantor or successors or assigns, any instrument of termination or release and take such other and further action as may be reasonably required to evidence and memorialize such termination and reversion of all rights afforded pursuant to this Easement Agreement. Notwithstanding such termination of this Easement Agreement, Grantee shall remain liable to Grantor(s), and such successors and assigns, for all of Grantee's covenants and obligations which expressly survive such termination of this Easement Agreement as provided herein.

INSURANCE AND INDEMNIFICATION: The Grantee shall indemnify and hold the Grantor(s) and any successors and assigns harmless from any and all claims for damages to person or property made by any third party arising out of any act or omission on the part of Grantee's employees, contractors, subcontractors, agents or representatives, and in connection therewith, shall provide Grantor(s) with satisfactory evidence of commercial general liability insurance with limits of not less than \$2,000,000.00 per occurrence, \$4,000,000.00 in the aggregate naming the Grantor(s) and its commissioners, officers, employees, representatives, and agents as endorsed additional insureds thereon. Grantee and its successors or assigns shall maintain such insurance for the duration of the term hereof and any subsequent renewals, if applicable.

Grantee shall maintain in effect at its sole expense the following insurance applicable to the work performed hereunder:

(a) Workers' Compensation:

- State Statutory
- Applicable Federal Statutory

and must show policy numbers on certificates of insurance if workman's compensation is provided.

ENCUMBRANCES PROHIBITED: Grantee shall not permit any liens or encumbrances to be attached to or filed against the Grantor(s) or Easement Area or any other portion of the land, or any improvements thereon which result from or arise out of any act or work performed by Grantee or any of Grantee's employees, contractors, subcontractors, agents or representatives in the construction, installation, operation, maintenance, repair, relocation, replacement or removal of the line(s) and other improvements and appurtenances associated therewith, or in the performance of any other right or obligation of Grantee arising hereunder. In the event any such lien is attached to or filed against the Grantor or Easement Area or any other portion of Grantor(s) land or any improvement thereon, then, in addition to any other right or remedy of Grantor(s) at law or equity, Grantor(s) may, but shall not be obligated to, discharge the same. Any amount paid by Grantor(s) for any of the aforesaid purposes shall be paid by Grantee to Grantor(s) immediately on demand. Any lien or encumbrance attached to or filed against the Grantor or Easement Area, or any other portion of the real estate, or any improvement thereon as a result of Grantee's operations hereunder shall be immediately paid, released, or bonded over by Grantee in a manner acceptable to Grantor(s). Grantee shall be responsible for reasonable attorney's fees incurred by the Grantor(s) in obtaining the removal or resolution of any lien or encumbrance which results from the activities and operations of Grantee.

NOTICES: All notices and demands to be given or served shall be made in writing and shall be given or served by hand delivery or by depositing such notice in the United States mail, certified or registered, return receipt requested, postage prepaid, addressed to the party to be notified, at the following addresses:

If to Grantor(s) at: Champaign Park District
 Attn: Executive Director

706 Kenwood Road
Champaign, IL 61821

With a Copy to: Guy C. Hall, Esq.
Robbins, Schwartz, Nicholas,
Lifton & Taylor, Ltd.
301 N. Neil Street, Suite 400
Champaign, IL 61820

If to Grantee: _____

With a Copy to: _____

or to an address to be designated in writing within fourteen (14) days of the execution of this Agreement by all parties or to such other address as either party may designate to the other in writing from time to time. The day upon which such notice is delivered or mailed by certified or registered mail shall be treated as the date of service. An additional copy of such notice shall be sent by regular U.S. mail.

SEVERABILITY: If any term or provision of this Agreement, or the application thereof, to any person or circumstance shall, to any extent, be deemed by any court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced as permitted by law.

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

REPRESENTATION OF AUTHORITY: Each person executing this Agreement on behalf of any entity represents that he or she is authorized to execute this Agreement on behalf of such entity.

GOVERNING LAW AND VENUE: This Agreement and the rights and obligations of the parties hereto shall be interpreted, construed, and enforced in accordance with the laws of the State of Illinois, without giving effect to the principles of conflict of laws, and the venue for any claim or cause of action brought to enforce or determine the rights and obligations of either party arising hereunder shall be the state court located in Champaign County, Illinois.

ENTIRE AGREEMENT: The terms and provisions of this Agreement shall be binding upon and inure to the benefit of Grantor(s) and Grantee and their respective successors and assigns. This Agreement together with Exhibits attached hereto and incorporated by reference herein embodies the entire agreement among the parties hereto with respect to the subject matter contained herein, and supersedes any and all agreements, representations, warranties, or statements which may have been made among the parties prior to the date hereof, whether express, implied, written, or verbal, concerning the subject matter hereof, and this Agreement shall not be modified or amended except by written instrument executed by each party hereto.

AUTHORITY: Grantor, for itself, its successors and assigns, does hereby warrant and covenant unto Grantee, (1) that Grantor is the owner of the Easement Area and has the full right and authority to grant this Easement, (2) that Grantee may quietly enjoy the Easement for the purposes herein stated, and

(3) that Grantor shall not create or permit any building or other obstruction or condition of any kind or character upon Grantor's premises that will interfere with the Grantee's exercise and enjoyment of the Easement rights hereinabove conveyed. The undersigned signatories represent that they are authorized to execute this Agreement for the respective entities and that all entity action necessary for such authorization has occurred.

IN WITNESS WHEREOF, the Grantor and Grantee have hereunto caused this Temporary Construction Easement Agreement to be executed as of the date hereinabove written.

GRANTOR:

Champaign Park District, an Illinois
Municipal corporation

By: _____
Sarah Sandquist
Its Executive Director

ATTEST:

By: _____
Jarrod Scheunemann, Secretary

STATE OF ILLINOIS)
) SS.
COUNTY OF CHAMPAIGN)

GRANTEE:

Ameren Illinois Company, d/b/a Ameren
Illinois, an Illinois corporation

By: _____

Its _____

ATTEST:

By: _____
It's _____

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, DO HEREBY CERTIFY that Sarah Sandquist and Jarod Scheunemann, personally known to me to be the Executive Director and Secretary of Champaign Park District, an Illinois municipal corporation, and the same persons whose names are subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that they signed, sealed, and delivered the said instrument as their respective free and voluntary acts, for and on behalf of the aforementioned entity and for the uses and purposes therein set forth.

GIVEN under my hand and Notarial Seal, this _____ day of _____, 2024.

Notary Public

STATE OF ILLINOIS)
) SS.
COUNTY OF _____)

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, DO HEREBY CERTIFY that _____ and _____, personally known to me to be the _____ and _____ of Ameren Illinois Company, d/b/a Ameren Illinois, an Illinois corporation, and the same persons whose names are subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that they signed, sealed and delivered the said instrument as their respective free and voluntary act, for and on behalf of the aforementioned entity and for the uses and purposes therein set forth.

GIVEN under my hand and Notarial Seal, this _____ day of _____, 2024.

Notary Public

ALL PURPOSE NOTARY ACKNOWLEDGMENT

STATE OF ILLINOIS }
COUNTY OF CHAMPAIGN } SS

On this _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for said State, personally appeared (print or type names):

to me known to be the person described in and who executed the foregoing instrument and acknowledged that he/she/they executed the same as his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

Capacity Claimed By Signator(s)			
<input type="checkbox"/> Individual(s)	<input type="checkbox"/> Corporate	<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Partner(s)
<input type="checkbox"/> Trustee(s)	Title(s) of Officer(s):	Member(s)/Manager(s):	<input type="checkbox"/> Limited Partnership
<input type="checkbox"/> Executor(s)	_____	_____	<input type="checkbox"/> General Partnership
<input type="checkbox"/> Administrator(s)	_____	_____	<input type="checkbox"/> Other (Specify Below):
<input type="checkbox"/> Attorney-In-Fact	_____	_____	_____
<input type="checkbox"/> Conservator(s)	_____	_____	_____
<input type="checkbox"/> Guardian(s)	_____	_____	_____

My Commission Expires

Notary Public

Prepared By: Terry Kittle
Shawnee Professional Services
104 South 4th St / PO Box 125
Vienna, IL 62995

Return To: Terry Kittle
Shawnee Professional Services
104 South 4th St / PO Box 125
Vienna, IL 62995

CON
WO#: J0XV6
Facility Name:
Lat: 40.1387694, Long: -88.2742036
02/09/2024

EXHIBIT "A"
(Grantor's Land)

A parcel of land in the Southwest Quarter of Section 10, Township 19 North, Range 8 East of the Third Principal Meridian, Champaign County, Illinois, described as follows: Commencing at the intersection of the center line of Copper Slough and the North right-of-way line of Illinois Route 10, thence East along said North right-of-way line a distance of 250 feet; thence Northeastly along a line 250 feet East of and parallel to the center line of Copper Slough to the South right-of-way line of Federal Aid Route 11, thence Northwestly along said South right-of-way line a distance of 250 feet to the center line of Copper Slough; thence Southwestly along said center line of Copper Slough to the point of beginning.

EXHIBIT B

TEMPORARY CONSTRUCTION EASEMENT 2

A TEMPORARY CONSTRUCTION EASEMENT SITUATED WITHIN A PORTION OF THE SOUTHWEST QUARTER OF SECTION 10, TOWNSHIP 19 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, CHAMPAIGN COUNTY, ILLINOIS. SAID EASEMENT BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF THE SOUTHWEST QUARTER OF SAID SECTION 10, THENCE ALONG THE SOUTH LINE OF THE SOUTHWEST QUARTER OF SAID SECTION, SOUTH 89°25'08" EAST, 1513.30 FEET; THENCE NORTH 00°34'52" EAST, 61.33 FEET TO THE NORTH RIGHT-OF-WAY LINE OF SPRINGFIELD AVENUE (FAS 1514 / FAUS RTE 7123 / SBI RTE 10) AND THE POINT OF BEGINNING OF THE HEREIN DESCRIBED EASEMENT; THENCE NORTH 34°41'10" EAST, 12.42 FEET; THENCE NORTH 44°11'15" EAST, 80.72 FEET; THENCE SOUTH 89°21'29" EAST, 59.27 FEET; THENCE SOUTH 00°38'31" WEST, 65.00 FEET; THENCE NORTH 89°25'08" WEST, 15.00 FEET; THENCE SOUTH 00°38'31", 3.78 FEET TO THE NORTH RIGHT-OF-WAY LINE OF SAID SPRINGFIELD AVENUE; THENCE ALONG SAID NORTH LINE, NORTH 89°21'29" WEST, 106.83 FEET TO THE POINT OF BEGINNING. CONTAINING 0.114 ACRES, MORE OR LESS.

TEMPORARY CONSTRUCTION EASEMENT 3

A TEMPORARY CONSTRUCTION EASEMENT SITUATED WITHIN A PORTION OF THE SOUTHWEST QUARTER OF SECTION 10, TOWNSHIP 19 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, CHAMPAIGN COUNTY, ILLINOIS. SAID EASEMENT BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF THE SOUTHWEST QUARTER OF SAID SECTION 10, THENCE ALONG THE SOUTH LINE OF THE SOUTHWEST QUARTER OF SAID SECTION, SOUTH 89°25'08" EAST, 1635.12 FEET; THENCE NORTH 00°34'52" EAST, 45.00 FEET TO THE NORTH LINE OF A 10 FOOT WIDE EASEMENT, ACCORDING TO THE DOCUMENT THEREOF RECORDED IN BK 878, PAGE 338 OF SAID COUNTY RECORDS AND THE POINT OF BEGINNING OF THE HEREIN DESCRIBED EASEMENT; THENCE NORTH 00°38'31" EAST, 20.00 FEET; THENCE SOUTH 89°25'08" EAST, 30.00 FEET; THENCE SOUTH 00°38'31" WEST, 20.00 FEET TO THE NORTH LINE OF SAID 10 FOOT WIDE EASEMENT; THENCE ALONG SAID NORTH LINE, NORTH 89°25'08" WEST, 30.00 FEET TO THE POINT OF BEGINNING. CONTAINING 0.014 ACRES, MORE OR LESS.



DATE: 02/05/2024



20 ALLEN AVENUE, SUITE 200
ST LOUIS, MISSOURI 63119
(314) 962-7900 / info@f-w.com

TEMPORARY CONSTRUCTION EASEMENT

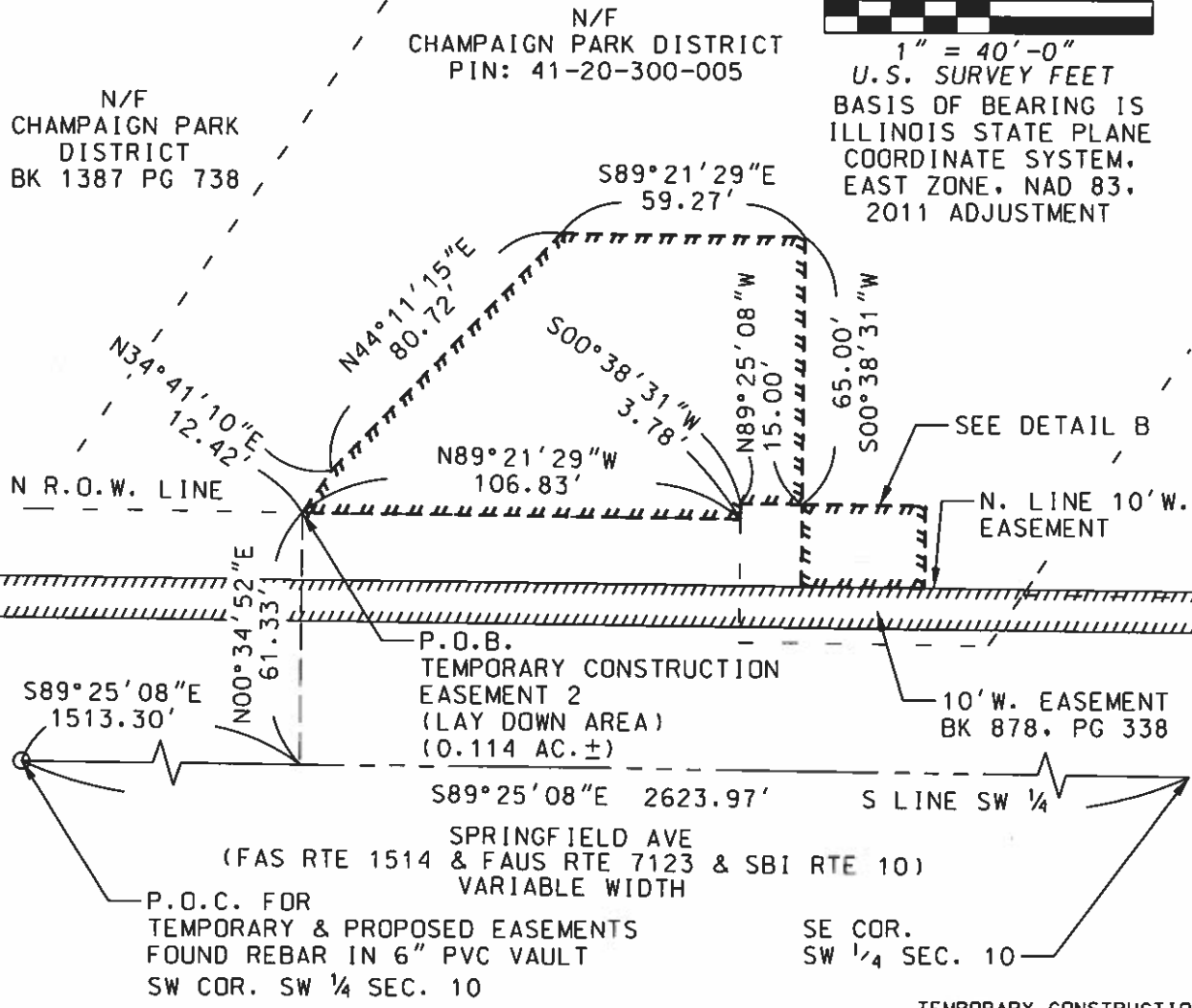
SOUTHWEST QUARTER
SECTION 10, TOWNSHIP 19 NORTH, RANGE 8 EAST
OF THE THIRD PRINCIPAL MERIDIAN
CHAMPAIGN COUNTY, ILLINOIS

PROJECT NO.: J128N
DRAWN: FGI
REVIEWED: KJS
DATE: 02/05/2024

EXHIBIT C



1" = 40'-0"
 U.S. SURVEY FEET
 BASIS OF BEARING IS
 ILLINOIS STATE PLANE
 COORDINATE SYSTEM,
 EAST ZONE, NAD 83,
 2011 ADJUSTMENT



DETAIL A

- TEMPORARY CONSTRUCTION EASEMENT
- EXISTING EASEMENT
- PROPOSED EASEMENT
- P.O.C. - POINT OF COMMENCEMENT
- P.O.B. - POINT OF BEGINNING
- P.O.T. - POINT OF TERMINUS

DATE: 02/05/2024



Farnsworth
 GROUP
 20 ALLEN AVENUE, SUITE 200
 ST LOUIS, MISSOURI 63119
 (314) 962-7900 / info@f-w.com

TEMPORARY CONSTRUCTION EASEMENT

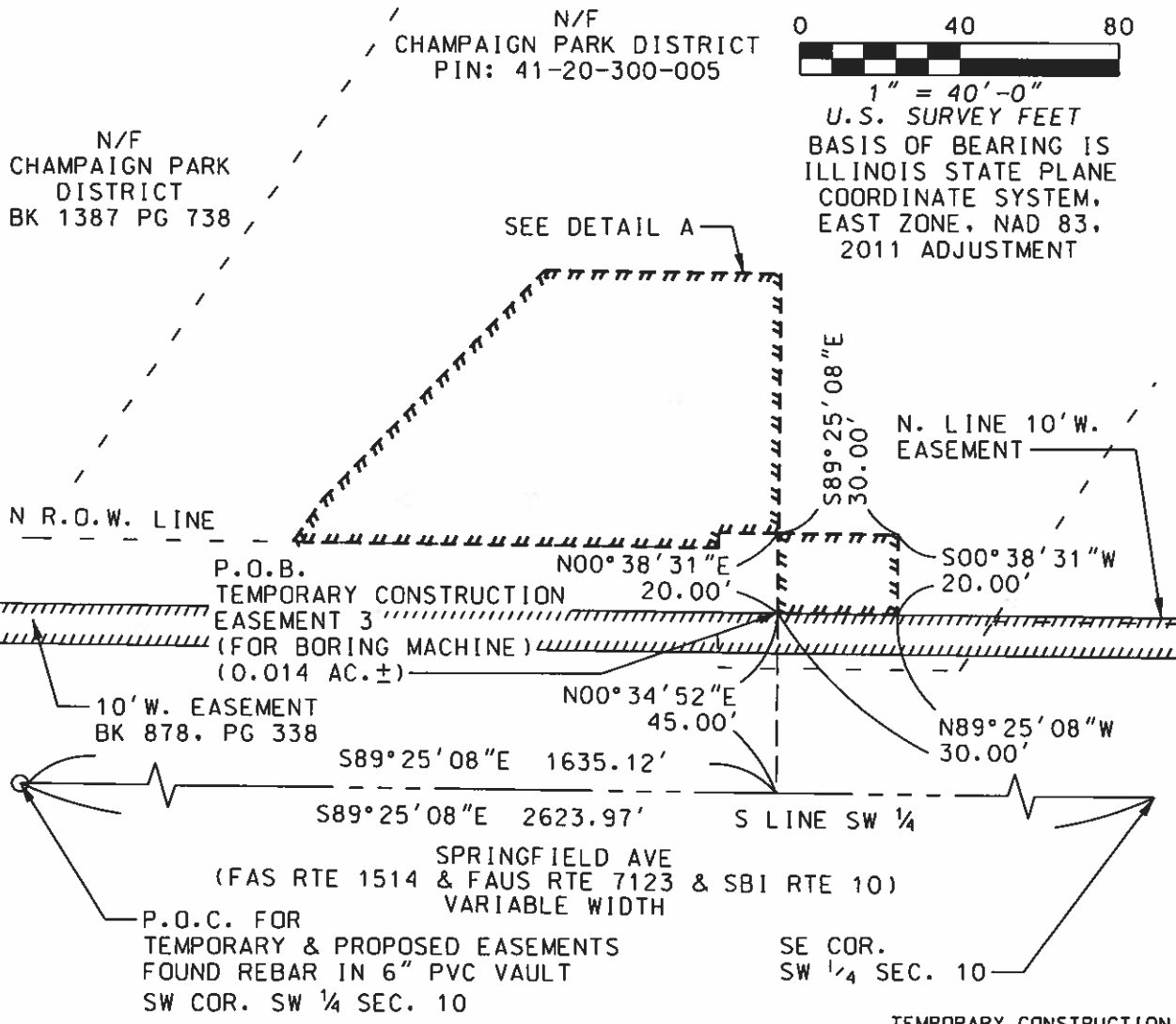
SOUTHWEST QUARTER
 SECTION 10, TOWNSHIP 19 NORTH, RANGE 8 EAST
 OF THE THIRD PRINCIPAL MERIDIAN
 CHAMPAIGN COUNTY, ILLINOIS

PROJECT NO.: J128N
 DRAWN: FGI
 REVIEWED: KJS
 DATE: 02/05/2024

EXHIBIT C



1" = 40'-0"
 U.S. SURVEY FEET
 BASIS OF BEARING IS
 ILLINOIS STATE PLANE
 COORDINATE SYSTEM,
 EAST ZONE, NAD 83,
 2011 ADJUSTMENT



DETAIL B

- TEMPORARY CONSTRUCTION EASEMENT
- EXISTING EASEMENT
- PROPOSED EASEMENT
- P.O.C. - POINT OF COMMENCEMENT
- P.O.B. - POINT OF BEGINNING
- P.O.T. - POINT OF TERMINUS

DATE: 02/05/2024



Farnsworth
 GROUP
 20 ALLEN AVENUE, SUITE 200
 ST LOUIS, MISSOURI 63119
 (314) 962-7900 / info@f-w.com

TEMPORARY CONSTRUCTION EASEMENT

SOUTHWEST QUARTER
 SECTION 10, TOWNSHIP 19 NORTH, RANGE 8 EAST
 OF THE THIRD PRINCIPAL MERIDIAN
 CHAMPAIGN COUNTY, ILLINOIS

PROJECT NO.: J128N
 DRAWN: FGI
 REVIEWED: KJS
 DATE: 02/05/2024

EASEMENT AGREEMENT

(Underground Gas)

KNOW ALL MEN BY THESE PRESENTS, this _____ day of _____, 2024, that CHAMPAIGN PARK DISTRICT, its successors and assigns whether one or more and whether an individual, individuals, a corporation, or other legal entity (hereinafter "Grantor"), for and in consideration of the sum of One and No/100ths Dollars (\$1.00) and other valuable consideration in hand paid, the receipt of which is hereby acknowledged, does hereby agree as follows with and grant unto AMEREN ILLINOIS COMPANY d/b/a AMEREN ILLINOIS, an Illinois corporation, its successors, assigns, licensees, agents, lessees, contractors, sub-contractors and tenants (hereinafter "Grantee"), a ninety-nine (99) year right and easement to install, rebuild, repair, maintain, patrol, test, inspect, protect, relocate, modify, abandon, retire and remove, use, operate, add to the number of and maintain underground gas line or lines, piping, cables, fixtures, valves, appliances, communication lines, and equipment appurtenant thereto, upon, over, across and under the following described land, in Section 12, Township 19 North, Range 8 East, Third P.M., Champaign County, Illinois, to-wit:

Property Description:

See Exhibits A, B, and C attached hereto and incorporated by reference herein.

Permanent Index No. 41-20-10-300-005

together with all rights reasonably implied by and incidental to the exercise and enjoyment of said easement rights, including without limitation the right of ingress and egress to and over the above described easement area and premises of Grantor adjoining the same, for all purposes herein stated; together with the right to trim, control, cut and remove or cause to be removed at any time and from time to time, by any means, any and all brush, bushes, saplings, trees, roots, undergrowth, rock, overhanging branches and other obstructions upon, over and under the surface of said easement area and of the premises of Grantor adjoining the same deemed by Grantee to interfere with exercise and enjoyment of Grantee's rights hereunder, or endanger the safety of, said facilities; and the right to license, permit or otherwise agree to the use or occupancy of said easement or any portion thereof or of said facilities by any other person, association or corporation, for the purpose hereinabove set forth herein and no other; and with the further right to remove at any time and from time to time any or all of the said line or lines, and appurtenances thereto located upon, over, across and under said land by virtue hereof.

Grantee shall be responsible for actual damages occurring on the herein described property as a result of the construction, operation, maintenance or repair of Grantee's facilities and shall reimburse the owner thereof for such loss or damages.

Grantor, for itself, its successors and assigns, does hereby warrant and covenant unto Grantee, (1) that Grantor is the owner of the above described land and has full right and authority validly to grant this easement, (2) that Grantee may quietly enjoy the premises for the purposes herein stated, and (3) that Grantor will not create or permit any building or other obstruction or condition of any kind or character upon Grantor's premises that will interfere with the Grantee's exercise and enjoyment of the easement rights hereinabove conveyed.

Except as specifically provided otherwise herein, Grantor, for itself and Grantor's successors and assigns, hereby expressly reserves the right to use and enjoy the remainder of the easement area for any purpose, provided such use and enjoyment by Grantor shall not interfere with the use thereof by Grantee as permitted in this Agreement.

The easement shall be for a period of ninety-nine (99) years unless and until terminated as hereafter provided. This easement shall terminate upon Grantee's uncured breach of any condition or uncured default in the performance of any of its covenants or agreements herein set forth. In the event of Grantee's breach of any condition or default hereunder, Grantor shall provide Grantee written notice of such breach or default. If Grantee fails to cure such breach or default within sixty (60) days after written notice of such breach or default from Grantor, Grantor shall have the right, upon written notice of termination to Grantee, to terminate this easement. Upon termination of this easement, all rights herein granted shall revert to Grantor, its successors or assigns, and, if requested, Grantee shall forthwith execute and deliver to Grantor, or Grantor's successors or assigns, any instrument of termination or release and to take such other and further action as may be reasonably required by Grantor to evidence and memorialize such termination and reversion of this easement. Notwithstanding such termination of this easement, Grantee shall remain liable to Grantor, and Grantor's successors and assigns, for all of Grantee's covenants and obligations which expressly survive such termination of this easement as provided herein.

Upon completion of the installation of the gas line(s), Grantee shall, at Grantee's sole cost and expense, restore and replace the surface of the easement area to a condition as near as possible to that condition which existed prior to the commencement of such construction, including surface grading and seeding. Grantee shall repair the area within a reasonable time after any sink holes, soil erosion, sloughing or impairment to natural drainage. In the event that Grantee shall ever acknowledge in writing that it has ceased utilizing or has abandoned the gas line(s), then in such event Grantee shall, at its sole cost and expense, remove the underground gas line(s) and other improvements and appurtenances associated therewith made at the easement site and return the easement area to substantially the same condition as it was prior to the grant of the easement herein; provided that, conduit installed pursuant to this Agreement may remain in place. In the event Grantee fails to undertake such removal and remediation within one hundred eighty (180) days after such cessation or abandonment, Grantor may, in its sole discretion, undertake such removal and remediation obligations of the Grantee and charge and collect the cost thereof from Grantee. Such written acknowledgement of cessation of use or abandonment shall constitute termination as otherwise set forth herein; provided that, in such event, Grantee will remain obligated for removal and remediation. Such acknowledgment shall not be unreasonably withheld.

Grantee covenants and agrees that Grantee shall be solely responsible for, and shall reimburse and pay Grantor, and Grantor's successors and assigns, for all losses and damages incurred by Grantor on the easement area, areas of ingress and egress or any other property of Grantor which is caused by Grantee's exercise of its rights herein granted, including without limitation, any damage to Grantor's land or property by reason of the initial installation, improvement, repair, removal, operation and maintenance of the improvement, and the terms and conditions hereinabove set forth shall be binding upon the successors and assigns of the Grantee; provided, however, that Grantee shall be permitted to keep the easement area clear of trees, undergrowth, brush and prohibited obstructions.

The Grantee shall indemnify and hold the Grantor and its successors and assigns harmless from any and all claims for damages to person or property made by any third party arising out of any act or omission on the part of Grantee's employees, contractors, subcontractors, agents or representatives, and in

connection therewith, shall provide Grantor with satisfactory evidence of commercial general liability insurance with limits of not less than \$1,000,000.00 naming the Grantor as an additional insured thereon. Grantee and its successors or assigns shall maintain such insurance for the duration of the term hereof and any subsequent renewals, if applicable.

Grantee covenants and agrees that Grantee shall not permit any mechanic's liens, encumbrances, or any other liens to be attached to or filed against the easement area or any other portion of Grantor's real estate, or any improvements thereon which results from or arise out of any act or work performed by Grantee or any of Grantee's employees, contractors, subcontractors, agents or representatives in the construction, installation, operation, maintenance, repair, relocation, replacement or removal of the underground gas line(s) and other improvements and appurtenances associated therewith, or in the performance of any other right or obligation of Grantee arising hereunder. In the event any such lien is attached to or filed against the easement area or any other portion of Grantor's real estate or any improvement thereon, then, in addition to any other right or remedy of Grantor at law or equity, Grantor may, but shall not be obligated to, discharge the same. Any amount paid by Grantor for any of the aforesaid purposes shall be paid by Grantee to Grantor immediately on demand. Any lien or encumbrance attached to or filed against the easement area, or any other portion of Grantor's real estate, or any improvement thereon as a result of Grantee's operations hereunder shall be immediately paid, released or bonded over by Grantee in a manner acceptable to Grantor. Grantee shall be responsible for reasonable attorney's fees incurred by the Grantor in obtaining the removal of any lien which results from the activities and operations of Grantee.

All notices and demands to be given or served shall be made in writing and shall be given or served by hand delivery or by depositing such notice in the United States mail, certified or registered, return receipt requested, postage prepaid, addressed to the party to be notified, at the following addresses:

If to Grantor at: Champaign Park District
Attn: Executive Director
706 Kenwood Road
Champaign, IL 61821

With a Copy to: Guy C. Hall, Esq.
Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd.
301 N. Neil Street, Suite 400
Champaign, IL 61820

If to Grantee: Ameren Illinois
Attn: _____
1112 W. Anthony Dr., PO Box 17070
Urbana, IL 61803

or to an address to be designated in writing within fourteen (14) days of the execution of this Agreement by all parties or to such other address as either party may designate to the other in writing from time to time. The day upon which such notice is delivered or mailed by certified or registered mail shall be treated as the date of service. An additional copy of such notice shall be sent by regular U.S. mail.

If any term or provision of this Agreement, or the application thereof, to any person or circumstance shall, to any extent, be deemed by any court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced as permitted by law.

Failure to insist upon strict compliance with any of the terms, covenants, or conditions of this Agreement shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or

relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of the right or power at all or any other times.

The undersigned signatories represent that they are authorized to execute this Agreement for the respective entities and that all entity action necessary for such authorization has occurred.

This Agreement and the rights and obligations of the parties hereto shall be interpreted, construed and enforced in accordance with the laws of the State of Illinois, without giving effect to the principles of conflict of laws, and the venue for any claim or cause of action brought to enforce or determine the rights and obligations of either party arising hereunder shall be the state court of competent jurisdiction located in Champaign County, Illinois.

The terms and provisions of this Agreement shall be binding upon and inure to the benefit of Grantor and Grantee and their respective successors and assigns. This Agreement together with any exhibits attached hereto and incorporated by reference herein embodies the entire agreement between the parties hereto with respect to the subject matter contained herein, and supersedes and any and all prior agreements, representations, warranties, or statements which may have been made between the parties prior to the date hereof, whether express, implied, written, verbal, concerning the subject matter hereof and this Agreement shall not be modified or amended except by written instrument executed by each party hereto.

Grantee shall promptly provide Grantor with a copy of this document with recording information set forth thereon.

IN WITNESS WHEREOF, the Grantor and Grantee have caused this instrument to be executed effective as of the ____ day of _____, 2024.

GRANTOR:

Champaign Park District, an Illinois
Municipal corporation

By: _____

Its _____

GRANTEE:

Ameren Illinois Company
d/b/a Ameren Illinois, an Illinois Corporation

By: _____

Its Authorized Agent

ATTEST:

By: _____
_____, Secretary

Prepared by:
Guy C. Hall
Attorney at Law
Robbins, Schwartz, Nicholas,
Lifton & Taylor, Ltd.
301 N. Neil Street, Suite 400
Champaign, IL 61820
(217) 363-3040
ghall@robbins-schwartz.com
ARDC: 6185382

Return to:
Champaign Park District
Attn: Executive Director
706 Kenwood Road
Champaign, IL 61821

ALL PURPOSE NOTARY ACKNOWLEDGMENT

STATE OF _____ }
 COUNTY OF _____ } SS

On this _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for said State, personally appeared (print or type names of signatories):

to me known to be the person described in and who executed the foregoing instrument and acknowledged that he/she/they executed the same as his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

Capacity Claimed By Signator(s)			
<input type="checkbox"/> Individual(s)	<input checked="" type="checkbox"/> Corporate	<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Partner(s)
<input type="checkbox"/> Trustee(s)	Title(s) of Officer(s):	Member(s)/Manager(s):	<input type="checkbox"/> Limited Partnership
<input type="checkbox"/> Executor(s)	<u>President</u>	_____	<input type="checkbox"/> General Partnership
<input type="checkbox"/> Administrator(s)	<u>Secretary</u>	_____	<input type="checkbox"/> Other (Specify Below):
<input type="checkbox"/> Attorney-In-Fact	_____	_____	_____
<input type="checkbox"/> Conservator(s)	_____	_____	_____
<input type="checkbox"/> Guardian(s)	_____	_____	_____

My Commission Expires _____

Notary Public

Affix Notary Stamp Below

Prepared by:
 Guy C. Hall
 Attorney at Law
 Robbins, Schwartz, Nicholas,
 Lifton & Taylor, Ltd.
 301 N. Neil Street, Suite 400
 Champaign, IL 61820
 (217) 363-3040
gHall@robbins-schwartz.com
 ARDC: 6185382

Return to:
 Champaign Park District
 Attn: Executive Director
 706 Kenwood Road
 Champaign, IL 61821

ALL PURPOSE NOTARY ACKNOWLEDGMENT

STATE OF _____ }
 COUNTY OF _____ } SS

On this _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for said State, personally appeared (print or type names of signatories):

to me known to be the person described in and who executed the foregoing instrument and acknowledged that he/she/they executed the same as his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

Capacity Claimed By Signator(s)			
<input type="checkbox"/> Individual(s)	<input type="checkbox"/> Corporate	<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Partner(s)
<input type="checkbox"/> Trustee(s)	Title(s) of Officer(s):	Member(s)/Manager(s):	<input type="checkbox"/> Limited Partnership
<input type="checkbox"/> Executor(s)	_____	_____	<input type="checkbox"/> General Partnership
<input type="checkbox"/> Administrator(s)	_____	_____	<input type="checkbox"/> Other (Specify Below):
<input type="checkbox"/> Attorney-In-Fact	_____	_____	_____
<input type="checkbox"/> Conservator(s)	_____	_____	_____
<input type="checkbox"/> Guardian(s)	_____	_____	_____

My Commission Expires _____

Notary Public _____

Affix Notary Stamp Below

Prepared by:
 Guy C. Hall
 Attorney at Law
 Robbins, Schwartz, Nicholas,
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 301 N. Neil Street, Suite 400
 Champaign, IL 61820
 (217) 363-3040
gHall@robbins-schwartz.com
 ARDC: 6185382

Return to:
 Champaign Park District
 Attn: Executive Director
 706 Kenwood Road
 Champaign, IL 61821

EXHIBIT "A"
(Grantor's Land)

A parcel of land in the Southwest Quarter of Section 10, Township 19 North, Range 8 East of the Third Principal Meridian, Champaign County, Illinois, described as follows: Commencing at the intersection of the center line of Copper Slough and the North right-of-way line of Illinois Route 10, thence East along said North right-of-way line a distance of 250 feet; thence Northeasterly along a line 250 feet East of and parallel to the center line of Copper Slough to the South right-of-way line of Federal Aid Route 11, thence Northwesterly along said South right-of-way line a distance of 250 feet to the center line of Copper Slough; thence Southwesterly along said center line of Copper Slough to the point of beginning,

EXHIBIT B

PERMANENT PIPELINE EASEMENT

A PERMANENT PIPELINE EASEMENT SITUATED WITHIN A PORTION OF THE SOUTHWEST QUARTER OF SECTION 10, TOWNSHIP 19 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, CHAMPAIGN COUNTY, ILLINOIS. SAID EASEMENT BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF THE SOUTHWEST QUARTER OF SAID SECTION 10, THENCE ALONG THE SOUTH LINE OF THE SOUTHWEST QUARTER OF SAID SECTION, SOUTH 89°25'08" EAST, 1620.12 FEET; THENCE NORTH 00°34'52" EAST, 45.00 FEET TO THE NORTH LINE OF A 10 FOOT WIDE EASEMENT, ACCORDING TO THE DOCUMENT THEREOF RECORDED IN BK 878, PAGE 338 OF SAID COUNTY RECORDS AND THE POINT OF BEGINNING OF THE HEREIN DESCRIBED EASEMENT; THENCE NORTH 00°38'31" EAST, 20.00 FEET; THENCE SOUTH 89°25'08" EAST, 15.00 FEET; THENCE SOUTH 00°38'31" WEST, 20.00 FEET TO THE NORTH LINE OF SAID 10 FOOT WIDE EASEMENT; THENCE ALONG SAID NORTH LINE, NORTH 89°25'08" WEST, 15.00 FEET TO THE POINT OF BEGINNING. CONTAINING 0.007 ACRES, MORE OR LESS.



DATE: 02/05/2024



20 ALLEN AVENUE, SUITE 200
ST LOUIS, MISSOURI 63119
(314) 962-7900 / info@f-w.com

PERMANENT PIPELINE EASEMENT

SOUTHWEST QUARTER
SECTION 10, TOWNSHIP 19 NORTH, RANGE 8 EAST
OF THE THIRD PRINCIPAL MERIDIAN
CHAMPAIGN COUNTY, ILLINOIS

PROJECT NO.: J128N
DRAWN: FGI
REVIEWED: KJS
DATE: 02/05/2024

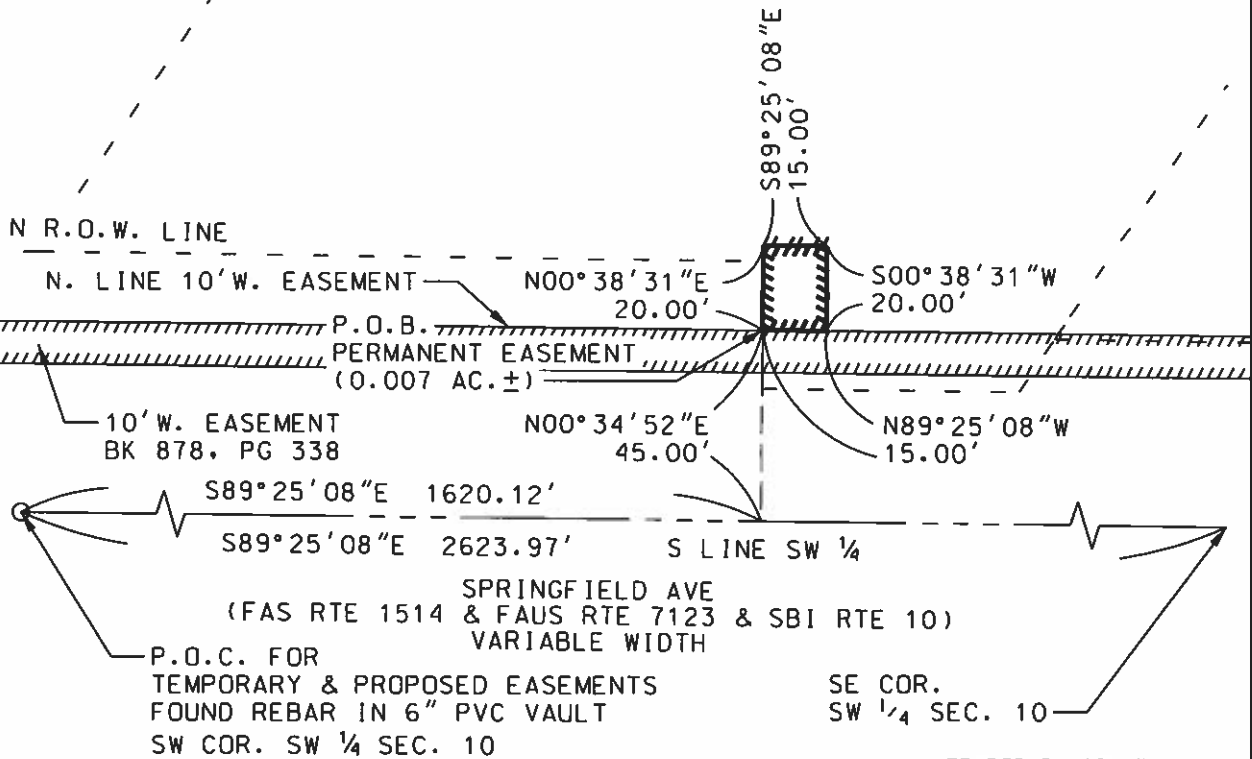
EXHIBIT C



1" = 40'-0"
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 ILLINOIS STATE PLANE
 COORDINATE SYSTEM,
 EAST ZONE, NAD 83,
 2011 ADJUSTMENT

N/F
 CHAMPAIGN PARK DISTRICT
 PIN: 41-20-300-005

N/F
 CHAMPAIGN PARK DISTRICT
 BK 1387 PG 738



SE COR.
 SW 1/4 SEC. 10

- TEMPORARY CONSTRUCTION EASEMENT
- EXISTING EASEMENT
- PROPOSED EASEMENT
- P.O.C. - POINT OF COMMENCEMENT
- P.O.B. - POINT OF BEGINNING
- P.O.T. - POINT OF TERMINUS

DATE: 02/05/2024



Farnsworth
 GROUP
 20 ALLEN AVENUE, SUITE 200
 ST LOUIS, MISSOURI 63119
 (314) 962-7900 / info@f-w.com

PERMANENT PIPELINE EASEMENT

SOUTHWEST QUARTER
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 OF THE THIRD PRINCIPAL MERIDIAN
 CHAMPAIGN COUNTY, ILLINOIS

PROJECT NO.: J128N
 DRAWN: FGI
 REVIEWED: KJS
 DATE: 02/05/2024



REPORT TO PARK BOARD

FROM: Sarah Sandquist, Executive Director

DATE: February 14, 2024

SUBJECT: Approval of Ordinance No. 677: An Ordinance Regulating Trees on Property Owned or Controlled by the Champaign Park District

Background

Staff previously drafted an ordinance to aid in the overall protection of Champaign Park District (Park District) owned or controlled vegetation. In an effort to support the Park District's current urban forestry initiative and simplify the regulation, staff decided to focus strictly on trees and remove all other vegetation language.

The Park District currently maintains 7,653 trees throughout all parks and trails. This proposed ordinance will govern the planting, maintenance, and overall protection of this asset. It mirrors the best management practices outlined in the Arboriculture industry standards and aligns with City standards for urban forestry.

Two supplemental documents are included as exhibits to provide insight into the ordinance's importance. The first exhibit outlines the Park District's Forestry Plan that focuses on current assets, vision for the future, existing and foreseeable risk factors, and additional funding opportunities. This plan is used as a guide to enhance the community's urban forest and properly plan for the future.

The second exhibit is a recent article regarding local funding. Over the last two years, the Champaign Parks Foundation has been awarded \$15,400 in funding through the Lumpkin Family Foundation for additional trees at Dodds Park and Johnston Park. This grant did not require an ordinance, but many others do. Staff are confident this ordinance will enhance their ability to apply for additional grant awards.

Prior Board Action

August 12, 2020, Regular Board Meeting – The Park Board tabled the approval of Ordinance No. 647: Regulating Vegetation on Property Owned or Controlled by the Champaign Park District.

Recommended Action

Staff recommends the adoption of Ordinance No. 677 to establish a tree ordinance governing the planting, maintenance, and protection of trees owned or controlled by the Champaign Park District.

Prepared by:

Bret Johnson
Assistant Director of Operations & Planning

Reviewed by:

Dan Olson
Director of Operations & Planning

ORDINANCE NO. 677

AN ORDINANCE REGULATING TREES ON PROPERTY OWNED OR CONTROLLED BY THE CHAMPAIGN PARK DISTRICT

WHEREAS, the Champaign Park District duly organized and existing under the laws of the State of Illinois including an act entitled *The Park District Code, 70 ILCS 1205/Art. 1 et seq.*, and

WHEREAS, the Champaign Park District is given the authority to pass all necessary ordinances, rules and regulations for the proper management and conduct of the business of the Board of Commissioners and Park District and to establish by ordinance all needful rules and regulations for the governance and protection of parks, and other property under its jurisdiction pursuant to 70 ILCS 1205/8-1 (d); and

WHEREAS, the Champaign Park District recognizes the ecological, aesthetic, and financial benefits its trees provide within and beyond our boundaries; and

WHEREAS, the Champaign Park District strives to protect, enhance and properly maintain all assets within the Park system including trees; and

WHEREAS, the Board of Commissioners of the Champaign Park District has determined that it is in the best interests of the residents of the Park District to establish a tree ordinance governing the planting, maintenance, and protection of Park District trees.

NOW, THEREFORE, BE IT ORDAINED that the Board of Commissioners of the Champaign Park District, in Champaign County, Illinois, adopts the attached Champaign Park District Tree Ordinance this _____ day of _____, 20__.

APPROVED:

Craig W. Hays, President

ATTEST:

Jarrod Scheunemann, Secretary

TITLE

This ordinance shall be known as the Champaign Park District Tree Ordinance.

FINDINGS

The Champaign Park District's (Park District) planned expansion of landholdings and programs related to trees, as well as recent recognition of the value of tree assets, validate the need for placing further protections on the Park District's existing and future tree resources. Implementing a tree ordinance would support and protect this critical resource.

PURPOSE

To preserve and protect all Park District trees and their systems; and
To enhance and increase the benefits healthy ecosystems provide for the community; and
To promote public health, safety, and general welfare through proper standards of tree care; and
To safely and sustainably regulate planting, maintenance, and removal of trees within Park District landholdings.

AUTHORITY

Existing laws of the State of Illinois including *The Park District Code, 70 ILCS 1205/Art. 1 et seq.*, as amended, bestows upon the Park District, a special district in the State of Illinois, the authority to create and amend ordinances.

APPLICABILITY

This ordinance provides full power and authority over all trees emerging from ground located within the boundaries of the Park District land ownership including parks, greenways, trails, easements, leased land, lands held in agreement, and facilities described herein.

DEFINITIONS

The following words, terms and phrases, when used in this article shall have the meanings ascribed to them in this article, except where the context clearly indicates a different meaning.

Board shall be the Board of Commissioners of the Park District.

Contractor shall refer to a person or company that undertakes to provide materials or labor to perform a service or do a job.

Cultivated Tree shall mean and include all native or commercially propagated species of trees which are intentionally planted and regularly maintained by the owner or the owner's designate.

Family shall mean a group of related plants forming a category ranking between genus and order.

Forestry Plan shall be an annual report on the urban forest, problems, needs and plans to solve them.

Genus shall mean a group of related plants forming a category ranking between family and species

Illinois Geographic Area shall mean Illinois and the states bordering Illinois: Indiana, Kentucky, Missouri, Iowa and Wisconsin.

Invasive Species shall be a species not native to a particular ecosystem which has a tendency to spread to a degree believed to cause damage to the environment, human economy or human health.

Large Tree shall refer to a tree attaining a height of 30' or more.

Native Tree shall mean any tree native to Illinois.

Non-cultivated Tree shall mean and include all species of trees which are not intentionally planted and regularly maintained by the owner or the owner's designate.

Nuisance Tree shall be a tree which is dead, declining, diseased or irreparable, or has the potential to damage other trees, people, infrastructure or native ecosystems.

Owner shall be defined as the owner of the vegetation.

Park shall be defined as any landholding of the Park District including but not limited to park, greenway, trail, easement, license agreement, and facility.

Park District shall be the Champaign Park District.

Private Tree shall be defined as any tree owned by a private individual, business, developer, or home owner's association.

Public Tree shall be defined as any tree owned by the Park District.

Public Utility shall be defined as an organization that maintains the infrastructure to convey a public service such as, but not limited to, potable water, storm water, septic and sewage, electricity, and natural gas.

Sight Triangle shall mean a triangular-shaped portion of land at each street intersection corner. The sight triangle shall be established by measuring thirty-five (35) feet along the right-of-way boundaries at each intersection corner to create two (2) sides and the third side by drawing a line from the two (2) end points.

Small Tree shall be a tree that has a mature height of less than 30 feet.

Species shall mean a category of biological classification ranking immediately below genus, comprising a population of organisms capable of interbreeding.

Tree shall mean a woody perennial plant which, at maturity, is typically fifteen (15) feet or more in height, with one or several trunks unbranched for at least several feet above ground.

Tree Topping shall mean the practice of removing whole tops of trees or large branches and/or trunks from the tops of trees, leaving stubs or lateral branches that are too small to assume the role of a terminal leader.

Urban Forest shall mean the collection of shrubs, trees, vegetation and associated natural features that make up the Park District tree canopy and its growing zone.

APPROVALS

It shall be unlawful for any person not volunteering or employed by the Park District to engage in the business of planting, cutting, trimming, pruning, removing, spraying, or otherwise treating trees within the Park District land ownership without first producing evidence of certification or licensing before the Park District staff and receiving written permission from the Director of Operations and Planning.

INSURANCE

Prior to any license, contract, or agreement execution, a certificate of insurance shall be filed with the Park District as evidence of worker compensation and liability insurance in the minimum amounts of \$1,000,000 for bodily injury or death and \$100,000 for property damage, while also indemnifying the Park District or any person injured or damaged resulting from the pursuit of such endeavor as herein described.

PLANNING

Park District staff, including Planners and/or Certified Arborists, will develop a Forestry Plan for the Park District's Urban Forest, describing tree numbers, species, needs, concerns and plans to address them. The plan will be updated annually.

CONSTRUCTION/RENOVATION

- A. Any new construction or renovation and improvement plans on Park District properties shall be reviewed by the appropriate Park District staff, for species selection, placement approval, and removal approval. Park District staff may require changes to the plans.
- B. Park District staff shall be involved during the planning stage of park improvements proposed by an outside entity.
- C. The Board shall examine the tree aspects and consult staff when considering acceptance of new property.

OPERATIONS

- A. The Park District shall ensure, at minimum, two internal staff members are certified arborists.
- B. The Park District shall maintain and continually update a tree inventory database on which to base sound management practices.
- C. All tree selection, planting, and management shall be in compliance with the rules outlined within this document.

PLANTING AND REPLACEMENT

- A. The Park District will endeavor to plant diverse species with the ratio of not more than 25% of any one family, 15% of any one genus, or 10% of any one species. This shall apply only to Park District owned land, not including easements, agreements, etc.
- B. Site characteristics, species selection, future use of the site, relationships between the new planting and existing vegetation, patron use patterns, site lines and views shall all be considered when choosing planting locations.
- C. Tree plantings shall be accomplished under the direction of a certified arborist and in compliance with American National Standards Institute A300 Standards (ANSI A300) as revised and updated. All contract planting shall comply with these standards, or be redone at the contractor's expense.
- D. Individuals who are not Park District employees, associated volunteers, or hired Contractors are prohibited from planting any tree on park property without prior written approval from the Director of Operations and Planning or their designee.
- E. As a general rule, newly planted trees shall be selected from the Park District's *Preferred Tree List*, be an Illinois native species, or be known not to cause environmental concern in the Illinois Geographic Area.
- F. All plantings requiring more than a one (1) foot deep excavation hole shall require an underground utility location prior to planting. This shall be for both internal (Park District owned) and external (other entities) utilities.
- G. The Park District may accept financial or in-kind contributions for plant stock through the Champaign Parks Foundation.
- H. The Park District shall maintain a tree program(s) to incentivize members of the public to financially donate to the planting or care of trees on Park District lands through the Champaign Parks Foundation.

PLANT CARE AND MAINTENANCE

- A. Maintenance and care of Park District trees shall be accomplished under the direction of a certified arborist and in compliance with American National Standards Institute A300 Standards (ANSI A300) as revised and updated.
- B. Trees or portions of trees which prevent the free and unobstructed travel of pedestrians upon sidewalks or trails, or vehicles on streets or parking lots or otherwise negatively affects traffic or pedestrian safety or found to be impairing the visibility or passage of pedestrians or vehicles shall be removed promptly.
- C. No trees with branches lower than nine (9) feet shall be allowed to grow in sight triangles.
- D. Topping of trees and other destructive practices are prohibited.
- E. Chemical treatment of trees and their pests and pathogens shall only be completed by licensed individuals that follow Integrated Pest Management standards outlined in Illinois Pesticide Applicator's Training.

REMOVAL

- A. All tree removals, except those that are non-cultivated trees, must be approved by a Park District staff member who is a certified arborist.

- B. Nuisance trees that pose an elevated human or property damage risk may be removed promptly.
- C. Large tree removal, taller than 30 feet, with one or more trees within a 30 ft radius of the tree to be removed shall be supervised by a certified arborist.
- D. Trees removed during construction or renovation projects will be replaced one-for-one, where appropriate. Replacement trees may be placed in a different location or park.
- E. Companies or Organizations holding easements or agreements with the Park District that explicitly outline vegetation shall adhere to the terms of this ordinance. Tree removal and/or herbicide treatment requires a ten (10) working day minimum written notification prior to commencing work. Exceptions to the notification timeline may be made in the case of emergency, potential damage to property or risk to human health.

PUBLIC TREES

Rules and Regulations surrounding Park District owned trees are outlined in *Champaign Park District Ordinance No. 618, An Ordinance Regulating the Use of the Parks and Property Owned or Controlled by the Champaign Park District.*

PROTECTION

- A. Protection of Park District trees during construction, renovation, and maintenance projects shall be accomplished under the direction of a certified arborist and in compliance with American National Standards Institute A300 Standards (ANSI A300) BMP Construction as revised and updated. Further protections beyond ANSI standards may be requested by the certified arborist.
- B. The appropriate Park District staff, including a certified arborist shall review and comment on all construction and renovation plans prior to estimating, bidding, or contracting a project and if warranted, require a tree protection plan to be initiated.
- C. All trees near any excavation or construction of any building, structure or street work, shall be protected with an appropriately substantial fence, frame, or box. The “tree protection” shall not be less than four feet high, and eight feet square, or at a distance in feet from the tree trunk equal to the diameter of the trunk at breast height (DBH) in inches, whichever being the greater. All building materials, dirt or other debris shall be kept outside the tree protection.
- D. No person shall change natural drainage or attempt to excavate any ditches, tunnels, trenches or lay any drive within a radius of ten (10) feet from any Park District tree without first obtaining a written permission from the Director of Operations and Planning or their designee.
- E. All required protections shall be installed and operational prior to construction beginning. The project shall be inspected periodically to ensure ongoing compliance.
- F. Park District staff may place further protections above and beyond those listed in this ordinance, on program trees, trees of distinction, and species protected by state or federal statute.
- G. No person shall cut, remove, uproot, saw, chop, carve, injure, chip, blaze, girdle, damage with herbicide, set fire or permit any fire to burn when fire or heat thereof will injure any portion of or wantonly destroy any tree, whether dead or alive, unless authorized by the Director of Operations and Planning or their designee.
- H. No person shall plant or remove any tree, break or remove any part of any tree, unless authorized by the appropriate Park District staff.

- I. No person shall drive any nail, staple or attach or fasten any wire, rope, poster or device to any tree unless authorized by the appropriate Park District staff.
- J. Disputes or concerns about Park District trees shall be handled by the appropriate Park District staff using standards set forth and revised by the International Society of Arboriculture.

PRIVATE TREES

The Director of Operations and Planning or their designee has the authority to examine trees on private and public property that encroach on Park District property and contact the owner when there is a suspected public nuisance or safety concern and request its reduction or removal.

ENFORCEMENT

The Director of Operations and Planning or their designee shall have the power to promulgate and enforce rules, regulations and specifications concerning the trimming, spraying, removal, planting, pruning and protection of trees within and upon Park District landholdings.

PENALTIES, CLAIMS AND APPEALS

Violations – A person who violates any provision of this ordinance or who fails to comply with any notice issued pursuant to provision of the ordinance, upon being found guilty of violation, shall be subject to a fine not to exceed \$500 for each separate offense. Each day during which any violation of the provisions of the ordinance shall occur or continue shall be a separate offense. If as the result of the violation of any provision of this ordinance, the injury, mutilation, or death of a tree is caused, the cost of repair or replacement, or the appraised dollar value of such tree shall be borne by the party in violation. The value of trees shall be determined in accordance with the latest revision of *A Guide to the Professional Evaluation of Landscape Trees, Specimen Shrubs and Evergreens* as published by the International Society of Arboriculture.

Assessment of Claim – In the event that a nuisance is not abated by the date specified in the notice, the Director of Operations and Planning or his/her designee is authorized to cause the abatement of said nuisance. The reasonable cost of such abatement shall be filed as a lien against the property on which the nuisance was located. In addition, the owner of the property upon which the nuisance was located shall be subject to prosecution.

Appendix A: Approved Large and Small Trees

Appendix A

Preferred Tree List

This covers a variety of woody plants. It is sorted by size; large trees and small trees. Within each category, it is sorted by family, genus species. This should help us to develop a broadly diverse population. Cultivars are listed for some species. They are intended to illustrate what is available; new releases arrive every year.

Desirable features, native habitat, cultural requirements and problems are listed. Proper siting allows the plant to fulfil its genetic potential. Problems needn't exclude a tree – messy fruit isn't a problem if the tree is off the beaten path.

Native, exotic status is listed. Native plants are important to wildlife, and give authenticity to the landscape. Many exotic trees do not pose a problem. Some problematic exotic trees are not invasive when surrounded by turf. Invasive exotic trees, such as Callery Pear and Kousa Dogwood, are not on this list.

USDA hardiness zones and an estimate of adaptability to climate change has been added to those accessions. Ratings are from the USDA's Chicago Wilderness Region Urban Forest Vulnerability Assessment and Synthesis, Technical Report NRS 168. If that source did not rate the taxon in question, I said so, adding my best estimate. Estimates are preliminary at this time, and should be updated as more information becomes available.

Champaign Park District's Preferred Tree List

Large Trees

Aceraceae

Hybrid Shantung Maple *Acer truncatum* x *A. platanoides* 'Norwegian Sunset' - Sterile Norway Maple hybrid, smaller than Norway Maple, orange fall color. Most sites acceptable. No climate listing – probably moderate adaptability – *A. truncatum* is more heat tolerant than *A. platanoides*, and Dirr says this hybrid grew well in S. Carolina. Exotic.

Sugar Maple *Acer saccharum* 'Fall Fiesta', 'Green Mountain', 'Legacy' - Good fall color (yellow-orange). Cultivars with *Acer nigrum* background may have improved drought tolerance. Zone 4-8. Susceptible to sunscald, *Verticillium* wilt. Avoid exposed sites. Shade tolerant, not pH sensitive. Moderate climate adaptability. Temperature change negative, sensitive to flooding. Native to Champaign County.

Red Maple *Acer rubrum* 'Bowhall', 'Red Sunset' - Excellent red fall color, tolerant of compacted, soggy sites. Not drought tolerant, Manganese chlorosis on high pH sites. Zone 3-9, consider provenance of cultivar. Prone to girdling roots. Moderate climate adaptability. Little temperature vulnerability, sensitive to drought. Native to USA.

Marmo Maple *Acer x freemanii* 'Marmo' - Male clone, released by Morton Arboretum. Good fall color, fast growth, fairly strong wood. Zone 4. High climate adaptability – (Freeman Maple) tolerates a range of temperatures, flooding, some vulnerability to storm damage. Parents native to USA.

Betulaceae

River Birch *Betula nigra* – Graceful tree with exfoliating cinnamon colored bark. Zone 3-9. Heat tolerant, resistant to bronze birch borer. Floodplain tree, may become chlorotic on high pH soil. Full sun, not drought tolerant, moist/wet sites. Moderate climate adaptability – tolerates a range of temperatures. Native to Southern Illinois.

Bignoniaceae

Northern Catalpa *Catalpa speciosa* – Large, formal tree with striking floral display. Tough tree, tolerant of pH and poor soil quality. Zone 4-8. Susceptible to *Verticillium*, sheds pods and small branches – messy. No climate listing – probably moderate or better; Dirr describes Catalpa as tolerant of hot, wet and dry conditions. Native to Illinois.

Cannabaceae

Hackberry *Celtis occidentalis* – tough tree, interesting bark, fruit for birds. May develop witch’s brooms, a fungal/mite complex, nipple gall infestations, hackberry mosaic virus. Floodplain tree. Zone 3-9. Full sun, tolerates exposed sites, varied soil conditions, range of soil pH. High climate adaptability - tolerates a range of temperatures, drought and a variety of sites. Native to Illinois.

Sugarberry *Celtis laevigata*. **Sugarberry** *Celtis laevigata* - Southern relative of hackberry, “informal” habit, bark is smoother than Hackberry, resistant to witch’s broom, nipple gall. Zone 5-9. Bottomland forest tree, tolerant of urban sites. Moderate-high climate adaptability. Tolerates a range of temperatures, drought and flooding. Sensitive to wind damage and air pollution. Native to southern Illinois.

Cupressaceae

Dawn Redwood *Metasequoia glyptostroboides* – Deciduous conifer. Zone 5-8. Moist, well drained sites, full sun. Moderate climate adaptability – temperature change positive, tolerates flooding (Dirr), vulnerable to air pollution, can be damaged by early frosts. Exotic, not listed as invasive.

Baldcypress *Taxodium distichum* – Deciduous conifer. Floodplain tree. Zone 4-11. Full sun, moist to wet soil, prefers acidic soil. High climate adaptability - temperature change positive, tolerates flooding, sensitive to Dicamba. Native to southern Illinois.

Ebenaceae

Persimmon *Diospyros virginiana* – Blocky bark, handsome silhouette, tough tree. Floodplain tree. Zone 4-9. Full sun, dry to wet soil. Coarse root structure, transplant from root pruning container. Tolerates difficult sites, dioecious, fruit can be messy. May sucker if roots disturbed. Male clones exist, but are not widely available. High climate adaptability - temperature change positive, tolerates drought and flooding. Native to Illinois.

Eucommiaceae

Hardy Rubber Tree *Eucommia ulmoides* – Tough, trouble free shade tree. Full sun, pH, soil tolerant, drought resistant. Zone 4-7. No climate rating – probably moderate or better. Exotic, unlikely to escape in managed areas.

Fabaceae

Yellowwood *Cladrastis kentukea* - Showy white flowers, smooth gray bark, vase shaped – can develop weak structure. Zone 4-8. Sun or shade, not pH sensitive, structure prune for long life. High climate adaptability – tolerates a range of temperatures, vulnerable to storm damage. Native to southern Illinois.

Honeylocust *Gleditsia triacanthos inermis* – ‘Shademaster’- Honeylocust was overplanted, but we have very few young trees, and have removed many older trees. Zone 4-9,

but Dirr says most cultivars selected from northern populations, not heat tolerant. Full sun, site tolerant, very salt tolerant. Compatible with turf. Subject to *Thyronectria* canker, *Ganoderma*, webworm. Moderate climate adaptability – tolerates a range of temperatures, drought. Native to Illinois.

Kentucky Coffeetree *Gymnocladus dioica* – Fruit can be messy, male trees preferred for high traffic areas – most “male” trees produce some fruit. Full sun, tolerant of poor, compacted soils and a range of pH conditions. Zone 3-8. Coarse root system, young trees minimally branched. High climate adaptability – drought tolerant. Native to Illinois.

Fagaceae

Chestnuts

Dunstan Chestnut *Castanea dentata x mollissima* ‘Dunstan’ - Hybrid American chestnut that is resistant to Chestnut Blight. GMO trees with a gene for fungal resistance from wheat may be available in 2021. Valuable wildlife tree, edible fruit, spiny involucre can be a hazard – not for use in picnic/playground areas. Zone 4-8. Full sun, part shade, dry to mesic. No climate rating – probably moderate – a tree with an extensive southern range, considered to be quite adaptable. Well drained sites. Native to Illinois.

Beeches

American Beech *Fagus grandifolia* – Beautiful bark, fall color, majestic native tree. Mature mesic forest. Zone 4-9 – more heat tolerant than European Beech. Partial – full shade. Avoid exposed sites, compacted, soggy, high pH soil. Beech bark disease, a *Nectria* canker transmitted by an introduced scale insect, is a problem in New England and some other locations, but has not been reported in Illinois. A serious foliar pathogen, Beech Leaf Disease, associated with a nematode, has been reported in Ohio - see forestry.ohiodnr.gov/portals/forestry/pdfs/BLDAlert.pdf . Moderate climate adaptability – tolerates a range of temperatures. Native to Illinois.

European Beech *Fagus sylvatica* – beautiful gray bark, variety of forms and colors. Zone 4-7, does not thrive in extreme heat. Shade, more site, pH tolerant than *F. grandifolia*. Moderate climate adaptability – sensitive to extreme heat, flooding. Disease status similar to *F. grandifolia*. Exotic, not reported to be invasive.

Oaks

White Oak Group

White Oak *Quercus alba* - pale bark, red fall color, majestic tree. Mesic forest. Zone 3-9. Full sun to part shade, good drainage, no site disturbance. Moderate climate adaptability – tolerates a range of temperatures and soils, sensitive to flooding. Native to Illinois.

Swamp White Oak *Quercus bicolor* – Yellow fall color. Zone 4-8. Full sun, moist/poorly drained sites, not especially drought tolerant. Chlorotic on high pH soil. Can be heavily infested by bullet gall. High climate adaptability – tolerates a range of temperatures. Native to Illinois.

Overcup Oak *Quercus lyrata* – Tolerates heat, drought and flooding, a bottomland oak, zones 5-9. High climate adaptability. Native to southern Illinois.

Bur Oak *Quercus macrocarpa* – Picturesque, fire tolerant savanna oak, white oak group. Zone 3-8. Full sun, exposed site. Tolerates range of soil moisture, pH. Corky bark provides some insulation during prairie burns. Large acorns can be a problem in high traffic areas. High climate adaptability – tolerates a range of temperatures, some flooding, drought. Var. *oliviformis* is susceptible to Bur Oak Blight; drought stress may increase vulnerability to this pathogen. Native to Illinois.

Swamp Chestnut Oak *Quercus michauxii* – zones 5-9, heat-adapted, flood tolerant southern oak. High climate adaptability. Good red fall color. Prefers acidic soil- avoid cement infrastructure. Large acorns.

Chinkapin Oak *Quercus muhlenbergii* – small acorns, rapidly devoured by wildlife. Upland forest on limestone soil. Zone 5-7. Full sun. Moderate climate adaptability – tolerates a range of temperatures, high pH, drought. Listed as “sensitive to disease, insects and air pollution” **NRS-168**; these oaks seem to do well in our urban settings. Native throughout Illinois, grows into Oklahoma.

‘Heritage’ Hybrid Oak *Quercus robur* x *Q. macrocarpa* - is rated as having high climate adaptability – tolerates a range of temperatures, drought.

Red Oak Group

Scarlet Oak *Quercus coccinea* – red fall color. Zone 4-9. Full sun, more pH tolerant than *Q. palustris*, said to be less stress tolerant than *Q. rubra*. High climate adaptability – tolerates a range of soils and sites. Native to southern Illinois.

Shingle Oak *Quercus imbricaria* – unlobed leaves, excurrent habit, small acorns. Bottomland forest, disturbed sites. Zone 4-8. Full sun, moist, slightly acidic soil. Moderate climate adaptability – flood/ drought tolerant, with an extensive range in the lower Midwest. Very vulnerable to Bacterial leaf Scorch. Native to Illinois.

Black Oak *Quercus velutina* – The other savanna oak, red oak group. Tough, deep rooted, drought tolerant, shade intolerant. Zone 3-9. Full sun, exposed, well drained site, transplant from root pruning container. Moderate climate adaptability – tolerates a range of temperatures, grows well in Georgia and Oklahoma. Very drought tolerant, “vulnerable to disease” - similar to other red oaks. Native to Illinois.

Ginkgoaceae

Ginkgo *Ginkgo biloba* – Tough urban tree, few pests/pathogens. Good yellow fall color. Zone 4-9. Full sun. Male trees only. High climate adaptability – tolerates a range of temperatures and sites, drought. Sensitive to flooding. Exotic, not listed as invasive.

Hamamelidaceae

Sweetgum *Liquidambar styraciflua* - ‘Happidaze’ is a cultivar with low fruit production. Excellent, long lasting fall color. Fruit can be a problem in high traffic areas. Bottomland tree. Zone 5-9. Full sun, avoid high pH sites. Moderate climate adaptability – heat

tolerant, can be damaged by severe cold. Tolerates a range of sites, sensitive to drought, scale insects. Native to southern Illinois.

Hippocastanaceae

Yellow Buckeye *Aesculus flava*, syn. *A. octandra*. Disease resistant, good fall color. Fruit can be messy. Zone 4-8. Full sun, part shade. Moderate climate adaptability – native to cove forests in the Appalachian Mountains. Tolerates heat, drought and air pollution. Native to southern Illinois.

Ohio Buckeye *Aesculus glabra* ‘Early Glow’ – Disease resistant, good fall color. Zone 4-7. Full sun, part shade. Moderate climate adaptability – native to bottomland forests in the lower Midwest. Heat tolerant, sensitive to drought, air pollution. Native to Illinois.

Juglandaceae

All hickories and walnuts have coarse root systems. They should be transplanted from root pruning containers or grown from seed. Full sun, sensitive to site disturbance. Hickories are keystone species in the oak-hickory forests of Illinois.

Bitternut Hickory *Carya cordiformis* – Fast growing, good yellow fall color, small fruit. Zone 4-9. Moderate climate adaptability – tolerates a range of temperatures and sites. Drought, saturated soil tolerant, a common name is Swamp Hickory. Sensitive to air pollution. A *Ceratocystis* canker vectored by an ambrosia beetle may become serious. Native to Illinois.

Kingnut Hickory *Carya laciniosa* – Said to be somewhat faster growing than Shagbark Hickory, similar in appearance. Good fall color, striking bark provides shelter for bats. Large fruit, not for high traffic areas. Zone 5-8. River bottom forest tree, moist site preferred. Moderate climate adaptability – sensitive to drought, air pollution. Native to Illinois.

Pecan *Carya illinoensis* – good fall color, edible fruit. Zone 5-9. Moderate climate adaptability. Tolerates a range of temperatures, tolerates wet sites, some flooding. Shade intolerant. Sensitive to air pollution, restrictive root area. Native to Illinois, grows throughout Oklahoma, into west Texas.

Black Walnut *Juglans nigra* – Tough tree, tolerates drought, high pH, air pollution. Fruit can be a problem in high traffic areas. Juglone poisoning can limit planting near trees. Mesic, bottomland forest. Zone 4-9. Full sun, moist soil. Thousand Canker Disease may become a threat to this species, but has not been reported in Illinois. Moderate climate adaptability. Tolerates a range of temperatures. Sensitive to drought, air pollution, site and root restriction. Native to Illinois.

Magnoliaceae

Tuliptree *Liriodendron tulipifera* – Green/orange flowers, formal, symmetrical shade tree. Cove forest tree. Zone 4-9. Full sun, pH adaptable, not drought/flood tolerant. Sensitive to stress, will defoliate, or fail to grow. Aphids can cause honeydew/black mold problems. Moderate climate adaptability - Wide geographic range, tolerates a range of temperatures. Sensitive to drought, air pollution and restrictive planting areas. Native to Southeastern Illinois.

Cucumbertree Magnolia *Magnolia acuminata* – green flowers, red arillate fruit. ‘Butterflies’ is a yellow flowered hybrid with *M. denudata*. Forest tree. Zone 4-8. Protected site, partial shade. Moderate soil moisture, moderate pH. Moderate climate adaptability - Tolerates a range of temperatures, intermediate shade tolerance. Sensitive to drought and air pollution. Native to southern Illinois.

Nyssaceae

Black Tupelo *Nyssa sylvatica* ‘Afterburner’ (excellent fall color), ‘Tupelo Tower’ (columnar, excellent fall color). Zone 4-9. Full sun – partial shade, moist to average soil, sheltered location. Intolerant of high pH soil. High climate adaptability - Tolerates a range of temperatures and sites, somewhat flood tolerant. Tolerates restricted root space. Sensitive to alkaline soils, air pollution Native to southeastern Illinois.

Pinaceae

Norway Spruce *Picea abies* – Reliable spruce, good for exposed sites, windbreaks. Zone 3-7, barely survives in zone 8. Full sun, moist, slightly acidic soil. Moderate climate adaptability - sensitive to insects, flooding and air pollution. Exotic, not listed as invasive.

Serbian Spruce *Picea omorica* – Dark green needles with white undersides, pyramidal. Zone 4-7. Adaptable, tolerates some shade, pH tolerant. Moderate climate adaptability. Sensitive to insects (aphids, budworm, borers – Dirr). Exotic, not listed as invasive.

Lacebark pine *Pinus bungeana* – Rounded, picturesque pine with striking, exfoliating bark. Full sun, well drained soil, pH tolerant. No climate rating – probably moderate adaptability - zone 4-7, grows well in Georgia. Exotic, not considered invasive.

Platanaceae

London Planetree *Platanus x acerifolia* ‘Ovation’ – Anthracnose resistant, cold tolerant cv. released by Morton Arboretum. Zone 5-8. Full sun – light shade, pH tolerant, tough site tree. Moderate climate adaptability – tolerates drought, flooding, and a range of temperatures. Exotic, not considered invasive.

Sycamore *Platanus occidentalis* - Majestic riverbottom forest tree, with white, exfoliating bark. *Anthracnose* infection can cause leaf drop, cankers and distorted growth. Zone 4-9. Full sun – very light shade, moist to wet soil. Moderate climate adaptability - tolerates a range of temperatures, wet sites, intermediate shade tolerance. Disease (*Anthracnose*), susceptible to Sycamore Lace Bugs – has not been serious. Native throughout Illinois.

Tiliaceae

Basswood *Tilia americana* (‘Redmond’ is an urban-tolerant hybrid between Basswood and Crimean Linden, *T. euchlora*). Fragrant flowers, trees often surrounded by basal suckers. Zone 3-8. Tough tree, Sun – part shade, pH adaptable. High to moderate climate adaptability – tolerates flooding and a range of temperatures (*T. a. var. heterophylla* is the southern variant, zone 5-9). Basswood is native to Illinois.

Silver Linden *Tilia tomentosa* - Heat, drought tolerant linden, resistant to Japanese Beetle. Pale undersides of leaves give the tree a dynamic appearance in breezy weather. Branches may be poorly spaced. High to moderate climate adaptability.

Ulmaceae

American Elm *Ulmus americana* ‘Colonial Spirit’ – Dutch Elm Disease tolerant, vase shape. ‘New Harmony’, ‘Princeton’, and ‘Valley Forge’ have good disease resistance. Zone 3-9. Site tolerant, bottomland forest tree, tolerates flooding. High to moderate climate adaptability – extensive geographical range, tolerate a range of sites and conditions, sensitive to disease and drought. Native to Illinois.

Hybrid Elm *Ulmus x hybrida* ‘Frontier’ (Exotic, seldom fruits), Pioneer’ (Exotic, not listed as invasive), ‘Patriot’ (Exotic 3-way cross, not listed as invasive) – Dutch Elm Disease resistant cultivars. Approximate zone 5-9. Full sun. Very site tolerant, vigorous urban trees. ‘Accolade’, ‘Discovery’, and ‘Frontier’ are listed as having high climate adaptability.

Small Trees

Aceraceae

Paperbark Maple *Acer griseum* - Exfoliating cinnamon colored bark. Zone 5-7, not heat tolerant. Sun – part shade, pH adaptable, tolerates clay soil. Low seed viability, between 1-8 percent. This should limit invasive potential. No climate rating, probably moderate adaptability. Exotic.

Anacardiaceae

American Smoketree *Cotinus obovatus* – Small tree with showy seed panicles and beautiful fall color. Limited commercial availability. Zone 4-8. Full sun, good drainage, culture similar to *C. coggygria*. Deer resistant. No climate rating, but probably high to moderate adaptability - Native to southern USA.

Annonaceae

Pawpaw *Asimina triloba* – striking leaves, yellow fall color. Fruit could be a problem in high traffic areas. Zone 5-8. Understory tree, shade, sheltered location, good soil moisture. No climate rating, probably medium adaptability – widely distributed, tolerates a range of temperatures, moist sites. Will produce suckers. Native to Illinois.

Aquifoliaceae

American Holly *Ilex opaca* – ‘Jersey Knight’, ‘Jersey Princess’, are quite hardy. Slow growing, formal trees. Zone 5-9. Sun to part shade, protected site, with acidic, moist, well-drained soil. Prone to leaf miner, scale. No climate rating, probably medium adaptability -

tolerates a range of temperatures and site conditions, very shade tolerant, pollution tolerant, sensitive to flooding. Susceptible to Holly Leaf Miner. Native throughout the south, extreme southern Illinois. Rare in nursery trade.

Betulaceae

Dwarf River Birch *Betula nigra* ‘Fox Valley’ cv., useful for raingardens, damp sites. Zone 3b-9. Full sun, low-medium pH. Moderate climate adaptability – tolerates a range of temperatures and sites, vulnerable to drought. Native to southern Illinois.

European Hornbeam *Carpinus betulus fastigiata* – small formal, columnar tree, smooth gray bark. Zone 5-7, fairly heat tolerant. Full sun, tolerates a range of soil conditions, can be sheared. High climate adaptability – tolerates a range of temperatures. Exotic, not known to be invasive.

Blue Beech *Carpinus caroliniana* – cultivars include ‘Firespire’ – columnar, good fall color, ‘Native Flame’- upright, good fall color. Riverbottom forest. Zone 4-9. Shade, can tolerate full sun, adapts to a range of soil conditions as long as moisture is sufficient. High climate adaptability - tolerates a range of temperatures, deep shade, flooding. Sensitive to drought, exposed sites, air pollution. Native to Illinois.

Ironwood *Ostrya virginiana* - ‘Autumn Treasure’ has uniform leaf drop. Upland forest. Tough tree. Zone 4-9. Sun – shade, range of soil types, not flood tolerant, may struggle on very exposed site. High climate adaptability – tolerates a range of temperatures, sites, drought tolerant. Fruit pubescence can irritate skin. Native to Illinois.

Cupressaceae

Eastern Redcedar *Juniperus virginiana* – ‘Emerald Sentinel’ is a pyramidal, dark green form, ‘Burkii’ has silver-blue foliage, turns purplish in winter. ‘Canaertii’ has blue cones, picturesque form. Zone 4-9. Pioneer tree, shade intolerant, pH, drought tolerant. Alternate host for Cedar-Apple Rust. High climate adaptability – tolerates a range of temperatures, drought. Will grow in a variety of sites, including those with restricted root space. Sensitive to air pollution, susceptible to bagworms. Native to Champaign County.

Fabaceae

Eastern Redbud *Cercis canadensis* – purple, pink or white flowers, picturesque form. Understory tree. Zone 4-9, varies with provenance. Moist, well drained soil, sun to shade, not drought tolerant, often short lived. Cankers, *Verticillium* wilt. Moderate climate adaptability - Tolerates a range of temperatures, intolerant of drought, flooding. Sensitive to stress. Native to Illinois.

Hamamelidaceae

Persian Parrotia *Parrotia persica* – Exfoliating bark, excellent late fall color. ‘Vanessa’ is recommended for narrow spaces. Zone 5-8. Full sun to light shade, well drained, slightly acid

soil. No climate rating, probably moderate adaptability. Dirr describes as very stress tolerant. Exotic, not known to be invasive.

Hippocastanaceae

Red Buckeye *Aesculus pavia* – no cultivars listed. Showy red flowers. Understory tree. Zones 4-8. Part sun to deep shade, moist soil. No climate rating, probably moderate adaptability – southern species, not drought tolerant. Native to southern Illinois.

Magnoliaceae

Saucer Magnolia *Magnolia x soulangeana* – Pink flowers on bare branches, weather permitting. Zone 4-9. Full sun – light shade, moist, acid soil, Intolerant of heavy pruning. Almost sterile. High climate adaptability – tolerates a range of temperatures, sensitive to drought, flooding. Exotic, not considered invasive.

Sweetbay Magnolia *Magnolia virginiana* – fragrant flowers, silver and green leaves. Zone 5-9. Moist to wet soil, shade tolerant. Acid soil. No climate rating, probably moderate or better adaptability – heat tolerant, tolerates flooding. Native to southern USA, does well in our area.

Star Magnolia *Magnolia stellata* – showy floral display on bare branches, in the absence of late frost. ‘The Girls’ are hybrids between *M. stellata* and *M. liliflora* released by the National Arboretum that bloom later than *M. stellata*. They are sterile. Zone 4-8. Protected location, moist acid soil. Moderate climate adaptability – sensitive to drought, air pollution. Exotic, not listed as invasive.

Oleaceae

Chinese Fringetree *Chionanthus retusus* – Small tree with striking white flowers, ‘China Snow’ has exfoliating bark. Zone 5(6)-8. Sun to part shade, moist, acidic soil. Marginally hardy. High climate adaptability – will grow in a variety of sites. Exotic, not considered invasive. (The native fringetree has fallen victim to Emerald Ash Borer, and should not be planted.)

Japanese Tree Lilac *Syringa reticulata* ‘Ivory Silk’ – Good form, flowers young, flowers not particularly fragrant. Zone 3-7. Soil pH adaptable, full sun for best flowering. Moderate climate adaptability – tolerates a variety of sites, sensitive to air pollution. Exotic, may be invasive in forest/floodplain areas.

Rosaceae

Shadbush *Amelanchier spp.* – tree or large shrub, with 4 season interest, good fall color. ‘Autumn Brilliance’ recommended for Midwest. Edge tree. Zone 4-9. Sun – light shade, range of soil types. High climate adaptability – tolerates a variety of sites, sensitive to drought, flooding, stress. Some species native to Illinois, all native to USA.

Chokecherry *Prunus virginiana* – White flowers, cultivar ‘Canada Red’ has red foliage, dark red fruit. Zone 2-6. Full sun for best color, but quite shade tolerant. Understory tree. Moderate climate adaptability – not native much further south, possibly heat sensitive? Infected by Black

Knot, infested by Eastern Tent Caterpillars. Sensitive to flooding and air pollution. Native to Champaign County.

Styracaceae

Silverbell *Halesia tetraptera* – White or pink floral display. Understory tree. Zone 4-8. Moist, acid soil, sun – part shade. Very pest resistant. May be chlorotic on high pH soils. No climate rating, probably moderate at best. Native to southern Illinois.

Forestry Plan

Where We Are

GIS, survey of tree population: Since our initial tree survey, we have used our GIS system to evaluate our forest and plan for its future. One of the first things that we did was to break down the population by family, genus and species (the latest iteration, [Tree Diversity 2023](#)). The species list made it clear that we had high percentages of popular ornamentals, such as maples and crabapples. As we move from a purely aesthetic sensibility to an environmentally informed one, our forest will change.

We also have a number of poorly adapted trees, such as Colorado Spruce, structurally problematic trees, such as Siberian Elm, and invasive species, including Callery Pear. Many of these trees, which date from the middle of the last century, are beginning to age out of our forest. We hope to replace them with heat-adapted, native trees that will provide enhanced canopy.

Population recommendations: Due to the risk of invasive pests and pathogens, it is often recommended that tree population percentages should not exceed 15% in any family, 10% in any genus, or 5% of any one species. (These prescriptions vary; the late Frank Santamour, an urban forest geneticist at the U S National Arboretum, recommended 30% family, 20% genus, 10% species). Michael Dirr notes that while diversity is important, families such as Fagaceae and Aceraceae are extremely diverse and species rich, and are not comparable to monotypic families like Ginkgoaceae.

We view diversity as desirable, but not reducible to a simple percentage. We are increasing our percentages of underrepresented species. Although our forest is rich (14.3%, 1115 trees) in oaks, we *are* still planting heat-adapted southern oaks. Oaks are a numerically dominant, keystone species in the oak-hickory forests of Illinois. The tree species of this forest type are vital to supporting species diversity and trophic levels of native insects and the birds and other organisms that depend on them. We have developed lists of preferred and prohibited species for planting ([CPD Tree Ordinance Preferred Tree List 2024](#), [CPD Tree Ordinance Woody Noxious Plants 2020](#)).

Donations: We planted 187 trees in 2023. 122 of these were program trees. Generous citizens have donated 1292 trees; 16.9% of our forest. Spring and fall tree lists for donors were also revised.

All of these changes have begun to shift the tree population into a more stable pattern.

Climate risk to trees, our response: In 2023, the USDA modified its Plant Hardiness Zone Map. We were in zone 5b. We are now in zone 6a. Climate change puts our forest at risk, but does not threaten all trees equally. We now have an adaptation assessment ([CPD Tree Risk Assessment 2021](#)) of most of our tree species – this will be revised periodically, as more information about our emerging climate and the resiliency of the trees, becomes available. We are cautiously adding some southern (Illinois) trees. We no longer plant trees that are poorly adapted to warmer summers and increasing, but erratic precipitation. We are moving large tree plantings to early autumn, to reduce the vulnerability of newly transplanted trees to summer heat and flash droughts.

Canopy percentage, canopy benefits: Mapping with I-Tree on-line tools <https://www.itreetools.org/> shows that our canopy percentage is low, about 17%. Recommended coverage for urban forests in this part of the country is [40-60%](#). There are many environmental benefits of trees: shading, transpirational cooling, storm surge and flood protection, pollutant absorption and CO2 sequestration. These benefits will become more important as the earth warms. Trees also improve the mental and emotional health of park visitors. We would like to increase tree cover where possible.

Canopy additions? We have used our GIS maps, in conjunction with American Forests census maps, <https://www.americanforests.org/tools-research-reports-and-guides/tree-equity-score/> to

identify areas in need of trees: Toalson Park, Scott Park and West Side Park (urban heat islands), Johnston Park, next to I-57, and the Greenbelt Bikeway, a green transportation initiative. Toalson has received trees. We have added several plantings of trees to shade the Bikeway. Johnston Park will be planted next fall. Scott and West Side parks have planting plans.

Other sites, uses for new trees: We could add trees for storm water management in water detention and stream/lake edge areas, where they would slow and filter rain and runoff. Some of these areas could be managed as natural areas, with closer, forest spacing. Trees sited along walking/biking paths would make them cooler and more welcoming. Hot urban areas and impoverished neighborhoods must be a priority. We have surveyed playgrounds to make sure that they will be [shaded](#) in summer. We are starting to add shade trees for the playground at Garden Hills. We have added fruit and nut bearing trees to the area east of the Eddie Albert Gardens. We may continue to add native fruit and nut trees, in new plantings, to some parks, and may add ID and/or mapping for urban foragers.

Paying for the Trees: We are stretching our budget, to some extent, by planting some smaller (7-15 gallon grow-bag or root pruning container) trees. Some funding may be available from private donors – discuss with CPD Foundation. We have secured grants for tree planting. We have received two grants from the Lumpkin Family Foundation to add trees to the Greenbelt Bikeway in Dodds Park (completed 2023), and to add trees to Johnston Park, scheduled for 2024. More opportunities would open up to us if we adopted a tree ordinance, such as the proposed [CPD Tree Ordinance Draft](#), which would allow us to apply for grants from IDNR. [Urban and Community Tree Planting Grants](#).

IRA: The Inflation Reduction Act of 2022 authorized US DOT to establish competitive grants worth 1.8 billion dollars, to be awarded by the Highway Safety Organization, Neighborhood Access and Equity Grant Program. Some of these would be for greenways and vehicular pollution mitigation. An additional 1.5 billion will go to urban forestry at the state and local level. Competitive grants will be awarded through the Urban and Community Forestry Assistance Act. This will be available through Illinois Department of Natural Resources, administered by the Morton Arboretum's Chicago Regional Trees Initiative (CRTI). This money is for disadvantaged communities; a tree ordinance is required. [IRA funding](#). Parks in eligible neighborhoods include Washington, Scott, Spalding, Beardsley, Wesley, Douglass and Garden Hills Parks.

Additional staffing: New trees will need ongoing care. We prioritize fall planting to reduce watering. Those trees that are away from paths and people will need less care, but an increase in canopy will eventually require an increase in staffing.

Tree Diversity 2023

1/16/2024

Family	Genus	species	#2023	% 2022	%2023
All Trees	not removed/stump		7653		100%

We have reduced our population (planted minus removals) by 91 trees since November 2022. We are slowly increasing diversity, and reducing percentages of problematic, overabundant and poorly adapted species.

Aceraceae/Sapindaceae

Acer, and two species, *A. rubrum* and *A. saccharum*, are at or above often recommended limits of 15%/family, 10%/genus, and 5%/species. (We have adopted higher limits of 25%, 15% and 10%, respectively, but should be aware of high concentrations.) They are highlighted. *A. rubrum* and *A. saccharinum* are very closely related. Add in *A. x freemanii*, and the total is **8.4%**.

	<i>Acer</i>		1413	18.6%	18.5%
		<i>A. platanoides</i>	234	3.2%	3.1%
		<i>A. rubrum</i>	372	4.9%	4.9%
		<i>A. saccharinum</i>	98	1.3%	1.3%
		<i>A. saccharum</i>	482	6.4%	6.3%
		<i>A. x freemanii</i>	171	2.2%	2.2%
Altingiaceae	<i>Liquidambar</i>		83	1.0%	1.1%
Annonaceae		<i>Asimina triloba</i>	2	0.1%	<0.1%
Aquifoliaceae		<i>Ilex opaca</i>	1	<0.1%	<0.1%
Betulaceae			230	2.9%	3.0%
Bignoniaceae	<i>Catalpa</i>		89	0.9%	1.2%
Cannabaceae	<i>Celtis</i>		170	2.1%	2.2%
Cercidophyllaceae			11	0.2%	0.1%
Cupressaceae			197	2.5%	2.6%
Ebenaceae			25	0.3%	0.3%
Eleagnaceae			0	<0.1%	0%
Eucommiaceae			3	<0.1%	<0.1%
Fabaceae			409	5.2%	5.3%
	<i>Cercis</i>		143	1.9%	1.9%
	<i>Cladrastis</i>		47	0.6%	0.6%
	<i>Gleditsia</i>		120	1.5%	1.6%
	<i>Gymnocladus</i>		95	1.1%	1.2%

Family	Genus	species	Number	%2022	%2023
Fagaceae			1135	14.5%	14.8%
<i>Quercus</i> is over 10%, divided among a number of species. It is a keystone species in Illinois.					
	<i>Quercus</i>		1115	14.3%	14.6%
		<i>Q. alba</i>	98	1.3%	1.3%
		<i>Q. bicolor</i>	237	3.1%	3.1%
		<i>Q. macrocarpa</i>	188	2.4%	2.4%
		<i>Q. palustris</i>	39	0.5%	0.5%
		<i>Q. robur, hybrids</i>	54	0.8%	0.7%
		<i>Q. rubra</i>	293	3.9%	3.8%
Ginkgoaceae			59	0.7%	0.7%
Hippocastanaceae/Sapindaceae			39	0.5%	0.5%
Juglandaceae			107	1.3%	1.4%
Lauraceae			8	0.1%	0.1%
Magnoliaceae			159	2.2%	2.1%
	<i>Liriodendron</i>		75	1.0%	1.0%
	<i>Magnolia</i>		84	1.2%	1.1%
Moraceae			21	0.3%	0.3%
Nyssaceae/Cornaceae			116	1.5%	1.5%
Oleaceae			137	2.0%	1.8%

Progress on Ash removal: 80% have been removed.

<i>Fraxinus</i> , not removed	80	1.3%	1.0%
(<i>Fraxinus</i> , removed, stump	321	3.9%	4.2%)

Pinaceae			1567	20.6%	20.4%
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The Pinaceae, the genus *Pinus*, and the species *P. strobus*, are over recommended frequencies. None are native to central Illinois; most are adapted to boreal habitats, and are not very heat-tolerant.

<i>Abies</i>	55	0.7%	0.7%
<i>Pinus</i>	823	10.7%	10.8%
<i>P. strobus</i>	726	9.4%	9.5%
<i>Picea</i>	569	7.6%	7.4%
<i>P. abies</i>	296	3.9%	3.9%
<i>P. pungens</i>	178	2.5%	2.3%
<i>Pseudotsuga</i>	115	1.5%	1.5%

Family	Genus	species	number	% 2022	%2023
Platanaceae			127	1.5%	1.7%
Rosaceae			938	12.8%	12.3%
<i>Malus spp.</i> , Flowering Crabs, are over recommended frequency.					
	<i>Amelanchier</i>		142	1.7%	1.9%
	<i>Crategus</i>		55	0.8%	0.7%
	<i>Malus</i>		570	7.8%	7.4%
		Flowering Crab	554	7.7%	7.2%
Salicaceae			55	0.7%	0.7%
Tiliaceae			297	3.9%	3.9%
Ulmaceae			207	2.6%	2.7%
		<i>Ulmus pumila</i>	62	0.9%	0.8%

Agrobacterium Crown Gall Disease in Woody Plants (cont.)

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Funding for Urban Forestry is Here! *by Zach Wirtz*

The Inflation Reduction Act (IRA) is set to bring \$1.5 billion in funding to urban and community forestry across the country in the next few years. Arborists can play an important role in bringing this unprecedented opportunity to communities. Grant applications are available now for IRA funding through the Illinois Department of Natural Resources, which is being administered by The Morton Arboretum's Chicago Region Trees Initiative (CRTI). Government entities, including municipalities, park districts, forest preserves, townships, and counties with [areas considered disadvantaged](#) are eligible to apply for funds to improve urban and community forestry across Illinois.

Urban forests are critical infrastructure and a community asset that needs protection and improvement. Arborists in many disciplines, from municipal arborists to consultants, to climbers, to tree growers and planters, must be ready to push our communities to take advantage of this opportunity and help them be prepared for success. Your urban forestry knowledge and experience will be critical in assisting proposal development and implementation. Even if you do not work for a municipality, you can collaborate with local government entities or share information within your professional networks!

In underserved and disadvantaged areas especially, trees emerge as powerful tools for positive change, offering far-reaching benefits. Trees are a form of community infrastructure that offers a range of advantages and solutions that enhance the lives of residents and contribute to the overall well-being of neighborhoods. Trees can help your community to deal with major challenges such as urban heat islands, air pollution, and flooding mitigation. To be effective, however, trees need proper planning, installation, and maintenance, just like roads, sewers, and buildings. Unlike built infrastructure, trees increase in value over time and produce more benefits for a community as they mature, making it critical to not only plant new trees but to manage and protect mature canopy.



continued on page 10

Funding for Urban Forestry is Here! (cont.)

Through projects and initiatives that involve tree planting and maintenance, underserved and disadvantaged neighborhoods can flourish into vibrant, sustainable havens, illustrating the impact of nature on people and the resilience of communities against adversity.

This IRA grant funding stands as a potentially once-in-a-career opportunity for municipalities and other governments to create vibrant, resilient urban ecosystems. This funding paves the way for greener, more sustainable urban landscapes by providing the means to conduct tree inventories, develop management plans, plant trees, perform maintenance, and support staff. CRTI is currently administering two sub-grant opportunities for Illinois government entities with the following specific requirements:

1. Urban and Community Forestry Grant for Government Entities:

Government entities, in Illinois that are working in disadvantaged communities, including municipalities, park districts, counties, Tribal governments, townships, forest preserves, and other local units of government, can apply to receive \$25,000 to \$150,000 for projects that increase tree canopy, improve forest health and create or enhance community forestry programs in disadvantaged areas. In addition, all funded projects must complete the development or enhancement of a tree protection ordinance (prior to completion of the grant) to meet the basic standards in the Request for Proposals. The Morton Arboretum offers free assistance to complete this requirement. These ordinances will set standards of care for newly planted trees and help to ensure tree canopy is maintained and protected long after the grant ends. Applications are due by March 1, 2024.

2. Tree Inventory and Management Plan Grant for Communities over 75,000

Residents: Illinois municipalities with over 75,000 residents can apply for up to \$3 million to conduct public tree inventories within their boundaries and create Urban and Community

Forest Management Plans based on that inventory. Application of some portion of the Management Plan is required as part of the project, coupled with strategies for maintaining or improving the tree canopy in the municipality's disadvantaged areas. Applications are due by March 1, 2024.

Traditionally, grant match spending, where a grant recipient must contribute a specified amount of their own funds in proportion to the grant received, has been required for federal funding. With this IRA funding, **no match spending is required, which is an unprecedented opportunity at this scale.**

More than 500 Illinois municipalities contain areas considered to be disadvantaged, based on the Climate and Economic Justice Screening Tool, EPA EJ Screening Tool, and HUD Opportunity Zones. A map of areas eligible for funding, including parks and other public lands, is available on the [Illinois IRA Screening Tool](#). The [Municipal IRA \(MIRA\) Screening Tool](#) also identifies municipalities that are eligible for funding.

A second round of IRA funding will be available in the spring of 2024, provided by a USDA Forest Service Grant to The Morton Arboretum. This funding will be available to government entities as well as community groups, non-profits, HOAs, public universities, and libraries. Government entities are strongly encouraged to apply for the current IDNR funding and not wait until the second allocation is available.

To stay up to date on urban forestry funding opportunities, sign up for the monthly [CRTI newsletter](#) and check the [CRTI events page](#) for informational workshops. This funding season is a once-in-a-career opportunity, so be sure to be proactive! If you have questions, reach out to CRTI.grants@mortonarb.org.

Applications for the sub-grants are available at ChicagoRTI.org/grants.



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Sarah Sandquist, Executive Director

DATE: February 14, 2024

SUBJECT: Approval of Agreement with Clifton, Larson, Allen for Interim Finance Director

Background

On 1/24/24, the Director of Finance notified the Champaign Park District (Park District) they accepted an offer for employment and their last day in the role would be 2/16/24. A search for an Interim Finance Director was conducted and several firms were solicited for candidates. Clifton, Allen, Larson has a proven track record in providing financial consulting services previously to the Park District. Their team brings a wealth of experience and expertise in financial management, ensuring a seamless transition and effective oversight of financial operations during this interim period.

Given the immediate need for a Finance Director, engaging Clifton, Allen, Larson allows the Park District to swiftly address financial management requirements. Their quick mobilization and ability to integrate seamlessly into the Park District make them an ideal choice for the interim position.

Budget Impact

The hourly wage is set at \$190/h and the contractual employee is estimated to work 40 hours a week. The weekly cost would be \$7,600, with a corresponding monthly estimate of \$30,400. The contractual employee will remain in place until a permanent Finance Director is hired.

Recommended Action

Staff recommends the Board authorize the Executive Director to enter into an agreement with Clifton, Larson, Allen for Interim Finance Director pending review by the Park District's legal counsel.

Prepared by:

Sarah Sandquist
Executive Director

Reviewed by:

Jarrod Scheunemann
Deputy Executive Director



Outsourcing Statement of Work

Date: February 8, 2024

This agreement constitutes a Statement of Work (“SOW”) to the Master Service Agreement (“MSA”) made by and between CliftonLarsonAllen LLP (“CLA,” “we,” “us,” and “our”) and Champaign Park District (“you” and “your”) dated February 8, 2024 or any superseding MSA. The purpose of this SOW is to outline certain services you wish us to perform in connection with that agreement.

1. **Scope of professional services**

CLA will provide interim accounting and finance assistance under the direction of management to include:

- Assist with audit preparation and liaise with your external auditors
- Assist with new accounting software implementation
- Assist with account reconciliations, month-end close, and journal entries
- Assist with financial reporting
- Assist with short-term and long-term budgeting, tracking, and analysis
- Gain an understanding of existing accounting processes and procedures around month-end close, financial reporting, and budgeting and provide recommendations to management on process improvement ideas, if identified.
- Assist with onboarding and training of new staff, if requested.

Under the direction of Champaign Park District's management we may be asked to assist your team in their preparation of financial statements; however, we have not been engaged to prepare, compile, review, or audit (as defined by professional standards) your financial statements and, accordingly, we will not present financial statements to you, nor will we express an opinion, a conclusion, or provide any form of assurance on your financial statements. Therefore, our firm should not be discussed or associated with your financial statements. Furthermore, material departures from accounting principles generally accepted in the United States of America (U.S. GAAP) or a special purpose framework may exist and the effects of those departures, if any, on the financial statements you generate may not be disclosed. Because of the extent of material departures that may exist in, or

required disclosures that may be omitted from, the financial statements you generate, we make no representations regarding the appropriateness of such statements for your intended use or for any other purpose. Moreover, because of the nature of this engagement, we are not responsible for communicating any such departures or omissions to you.

2. Engagement limitations and responsibilities

We cannot be recognized or act in the capacity of your chief financial officer or controller. For all nonattest services we may provide to you, your management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. Your management is also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

We will perform this engagement in accordance with the Statement on Standards for Consulting Services issued by the American Institute of Certified Public Accountants (AICPA) and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations. We have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement. You agree that we shall not be responsible for any misstatements in the entity's financial statements that may not be identified as a result of misrepresentations made to us by you.

CLA's relationship with you shall be solely that of an independent contractor and nothing in the MSA or a SOW shall be construed to create or imply any relationship of employment, agency, partnership, or any relationship other than an independent contractor.

3. Schedule

We expect that your needs will require approximately 40 hours of services per week starting on or around February 15, 2024. As the engagement progresses, we will update time estimates and engage you in conversation about the project status. If possible, we request a two-week advance notice of your intent to release the consultant back to CLA to ensure adequate time to re-schedule the consultant to another engagement.

4. Fees

The professional fees for services rendered for the scope of services described in this SOW will be billed at a rate of \$190.00 per hour for actual time spent. We will also add a technology and client support fee of five percent (5%) of all professional fees billed.

Fees for travel time will be billed at the normal hourly rate. We will also bill you in arrears for reimbursement of any out-of-pocket travel expenses incurred (e.g., hotel, airfare, meals as actual or per diem, etc.) on a pass-through basis.

Should the duration of this engagement go beyond 6 months or the scope of services change, CLA retains the right to discuss an hourly rate adjustment.

Fees, plus applicable state and local taxes, will be billed twice per month in arrears, due upon receipt.

5. Consultant

Sean Hastings is responsible for the services identified in this agreement. Cynthia Mattingly will be your consultant on this engagement.

6. Non-Solicitation

You agree that during the term and for a period of one year after the expiration or termination date of the MSA, you will not solicit, hire, contract with, or engage the services of any person providing services to you on behalf of CLA without the prior written consent of CLA. If you breach this non-solicitation provision, you shall pay \$125,000.00 to CLA as liquidated damages within two weeks of the date on which the former CLA employee or consultant begins his or her new employment with you.

7. Indemnity

For the services described in this SOW, you agree to indemnify and hold harmless CLA, its successors and affiliates, officers, employees, and agents from any claims brought or asserted by any other person, third party, or governmental body for any loss, damages, liabilities, remedies, or cause of action, and from any reasonable expenses incurred in defending against any such claims or actions (including attorney fees) arising from or relating to the services performed by any CLA party.

8. Termination of SOW

Either party (you or CLA) may terminate this particular SOW at any time by giving 30 days written notice to the other party. Upon termination of this particular SOW, the provisions of this SOW and the existing MSA shall continue to apply to all services rendered prior to termination.

9. Agreement

We appreciate the opportunity to provide the services described in this SOW under the MSA. All terms and provisions of the MSA shall apply to these services. If you agree with the terms of this SOW, please sign below and return a signed copy to us to indicate your acknowledgment and understanding of, and agreement with, this SOW.

CliftonLarsonAllen LLP

Sean Hastings
Client Relationship Leader
(312) 498-3152
sean.hastings@claconnect.com

Response

This SOW correctly sets forth the understanding of Champaign Park District and is accepted by:

CLA
CliftonLarsonAllen LLP

Sean Hastings

Sean Hastings, Client Relationship Leader

SIGNED 2/9/2024, 7:24:51 AM CST

Client
Champaign Park District

SIGN:

Sarah Sandquist, Executive Director

DATE:



Master Services Agreement

Champaign Park District
706 Kenwood Road, Champaign, IL, 61822
MSA Date: February 8, 2024

This master service agreement (“MSA”) documents the terms, objectives, and the nature and limitations of the services CliftonLarsonAllen LLP (“CLA,” “we,” “us,” and “our”) will provide for Champaign Park District (“you,” or “your”). The terms of this MSA will apply to the initial and each subsequent statement of work (“SOW”), unless the MSA is changed in a communication that you and CLA both sign or is terminated as permitted herein.

1. **Scope of Professional Services**

CLA will provide services as described in one or more SOW that will reference this MSA. The SOW will describe the scope of professional services; the nature, limitations, and responsibilities related to the specific services CLA will provide; and the fees for such services.

If modifications or changes are required during CLA’s performance of requested services, or if you request that we perform any additional services, we will provide you with a separate SOW for your signature. Such SOW will advise you of the additional fee and time required for such services to facilitate a clear understanding of the services.

Our services cannot be relied upon to disclose all errors, fraud, or noncompliance with laws and regulations. Except as described in the scope of professional services section of this MSA or any applicable SOW, we have no responsibility to identify and communicate deficiencies in your internal controls as part of any services.

2. **Management responsibilities**

You acknowledge and understand that our role is to provide the services identified in an SOW and that management, and any other parties engaging CLA, have responsibilities that are fundamental to our undertaking to perform the identified services.

3. **Fees and terms**

See the applicable SOW for the fees for the services.

Work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagements will be deemed to have been completed even if we have not completed the services. You

will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Payments may be made utilizing checks, Bill.com, your online banking platform, CLA's electronic payment platform, or any other client-initiated payment method approved by CLA. CLA's electronic online bill pay platform claconnect.com/billpay accepts credit card and Automated Clearing House (ACH) payments. Instructions for you to make direct bank to bank wire transfers or ACH payments will be provided upon request.

4. Other Fees

You agree to compensate us for reasonable time and expenses, including time and expenses of outside legal counsel, we may incur in responding to a subpoena, a formal third-party request for records or information, or participating in a deposition or any other legal, regulatory, or other proceeding relating to services we provide pursuant to a SOW.

5. Finance charges and collection expenses

You agree that if any statement is not paid within 30 days from its billing date, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

6. Dispute Resolution

Any disagreement, controversy, or claim ("Dispute") that may arise out of any aspect of our services or relationship with you shall be submitted to non-binding mediation by written notice ("Mediation Notice") to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator.

The mediation will be conducted as specified by the mediator and agreed upon by the parties (i.e., you and CLA). The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

7. Limitation of remedies

These limitation of remedies provisions are not applicable for any audit or examination services provided to you.

Our role is strictly limited to the services described in an SOW, and we offer no assurance as to the results or ultimate outcomes of any services or of any decisions that you may make based on our communications with you. You agree that it is appropriate to limit the liability of CLA, its partners, principals, directors, officers, employees, and agents (each a "CLA party").

You further agree that you will not hold CLA or any other CLA party liable for any claim, cost, or damage, whether based on warranty, tort, contract, or other law, arising from or related to this MSA,

the services provided under an SOW, the work product, or for any plans, actions, or results of an SOW, except to the extent authorized by this MSA. In no event shall any CLA party be liable to you for any indirect, special, incidental, consequential, punitive, or exemplary damages, or for loss of profits or loss of goodwill, costs, or attorney fees.

The exclusive remedy available to you shall be the right to pursue claims for actual damages that are directly caused by acts or omissions that are breaches by a CLA party of our duties owed under this MSA and the specific SOW thereunder, but any recovery on any such claims shall not exceed the fees actually paid by you to CLA pursuant to the SOW that gives rise to the claim.

8. Governing Laws, Jurisdiction, and Venue

The MSA is made under and shall be governed by the laws of the state of Minnesota, without giving effect to choice-of-law principles. This includes dispute resolution and limitation of remedies.

9. Time limitations

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any dispute that may arise between you and any CLA party. The parties (you and CLA) agree that, notwithstanding any statute or law of limitations that might otherwise apply to a dispute, including one arising out of this MSA or the services performed under an SOW, for breach of contract or fiduciary duty, tort, fraud, misrepresentation or any other cause of action or remedy, any action or legal proceeding by you against any CLA party must be commenced as provided below, or you shall be forever barred from commencing a lawsuit or obtaining any legal or equitable relief or recovery. An action to recover on a dispute shall be commenced within these periods (“Limitation Period”), which vary based on the services provided, and may be modified as described in the following paragraph:

Service	Time after the date we deliver the services or work product*
Tax Consulting Services	36 months
Tax Return Preparation	36 months
Examination, compilation, and preparation services related to prospective financial statements	12 months
Audit, review, examination, agreed-upon procedures, compilation, and preparation services other than those related to prospective financial information	24 months
All Other Services	12 months

* pursuant to the SOW on which the dispute is based

If the MSA is terminated or your ongoing relationship with CLA is terminated, then the applicable Limitation Period is the lesser of the above periods or 12 months after termination of MSA or your ongoing relationship with CLA. The applicable Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a dispute.

10. Confidentiality

Except as permitted by the “Consent” section of this MSA, CLA will not disclose any of your confidential, proprietary, or privileged information to any person or party, unless you authorize us to do so, it is published or released by you, it becomes publicly known or available other than through disclosure by us, or disclosure is required by law, regulation, or professional standard. This confidentiality provision does not prohibit us from disclosing your information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us. You also consent to our disclosure of information regarding the nature of services we provide to you to another independent network member of CLA Global, for the limited purpose of complying with professional obligations regarding independence and conflicts of interest.

The Internal Revenue Code contains a limited privilege for confidentiality of tax advice between you and our firm. In addition, the laws of some states likewise recognize a confidentiality privilege for some accountant-client communications. You understand that CLA makes no representation, warranty or promise, and offers no opinion with respect to the applicability of any confidentiality privilege to any information supplied or communications you have with us, and, to the extent that we follow instructions from you to withhold such information or communications in the face of a request from a third party (including a subpoena, summons or discovery demand in litigation), you agree to hold CLA harmless should the privilege be determined not to apply to particular information or communications.

The workpapers and files supporting the services we perform are the sole and exclusive property of CLA and constitute confidential and proprietary information. We do not provide access to our workpapers and files to you or anyone else in the normal course of business. Unless required by law or regulation to the contrary, we retain our workpapers and files in accordance with our record retention policy that typically provides for a retention period of seven years. After this period expires, our workpapers and files will be destroyed. Furthermore, physical deterioration or catastrophic events may shorten the time our records are available. The workpapers and files of our firm are not a substitute for your records.

Pursuant to authority given by law, regulation, or professional standards we may be requested to make certain workpapers and files available to a regulator for its regulatory oversight purposes. We will notify you of any such request, if permitted by law. Access to the requested workpapers and files will be provided to the regulator under the supervision of CLA personnel and at a location designated by our firm. Furthermore, upon request, we may provide copies of selected workpapers and files to such regulator. The regulator may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

11. Other provisions

You agree that CLA will not be assuming any fiduciary responsibility on your behalf during the course of this MSA, except as may be assumed in an SOW.

CLA may, at times, utilize external web applications to receive and process information from our clients; however, any sensitive data, including protected health information and personally identifiable information, must be redacted by you to the maximum extent possible prior to uploading the document or file. In the event that you are unable to remove or obscure all sensitive data, please contact us to discuss other potential options for transmitting the document or file.

CLA and certain owners of CLA are licensed by the California State Board of Accountancy. However, CLA has owners not licensed by the California State Board of Accountancy who may provide services under this MSA. If you have any questions regarding licensure of the personnel performing services under this MSA, please do not hesitate to contact us.

During the course of the engagement, there may be communication via fax or email. You are responsible to ensure that communications received by you or your personnel are secured and not shared with unauthorized individuals.

12. Consent to use financial information

We regularly aggregate anonymized client data and perform a variety of analyses using that aggregated data. Some of these analyses are published to clients or released publicly. However, we are always careful to preserve the confidentiality of the separate information that we obtain from each client, as required by the AICPA Code of Professional Conduct and various laws. Your acceptance of this MSA will serve as your consent to our use of Champaign Park District anonymized data in performing and reporting on these cost comparison, performance indicator and/or benchmarking analyses.

Unless authorized by law or the client consents, we cannot use a client's tax return information for purposes other than the preparation and filing of the client's tax return. By signing and dating this MSA, you authorize CLA to use any and all information furnished to CLA for or in connection with the preparation of the tax returns under this MSA, for a period of up to six (6) years from the date of this MSA, in connection with CLA's preparation of the types of reports described in the foregoing paragraph.

13. Consent to send you publications and other materials

For your convenience, CLA produces a variety of publications, hard copy and electronic, to keep you informed about pertinent business and personal financial issues. This includes published articles, invitations to upcoming seminars, webinars and webcasts, newsletters, surveys, and press releases. To determine whether these materials may be of interest to you, CLA will need to use your tax return information. Such tax information includes your name and address as well as the business and financial information you provided to us.

By signing and dating this MSA, you authorize CLA to use the information that you provide to CLA during the preparation of your tax returns to determine whether to offer you relevant materials. Your

consent is valid until further notice.

14. Subcontractors

CLA may, at times, use subcontractors to perform services under this MSA, and they may have access to your information and records. Any such subcontractors will be subject to the same restrictions on the use of such information and records as apply to CLA under this MSA.

15. Technology

CLA may, at times, use third-party software applications to perform services under this MSA. You acknowledge the software vendor may have access to your data.

16. Termination of MSA

This MSA shall continue for five years from February 8, 2024, unless terminated earlier by giving appropriate notice. Either party may terminate this MSA at any time by giving 30 days written notice to the other party.

Upon termination of the MSA, the provisions of this MSA shall continue to apply to all services rendered prior to termination.

17. Agreement

We appreciate the opportunity to be of service to you and believe this MSA accurately summarizes the significant terms of our relationship. This MSA, along with the applicable addendum(s) and SOW(s), constitute the entire agreement regarding services to be performed and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA. If you have any questions, please let us know. If you agree with the terms of our relationship as described in this MSA, please sign, date, and return.

CliftonLarsonAllen LLP

Hope Wheeler

Principal

217-373-3139

hope.wheeler@claconnect.com

Response:

This MSA correctly sets forth the understanding of Champaign Park District.

CLA
CliftonLarsonAllen LLP

Hope Wheeler, CPA

Hope Wheeler, Principal

SIGNED 2/8/2024, 5:45:52 PM CST

Client
Champaign Park District

SIGN:

Sarah Sandquist, Executive Director

DATE:



REPORT TO PARK BOARD

FROM: Sarah Sandquist, Executive Director

DATE: February 8, 2024

SUBJECT: Approval of Amendment to FY23-24 and FY24-25 Fee Schedules

Background

The FY23-24 Fee Schedule was previously approved by the Park Board on December 14, 2022, and the FY 24-25 Fee Schedule was approved on September 13, 2023.

Additionally, the Board approved the Park District's transition to SmartRec registration software on August 9, 2023. Since this approval date, staff have been preparing for the implementation of the new software and intend to launch the summer program season on SmartRec on March 6, 2024.

Staff have identified several ways the current and future fee schedule will impact the overall customer experience during the build out of the new registration software. Staff are recommending amending both fee schedules to better suit the Smart Rec software implementation and simplify the registration process for the community.

Budget Impact

The full budget impact is unknown due to the large number of variables, but it is expected to be minimal with a potential positive impact. One budget impact that is known that will be addressed by the fee updates will include a refund for non-residents fees paid by thirty-seven (37) Sholem Aquatic Center pass holders during the Cyber Monday sale in the amount of \$1,098. Staff believe these refunds will be offset by positive sales due to the changes.

Recommended Action

Staff recommends amending the FY23-24 Fee Schedule, effective on the SmartRec launch date, March 6, 2024. Amended changes include:

- Martens Center gym fees reduced to match the previously approved FY24-25 rates in order to attract more rentals and be more consistent in pricing with Leonhard gym rentals.
- Adopting the FY24-25 fee schedule updates to Pavilions, Shelters, and Park Permits so staff can implement the changes with the SmartRec adoption and not need to change fees less than two (2) months later. This is also the beginning of the 2024 booking season allowing consistent pricing for the full booking season to renters.
- Removing non-resident rates for all memberships to create a streamlined membership offering and increase overall membership sales. Removing non-resident member rates is becoming a more common practice in the Parks and Rec world to improve membership sales as non-resident memberships do not displace resident members when compared with programming.
- Update Resident/Non-Resident fee wording to remove "non-resident fees" from memberships as well as removing the cap of \$50 extra for non-resident program fees.

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

- Adding a dual membership rate for Leonhard/Martens Centers to take effect with the SmartRec launch. The dual rate proposed follows the same logic in the FY24-25 Fee Schedule in which members would pay an additional \$25 per person on top of the Leonhard annual rates to have access to both the Leonhard and Martens Center. The monthly rate is calculated such that members who lock into 12-month annual membership instead of the month-to-month option get a 3-month discount in comparison to the monthly rate.
- Dog Park initial fobs being included with the membership instead of being \$10. This is consistent with the model for the Leonhard and Martens Center.

Staff recommend amending the FY24-25 Fee Schedule effective May 1, 2024. Amended changes include:

- Removing non-resident rates for all memberships to create a streamlined membership offering and increase overall membership sales. Removing non-resident member rates is becoming a more common practice in the Parks and Rec world to improve membership sales as non-resident memberships do not displace resident members as they potentially do for programming.
- Dog Park initial fobs being included with the membership instead of being \$10. This is consistent with the model for the Leonhard and Martens Center.
- Leonhard Center senior annual membership rate update due to a previous typo.
- Update Resident/Non-Resident fee wording to remove memberships from including non-resident fees as well as removing the cap of \$50 extra for non-resident program fees.

Prepared by:

Jimmy Gleason
Director of Facilities

Reviewed by:

Sarah Sandquist
Executive Director

Supplemental Board Information Regarding Resident and Non-Resident Memberships

Breakdown of Memberships Sold in 2023:

	Leonhard Recreation Center	Martens Center	Sholem Aquatics Center	Dog Park	Dodds Tennis Center
Resident Memberships	1,073	396	1,981	592	252
Non-Resident Meberships	81	14	186	96	107
Total	1,154	410	2,167	688	359
% of Non-resident memberships	7.01%	3.41%	8.58%	13.95%	29.80%

Please note that Leonhard memberships numbers do not include Silver Sneakers/Prime Fit memberships. All Silver Sneakers/Prime Fit memberships operate based on insurance and do not differentiate based on residency. Therefore, many non-residents qualify for the same pricing as residents through silver sneakers. Additionally, staff will be bringing an updated Tivity contract for approval at the 2/28/24 meeting, which will expand the Silver Sneakers/Prime Fit memberships to the Martens Center and Sholem Aquatics Center.



Fee Schedule

May 1, 2023 to April 30, 2024

Facility	Fees - CPD Residents	Non-Resident Fees
Bresnan Center	\$50 per hour	\$75 per hour
Douglass Annex	\$65 per hour	\$85 per hour
Douglass Annex Kitchen	\$60 per hour	\$85 per hour + room rental
Douglass Library	\$55 per hour	\$75 per hour
Douglass Library Kitchen	\$45 per hour	\$75 per hour + room rental
Douglass Gymnasium	\$60 per hour	\$90 per hour
Hays Center	\$60 per hour	\$90 per hour
Hays Center Kitchen	\$60 per hour	\$90 per hour + room rental
Kaufman Lake Fire Ring	\$50 flat rate	\$75 flat rate
Springer Cultural Center	\$60 per hour	\$90 per hour
Springer Cultural Center	\$60 per hour per add'l room	\$90 per hour
Springer Cultural Kitchen	\$60 per hour + room rental	\$90 per hour
Leonhard Activity Room	\$55 per hour	\$85 per hour
Leonhard Gymnasium	\$160 per hour full gym	\$220 per hour
Leonhard Gymnasium	\$90 per hour half gym	\$135 per hour
Leonhard Gymnasium	\$55 per hour ¼ gym	\$85 per hour
Leonhard Group Fitness	\$40 per hour	\$70 per hour
Leonhard Party Room	\$60 per hour	\$90 per hour
Martens Multipurpose Rooms	\$60 per hour	\$90 per hour
Martens Center Gymnasium	\$120 <u>80</u> per hour full gym	\$180 <u>120</u> per hour
Martens Center Gymnasium	\$70 <u>50</u> per hour half gym	\$105 <u>75</u> per hour
Martens Center Kitchen	\$80 per hour	\$120 per hour
Centennial Pavilion	\$120 <u>124</u> per block	\$170 <u>186</u> per block
Douglass Pavilion	\$90 <u>93</u> per block	\$170 <u>186</u> per block
Bristol Park	\$90 <u>93</u> per block	\$135 <u>139.50</u> per block
West Side Park Gazebo	\$90 <u>93</u> per block	\$135 <u>139.50</u> per block
Hessel Pavilion	\$120 <u>124</u> per block	\$170 <u>186</u> per block

Community members may book the following pavilions subject to block schedule availability. Block times are staggered. A longer rental is possible by renting both blocks or by renting additional hours before or after the block, as permitted.

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

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

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

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

~~All Facility rentals require a two-hour minimum plus a \$100 damage deposit. All pavilion rentals are done in block format and require a \$100 damage deposit. All shelter rentals require a two-hour minimum and does not have a damage deposit requirement.~~

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

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

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

~~Portable Potty House Unit Fees~~

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

~~Indoor Facilities Holiday Fees~~

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

~~Basic Picnic/Gathering Permits* Rates Damage Deposit~~

~~Up to 50 person per day \$50 \$100~~

~~Up to 100 persons per day \$100 \$100~~

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

~~Park Use & Wedding Permits* Rates Damage Deposit~~

~~Up to 250 persons per day \$600 \$200~~

~~Up to 350 persons per day \$700 \$200~~

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

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

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

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

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

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

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

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

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

<u>Park Spaces</u>	<u>Fees - CPD Residents</u>	<u>Non-Resident Fees</u>
<u>Bristol Pavilion</u>	<u>\$93 per block</u>	<u>\$139.50 per block</u>
<u>Douglass Pavilion</u>	<u>\$93 per block</u>	<u>\$139.50 per block</u>
<u>West Side Park Gazebo</u>	<u>\$93 per block</u>	<u>\$139.50 per block</u>
<u>Centennial Pavilion</u>	<u>\$124 per block</u>	<u>\$186 per block</u>
<u>Hessel Pavilion</u>	<u>\$124 per block</u>	<u>\$186 per block</u>
<u>Shelters</u>	<u>\$13 per hour</u>	<u>\$19.50 per hour</u>
<u>Kaufman Lake Fire Ring</u>	<u>\$50 flat rate</u>	<u>\$75 flat rate</u>

<u>Pavilions</u>	<u>Block Hours</u>
<u>Centennial Pavilion & West Side Bandstand</u>	<u>10a-3p or 4-9p</u>
<u>Bristol, Douglass, and Hessel Pavilions</u>	<u>9a-2p or 3-8p</u>

- All facility rentals require a two-hour minimum.
- Pavilions are rented in blocks. Block times are staggered. Both blocks can be reserved to secure a full day rental, including the hour inbetween by paying for both blocks.
- Pavilion rentals include a basic picnic/gathering permit for up to 150 attendees.
- School District and school affiliated (PTA, Booster clubs, etc.) permits are a flat rate of \$100 for events when a pavilion/shelter is not rented.
- If a shelter or pavilion is not rented it can be used by patrons on a first come, first serve basis.
- Rentals fees account for staffing related to indoor facility rentals. Additional fees are charged for staffing when a rental occurs outside of normal operating hours.
- Non-profit organizations with a 501C(3) status and governmental agencies will qualify for the resident rates.

Portable Potty-House Unit Fees

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

Indoor Facilities Holiday Fees

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

Basic Picnic/Gathering Permits* Rates

Up to 75 person per day \$50

Up to 150 persons per day \$100

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

Park Use & Wedding Permits* Rates

Up to 250 persons per day \$500

Up to 350 persons per day \$700

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

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

Any event or wedding for over 350 persons will require a written proposal from the renter detailing the proposed event. The renter will work with staff to develop a detailed plan and cost estimate for the special event or wedding, which requires additional approval from multiple departments within the Park District before issuing a permit. Additional fees may be required for large events to provide for additional Park District logistical and operational expenses. Weddings or large outdoor events are only permitted in West Side Park, Hessel Park, Centennial Park, and Douglass Park.

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

Water Access \$50

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

Groups and individuals must have a permit to erect a tent. Location of tent and/or tents must be approved by appropriate Operations staff. Placement locations for tents, porta-potties, stages, etc., must be approved.

Showmobile:

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

\$700 rental fee per day

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

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

Additional charges may apply if additional equipment is required.

\$600 per day for large generator

\$100 per day for sound equipment

\$100 per day for Showmobile Theatrical Lighting

Movie Truck Rentals:

Rental includes movie screen, projector, and sound equipment

\$100 deposit (applies toward the rental fee)

\$100 rental fee per day

+\$35 per hour staff fee

Sports Fields (Rates beginning January of 2024)

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

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

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

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

Dodds Tennis Center Fees

Memberships	(Effective fall of 2023)
Individual (Ages 18-54)	R/\$70 NR/\$105
Family (2-4 members)	R/\$100 NR/\$150
Each additional family member	R/\$12 \$18
Senior (Ages 55+)	R/\$42 \$63
Youth/Students	R/\$42 \$63

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

Permanent Court Time

M-F	18-week fee
7:30a-5p	\$396
5:30-10p	\$468

Weekends	18-week fee
All times	\$396

Random Court Time (As of September 2023)

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

Sholem Aquatic Center Fees

May 2023 – Mid August 2023

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

Season Pool Pass

Season Pool Pass

	<u>Sale Price</u>	<u>Regular</u>
	<u>Valid through April 30, 2023</u>	<u>Fee (R/NR)</u>
Individuals	\$90/\$135	\$106/\$159
Family of 2-3	\$175/\$260	\$204/\$306
Add family members	\$40/\$60	\$40/\$60
Senior (Ages 55+)	\$73/\$110	\$86/\$129
Replacement Fob	\$5/5	\$5/5

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

After-Hours Rentals at Sholem Aquatic Center (2023 season)

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

Each requires a minimum two-hour rental.

Leonhard Recreation Center Fees

Annual membership rates

January 1, 2024

Non-walking infants are free

Individual (R/NR)	\$125/ \$190
Family of 2 or 3 (R/NR)	\$250/ \$375
Each additional family member after 3 (R/NR)	\$50/ \$75
Senior Age 55+ (R/NR)	\$95/ \$145
Replacement Fob Fee (R/NR)	\$5 per family member

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

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

Daily Admission Fee (As of January 2024)

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

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

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

Martens Center Fees

January 1, 2024

Grand Opening Special Membership Fees

Non-walking infants are free

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

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

MEMBERSHIP TYPE	R	NR
Individual	\$8	\$12
Family of 2-3	\$13	\$19
Additional Family Member	\$5	\$8
Senior	\$6	\$9

Daily Admission Fee (As of January 1, 2023)

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

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

Dual Membership Rate (Martens and Leonhard Centers)

	Annual	Monthly
Senior	\$120	\$13.33
Individual	\$150	\$16.66
Family up to 3	\$300	\$33.33
Additional Family Member	\$75	\$8.33

Program Tree Fees (Beginning Jan. 1, 2023 for spring planting 2024)

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

Flower Island Fees (August 2023 for summer 2024)

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

Eddie Albert Garden Plots Fees (Beginning August 2023 for summer 2024)

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

Dog Park Fees

Memberships are good for one year from date of purchase

One Dog (Resident): \$46

One Dog (Non-resident): \$69

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

~~Initial~~/Replacement Fob: \$10

Monthly Trial/Visitor Pass: \$10

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

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

Virginia Theatre Fees

Public Events:

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

Private Events:

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

Marketing Fee:

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

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

Ticketing Fees:

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

Technical Fees:

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

Touring Commercial Attraction \$2,150.00 FLAT

Local Commercial Attraction \$1,050.00 FLAT

Not-for-Profit Event* \$550.00 FLAT

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

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

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

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

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

STAGE HANDS

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

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

Resident/Non-Resident Fees

Residents living within the boundaries of the Park District regularly support park facilities and programs through property taxes. People living within the Champaign and Urbana Park District boundaries pay the “resident (R)” fee. Persons residing outside these districts will pay 50% ~~to \$100%~~ more than the resident rates – “non-resident (NR)” for rentals, day passes, and program fees. Membership based facilities will have a flat rate for memberships.

Program Fees

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

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

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



Fee Schedule

May 1, 2023 to April 30, 2024

Facility	Fees - CPD Residents	Non-Resident Fees
Bresnan Center	\$50 per hour	\$75 per hour
Douglass Annex	\$65 per hour	\$85 per hour
Douglass Annex Kitchen	\$60 per hour	\$85 per hour + room rental
Douglass Library	\$55 per hour	\$75 per hour
Douglass Library Kitchen	\$45 per hour	\$75 per hour + room rental
Douglass Gymnasium	\$60 per hour	\$90 per hour
Hays Center	\$60 per hour	\$90 per hour
Hays Center Kitchen	\$60 per hour	\$90 per hour + room rental
Kaufman Lake Fire Ring	\$50 flat rate	\$75 flat rate
Springer Cultural Center	\$60 per hour	\$90 per hour
Springer Cultural Center	\$60 per hour per add'l room	\$90 per hour
Springer Cultural Kitchen	\$60 per hour + room rental	\$90 per hour
Leonhard Activity Room	\$55 per hour	\$85 per hour
Leonhard Gymnasium	\$160 per hour full gym	\$220 per hour
Leonhard Gymnasium	\$90 per hour half gym	\$135 per hour
Leonhard Gymnasium	\$55 per hour ¼ gym	\$85 per hour
Leonhard Group Fitness	\$40 per hour	\$70 per hour
Leonhard Party Room	\$60 per hour	\$90 per hour
Martens Multipurpose Rooms	\$60 per hour	\$90 per hour
Martens Center Gymnasium	\$80 per hour full gym	\$120 per hour
Martens Center Gymnasium	\$50 per hour half gym	\$75 per hour
Martens Center Kitchen	\$80 per hour	\$120 per hour
Centennial Pavilion	\$124 per block	\$186 per block
Douglass Pavilion	\$93 per block	\$186 per block
Bristol Park	\$93 per block	\$139.50 per block
West Side Park Gazebo	\$93 per block	\$139.50 per block
Hessel Pavilion	\$124 per block	\$186 per block

Community members may book the following pavilions subject to block schedule availability. Block times are staggered. A longer rental is possible by renting both blocks or by renting additional hours before or after the block, as permitted.

Park Spaces	Fees - CPD Residents	Non-Resident Fees
Bristol Pavilion	\$93 per block	\$139.50 per block
Douglass Pavilion	\$93 per block	\$139.50 per block
West Side Park Gazebo	\$93 per block	\$139.50 per block
Centennial Pavilion	\$124 per block	\$186 per block
Hessel Pavilion	\$124 per block	\$186 per block
Shelters	\$13 per hour	\$19.50 per hour
Kaufman Lake Fire Ring	\$50 flat rate	\$75 flat rate

Pavilions	Block Hours
Centennial Pavilion & West Side Bandstand	10a-3p or 4-9p
Bristol, Douglass, and Hessel Pavilions	9a-2p or 3-8p

- All facility rentals require a two-hour minimum.
- Pavilions are rented in blocks. Block times are staggered. Both blocks can be reserved to secure a full day rental, including the hour inbetween by paying for both blocks.
- Pavilion rentals include a basic picnic/gathering permit for up to 150 attendees.
- School District and school affiliated (PTA, Booster clubs, etc.) permits are a flat rate of \$100 for events when a pavilion/shelter is not rented.
- If a shelter or pavilion is not rented it can be used by patrons on a first come, first serve basis.
- Rentals fees account for staffing related to indoor facility rentals. Additional fees are charged for staffing when a rental occurs outside of normal operating hours.
- Non-profit organizations with a 501C(3) status and governmental agencies will qualify for the resident rates.

Portable Potty-House Unit Fees

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

Indoor Facilities Holiday Fees

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

Basic Picnic/Gathering Permits*	Rates
Up to 75 person per day	\$50
Up to 150 persons per day	\$100

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

Park Use & Wedding Permits* Rates

Up to 250 persons per day	\$500
Up to 350 persons per day	\$700

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

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

Any event or wedding for over 350 persons will require a written proposal from the renter detailing the proposed event. The renter will work with staff to develop a detailed plan and cost estimate for the special event or wedding, which requires additional approval from multiple departments within the Park District before issuing a permit. Additional fees may be required for large events to provide for additional Park District logistical and operational expenses. Weddings or large outdoor events are only permitted in West Side Park, Hessel Park, Centennial Park, and Douglass Park.

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

Water Access	\$50
Tent Permit Fee	\$50 per tent, per day.

Groups and individuals must have a permit to erect a tent. Location of tent and/or tents must be approved by appropriate Operations staff. Placement locations for tents, porta-potties, stages, etc., must be approved.

Showmobile:

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

\$700 rental fee per day

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

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

Additional charges may apply if additional equipment is required.

\$600 per day for large generator

\$100 per day for sound equipment

\$100 per day for Showmobile Theatrical Lighting

Movie Truck Rentals:

Rental includes movie screen, projector, and sound equipment

\$100 deposit (applies toward the rental fee)

\$100 rental fee per day

+\$35 per hour staff fee

Sports Fields (Rates beginning January of 2024)

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

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

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

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

Dodds Tennis Center Fees

<u>Memberships</u>	<u>(Effective fall of 2023)</u>
Individual (Ages 18-54)	\$70
Family (2-4 members)	\$100
Each additional family member	\$12
Senior (Ages 55+)	\$42
Youth/Students	\$42

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

Permanent Court Time

M-F	18-week fee
7:30a-5p	\$396
5:30-10p	\$468

Weekends	18-week fee
All times	\$396

Random Court Time (As of September 2023)

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

Sholem Aquatic Center Fees

May 2023 – Mid August 2023

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

Season Pool Pass

Season Pool Pass

	<u>Sale Price</u>	<u>Regular</u>
	<u>Valid through April 30, 2023</u>	<u>Fee (R/NR)</u>
Individuals	\$90/\$135	\$106/\$159
Family of 2-3	\$175/\$260	\$204/\$306
Add family members	\$40/\$60	\$40/\$60
Senior (Ages 55+)	\$73/\$110	\$86/\$129
Replacement Fob	\$5/5	\$5/5

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

After-Hours Rentals at Sholem Aquatic Center (2023 season)

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

Each requires a minimum two-hour rental

Leonhard Recreation Center Fees

Annual membership rates

January 1, 2024

Non-walking infants are free

Individual \$125

Family of 2 or 3 \$250

Each additional family member after 3 \$50

Senior Age 55+ \$95

Replacement Fob Fee \$5 per family member

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

MEMBERSHIP TYPE

Individual \$14

Family of 2-3 \$26

Additional Family Member \$6

Senior \$11

Daily Admission Fee (As of January 2024)

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

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

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

Martens Center Fees

January 1, 2024

Grand Opening Special Membership Fees

Non-walking infants are free

Individual \$80

Family up to 3 \$140

Each additional family member after 3 \$40

Senior Age 55+ \$60

Replacement Fob Fee \$5 per family member

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

MEMBERSHIP TYPE

Individual \$8

Family of 2-3 \$13

Additional Family Member \$5

Senior \$6

Daily Admission Fee (As of January 1, 2023)

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

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

Dual Membership Rate (Martens and Leonhard Centers)

	Annual	Monthly
Senior	\$120	\$13.33
Individual	\$150	\$16.66
Family up to 3	\$300	\$33.33
Additional Family Member	\$75	\$8.33

Program Tree Fees (Beginning Jan. 1, 2023 for spring planting 2024)

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

Flower Island Fees (August 2023 for summer 2024)

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

Eddie Albert Garden Plots Fees (Beginning August 2023 for summer 2024)

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

Dog Park Fees

Memberships are good for one year from date of purchase

One Dog (Resident): \$46

One Dog (Non-resident): \$69

Each Additional Dog: \$6

Replacement Fob: \$10

Monthly Trial/Visitor Pass: \$10

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

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

Virginia Theatre Fees

Public Events:

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

Private Events:

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

Marketing Fee:

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

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

Ticketing Fees:

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

Technical Fees:

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

Touring Commercial Attraction \$2,150.00 FLAT

Local Commercial Attraction \$1,050.00 FLAT

Not-for-Profit Event* \$550.00 FLAT

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

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

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

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

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

STAGE HANDS

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

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

Resident/Non-Resident Fees

Residents living within the boundaries of the Park District regularly support park facilities and programs through property taxes. People living within the Champaign and Urbana Park District boundaries pay the “resident (R)” fee. Persons residing outside these districts will pay 50% more than the resident rates – “non-resident (NR)” for rentals, day passes, and program fees Membership based facilities will have a flat rate for memberships.

Program Fees

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

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

Program non-resident fees are 50% more than the resident fee.



Fee Schedule May 1, 2024 to April 30, 2025

<u>Meeting Rooms</u>	<u>Fees - CPD Residents</u>	<u>Non-Resident Fees</u>
Douglass Annex	\$67 per hour	\$100.50 per hour
Douglass Library	\$57 per hour	\$85.50 per hour
Hays Center	\$62 per hour	\$93 per hour
Martens Multipurpose Rooms	\$62 per hour	\$93 per hour
Leonhard Activity Room	\$57 per hour	\$85.50 per hour
Leonhard Group Fitness	\$42 per hour	\$63 per hour
Leonhard Party Room	\$62 per hour	\$93 per hour
Springer Cultural Center	\$62 per hour	\$93 per hour
<u>Gymnasiums</u>	<u>Fees - CPD Residents</u>	<u>Non-Resident Fees</u>
CUSR Gymnasium	\$70 per hour	\$105 per hour
Douglass Gymnasium	\$62 per hour	\$93 per hour
Martens Center Gymnasium	\$50 per hour half gym	\$75 per hour
Martens Center Gymnasium	\$80 per hour full gym	\$120 per hour
Leonhard Gymnasium	\$57 per hour ¼ gym	\$85.50 per hour
Leonhard Gymnasium	\$93 per hour half gym	\$139.50 per hour
Leonhard Gymnasium	\$165 per hour full gym	\$248 per hour
<u>Kitchens</u>	<u>Fees - CPD Residents</u>	<u>Non-Resident Fees</u>
Douglass Annex Kitchen	\$62 flat rate + room rental	\$93 flat rate + room rental
Douglass Library Kitchen	\$47 flat rate + room rental	\$70.50 flat rate + room rental
Hays Center Kitchen	\$62 flat rate + room rental	\$93 flat rate + room rental
Martens Center Kitchen	\$82 per hour	\$123 per hour
Springer Cultural Kitchen	\$62 flat rate + room rental	\$93 flat rate + room rental
<u>Park Spaces</u>	<u>Fees - CPD Residents</u>	<u>Non-Resident Fees</u>
Bristol Pavilion	\$93 per block	\$139.50 per block
Douglass Pavilion	\$93 per block	\$139.50 per block
West Side Park Gazebo	\$93 per block	\$139.50 per block
Centennial Pavilion	\$124 per block	\$186 per block
Hessel Pavilion	\$124 per block	\$186 per block
Shelters	\$13 per hour	\$19.50 per hour
Kaufman Lake Fire Ring	\$50 flat rate	\$75 flat rate

<u>Pavilions</u>	<u>Block Hours</u>
Centennial Pavilion & West Side Bandstand	10a-3p or 4-9p
Bristol, Douglass, and Hessel Pavilions	9a-2p or 3-8p

- All facility rentals require a two-hour minimum.
- Pavilions are rented in blocks. Block times are staggered. Both blocks can be reserved to secure a full day rental, including the hour inbetween by paying for both blocks.
- Pavilion rentals include a basic picnic/gathering permit for up to 150 attendees.
- School District and school affiliated (PTA, Booster clubs, etc.) permits are a flat rate of \$100 for events when a pavilion/shelter is not rented.
- If a shelter or pavilion is not rented it can be used by patrons on a first come, first serve basis.
- Rentals fees account for staffing related to indoor facility rentals. Additional fees are charged for staffing when a rental occurs outside of normal operating hours.
- Non-profit organizations with a 501C(3) status and governmental agencies will qualify for the resident rates.

Portable Potty-House Unit Fees

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

Indoor Facilities Holiday Fees

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

Basic Picnic/Gathering Permits* Rates

Up to 75 person per day	\$50
Up to 150 persons per day	\$100

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

Park Use & Wedding Permits* Rates

Up to 250 persons per day	\$500
Up to 350 persons per day	\$700

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

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

Any event or wedding for over 350 persons will require a written proposal from the renter detailing the proposed event. The renter will work with staff to develop a detailed plan and cost estimate for the special event or wedding, which requires additional approval from multiple departments within the Park District before issuing a permit. Additional fees may be required for large events to provide for additional Park District logistical and operational expenses. Weddings or large outdoor events are only permitted in West Side Park, Hessel Park, Centennial Park, and Douglass Park.

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

Water Access	\$50
Tent Permit Fee	\$50 per tent, per day.

Groups and individuals must have a permit to erect a tent. Location of tent and/or tents must be approved by appropriate Operations staff. Placement locations for tents, porta-potties, stages, etc., must be approved.

Showmobile:

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

\$700 rental fee per day

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

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

Additional charges may apply if additional equipment is required.

\$600 per day for large generator

\$100 per day for sound equipment

\$100 per day for Showmobile Theatrical Lighting

Movie Truck Rentals:

Rental includes movie screen, projector, and sound equipment

\$100 deposit (applies toward the rental fee)

\$100 rental fee per day

+\$35 per hour staff fee

Flower Island Fees (August 2024 for summer 2025)

Flower Islands \$17.00 per square foot, beginning in December of 2024 through the summer of 2025.

Eddie Albert Garden Plots Fees (Beginning August 2024 for summer 2025)

Plot	Fee (R/NR)
11' x 3' Raised	\$20/\$30
20' x 20' plot	\$40/\$60
20' x 30' plot	\$50/\$75
20' x 20' plot (extended season)	\$50/\$75

Dog Park Fees

Memberships are good for one year from date of purchase

One Dog (Resident): \$46

~~One Dog (Non-resident) \$69~~

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

~~Initial~~/Replacement Fob: \$10

Monthly Trial/Visitor Pass: \$10

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

CPD Dog Park members can receive a UPD membership for \$10

Sports Fields (Effective January 2025)

Field Name	Practice Rate	Game Rate	Supervisor	Lights
Dexter	\$30/2hrs	\$62/2hrs	\$20/hr	\$20/hr
Zahnd Little League	\$30/2hrs	\$62/2hrs	\$20/hr	\$20/hr
Zahnd Pony	\$35/2hrs	\$73/2hrs	\$20/hr	\$20/hr
Dodds 3-Plex	\$35/2hrs	\$73/2hrs	\$20/hr	\$20/hr
Dodds 4-Plex	\$35/2hrs	\$83/2hrs	\$20/hr	\$20/hr
Dodds Soccer 4v4	\$11/hr	\$22/hr	\$20/hr	\$20/hr
Dodds Soccer 9v9 or 7v7	\$17/hr	\$35/hr	\$20/hr	\$20/hr
Dodds Soccer 11v11	\$32/hr	\$65/hr	\$20/hr	\$20/hr
Zahnd Football	\$35/hr	\$55/hr + lining fee	\$20/hr	N/A

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

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

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

Disc Golf Course Fees

\$200 for all day rental with restroom access at 3-plex.

John Street Pickleball Court Tournament Rental Fees

Half Complex (4 courts): \$72/hr or \$720 for the full day

Full Complex (8 courts): \$136/hr or \$1360 for the full day

Dodds Tennis Center Fees

Memberships	(Effective fall of 2024)	
Individual (Ages 18-54)	R/\$70	NR/\$105
Family (2-4 members)	R/\$100	NR/\$150
Each additional family member	R/\$12	NR/\$18
Senior (Ages 55+)	R/\$42	NR/\$63
Youth/Students	R/\$42	NR/\$63

Permanent Court Time

M-F	18-week fee
7:30a-5p	\$414
5:30-10p	\$468
Weekends	18-week fee
All times	\$414

Random Court Time (Effective September 2024)

Time: M-F, 7:30 a-5:30p, Member fee: \$25/hr
Time: M-F, 5:30-10p, Member fee: \$28/hr
Time: Sa-Su, All day, Member fee: \$25/hr

Guest fee: \$28/hr
Guest fee: \$30/hr
Guest fee: \$28/hr

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

Sholem Aquatic Center Fees

May 2024 – Mid August 2024

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

Season Pool Pass

Season Pool Pass

Sale Price Regular

Valid through April 30, 2024 Fee ~~(R/NR)~~

Individuals	\$100/ \$150	\$110/ \$165
Family of 2-3	\$190/ \$285	\$210/ \$315
Add family members	\$40/ \$60	\$40/ \$60
Senior (Ages 55+)	\$80/ \$120	\$90/ \$135
Replacement Fob	\$5/ 5	\$5/ 5

50% off all pool passes on or after **7/5/24**

After-Hours Rentals at Sholem Aquatic Center (2024 season)

- “Ultimate Beach Party” (full-facility rental). Fee (R/NR): \$618/927 per hour
- “Surf’s Up!” (limited to the river and the three slides). Fee (R/NR): \$370/555 per hour
- “Summer Nights” (limited to the main pool and lap lanes). Fee (R/NR): \$300/450 per hour

Each rental requires a minimum of two-hours.

Leonhard Recreation Center Fees

Annual membership rates

January 1, 2025

Non-walking infants are free

Senior Age 55+ (R/NR)	\$103.50/ 105/\$157.50
Individual (R/NR)	\$130.50/ \$195.75
Family up to 3 (R/NR)	\$261/ \$391.50
Each additional family member after 3 (R/NR)	\$54/ \$81
Replacement Fob Fee (R/NR)	\$5 per family member

Monthly Option for LRC Memberships (Effective January 1, 2025)

MEMBERSHIP TYPE	R	NR
Senior	\$11.50	\$17.25
Individual	\$14.50	\$21.75
Family up to 3	\$29	\$43.50
Each additional family member after 3	\$6	\$9

Daily Admission Fee (Effective January 1, 2025)

For those without a membership, there is an \$8/12 (R/NR) fee.

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

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

Martens Center Fees

January 1, 2025

Non-walking infants are free

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

Monthly Option for Martens Center Memberships (Effective January 1, 2025)

MEMBERSHIP TYPE	R	NR
Senior	\$8	\$12
Individual	\$10	\$15
Family of 2-3	\$16	\$24
Additional Family Member	\$5	\$8

Daily Admission Fee (Effective January 1, 2025)

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

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

Dual Membership Rate (Martens and Leonhard Centers – Effective January 1, 2025)

	Annual (R/NR)	Monthly (R/NR)
Senior	\$130/ \$195	\$14.44/ \$21.66
Individual	\$155.50/ \$233.25	\$17.28/ \$25.92
Family up to 3	\$311/ \$466.50	\$34.55/ \$51.82
Additional Family Member	\$79/ \$118.50	\$8.78/ \$13.17

Virginia Theatre Fees

Public Events:

	Effective 5/1/24
Touring Commercial Attraction	\$4,895.00 FLAT
Touring Commercial Attraction Rehearsal	\$1,295.00 FLAT
Local Commercial Attraction	\$3,760.00 FLAT
Local Commercial Attraction Rehearsal	\$980.00 FLAT
Not-for-Profit Event*	\$2,595.00 FLAT
Not-for-Profit Event Rehearsal*	\$675.00 FLAT

Private Events:

Lobby Meeting, 30 or fewer attending	\$67.00 FLAT (2 hour max, single lobby use, no outside catering or drink service allowed)
Lobby Meeting, 31-100 attending	\$285.00 FLAT (4 hour max, single lobby use, outside catering/non-alcoholic drink service allowed)
Meetings in auditorium	\$2,325.00 FLAT (incl. lobby and stage use)
Photo Shoots (no stage use)	\$90.00 FLAT (2 hour max)
Private Party/Reception, East Lobby	\$325.00 FLAT (4 hour max, single lobby use)
Private Party/Reception, Mezzanine Lobby	\$375.00 FLAT (4 hour max, single lobby use)
Private Party/Reception, Front-of-House	\$1,295.00 FLAT (4 hour max, auditorium not incl.)
Private party, Stage	\$1,825.00 FLAT (incl. lobby use)
Private Screening (film rights not included)	\$1,295.00 FLAT (parties of 100 or fewer, no public promotion or ticketing allowed)

Marketing Fee:

\$285 FLAT (brochure, website listing, social media & eBlast marketing)

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

Ticketing Fees:

Box Office Staffing Fee:	\$850.00 FLAT
Restoration (Facility) Fee:	\$1.00 Per Paid Admission—inside ticket face value
Credit Card Fee:	Patrons charged by venue “on top” of ticket face value
Ticketing Fee:	Patrons charged by venue “on top” of ticket face value

Technical Fees:

House Lights & Power: \$500.00 FLAT

Theatrical Lighting:

(Includes dimming system, conventional fixtures, intelligent lighting fixtures, and lighting console.)
Please note: labor/programming extra.

Touring Commercial Attraction	\$500.00 FLAT
Local Commercial Attraction	\$350.00 FLAT

Not-for-Profit Event* \$175.00 FLAT

House Sound (L-Acoustics KARA II flown line array, 10 boxes per side, plus fill speakers, subs, sound console, and standard mic package):

Touring Commercial Attraction \$2,225.00 FLAT

Local Commercial Attraction \$1,095.00 FLAT

Not-for-Profit Event* \$575.00 FLAT

Projection Systems: \$410.00 FLAT
(includes *either* Christie 4K Digital or twin Norelco AA 35mm projectors) plus stagehand time [no change]

Theatrical Hazer: \$60.00 FLAT
plus haze fluid [no change]

Spot Light: \$145.00 FLAT
(per fixture – Robert Juliat Topaze model) plus stagehand time

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

10% Service Charge added to all third-party vendor rentals (including backline and production rentals)

Resident/Non-Resident Fees

Residents living within the boundaries of the Park District regularly support park facilities and programs through property taxes. People living within the Champaign and Urbana Park District boundaries pay the “resident (R)” fee. Persons residing outside these districts will pay 50% ~~to 100%~~ more than the resident rates – “non-resident (NR)” for rentals, day passes, and programs. Membership based facilities will have a flat rate for memberships.

Program Fees

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

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

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



Fee Schedule May 1, 2024 to April 30, 2025

<u>Meeting Rooms</u>	<u>Fees - CPD Residents</u>	<u>Non-Resident Fees</u>
Douglass Annex	\$67 per hour	\$100.50 per hour
Douglass Library	\$57 per hour	\$85.50 per hour
Hays Center	\$62 per hour	\$93 per hour
Martens Multipurpose Rooms	\$62 per hour	\$93 per hour
Leonhard Activity Room	\$57 per hour	\$85.50 per hour
Leonhard Group Fitness	\$42 per hour	\$63 per hour
Leonhard Party Room	\$62 per hour	\$93 per hour
Springer Cultural Center	\$62 per hour	\$93 per hour
<u>Gymnasiums</u>	<u>Fees - CPD Residents</u>	<u>Non-Resident Fees</u>
CUSR Gymnasium	\$70 per hour	\$105 per hour
Douglass Gymnasium	\$62 per hour	\$93 per hour
Martens Center Gymnasium	\$50 per hour half gym	\$75 per hour
Martens Center Gymnasium	\$80 per hour full gym	\$120 per hour
Leonhard Gymnasium	\$57 per hour ¼ gym	\$85.50 per hour
Leonhard Gymnasium	\$93 per hour half gym	\$139.50 per hour
Leonhard Gymnasium	\$165 per hour full gym	\$248 per hour
<u>Kitchens</u>	<u>Fees - CPD Residents</u>	<u>Non-Resident Fees</u>
Douglass Annex Kitchen	\$62 flat rate + room rental	\$93 flat rate + room rental
Douglass Library Kitchen	\$47 flat rate + room rental	\$70.50 flat rate + room rental
Hays Center Kitchen	\$62 flat rate + room rental	\$93 flat rate + room rental
Martens Center Kitchen	\$82 per hour	\$123 per hour
Springer Cultural Kitchen	\$62 flat rate + room rental	\$93 flat rate + room rental
<u>Park Spaces</u>	<u>Fees - CPD Residents</u>	<u>Non-Resident Fees</u>
Bristol Pavilion	\$93 per block	\$139.50 per block
Douglass Pavilion	\$93 per block	\$139.50 per block
West Side Park Gazebo	\$93 per block	\$139.50 per block
Centennial Pavilion	\$124 per block	\$186 per block
Hessel Pavilion	\$124 per block	\$186 per block
Shelters	\$13 per hour	\$19.50 per hour
Kaufman Lake Fire Ring	\$50 flat rate	\$75 flat rate

<u>Pavilions</u>	<u>Block Hours</u>
Centennial Pavilion & West Side Bandstand	10a-3p or 4-9p
Bristol, Douglass, and Hessel Pavilions	9a-2p or 3-8p

- All facility rentals require a two-hour minimum.
- Pavilions are rented in blocks. Block times are staggered. Both blocks can be reserved to secure a full day rental, including the hour inbetween by paying for both blocks.
- Pavilion rentals include a basic picnic/gathering permit for up to 150 attendees.
- School District and school affiliated (PTA, Booster clubs, etc.) permits are a flat rate of \$100 for events when a pavilion/shelter is not rented.
- If a shelter or pavilion is not rented it can be used by patrons on a first come, first serve basis.
- Rentals fees account for staffing related to indoor facility rentals. Additional fees are charged for staffing when a rental occurs outside of normal operating hours.
- Non-profit organizations with a 501C(3) status and governmental agencies will qualify for the resident rates.

Portable Potty-House Unit Fees

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

Indoor Facilities Holiday Fees

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

Basic Picnic/Gathering Permits* Rates

Up to 75 person per day	\$50
Up to 150 persons per day	\$100

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

Park Use & Wedding Permits* Rates

Up to 250 persons per day	\$500
Up to 350 persons per day	\$700

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

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

Any event or wedding for over 350 persons will require a written proposal from the renter detailing the proposed event. The renter will work with staff to develop a detailed plan and cost estimate for the special event or wedding, which requires additional approval from multiple departments within the Park District before issuing a permit. Additional fees may be required for large events to provide for additional Park District logistical and operational expenses. Weddings or large outdoor events are only permitted in West Side Park, Hessel Park, Centennial Park, and Douglass Park.

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

Water Access	\$50
Tent Permit Fee	\$50 per tent, per day.

Groups and individuals must have a permit to erect a tent. Location of tent and/or tents must be approved by appropriate Operations staff. Placement locations for tents, porta-potties, stages, etc., must be approved.

Showmobile:

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

\$700 rental fee per day

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

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

Additional charges may apply if additional equipment is required.

\$600 per day for large generator

\$100 per day for sound equipment

\$100 per day for Showmobile Theatrical Lighting

Movie Truck Rentals:

Rental includes movie screen, projector, and sound equipment

\$100 deposit (applies toward the rental fee)

\$100 rental fee per day

+\$35 per hour staff fee

Flower Island Fees (August 2024 for summer 2025)

Flower Islands \$17.00 per square foot, beginning in December of 2024 through the summer of 2025.

Eddie Albert Garden Plots Fees (Beginning August 2024 for summer 2025)

Plot	Fee (R/NR)
11' x 3' Raised	\$20/\$30
20' x 20' plot	\$40/\$60
20' x 30' plot	\$50/\$75
20' x 20' plot (extended season)	\$50/\$75

Dog Park Fees

Memberships are good for one year from date of purchase

One Dog (Resident): \$46

Each Additional Dog: \$6

Replacement Fob: \$10

Monthly Trial/Visitor Pass: \$10

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

CPD Dog Park members can receive a UPD membership for \$10

Sports Fields (Effective January 2025)

<u>Field Name</u>	<u>Practice Rate</u>	<u>Game Rate</u>	<u>Supervisor</u>	<u>Lights</u>
Dexter	\$30/2hrs	\$62/2hrs	\$20/hr	\$20/hr
Zahnd Little League	\$30/2hrs	\$62/2hrs	\$20/hr	\$20/hr
Zahnd Pony	\$35/2hrs	\$73/2hrs	\$20/hr	\$20/hr
Dodds 3-Plex	\$35/2hrs	\$73/2hrs	\$20/hr	\$20/hr
Dodds 4-Plex	\$35/2hrs	\$83/2hrs	\$20/hr	\$20/hr
Dodds Soccer 4v4	\$11/hr	\$22/hr	\$20/hr	\$20/hr
Dodds Soccer 9v9 or 7v7	\$17/hr	\$35/hr	\$20/hr	\$20/hr
Dodds Soccer 11v11	\$32/hr	\$65/hr	\$20/hr	\$20/hr
Zahnd Football	\$35/hr	\$55/hr + lining fee	\$20/hr	N/A

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

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

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

Disc Golf Course Fees

\$200 for all day rental with restroom access at 3-plex.

John Street Pickleball Court Tournament Rental Fees

Half Complex (4 courts): \$72/hr or \$720 for the full day

Full Complex (8 courts): \$136/hr or \$1360 for the full day

Dodds Tennis Center Fees

Memberships (Effective fall of 2024)

Individual (Ages 18-54)	\$70
Family (2-4 members)	\$100
Each additional family member	\$12
Senior (Ages 55+)	\$42
Youth/Students	\$42

Permanent Court Time

M-F	18-week fee
7:30a-5p	\$414
5:30-10p	\$468
Weekends	18-week fee
All times	\$414

Random Court Time (Effective September 2024)

Time: M-F, 7:30 a-5:30p, Member fee: \$25/hr

Guest fee: \$28/hr

Time: M-F, 5:30-10p, Member fee: \$28/hr

Guest fee: \$30/hr

Time: Sa-Su, All day, Member fee: \$25/hr

Guest fee: \$28/hr

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

Sholem Aquatic Center Fees

May 2024 – Mid August 2024

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

Season Pool Pass

Season Pool Pass

	<u>Sale Price</u>	<u>Regular Fee</u>
	<u>Valid through April 30, 2024</u>	
Individuals	\$100	\$110
Family of 2-3	\$190	\$210
Add family members	\$40	\$40
Senior (Ages 55+)	\$80	\$90
Replacement Fob	\$5	\$5

50% off all pool passes on or after **7/5/24**

After-Hours Rentals at Sholem Aquatic Center (2024 season)

- “Ultimate Beach Party” (full-facility rental). Fee (R/NR): \$618/927 per hour
- “Surf’s Up!” (limited to the river and the three slides). Fee (R/NR): \$370/555 per hour
- “Summer Nights” (limited to the main pool and lap lanes). Fee (R/NR): \$300/450 per hour

Each rental requires a minimum of two-hours.

Leonhard Recreation Center Fees

Annual membership rates

January 1, 2025

Non-walking infants are free

Senior Age 55+ \$103.50

Individual \$130.50

Family up to 3 \$261

Each additional family member after 3 \$54

Replacement Fob Fee \$5 per family member

Monthly Option for LRC Memberships (Effective January 1, 2025)

MEMBERSHIP TYPE

Senior	\$11.50
Individual	\$14.50
Family up to 3	\$29
Each additional family member after 3	\$6

Daily Admission Fee (Effective January 1, 2025)

For those without a membership, there is an \$8/12 (R/NR) fee.

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

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

Martens Center Fees

January 1, 2025

Non-walking infants are free

Senior Age 55+	\$60
Individual	\$80
Family up to 3	\$140
Each additional family member after 3	\$40
Replacement Fob Fee	\$5 per family member

Monthly Option for Martens Center Memberships (Effective January 1, 2025)

MEMBERSHIP TYPE

Senior	\$8
Individual	\$10
Family of 2-3	\$16
Additional Family Member	\$5

Daily Admission Fee (Effective January 1, 2025)

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

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

Dual Membership Rate (Martens and Leonhard Centers – Effective January 1, 2025)

	Annual	Monthly
Senior	\$130	\$14.44
Individual	\$155.50	\$17.28
Family up to 3	\$311	\$34.55
Additional Family Member	\$79	\$8.78

Virginia Theatre Fees

Public Events:

	Effective 5/1/24
Touring Commercial Attraction	\$4,895.00 FLAT
Touring Commercial Attraction Rehearsal	\$1,295.00 FLAT
Local Commercial Attraction	\$3,760.00 FLAT
Local Commercial Attraction Rehearsal	\$980.00 FLAT
Not-for-Profit Event*	\$2,595.00 FLAT
Not-for-Profit Event Rehearsal*	\$675.00 FLAT

Private Events:

Lobby Meeting, 30 or fewer attending	\$67.00 FLAT (2 hour max, single lobby use, no outside catering or drink service allowed)
Lobby Meeting, 31-100 attending	\$285.00 FLAT (4 hour max, single lobby use, outside catering/non-alcoholic drink service allowed)
Meetings in auditorium	\$2,325.00 FLAT (incl. lobby and stage use)
Photo Shoots (no stage use)	\$90.00 FLAT (2 hour max)
Private Party/Reception, East Lobby	\$325.00 FLAT (4 hour max, single lobby use)
Private Party/Reception, Mezzanine Lobby	\$375.00 FLAT (4 hour max, single lobby use)
Private Party/Reception, Front-of-House	\$1,295.00 FLAT (4 hour max, auditorium not incl.)
Private party, Stage	\$1,825.00 FLAT (incl. lobby use)
Private Screening (film rights not included)	\$1,295.00 FLAT (parties of 100 or fewer, no public promotion or ticketing allowed)

Marketing Fee:

\$285 FLAT (brochure, website listing, social media & eBlast marketing)

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

Ticketing Fees:

Box Office Staffing Fee:	\$850.00 FLAT
Restoration (Facility) Fee:	\$1.00 Per Paid Admission—inside ticket face value
Credit Card Fee:	Patrons charged by venue “on top” of ticket face value
Ticketing Fee:	Patrons charged by venue “on top” of ticket face value

Technical Fees:

House Lights & Power: \$500.00 FLAT

Theatrical Lighting:

(Includes dimming system, conventional fixtures, intelligent lighting fixtures, and lighting console.)
Please note: labor/programming extra.

Touring Commercial Attraction	\$500.00 FLAT
Local Commercial Attraction	\$350.00 FLAT

Not-for-Profit Event* \$175.00 FLAT

House Sound (L-Acoustics KARA II flown line array, 10 boxes per side, plus fill speakers, subs, sound console, and standard mic package):

Touring Commercial Attraction \$2,225.00 FLAT

Local Commercial Attraction \$1,095.00 FLAT

Not-for-Profit Event* \$575.00 FLAT

Projection Systems: \$410.00 FLAT
(includes *either* Christie 4K Digital or twin Norelco AA 35mm projectors) plus stagehand time [no change]

Theatrical Hazer: \$60.00 FLAT
plus haze fluid [no change]

Spot Light: \$145.00 FLAT
(per fixture – Robert Juliat Topaze model) plus stagehand time

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

10% Service Charge added to all third-party vendor rentals (including backline and production rentals)

Resident/Non-Resident Fees

Residents living within the boundaries of the Park District regularly support park facilities and programs through property taxes. People living within the Champaign and Urbana Park District boundaries pay the “resident (R)” fee. Persons residing outside these districts will pay 50% more than the resident rates – “non-resident (NR)” for rentals, day passes, and programs. Membership-based facilities will have a flat rate for memberships.

Program Fees

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

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

Program non-resident fees are 50% more than the resident fee.



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Sarah Sandquist, Executive Director

DATE: February 7, 2024

SUBJECT: Approval of Updates to Scholarship Policy

Background

With Registration Software moving to SmartRec by Amilia , a change to how staff process scholarships is necessary. Staff request to add clarity, set maximum amounts per individual and to relieve decision making solely to the staff person when determining eligibility. The revised policy sets out to provide more clarity on the process and how applicants qualify for the programs. The policy also sets out to identify maximum not to exceed amounts per individual, as well as align the definition of CPD Resident with the revenue policy and our reciprocal agreement to include the City of Urbana residents as well for eligibility when applying for Park District programs.

Based on the increased need seen over the last year and a half, Staff recommend moving to a tiered approach to awarding scholarships based on income thresholds and away from the flat 50% reduction for programs/activities. In addition, Staff recommend retaining the flat 50% scholarship for Summer Camps, Afterschool and School Out Day programming only.

Recommended Action

Staff recommends the Board approve the Scholarship Policy as presented.

Prepared by:

Andrea N. Wallace, CPA
Director of Finance

Reviewed by:

Sarah Sandquist, CPRE
Executive Director



The Champaign Park District (Park District) strives to provide quality parks and recreation to all residents of Champaign, regardless of ability to pay. To achieve this, the Park District provides a limited number of scholarships to reduce certain fees and charges for Park District residents to participate in Park District programs, activities or events. This policy will also apply to the Champaign-Urbana Special Recreation joint program between the Park District and Urbana Park District (UPD).

The scholarship is applicable to activities and programming only with the exception of programs where registration is not conducted directly through the Amilia SmartRec software. Scholarships will not apply to memberships (all facilities), Season Passes at Sholem, pavilion rentals, facility rentals, trips or day/multi-passes.

To be eligible under this policy, the Park District must receive a completed Scholarship Application ~~along with a registration form~~ one two weeks prior to the registration ~~deadline for registration~~ or start of program, activity or event. Applicants must ~~be a resident of the Park District~~ reside within the city limits of Champaign or Urbana, submit a current utility bill, Illinois driver's license or identification card and provide verification of household income by submitting the first two pages of the most recent Federal Income Tax Return form or one month's worth of paystubs. ~~If total household income is equal to or less than the amounts listed on the income scale below, residents may be eligible for discounts on programs offered by the Park District (trips excluded). The amount of reduction provided is based on household size and income listed in the chart below. Anyone with income below 225% of Federal Poverty Level may be eligible for funding through Illinois Department of Human Services Child Care Resource Assistance Program. More information may be found at <http://www.ccrs.illinois.edu/index.html>.~~ Household means a group of related or non-related individuals living as one economic unit and sharing living expenses, such as rent, clothes, food medical and utility bills.

Scholarships for all Activities and programs including all CUSR programs, except for the CUSR Trips)

Illinois Department of Human Services – Income Guidelines – 1/27/2021

Number of People in your Household	Maximum Gross Monthly Income	Maximum Gros Monthly Income (Age 60 and Over or Disabled)
1	\$1,755	\$2,127
2	\$2,371	\$2,873
3	\$2,987	\$3,620
4	\$3,603	\$4,367
5	\$4,219	\$5,113
6	\$4,835	\$5,860
7	\$5,451	\$6,607
8	\$6,067	\$7,353
9	6683%	\$8,100
10	\$7,299	\$8,847
Each additional person add	\$616	\$747

Federal Poverty Guidelines as published by the Department of Health and Human Services by calendar year located at

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CHAMPAIGN PARK DISTRICT

<https://aspe.hhs.gov/sites/default/files/documents/7240229f28375f54435c5b83a3764cd1/detailed-guidelines-2024.pdf>

Family Size	Annual Household Income Federal Poverty Level (FPL) %			
	Up to 200%	201-300%	301-375%	over 375%
<u>1</u>	<u>\$30,120</u>	<u>\$45,180</u>	<u>\$56,475</u>	<u>>\$56,475</u>
<u>2</u>	<u>\$40,880</u>	<u>\$61,320</u>	<u>\$76,650</u>	<u>>\$76,650</u>
<u>3</u>	<u>\$51,640</u>	<u>\$77,460</u>	<u>\$96,825</u>	<u>>\$98,825</u>
<u>4</u>	<u>\$62,400</u>	<u>\$93,600</u>	<u>\$117,000</u>	<u>>\$117,000</u>
<u>5</u>	<u>\$73,160</u>	<u>\$109,740</u>	<u>\$137,175</u>	<u>>\$137,175</u>
<u>6</u>	<u>\$83,920</u>	<u>\$125,880</u>	<u>\$157,350</u>	<u>>\$157,350</u>
<u>7</u>	<u>\$94,680</u>	<u>\$142,020</u>	<u>\$177,525</u>	<u>>\$177,525</u>
<u>8</u>	<u>\$105,440</u>	<u>\$158,160</u>	<u>\$197,700</u>	<u>>\$197,700</u>
<u>Each additional person add</u>	<u>\$10,760</u>	<u>\$16,140</u>	<u>\$20,175</u>	<u>>\$20,175</u>
<u>Fee Reduction</u>	<u>75%</u>	<u>50%</u>	<u>25%</u>	<u>0%</u>
<u>Max Scholarship Awarded per Individual per Year for Activities Only</u>	<u>\$300</u>	<u>\$300</u>	<u>\$300</u>	<u>\$0</u>

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Scholarships for Summer Camp, Afterschool and School Out Days will be limited to 50% as follows:

Family Size	Annual Household Income Federal Poverty Level (FPL) %	
	Up to 300%	Over 300%
<u>1</u>	<u>\$45,180</u>	<u>>\$45,180</u>
<u>2</u>	<u>\$61,320</u>	<u>>\$61,320</u>
<u>3</u>	<u>\$77,460</u>	<u>>\$77,460</u>
<u>4</u>	<u>\$93,600</u>	<u>>\$93,600</u>
<u>5</u>	<u>\$109,740</u>	<u>>\$109,740</u>
<u>6</u>	<u>\$125,880</u>	<u>>\$125,880</u>
<u>7</u>	<u>\$142,020</u>	<u>>\$142,020</u>
<u>8</u>	<u>\$158,160</u>	<u>>\$158,160</u>
<u>Each additional person add</u>	<u>\$16,140</u>	<u>>\$16,140</u>

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



CHAMPAIGN PARK DISTRICT

<u>Fee Reduction</u>	<u>50%</u>	<u>0%</u>
<u>Max Scholarship Awarded per Individual per Year*</u>	<u>\$931 Summer Camp</u> <u>\$1,250 Afterschool</u> <u>\$975 School Out Days</u>	<u>\$0</u>

- Based on 50% of total fees for programs. Amount noted above are specific to the 2024-2025 Program year.

Confidential applications can be [completed by logging in or creating an account at www.champaignparks.org under registration program](#) made to the Assistant Finance Director [completed during registration for partial or full financial assistance](#). If it is determined that a hardship exists which prevents an applicable resident from paying the applicable fee, the applicant shall be granted a fee reduction.

Funding for scholarships is derived in part from donations and Champaign Parks Foundation. In addition the Park District will transfer funds into the scholarship program annually through the budget process to suppl@ement. Maximum amount for the Champaign Park District transfer will be \$75,000 and CUSR will be \$25,000 subject to change as authorized by the Executive Director.

The Park District reserves the right to limit the dollar amount of scholarships awarded to an individual or family during the applicable program season [based on available funds](#). Individuals who do not reside [within Champaign or Urbana city limits](#) are not eligible for financial assistance.

Approved by Board of Commissioners	August 11, 1999
Revised by Board of Commissioners	June 8, 2011
Revised by Board of Commissioners	July 13, 2016
Revised by Board of Commissioners	March 10, 2021
<u>Revised by Board of Commissioners</u>	<u>February 14, 2024</u>

Craig W. Hays, President
Executive Director

[Joseph C. DeLuce](#)[Sarah Sandquist](#),

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Scholarship Policy

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