



**CHAMPAIGN  
PARK DISTRICT**

**AGENDA**

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

Citizens may livestream or listen to the Special Meeting by accessing the following web address or phone number:  
<https://us02web.zoom.us/j/85889942842?pwd=TWdrNXUxS3NpbURPdmgrd2xpMHBVUT09>

Public comment is not available through online video or telephone at this time. For those who are interested in sharing public comment, please join the meeting in-person at the address, time, and date listed above.

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

Alternatively, the meeting may be accessed by telephone at:  
1-312-626-6799, If prompted for the following items, please enter:  
Meeting ID: 858 8994 2842, followed by the # symbol  
Password: 955382, followed by the # symbol

**Wednesday, February 28, 2024  
5:30 P.M.**

**A. CALL TO ORDER**

**B. 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, February 14, 2024 [Link](#)
2. Approval of Minutes of the Executive Session, February 14, 2024

**C. NEW BUSINESS**

1. Approval of Distinguished Service Award [Link](#)
2. Approval of Setting a Public Hearing on the Budget and Appropriation Ordinance  
Staff recommends the Board set a Public Hearing on the proposed Budget and Appropriation Ordinance for Wednesday, April 10, 2024, at 5:30 p.m. at the Bresnan Meeting Center to receive public comments. Ordinance No. 678, the proposed Budget and Appropriation Ordinance, is at the Bresnan Meeting Center for public review. [Link](#)
3. Approval of Challenger Agreement  
Staff recommends approval of a three (3) year agreement with Challenger Soccer Sports, Inc. [Link](#)

#### **D. OLD BUSINESS**

1. 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](#)
2. Approval of Updates to Full-Time Wages  
Staff recommends the Board approve the updated full-time pay rates for FY24 and FY25. [Link](#)

#### **E. DISCUSSION ITEMS**

1. Request for Proposals Seasonal Concessions [Link](#)
2. Strategic Plan Update – 4<sup>th</sup> Quarter [Link](#)
3. FY25 Annual Operating Budget and Budget Book

#### **F. COMMENTS FROM COMMISSIONERS**

#### **G. EXECUTIVE SESSION**

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

#### **H. RETURN TO REGULAR MEETING**

#### **I. ADJOURN**

**CHAMPAIGN PARK DISTRICT  
MINUTES OF THE REGULAR BOARD MEETING  
BOARD OF PARK COMMISSIONERS  
FEBRUARY 14, 2024**

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, February 14, 2024, which commenced at 5:30 p.m. 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, 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.

Vice President Timothy P. McMahon was absent and excused with prior notice duly given.

Staff present in person: Andrea Wallace, Director of Finance, Chelsea Norton, Director of Marketing and Development, Dan Olson, Director of Operations and Planning, Heather Miller, Director of Human Resources, Jimmy Gleason, Director of Facilities, Jeannie Robinson, Director of Recreation, Bret Johnson, Assistant Director of Operations and Planning, Bailey Walden, Horticulture Worker II, Christina Mott, CUSR Manager & Inclusion Coordinator, Erin Dietmeier, Horticulture Supervisor, Pete Frieden, Maintenance Specialist – Electrical, Shannon Clarkson, Accounts Payable Clerk, and Tom Albers, Horticulture Specialist II.

Chris Nunes from Broken Compass also attended the meeting.

**Call to Order**

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

**Presentation**

Mr. Nunes shared a report regarding recent board and staff workshops. He highlighted various workshop tasks, including a situational analysis of new types of recreation, outreach, competition, a communication analysis, and review of the mission, vision, and values to ensure alignment with community needs. Additional topics included a capital asset replacement reserve fund based on a well-structured capital asset plan. The purpose would be consideration of ensuring the sustainability of facilities and amenities, benchmarking against industry standards, establishing 6-month, 12-month, and 18-month goals with measurable outcomes directed towards enhancing customer service through a dedicated task force, conducting a comprehensive capital asset study, refining service delivery policies, and fostering strategic partnerships.

The fishbone method for problem-solving was introduced to the board to consider how to address challenges and improve processes. The board was also asked to use this method to consider the Park District's future needs.

Discussion and clarification ensued regarding the status of a secret shopper program and a goal related to encouraging new bidders for Park District projects.

President Hays thanked Mr. Nunes for his time and report.

**Comments from the Public**

None.

## **Communications**

None.

## **Treasurer's Report**

Treasurer Lawson presented the Treasurer's Report for the month of January 2024. After review, Ms. Lawson found the Park District's finances to be in appropriate order.

Commissioner Solon made a motion to accept the Treasurer's Report for the month of January 2024. The motion was seconded by Commissioner Somers. The motion passed 4-0.

## **Executive Director's Report**

Ms. Sandquist recognized Justin Matthew, a building service worker at the Leonhard Recreation Center, for his act of heroism in saving an abandoned dog. She also informed the Board that Parkland Way has been selected as part of the Champaign County Community First Initiative, a meeting with a resident regarding the potential purchase of a parcel, and a potential joint meeting with the Parks Foundation.

Ms. Sandquist also reminded the board of important upcoming dates, including the Legislative Breakfast on March 4th and the May 1st deadline for the submission of Statement of Economic Interest forms.

## **Committee and Liaison Reports**

### Champaign Parks Foundation

Mr. Scheunemann reported that efforts are underway to recruit development staff. Additionally, the foundation secured \$10,000 in its recent annual appeal. Gala sponsorship requests have had favorable outcomes so far, obtaining more than \$26,000 in commitments.

## **Report of Officers**

### Attorney's Report

Attorney Hall reported that he has been working on several routine matters for the Park District, including a FOIA request, several easements, a real estate transaction, and agreements.

### President's Report

President Hays highlighted a recent meeting with a local property owner regarding the potential purchase of a parcel.

## **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 Regular Board Meeting, January 10, 2024
2. Approval of the Minutes of the Executive Session, January 10, 2024
3. Approval of the Minutes of the Study Session, January 29, 2024
4. Approval of Adoption of Ordinance No. 676: Surplus Property

Commissioner Solon made a motion to approve the Consent Agenda as presented. The motion was seconded by Commissioner Somers and unanimously approved.

## **New Business**

### **1. Approval of Disbursements**

Staff recommended approval of disbursements for the period beginning January 11, 2024, and ending February 14, 2024.

Commissioner Kuhl made a motion to approve the list of disbursements for the beginning January 11, 2024, and ending February 14, 2024. The motion was seconded by Commissioner Somers. Upon roll call, the vote was as follows: Commissioner Somers – yes; Commissioner Kuhl – yes; President Hays – yes; and Commissioner Solon – yes. The motion passed 4-0.

### **2. Approval of Updates to Full-Time Wages and Classifications**

Ms. Sandquist presented a report regarding a request for the board to consider an equitable allocation of increases to all full-time staff wages and classifications with an additional adjustment for staff who have exceeded performance expectations based on evaluations and department head recommendations.

Discussion and clarifications ensued regarding financial impacts related to pensions, eligibility for raises, and budget totals.

Commissioner Kuhl noted a philosophical shift in the wage and classification program recommendation and requested more information about the purpose for this change and the total budget impact. President Hays concurred and requested clarification regarding the total impact.

Commissioner Solon made a motion to table updates to full-time staff wages and classifications. The motion was seconded by Commissioner Kuhl and was unanimously approved.

### **3. Approval of Updates to Part-Time and Seasonal Wages and Classifications**

Ms. Sandquist stated that staff recommended a 0.50 cent per hour increase for all part-time and seasonal staff, a returning seasonal staff member increase of an additional 0.50 cents per hour, and a several wage increases based on position qualifications.

Commissioner Somers requested clarification regarding the term “complete season” for seasonal staff. Staff responded that each seasonal staff member is requested to work until an agreed upon end date.

Commissioner Solon made a motion to approve updates to part-time and seasonal staff wages and classifications. The motion was seconded by Commissioner Somers and was unanimously approved.

### **4. Approval of a Resolution and Authorization to file the Abatement Certificate for Series 2013A Bond**

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

Commissioner Kuhl made a motion to approve a resolution and to authorize staff to file the Abatement Certificate for Series 2013A Bond. The motion was seconded by Commissioner Solon. The motion passed 4-0.

5. Approval of Bids for Mowing Services

Staff recommended the board approve authorizing several mowing agreements.

Commissioner Kuhl made a motion to authorize the Executive Director to enter into the following agreements for mowing services for a period beginning April 4, 2024, through November 2025 as well as proceeding to the next lowest responsive bidder to enter a contractual arrangement for the remainder of the original contract if the following contractors do not fulfill their contracts prior to its completion:

- Bill's Lawn Care in the amount of \$1,500 per month for group 1 (low bidder withdrew its bid)
- CP Lawn Services and Landscaping, LLC in the amount of \$850 per month

The motion was seconded by Commissioner Somers and was passed unanimously.

6. Approval of Professional Services Agreement with Clark Dietz for CUSR Center Bus Pull-In

Mr. Olson reported that staff recommends the board authorize the Executive Director to enter into the Professional Services Agreement with Clark Dietz to serve as engineer for this project that will aid participants safe exit of vehicles by bus entry to a new CUSR Center pull-in. Mr. Olson highlighted several options, and the Commissioners requested the opportunity to share their design opinions.

Commissioner Solon made a motion to approve authorizing the Executive Director to enter into the Professional Services Agreement with Clark Dietz for the CUSR pull-in project in an amount totaling \$34,475.00 The motion was seconded by Commissioner Kuhl and was unanimously approved.

7. Approval of Tuition Assistance Agreement

Commissioner Kuhl moved to approve a tuition assistance agreement for Christina Mott with the proposed amendment to strike section three (3) and a total not to exceed \$9,000. The motion was seconded by Commissioner Solon. The motion passed 4-0.

8. Approval of Easements for Ameren at Kaufman Park

Mr. Olson explained that the Illinois Department of Transportation requested Ameren move a natural gas pipeline at Kaufman Park, which requires temporary and permanent easements from the Park District. He noted that Ameren had not executed a copy of the agreement and the Illinois Department of Natural Resources would need to approve of the easements prior to finalization due to an encumbrance at the property.

Commissioner Kuhl moved to table approval of easements for Ameren at Kaufman Park.

Commissioner Somers seconded the motion. The motion passed 4-0.

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

Mr. Johnson reported that the 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.

Commissioner Kuhl requested more information about associated grants. Mr. Johnson reported that two grants had been awarded to the Champaign Parks Foundation to place trees at Dodds and Johnston Parks respectively.

Commissioner Solon made a motion to approve 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. Commissioner Somers seconded the motion, and it was unanimously approved.

10. Approval of Agreement with Clifton, Larsen, Allen for Interim Finance Director

Ms. Sandquist reported that staff investigated solutions for an interim director in anticipation of the departure of Ms. Wallace on February 16, 2024. Staff and legal counsel have requested updates to the statement of work and master service agreement.

Commissioner Kuhl made a motion to 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. The motion was seconded by Commissioner Solon and unanimously passed.

11. Approval of a Resolution in Honor of a Staff Member

Commissioner Solon moved to approve the following resolution in honor of Andrea Wallace's service to the Park District. Commissioner Somers seconded the motion and it unanimously passed.

President Hays thanked Ms. Wallace and read the following resolution into the record in her honor.

### RESOLUTION

**Whereas**, Andrea Wallace has diligently served the Champaign Park District as the Director of Finance for the past 10 years, demonstrating commitment to managing the financial affairs of the Park District and Parks Foundation;

**Whereas**, Andrea Wallace has consistently exhibited financial acumen that has contributed to the Park District's transparency, accountability, and fiscal responsibility, which is necessary for the Park District to fulfill its mission and effectively serve the community;

**Now, Therefore, Be It Resolved** by the Board of Directors of Champaign Park District, the Park Board extends its appreciation to Andrea Wallace for 10 years of service as the Director of Finance.

The Board recognizes Andrea Wallace for her dedication and contributions to the financial success and stability of the Champaign Park District.

In honor of Andrea Wallace's decade of service, the Board expresses its thanks and bestows upon them this resolution, recognizing their impact on the Park District, its staff, and residents.

The Board wishes Andrea Wallace continued success and fulfillment in their future endeavors, confident that the skills, insights, and values they brought to Champaign Park District will have a lasting positive effect.

**Be It Further Resolved** that a copy of this resolution be presented to Andrea Wallace as a tangible expression of the Board's recognition.

APPROVED by the President and Champaign Park District Board of Commissioners this 14<sup>th</sup> day of February, 2024.

### 12. Approval of Amendments to the FY23-24 and FY24-25 Fee Schedule

Mr. Gleason presented the report. He reported staff recommend facility membership updates to the fee schedules. Specifically, staff request the board consider eliminating the non-resident membership fee at the Martens Center, Leonhard Recreation Center, Sholem Aquatic Center, Dodds Tennis Center, and Dog Park. Mr. Gleason stated that members typically live or work within one (1) mile of a facility. In comparison, Decatur Park District, Peoria Park District, Normal Parks and Recreation and Bloomington Parks and Recreation Departments have eliminated their non-resident membership fees. Ms. Sandquist added that this update would apply to monthly and annual membership fees. However, the non-resident rate would remain for day passes.

Commissioner Kuhl commented that this update is a change to the Park District's fee philosophy and that a large percentage of the Park District revenue is supported by Champaign residents. Therefore she is not in favor of eliminating non-resident fees.

The other Commissioners responded that non-residents frequently use the Park District's parks at no charge, and they are willing to experiment with eliminating of the facility non-resident membership fee to determine if it will impact overall revenue.

Commissioner Solon made a motion to approve 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. Commissioner Somers seconded the motion. The motion passed 3-1.

### 13. Approval of Updates to the Scholarship Policy

Ms. Wallace recommended updates to the scholarship policy to clarify Park District support by income ranges and a tiered approach to ensure low income participants receive increased financial support. Additional updates are recommended to clarify the process for awarding Champaign Urbana Special Recreation (CUSR) scholarships, automate general processes, and prepare for integration with the new SmartRec registration software.

Commissioner Kuhl requested staff strike the paragraph regarding general fund support for scholarships on the basis that it is a budgetary policy item that she would support instead.

Commissioner Kuhl made a motion to approve updates to the scholarship policy with the proposed amendment. Commissioner Solon seconded the motion, and it was unanimously passed.

### **Comments from Commissioners**

Commissioner Somers shared about his attendance of the state parks and recreation conference in January 2024.

President Hays thanked Ms. Wallace for her service to the Park District.

### **Executive Session**

Commissioner Solon moved pursuant to the bases set forth below to convene into Executive Session. The motion was seconded by Commissioner Somers and unanimously approved. The Board convened 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.

**Return to Regular Meeting**

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

**Adjourn**

There being no further business to come before the Board, Commissioner Somers made a motion to adjourn the meeting. The motion was seconded by Commissioner Kuhl. The motion passed 4-0 and the meeting was adjourned at 7:40 p.m.

Approved:

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Craig W. Hays, President

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Jarrod Scheunemann, Secretary



# CHAMPAIGN PARK DISTRICT

## REPORT TO PARK BOARD

**FROM:** Sarah Sandquist, Executive Director

**DATE:** February 28, 2024

**SUBJECT:** Presentation of Distinguished Service Award to Justin Matthew

### Background

Staff commend Justin Matthew, Building Service Worker at Leonard Recreation Center for his exceptional act of heroism, as detailed in the article titled "It's cruelty: Urbana men rescue abandoned dog left in cage," published on Yahoo News ([Link to Article](#)).

Justin's courageous and compassionate response to rescue an abandoned dog on premises of the old Champaign County Human Society, reflects the highest standards of service and compassion. His selfless actions, as highlighted in the news article, embody the values of the Park District.

Staff propose that the Board formally acknowledges Justin Matthew's outstanding service by presenting him with a Distinguished Service Award. This recognition will honor Justin's commitment to the welfare of all and inspire staff and the broader community.

### Recommended Action

Staff recommend approval of a Distinguished Service Award to Justin Matthew, a building service worker at the Leonhard Recreation Center.

Prepared by:

Jarrold Scheunemann  
Deputy Executive Director

Reviewed by:

Sarah Sandquist, CPRE  
Executive Director



# CHAMPAIGN PARK DISTRICT

## REPORT TO PARK BOARD

**FROM:** Sarah Sandquist, Executive Director

**DATE:** February 28, 2024

**SUBJECT:** Approval Setting a Public Hearing on the Budget and Appropriations Ordinance

### Background

The Champaign Park District Board of Commissioners must annually set a date for the public hearing on the Budget and Appropriation Ordinance. At the same time, the budget will be placed for public inspection for at least 30 days prior to the board taking any formal action to approve the budget. A formal notice will also be placed in the newspaper at least 7 days prior to the public hearing.

### Prior Board Action

None at this time.

### Budget Impact

The proposed budget and appropriations Ordinance No. 678 for fiscal year beginning May 1, 2024 and ending April 30, 2025 for the Champaign Park District sets total expenditures/transfers in the amount of \$24,862,452.

### Recommended Action

Staff recommends the Board set a Public Hearing on the proposed Budget and Appropriation Ordinance for Wednesday, April 10, 2024 at 5:30 p.m. at the Bresnan Meeting Center to receive public comments. Ordinance No. 678 the proposed Budget and Appropriation Ordinance, is available at the Bresnan Meeting Center for public review.

Prepared by:

Sarah Sandquist, CPRE  
Executive Director

**Ordinance #678**

**BUDGET AND APPROPRIATION ORDINANCE  
For the Year Ended 2025**

**AN ORDINANCE ADOPTING THE COMBINED  
ANNUAL BUDGET AND APPROPRIATION OF  
FUNDS FOR THE CHAMPAIGN PARK DISTRICT  
CHAMPAIGN COUNTY, ILLINOIS  
FOR THE FISCAL YEAR BEGINNING ON THE  
FIRST (1<sup>st</sup>) DAY OF MAY 2024, AND ENDING ON THE THIRTIETH DAY (30<sup>th</sup>) OF APRIL 2025**

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

**SECTION 1.** It is hereby found and determined:

- (a) This Board has heretofore caused to be prepared a combined Annual Budget and Appropriation in tentative form, which Ordinance will be conveniently available for public inspection for at least 30 days prior to final action thereon; and
- (b) A public hearing will be held at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, on the 10<sup>th</sup> day of April 2024 on said Ordinance, notice of said hearing having been given by publication in the Champaign News Gazette, being a newspaper published within the District, at least one week prior to such hearing; and
- (c) That all other legal requirements for the adoption of the Annual Budget and Appropriation of this Park District for the fiscal year beginning May 1, 2024 and ending April 30, 2025 have heretofore been performed.

**Section 2.** The following sums of money, or so much thereof as may be authorized by law for the following objects and purposes, be and the same are hereby budgeted and appropriated for the fiscal year beginning the first (1<sup>st</sup>) day of May 2024 and ending the thirtieth (30<sup>th</sup>) day of April 2025.

Each of said sums of money and the aggregate thereof are deemed necessary by this Board to defray the necessary expenses and liabilities of this District during the fiscal year beginning May 1, 2024 and ending April 30, 2025 for the respective purposes set forth.

All unexpended balances of the appropriations for the fiscal year ended April 30, 2024 and prior years are hereby specifically re-appropriated for the same general purposes for which they were originally made and may be expended in making up any insufficiency of any other items provided in this appropriation ordinance, in making this appropriated, shall constitute the general corporate fund and shall first be placed to credit of such fund.

**Section 3.** The following determinations have been made and are hereby made a part of the aforesaid budget:

An estimate of the cash on hand at the beginning of the fiscal year is expected to be \$42,203,286.

An estimate of the cash expected to be received during the fiscal year from all sources is \$27,094,932.

An estimate of the expenditures and transfers contemplated for the fiscal year is \$24,862,452.

An estimate of the cash expected to be on hand at the end of the first year is \$44,435,766.

An estimate of the amount of taxes to be received during the fiscal year is \$16,694,000.

**Ordinance #678**

**BUDGET AND APPROPRIATION ORDINANCE  
For the Year Ended 2025**

**AN ORDINANCE ADOPTING THE COMBINED  
ANNUAL BUDGET AND APPROPRIATION OF  
FUNDS FOR THE CHAMPAIGN PARK DISTRICT  
CHAMPAIGN COUNTY, ILLINOIS  
FOR THE FISCAL YEAR BEGINNING ON THE  
FIRST (1<sup>st</sup>) DAY OF MAY 2024, AND ENDING ON THE THIRTIETH DAY (30<sup>th</sup>) OF APRIL 2025**

**Section 4.** The receipts and revenues of the Champaign Park District derived from sources other than taxation and not specifically appropriated, and all unexpended balances from the preceding fiscal year not required for the purposes for which they were appropriated and levied, shall constitute the General Corporate Fund and shall first be placed to credit of such fund.

**Section 5.** All ordinances or parts of ordinances conflicting with any of the provisions of this ordinance be, and the same, are hereby repealed to the extent of such conflict. If any item or portion thereof of this budget and appropriation ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such items or the remaining portion of this ordinance.

**Section 6.** This ordinance shall be full force and effective immediately upon its passage. Passed this 10th day of April 2024.

**AYES:**

**NAYS:**

**ABSENT:**

**ABSTAIN:**

[SEAL]

CHAMPAIGN PARK DISTRICT

By

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Craig W. Hays, Board President

ATTEST:

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Jarrod Scheunemann, Board Secretary

**Ordinance No. 678**  
**Budget & Appropriations Totals by Fund**  
**May 1,2024 through April 30, 2025**

Fund	Description	2024-2025	
		Final Budget	Appropriations
1	General	\$ 6,565,727	\$ 7,033,669
2	Recreation	4,418,871	4,785,817
3	Museum	2,627,385	2,797,855
4	Liability Insurance	590,711	649,782
6	IMRF Fund	150,000	180,000
8	Audit Fund	40,000	44,000
9	Paving and Lighting Fund	248,175	262,603
12	Special Donations Fund	121,908	137,034
14	Social Security Fund	600,000	690,000
15	Special Recreation Fund	2,180,016	2,397,992
16	Capital Improvements Fund	3,481,517	3,829,669
19	Police Protection	100,000	115,000
21	Bond Amortization Fund	1,373,661	1,511,027
22	Bond Proceeds Fund	1,929,481	2,070,281
25	Park Development Fund	435,000	478,500
<b>Appropriations - All Funds</b>		<b>\$ 24,862,452</b>	<b>\$ 26,983,229</b>

**Ordinance No. 678**  
**Budget & Appropriations Totals by Fund**  
**May 1,2024 through April 30, 2025**

Account	Description	2024-2025	
		Budget	Appropriations
<b>Fund 01 - GENERAL</b>			
<b>Salaries and Wages</b>			
70201	Full-Time Salaries And Wages	2,825,727	3,027,118
70202	Part-Time Seasonal Wages	433,390	464,278
<b>Salaries and Wages</b>		<b>3,259,117</b>	<b>3,491,396</b>
<b>Fringe Benefits</b>			
53132	Dental Insurance	14,000	14,998
53133	Medical Health Insurance	335,000	358,876
53134	Life Insurance	6,000	6,428
53137	Employee Assistance Program	-	-
83003	Allowances/Reimbursements	35,260	37,773
<b>Fringe Benefits</b>		<b>390,260</b>	<b>429,286</b>
<b>Contractual</b>			
54201	Postage and Mailing	3,250	3,482
54202	Printing and Duplicating	26,000	27,853
54204	Staff Meetings	1,550	1,660
54205	Legal Publications/Notices	3,500	3,749
54206	Advertising/Publicity	100,000	107,127
54207	Staff Training	26,000	27,853
54208	Memberships, Dues And Fees	26,000	27,853
54209	Conference And Travel	31,800	34,066
54210	Board Expense	5,000	5,356
54212	Attorney Fees	150,000	160,691
54214	Architect And Engineering Fees	50,000	53,564
54215	Professional Fees	67,500	72,311
54234	Landfill Fees	34,000	36,423
54236	Auto Allowance	-	-
54240	Office Equipment Repairs	-	-
54241	Vehicle Repair	15,500	16,605
54242	Equipment Repair	18,950	20,301
54245	Building Repair	11,500	12,320
54250	Equipment Rental	11,800	12,641
54253	Pest Control	1,100	1,178

54254 Service Contracts	45,800	49,064
54255 License And Fees	76,600	82,059
54260 Service Contracts-Facilities	7,350	7,874
54261 Service Contracts-Grounds	55,000	58,920
54263 Contractual Mowing	200,000	214,254
54264 Cell Phone Expense	3,200	3,428
54265 Subscriptions	1,300	1,393
54270 Personnel Costs	65,000	69,633
54275 Health And Wellness	4,000	4,285
54280 Other Contractual Services	195,150	209,058
54282 Intern Stipend	-	-
54291 Park And Recreation Excellence	2,500	2,678
59412 Property/Sales Tax	300	321
59414 Credit Card Fees	400	429
<b>Contractual</b>	<b>1,240,050</b>	<b>1,328,429</b>

**Commodities/Supplies**

55301 Office Supplies	5,550	5,946
55302 Envelopes And Stationary	1,000	1,071
55303 Duplicating Supplies	1,250	1,339
55304 Checks And Bank Supplies	1,200	1,286
55305 Photographic Supplies	750	803
55307 Books And Manuscripts	400	429
55308 First Aid/Medical Supplies	5,000	5,356
55309 Safety Supplies	9,000	9,641
55315 Staff Uniforms	31,800	34,066
55316 Participant Uniforms	500	536
55320 Building Maintenance Supplies	29,250	31,335
55321 Landscape Supplies	30,500	32,674
55322 Cleaning /Janitorial Supplies	7,500	8,035
55323 Playground Maintenance Supplies	6,000	6,428
55324 Prescribed Burn Supplies	1,000	1,071
55325 Equipment And Tools	20,750	22,229
55326 Shop Equipment And Supplies	6,000	6,428
55327 Vehicle/Equipment Repair Parts	28,500	30,531
55328 Amenity Maintenance Supplies	10,000	10,713
55329 Office/ Equipment Value <\$10000	20,000	21,425
55330 Gas,Fuel,Grease And Oil	95,100	101,878
55331 Chemicals	13,250	14,194
55332 Paints	1,250	1,339
55333 Plant Materials	128,000	137,123
55348 Flowers And Cards	1,800	1,928
55349 Plaques, Awards And Prizes	4,250	4,553
55350 Recreation/Program Supplies	12,500	13,391
55352 Fish Restocking	4,000	4,285
55354 Food Supplies	15,500	16,605
<b>Commodities/Supplies</b>	<b>491,600</b>	<b>526,637</b>

**Utilities**

56230 Sanitary Fees And Charges	5,300	5,678
56231 Gas And Electricity	71,000	76,060
56232 Water	121,200	129,838
56233 Telecomm Expenditures	37,200	39,851
<b>Utilities</b>	<b>234,700</b>	<b>251,427</b>

**Routine/Periodic Maintenance**

58001 Periodic Maintenance	5,000	5,356
58002 Routine Maintenance	245,000	262,461
<b>Routine/Periodic Maintenance</b>	<b>250,000</b>	<b>267,818</b>

**Transfers to Other Funds**

59409 Transfers To Other Funds	<b>700,000</b>	<b>749,889</b>
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**Appropriations - Fund 01**

<b>6,565,727</b>	<b>7,033,669</b>
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**Fund 02 - RECREATION**

**Salaries and Wages**

70201 Full-Time Salaries And Wages	961,705	1,041,566
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70202 Part-Time Seasonal Wages	1,501,132	1,625,787
<b>Salaries and Wages</b>	<b>2,462,837</b>	-
<b>Fringe Benefits</b>		-
53132 Dental Insurance	5,500	5,957
53133 Medical Health Insurance	145,000	157,041
53134 Life Insurance	2,500	2,708
53137 Employee Assistance Program	-	-
83003 Allowances/Reimbursements	16,000	17,329
<b>Fringe Benefits</b>	<b>169,000</b>	<b>183,035</b>
<b>Contractual</b>		
54201 Postage And Mailing Expense	250	271
54202 Printing And Duplicating	-	-
54204 Staff Meetings	100	108
54206 Advertising/Publicity	200	217
54207 Staff Training	16,900	18,303
54208 Memberships, Dues And Fees	31,030	33,607
54209 Conference And Travel	14,491	15,694
54234 Landfill Fees	8,000	8,664
54236 Auto Allowance	500	542
54241 Vehicle Repair	8,500	9,206
54242 Equipment Repair	19,600	21,228
54245 Building Repair	48,650	52,690
54250 Equipment Rental	7,460	8,079
54251 Rental Facilities	5,000	5,415
54253 Pest Control	5,000	5,415
54254 Service Contracts	17,300	18,737
54255 License And Fees	9,650	10,451
54260 Service Contracts-Facilities	137,540	148,961
54261 Service Contracts-Grounds	20,500	22,202
54264 Cell Phone Expense	2,600	2,816
54265 Subscriptions	-	-
54270 Personnel Costs	67,500	73,105
54271 Petty Cash	-	-
54280 Other Contractual Services	3,270	3,542
54281 Contractual Personnel	36,393	39,415
54282 Intern Stipend	-	-
54285 Contractual Entertainment	500	542
54299 Field/Special Trips	37,790	40,928
59412 Property/Sales Tax	11,600	12,563
59414 Credit Card Fees	46,250	50,091
<b>Contractual</b>	<b>556,574</b>	-
<b>Commodities/Supplies</b>		-
55301 Office Supplies	7,430	8,047
55303 Duplicating Supplies	3,200	3,466
55307 Books And Manuscripts	1,000	1,083
55308 First Aid Supplies	2,500	2,708
55315 Staff Uniforms	22,985	24,894
55316 Participant Uniforms	30,800	33,358
55320 Building Maintenance Supplies	60,597	65,629
55321 Landscape Supplies	13,000	14,080
55322 Cleaning /janitorial Supplies	28,100	30,433
55325 Equipment And Tools	2,000	2,166
55327 Vehicle/equip Repair Parts	2,750	2,978
55329 Office/ Equipment Value <\$10000	-	-
55330 Fuel Purchases	9,250	10,018
55331 Chemicals	78,500	85,019
55332 Paint	15,000	16,246
55333 Plant Materials	2,500	2,708
55348 Flowers And Cards	1,000	1,083
55349 Plaques, Awards And Prizes	12,344	13,369
55350 Recreation/program Supplies	106,805	115,674
55353 Innovation Center Supplies	2,000	2,166
55354 Food Supplies	35,749	38,718
55360 Merchandise For Resale	56,031	60,684
<b>Commodities/Supplies</b>	<b>493,541</b>	-
<b>Utilities</b>		-

56230 Sanitary Fees And Charges	33,474	36,254
56231 Gas And Electricity	392,612	425,215
56232 Water	165,733	179,496
56233 Telecomm Expenditures	37,800	40,939
<b>Utilities</b>	<b>629,619</b>	-
<b>Routine/Periodic Maintenance</b>		-
58001 Periodic Maintenance	17,300	18,737
58002 Routine Maintenance	30,000	32,491
<b>Routine/Periodic Maintenance</b>	<b>47,300</b>	
<b>Transfers to Other Funds</b>	<b>60,000</b>	64,978
<b>Appropriations - Fund 02</b>	<b>4,418,871</b>	<b>4,968,852</b>

**Fund 03 - MUSEUM**

**Salaries and Wages**

70201 Full-Time Salaries And Wages	608,429	647,905
70202 Part-Time Seasonal Wages	538,260	573,183
<b>Salaries and Wages</b>	<b>1,146,689</b>	<b>1,221,088</b>

**Fringe Benefits**

53132 Dental Insurance	3,500	3,727
53133 Medical Health Insurance	90,000	95,839
53134 Life Insurance	1,500	1,597
53137 Employee Assistance Program	-	-
83003 Allowances/Reimbursements	8,500	9,051
<b>Fringe Benefits</b>	<b>103,500</b>	<b>110,215</b>

**Contractual**

54201 Postage And Mailing	1,450	1,544
54202 Printing And Duplicating	1,500	1,597
54205 Legal Publications/Notices	100	106
54206 Advertising/Publicity	47,500	50,582
54207 Staff Training	-	-
54208 Memberships, Dues And Fees	4,000	4,260
54209 Conference And Travel	10,171	10,831
54215 Professional Fees	1,500	1,597
54234 Landfill Fees	11,400	12,140
54241 Vehicle Repair	500	532
54242 Equipment Repair	10,718	11,413
54245 Building Repair	17,000	18,103
54250 Equipment Rental	60,120	64,021
54251 Rental Facilities	25,500	27,154
54253 Pest Control	1,750	1,864
54254 Service Contracts	7,200	7,667
54255 License And Fees	20,240	21,553
54260 Service Contracts-Facilities	69,806	74,335
54265 Subscriptions	-	-
54270 Personnel Costs	27,500	29,284
54280 Other Contractual Services	83,500	88,918
54281 Contractual Personnel	77,099	82,101
54285 Contractual Entertainment	392,200	417,647
54299 Field/special Trips	3,000	3,195
59412 Property/sales Tax	11,000	11,714
59414 Credit Card Fees	79,526	84,686
<b>Contractual</b>	<b>964,280</b>	<b>1,026,844</b>

**Commodities/Supplies**

55301 Office Supplies	2,550	2,715
55302 Envelopes And Stationary	500	532
55303 Duplicating Supplies	900	958
55305 Photographic Supplies	-	-
55307 Books and Manuscripts	880	937
55308 First Aid/Medical Supplies	600	639
55315 Staff Uniforms	1,455	1,549
55316 Participant Uniforms	2,317	2,467
55320 Building Maintenance Supplies	18,000	19,168
55322 Cleaning /Janitorial Supplies	7,870	8,381

55327 Vehicle/Equipment Repair Parts	2,000	2,130
55329 Office/ Equipment Value <\$10000	3,000	3,195
55330 Gas,Fuel,Grease And Oil	4,000	4,260
55349 Plaques, Awards And Prizes	16,284	17,341
55350 Recreation/Program Supplies	70,829	75,425
55351 Animal Supplies	2,500	2,662
55354 Food Supplies	55,350	58,941
55355 Animal Feed	2,500	2,662
55360 Merchandise For Resale	35,667	37,981
<b>Commodities/Supplies</b>	<b>227,202</b>	<b>241,943</b>
		-
<b>Utilities</b>		-
56230 Sanitary Fees And Charges	2,569	2,736
56231 Gas And Electricity	124,595	132,679
56232 Water	14,300	15,228
56233 Telecomm Expenditures	19,250	20,499
<b>Utilities</b>	<b>160,714</b>	<b>171,141</b>
		-
<b>Routine/Periodic Maintenance</b>		-
58001 Periodic Maintenance	10,000	10,649
		-
<b>Transfers to Other Funds</b>	<b>15,000</b>	<b>15,975</b>
		-
<b>Appropriations - Fund 03</b>	<b>2,627,385</b>	<b>2,797,855</b>

**Fund 04 - LIABILITY INSURANCE**

**Salaries and Wages**

70201 Full-Time Salaries And Wages	63,371	69,708
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**Fringe Benefits**

53132 Dental Insurance	500	550
53133 Medical Health Insurance	12,000	13,200
53134 Life Insurance	250	275
83003 Allowances/Reimbursements	840	924
<b>Fringe Benefits</b>	<b>13,590</b>	

**Contractual**

54207 Staff Training	-	
54209 Conference And Travel	750	825
54255 License And Fees	2,000	2,200
54270 Personnel Costs	500	550
<b>Contractual</b>	<b>3,250</b>	

**Commodities/Supplies**

55306 CPR Books And Supplies (Tort Fund)	10,000	11,000
55307 Books and Manuscripts	100	110
55329 Office/ Equipment Value <\$10000	3,000	3,300
<b>Commodities/Supplies</b>	<b>13,100</b>	

**Insurance**

57131 Workers Compensation	95,000	104,500
57137 Unemployment Premium	2,500	2,750
57220 Liability Insurance	35,000	38,500
57222 Employment Practices	13,000	14,300
57224 Property Insurance	75,000	82,500
<b>Insurance</b>	<b>220,500</b>	

**Capital Outlay**

61515 Repair Projects And Equipment	276,900	304,590
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<b>Appropriations - Fund 04</b>	<b>590,711</b>	<b>649,782</b>
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**Fund 06 - IMRF FUND**

**Fringe Benefits**

53135 IMRF Payments	150,000	180,000
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<b>Appropriations - Fund 06</b>	<b>150,000</b>	<b>180,000</b>
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**Fund 08 - AUDIT FUND****Fringe Benefits**

54217 Audit Expenses	40,000	44,000
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<b>Appropriations - Fund 08</b>	<b>40,000</b>	<b>44,000</b>
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**Fund 09 - PAVING AND LIGHTING FUND****Routine/Periodic Maintenance**

58002 Routine Maintenance	155,200	164,223
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**Capital Outlay**

61508 Park Construction/Improvements	92,975	98,380
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<b>Appropriations - Fund 09</b>	<b>248,175</b>	<b>262,603</b>
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**Fund 12 - SPECIAL DONATIONS FUND****Contractual**

54292 Scholarships	115,000	129,269
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59415 Transfer To Parks Foundation-Restricted	6,908	7,765
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<b>Appropriations - Fund 12</b>	<b>121,908</b>	<b>137,034</b>
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**Fund 14 - SOCIAL SECURITY FUND****Fringe Benefits**

53136 FICA Payments	600,000	690,000
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<b>Appropriations - Fund</b>	<b>600,000</b>	<b>690,000</b>
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**Fund 15 - SPECIAL RECREATION FUND****Salaries and Wages**

70201 Full-Time Salaries And Wages	210,717	231,786
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70202 Part-Time Seasonal Wages	275,454	302,996
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70204 Inclusion Assistant 50% ADA	37,000	40,700
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<b>Salaries and Wages</b>	<b>523,171</b>	<b>575,482</b>
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**Fringe Benefits**

53132 Dental Insurance	1,500	1,650
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53133 Medical Health Insurance	35,000	38,500
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53134 Life Insurance	1,000	1,100
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53135 IMRF Payments	10,000	11,000
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53136 FICA Payments	60,000	65,999
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53137 Employee Assistance Program	-	-
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83003 Allowances/Reimbursements	3,500	3,850
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<b>Fringe Benefits</b>	<b>111,000</b>	<b>122,099</b>
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**Contractual**

54201 Postage And Mailing	1,000	1,100
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54202 Printing And Duplicating	-	-
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54204 Staff Meeting	-	-
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54205 Legal Publications And Notices	-	-
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54206 Advertising/publicity	-	-
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54207 Staff Training	2,000	2,200
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54208 Memberships, Dues And Fees	1,000	1,100
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54209 Conference And Travel	1,340	1,474
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54236 Auto Allowance	-	-
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54241 Vehicle Repair	8,000	8,800
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54245 Building Repair	1,560	1,716
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54250 Equipment Rental	525	577
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54251 Rental Facilities	8,164	8,980
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54253 Pest Control	500	550
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54254 Service Contracts	3,500	3,850
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54260 Service Contracts-facilities	36,520	40,172
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54264 Cell Phone Expense	350	385
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54270 Personnel Costs	17,000	18,700
54281 Contractual Personnel	2,500	2,750
54282 Intern Stipends	1,400	1,540
54285 Contractual Entertainment	-	-
54299 Field/special Trips	53,055	58,360
59414 Credit Card Fees	2,200	2,420
<b>Contractual</b>	<b>140,614</b>	<b>154,674</b>

**Commodities/Supplies**

55301 Office Supplies	1,560	1,716
55302 Envelopes And Stationary	400	440
55303 Duplicating Supplies	350	385
55315 Staff Uniforms	3,935	4,328
55316 Participant Uniforms	2,176	2,394
55320 Building Maintenance Supplies	2,080	2,288
55322 Cleaning /janitorial Supplies	3,700	4,070
55327 Vehicle/equipment Repair Parts	2,100	2,310
55329 Office/ Equipment Value <\$10000	900	990
55330 Gas,fuel,grease And Oil	5,000	5,500
55348 Flowers And Cards	50	55
55349 Plaques, Awards And Prizes	6,675	7,342
55350 Recreation/program Supplies	18,577	20,434
55354 Food Supplies	20,990	23,089
<b>Commodities/Supplies</b>	<b>68,493</b>	<b>75,341</b>

**Utilities**

56230 Sanitary Fees And Charges	416	458
56231 Gas And Electricity	16,000	17,600
56232 Water	1,560	1,716
56233 Telecomm Expenditures	7,500	8,250
<b>Utilities</b>	<b>25,476</b>	<b>28,024</b>

**Insurance**

57131 Workers Compensation	2,000	2,200
57220 Liability Insurance	1,500	1,650
57222 Employment Practices	500	550
57224 Property Insurance	3,000	3,300
<b>Insurance</b>	<b>7,000</b>	<b>7,700</b>

**Routine/Periodic Maintenance**

58002 Routine Maintenance	15,000	16,500
58003 ADA Non-Capital Expenditures	58,000	63,799
<b>Routine/Periodic Maintenance</b>	<b>73,000</b>	<b>80,299</b>

**Capital Outlay**

61508 CPD - ADA	797,000	876,691
61509 UPD Capital ADA	409,262	450,183
<b>Capital Outlay</b>	<b>1,206,262</b>	<b>1,326,874</b>

**Transfers to Other Funds**

	<b>25,000</b>	27,499
<b>Appropriations - Fund 15</b>	<b>2,180,016</b>	<b>2,397,992</b>

**Fund 16 - CAPITAL IMPROVEMENTS FUND**

**Capital Outlay**

61508 Park Construction/Improvements	3,456,517	3,802,169
61515 Repair Projects and Equipment	25,000	27,500

**Appropriations - Fund 16**

	<b>3,481,517</b>	<b>3,829,669</b>
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**Fund 19 - POLICE PROTECTION**

**Contractual**

54281 Contractual Personnel	100,000	115,000
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**Appropriations - Fund 19**

	<b>100,000</b>	<b>115,000</b>
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**Fund 21 - BOND AMORTIZATION FUND**

<b>Transfer To Other Funds</b>		
59409 Transfers To Other Funds	1,373,661	1,511,027
<b>Appropriations - Fund 21</b>	<b>1,373,661</b>	<b>1,511,027</b>

**Fund 22 - BOND PROCEEDS FUND**

<b>Contractual</b>		
54215 Professional Fees	5,950	6,384
<b>Capital Outlay</b>		
61504 Vehicles / Equipment	688,453	738,691
61508 Park Construction/Improvements	637,491	684,011
<b>Debt Service Principal</b>		
59405 Bond Redemption	525,000	563,311
<b>Debt Service Interest/Fees</b>		
59407 Interest Expenditure	72,587	77,884
<b>Appropriations - Fund 22</b>	<b>1,929,481</b>	<b>2,070,281</b>

**Fund 25 - PARK DEVELOPMENT FUND**

<b>Capital Outlay</b>		
61508 Park Construction/Improvements	435,000	478,500
<b>Appropriations - Fund 25</b>	<b>435,000</b>	<b>478,500</b>

**CERTIFICATION OF  
ESTIMATE OF REVENUE  
FISCAL YEAR 2025**

I, Donna Lawson, do hereby certify that I am the duly qualified Treasurer of the Champaign Park District. As such, I do further certify that the revenues, by source, anticipated to be received by the Park District in the fiscal year beginning May 1, 2024 and ending on April 30, 2025 are estimated to be as follows:

**ESTIMATE OF REVENUE**

**Source of Revenue Amount**

Property Taxes	16,694,000	
Personal Property Replacement Tax	525,000	
Charges for Services	3,921,924	
Contributions & Sponsorships	723,788	
Concessions & Merchandise	257,591	
Grants	638,500	
Interest	2,000,000	
Bond Proceeds (Reflected as a Transfer)	1,373,661	
Special Receipts/Other	160,468	
Transfer to Other Funds	800,000	
<b>Total Estimate of Revenue</b>	<b>27,094,932</b>	<b>(27,094,932)</b>

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Champaign Park District this 10th day of April, 2024.

**SEAL**

\_\_\_\_\_  
**Donna Lawson, Treasurer**



## REPORT TO PARK BOARD

**FROM:** Sarah Sandquist, Executive Director

**DATE:** February 22, 2024

**SUBJECT:** Challenger Soccer Agreement

### Background

The Champaign Park District (Park District) has successfully partnered with Challenger Sports, Inc. to execute the Challenger British Soccer Camps since 2004. During the last two years, under the previous agreement, the camps provided opportunities for 128 youth soccer players to receive high-level soccer instruction. Challenger provides the Park District with trained and qualified instructors for the program as well as all necessary equipment including balls, t-shirts, participant jerseys, etc. Additionally, as part of the contract the Park District receives competitive locked-in rates for youth soccer jerseys and various equipment as needed.

### Prior Board Action

The Board approved a two-year contract with Challenger Sports, Inc. at the February 9, 2022, Regular Board meeting.

### Summary of Updates from Previous Agreement

- Increased camp fees. As a result, the Park District's cut per registration increased.
- Garment prices increased by varying amounts and a reversible jersey option was added.
- Equipment costs increased by varying amounts depending on the item.

### Budget Impact

Over the past two years, our relationship with Challenger Sports has generated revenue of \$1,990.68. Expenses including instructors, equipment, and participant shirts, which are borne by Challenger. The program has minimal Park District expenses but allows the Park District to provide an excellent service to residents. Additionally, this agreement offers competitive rates on garments and equipment, saving the Park District on orders.

### Recommended Action

Staff recommends renewing the agreement with Challenger Soccer Sports, Inc. and authorizing the Executive Director to enter a 3-year partnership to conclude in 2027. This contract will allow the Park District to continue offering a high-quality summer camp for youth soccer enthusiasts and lock in rates for soccer garment and equipment purchases for leagues. Staff recommend approval of the attached contract with Challenger Sports, Inc.

Prepared by:

Reviewed by:

Jimmy Gleason  
Director of Facilities

Sarah Sandquist  
Executive Director

**AGREEMENT BETWEEN  
CHALLENGER SOCCER AND THE CHAMPAIGN PARK DISTRICT**

THIS AGREEMENT is made and entered into effective ~~\_\_\_\_\_~~, ~~\_\_\_\_\_~~ March 1, 2024 by and between the Champaign Park District, an Illinois municipal corporation (hereinafter referred to as "Park District"), whose principal address is 706 Kenwood Road, Champaign, Illinois 61821, and British Soccer, a division of Challenger Sports Corporation (hereinafter referred to as "Challenger"), whose principal address is \_\_\_\_\_.

WITNESSETH:

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

Section 1 – General Purpose. The purpose of this Agreement between the Park District and Challenger is to provide the terms and conditions wherein Challenger will organize, ~~manage~~, and register participants for the Challenger Soccer Camps for the Park District, as well as provide garments and equipment at agreed upon rates. The Agreement defines responsibilities for each entity.

Section 2 – Term. This Agreement shall be in effect for a period commencing March 1, 2024~~2~~ – Feb 28, 2027~~4~~.

Section 3 – Challenger Responsibilities. Challenger shall:

A. Conduct and undertake an instructional soccer camp on behalf of Park District. Each camp shall include five daily sessions, Monday through Friday, or as otherwise specified. Sessions shall run for 45 minutes, three hours, or six hours. In consideration for the services rendered by Challenger it shall pay Park District the following camp fee rates per registrant (per sessions length) for 2024~~2~~. Should camp fees be increased in 2025~~3~~ or 2026~~4~~ the rate the Park District receives shall increase by the same percentage.

A- Park District rates for 2024 shall be:

Tiny Tykes	45 minutes	<del>\$40</del> <u>11</u>
Half Day	3 hours	<del>\$15</del> <u>17</u>
Full Day	6 hours	<del>\$25</del> <u>27</u>

B. Set camp fees at the following rates (per session length) for 2023~~2~~ and agree to an annual increase of no more than 5% per year in camp fee session rates for 2024~~3~~ and 2025~~4~~.

Tiny Tykes	45 minutes	<del>\$109</del> <u>122</u>
Half Day	3 hours	<del>\$150</del> <u>168</u>
Full Day	6 hours	<del>\$225</del> <u>243</u>

C. Remit payment within 30 days of receiving the Park District invoice following the conclusion of each camp.

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- D. Conduct a minimum of one, up to two camps ~~a~~per year, on mutually agreed upon dates.
- E. Provide Park District with trained and qualified instructors, equipment, and related services.
- F. Provide at least one qualified coach for each coaching group (12-16) campers.
- G. Provide the Park District proof that all coaches are certified and have completed and passed a background check.
- H. Register participants and collect fees; all registration numbers must be provided a minimum of 7 days in advance of camp.
- I. Provide a camp T-shirt and soccer ball to each participant that meets the registration deadline.
- J. Solicit and secure host families for the coaches, and in connection therewith provide all host families with a rebate of at least \$80 towards the cost of their camp fees.
- K. Serve as the vendor for the Park District's seasonal purchases of Challenger soccer jerseys. Challenger shall provide the items listed at the rates below for the term of this agreement.

Item	Colors	Youth Sizes	Adult Sizes
103 Prima Jersey	Red & Blue	<del>\$12.396.45</del> /ea	<del>\$12.396.95</del> /ea
168 Flux Reversible	Red & Cobalt	<del>\$18.60</del> /ea	<del>\$18.60</del> /ea
243 Dakota Shorts	Black	<del>\$4.5540</del> /ea	<del>\$4.5580</del> /ea
Premier Socks	Black	<del>\$2.4335</del> /ea	<del>\$2.4335</del> /ea

~~Cost includes Jersey, number printed on back of jersey & and full chest single color logo for printing. 103 Prima Jersey will have an additional charge of \$2.00/per jersey for number printing on back of jersey and \$3.10/per jersey for full chest single color logo printing.~~

- L. Additional equipment from Challenger will be available for purchase at the following prices for the term of this agreement.

Cosmo Soccer Ball	<del>\$6.1500</del> /ea	Size 3,4, or 5
Orbit Soccer Ball	<del>\$7.8950</del> /ea	Size 3,4, or 5
Rage Soccer Ball	<del>\$8.8750</del> /ea	Size 3,4, or 5
Pinnie (Scrimmage Vest)	<del>\$4.3920</del> /ea	Per Item
Challenger Disc Cones	<del>\$0.58/5</del> /ea	Per Item

- M. ~~Challenger shall not~~Not require players to pay any additional fees in addition to registration fees without prior approval from the Park District's Sports Manager or designee.

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Section 4 – Champaign Park District Responsibilities. Park District shall:

A.N. Submit invoices to Challenger at the conclusion of each camp session based upon compensation terms.

~~B.A. Challenger shall not require players to pay any additional fees in addition to registration fees without prior approval from the Park District's Sports Manager or designee.~~

C.O. Provide primary marketing support for the Challenger soccer camps, specifically through the Park District ~~program guide~~ website, posters/electronic advertisements at Park District facilities, and Park District social media.

D.P. Provide Challenger such facilities and support staff as may be necessary for it to carry out its responsibilities.

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Section 5 – Rules, Laws, and Ordinances. Challenger shall comply with any and all applicable ordinances and permit procedures of the Park District in carrying out the terms of this Agreement.

Section 6 – Insurance. Challenger shall keep in full force and effect at all times during this Agreement a comprehensive general liability insurance policy, with contractual liability coverage, with minimum limits of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate together with property damage insurance of not less than \$1,000,000. All insurance carriers providing the coverage set forth herein shall have a rating of A as assigned by A.M. Best and Co. and shall be reasonably satisfactory to Park District. All insurance coverage provided by Challenger shall be primary insurance as to Park District. Any insurance or self-insurance maintained by Park District shall be in excess of Challenger s' insurance and shall not contribute with it. **The Park District, its commissioners, directors, officers, employees, agents, representatives, and volunteers shall be covered as additional insured's under the general liability coverage which shall contain no special limitation on the scope of protection afforded to the additional insured's, and shall contain appropriate extensions or riders necessary to assure coverage.** The policy shall not be cancelled or amended without at least ten (10) days prior written notice having been given to the Park District. Cancellation of any such coverage without a substitute policy containing the required coverage's being put in force, shall be grounds for the Park District to immediately terminate this Agreement with no further rights afforded Challenger. At its option, Park District may continue such insurance at its cost and obtain reimbursement and repayment thereof from Challenger. In such event, Challenger shall pay the amount due within ten (10) days of payment by Park District. The Parties acknowledge that Challenger may from time to time change insurers; provided that, the Park District shall be provided with a certificate of such insurance otherwise conforming to and in compliance with the terms hereof, promptly upon such change.

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

Challenger 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
  - **Must show policy number on certificate of insurance if workman's compensation is provided**
- (b) Comprehensive General Liability:
- General Liability: 1,000,000 each occurrence (including completed operation and products liability)
  - Property Damage: \$1,000,000 each occurrence
  - General Aggregate: \$2,000,000 or a combined single limit of \$2,000,000
  - Property damage liability insurance will provide Explosion, Collapse and underground coverages where applicable
- (c) Contractual Liability (Hold Harmless Coverage):
- Bodily Injury: \$1,000,000
  - Property Damage: \$1,000,000 each occurrence
  - Annual Aggregate: \$2,000,000 each occurrence
- (c) Comprehensive Automobile Liability:
- Bodily Injury: \$1,000,000 Per Person and \$1,000,000 Per Accident
  - Property Damage: \$500,000 each occurrence or combined single limit of \$500,000
- (d) Umbrella Liability:
- \$5,000,000 each occurrence

The Park District, its commissioners, directors, officers, agents and employees are to be covered and named as additional insureds under the General Liability coverage and 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, Challenger shall furnish the Park District with certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above. All certificates shall provide for 30 days written notice to Park District prior to cancellation or material change of any insurance referred to therein. Failure of the Park District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the Park District to identify a deficiency from the evidence that is provided shall not be construed as a waiver of Challenger's obligation to 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 the Park District at its sole discretion. All insurance coverage provided by the Challenger shall be primary coverage as to the Park District. Any insurance or self-insurance maintained by the Park District shall be excess of the Challenger's and shall not contribute to it.

Section 7 – Independent Contractors. Challenger acknowledges and agrees that Challenger is not an employee of the Park District, is not entitled to any benefits or protections afforded employees of the Park District, nor bound by any obligations of employees of the Park District. Nevertheless, Challenger will not act contrary to the policies of the Park District. Challenger understands and fully agrees that Challenger will not be insured under provisions of the unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District, and that any injury or property damage in connection with the work performed will be Challenger's sole responsibility and not that of the Park District. It is also understood that P Challenger is not protected as an employee or as a person acting as an

agent or employee under the provisions of the general liability insurance of the Park District and, therefore, Challenger will be solely responsible for Challenger's own acts or omissions, and those of Challenger's employees and agents, if any. The Park District will not in any manner whatsoever be obligated to defend, indemnify or hold harmless Challenger, or Challenger's employees and agents, if any, in matters of liability.

Challenger acknowledges and agrees that Challenger is solely responsible to pay all applicable federal, state and local income and withholding tax obligations or contributions imposed pursuant to Social Security, unemployment insurance and worker's compensation insurance on behalf of Challenger and those employees and agents, if any, employed by Challenger.

Section 8 – Hold Harmless and Indemnification. Challenger shall indemnify, defend and hold harmless Park District and any of its commissioners, directors, officers, employees, agents, representatives, and volunteers from and against any and all liability, loss, costs, causes of actions, demands, attorney's fees, expenses, claims, suits and judgments of whatsoever kind and character, including without limitation, all possible costs of responding to demands, in whatever form that may take, with respect to any claim made against Park District that arises solely from an act, failure or omission on the part of Challenger or any of its trustees, directors, officers, employees, agents and representatives in carrying out of the terms of this Agreement.

Section 9 – Default. In the event that either Party fails to comply with the terms of this Agreement, and cure such default within fifteen (15) days of written notice from the other Party, then the non-defaulting Party shall have the right to terminate this Agreement. Any such termination shall not terminate or affect the obligations or rights to enforce the same as they may have accrued prior to termination.

Section 10 – Severability. In the event any one or more of the provisions set forth in this Agreement shall 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.

Section 11 – Assignment - Binding Effect. Neither party nor any subsidiary, successor, partner, employee, agent or affiliate shall assign or delegate any of their rights or responsibilities under this Agreement without the prior written consent of the other, which shall not be unreasonably withheld.

Section 12 – Waiver. Failure to insist upon strict compliance with any of the terms, covenants, or conditions of this Agreement, shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of the right or power at all or any other times.

Section 13 – Entire Agreement and Amendment. This Agreement and any written addendum to it executed in writing by the Parties constitute(s) the entire contract between Park District and Challenger, and may be changed, modified or amended only by mutual written agreement or addendum executed by Park District and Challenger.

Section 14 – Counterparts. This Agreement shall be executed in any number of counterparts, each of which shall be deemed to be an original.

Section 15 – Notice. All notices required pursuant to this Agreement shall be in writing, and shall be deemed to have been given at the time they are mailed to the respective Party via certified mail, return receipt requested with an additional copy sent via U.S. first class mail at the

address set forth below, or at such other place or address as the Parties shall provide to each other in writing.

Section 16 – Force Majeure. The Parties shall not be liable to each other or any third party for any delay or failure in performing the obligations under this Agreement, or for any loss or damage resulting therefrom, due to causes beyond their control, including without limitation, acts of God, the public enemy, major equipment failures, pandemic, epidemic, inability to obtain materials or services, wars, explosions, accidents, riots, labor disputes, strikes, lockouts, civil commotion or insurrection, fires, quarantine, shelter-in-place order, pestilence, natural catastrophes or disasters (including without limitation, unusually severe weather), economic fluctuations, non-availability of electric power or other necessary energy sources, or legal or government laws, regulations, orders, requirements, or demands. In the event of a delay or failure caused by such circumstances, the date of delivery or performance shall be excused and extended not to exceed the duration of the failure or delay; provided that, the Party affected by such delay is using commercially reasonable efforts to mitigate or eliminate the cause of such delay or its effects. Each Party shall promptly notify the other in writing of any delay or failure in and the effect upon its performance as to time for anticipated resumption of performance of the obligations under this Agreement.

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

Challenger  
Attn: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Champaign Park District,  
a municipal corporation

British Soccer,  
a division of Challenger Sports Corporation

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

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

Name: \_\_\_\_\_  
(print name)

Name: \_\_\_\_\_  
(print name)

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

**AGREEMENT BETWEEN  
CHALLENGER SOCCER AND THE CHAMPAIGN PARK DISTRICT**

THIS AGREEMENT is made and entered into effective March 1, 2024 by and between the Champaign Park District, an Illinois municipal corporation (hereinafter referred to as “Park District”), whose principal address is 706 Kenwood Road, Champaign, Illinois 61821, and British Soccer, a division of Challenger Sports Corporation (hereinafter referred to as “Challenger”), whose principal address is \_\_\_\_\_.

WITNESSETH:

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

Section 1 – General Purpose. The purpose of this Agreement between the Park District and Challenger is to provide the terms and conditions wherein Challenger will organize, manage, and register participants for the Challenger Soccer Camps for the Park District, as well as provide garments and equipment at agreed upon rates. The Agreement defines responsibilities for each entity.

Section 2 – Term. This Agreement shall be in effect for a period commencing March 1, 2024 – Feb 28, 2027.

Section 3 – Challenger Responsibilities. Challenger shall:

- A. Conduct and undertake an instructional soccer camp on behalf of Park District. Each camp shall include five daily sessions, Monday through Friday, or as otherwise specified. Sessions shall run for 45 minutes, three hours, or six hours. In consideration for the services rendered by Challenger it shall pay Park District the following camp fee rates per registrant (per sessions length) for 2024. Should camp fees be increased in 2025 or 2026 the rate the Park District receives shall increase by the same percentage.

Park District rates for 2024 shall be:

Tiny Tykes	45 minutes	\$11
Half Day	3 hours	\$17
Full Day	6 hours	\$27

- B. Set camp fees at the following rates (per session length) for 2023 and agree to an annual increase of no more than 5% per year in camp fee session rates for 2024 and 2025.

Tiny Tykes	45 minutes	\$122
Half Day	3 hours	\$168
Full Day	6 hours	\$243

- C. Remit payment within 30 days of receiving the Park District invoice following the conclusion of each camp.
- D. Conduct a minimum of one, up to two camps per year, on mutually agreed upon dates.

- E. Provide Park District with trained and qualified instructors, equipment, and related services.
- F. Provide at least one qualified coach for each coaching group (12-16) campers.
- G. Provide the Park District proof that all coaches are certified and have completed and passed a background check.
- H. Register participants and collect fees; all registration numbers must be provided a minimum of 7 days in advance of camp.
- I. Provide a camp T-shirt and soccer ball to each participant that meets the registration deadline.
- J. Solicit and secure host families for the coaches, and in connection therewith provide all host families with a rebate of at least \$80 towards the cost of their camp fees.
- K. Serve as the vendor for the Park District's seasonal purchases of Challenger soccer jerseys. Challenger shall provide the items listed at the rates below for the term of this agreement.

Item	Colors	Youth Sizes	Adult Sizes
103 Prima Jersey	Red & Blue	\$12.39/ea	\$12.39/ea
168 Flux Reversible	Red & Cobalt	\$18.60/ea	\$18.60/ea
243 Dakota Shorts	Black	\$4.55/ea	\$4.55/ea
Premier Socks	Black	\$2.43/ea	\$2.43/ea

Cost includes Jersey, number printed on back of jersey and full chest single color logo for printing.

- L. Additional equipment from Challenger will be available for purchase at the following prices for the term of this agreement.

Cosmo Soccer Ball	\$6.15/ea	Size 3,4, or 5
Orbit Soccer Ball	\$7.89/ea	Size 3,4, or 5
Rage Soccer Ball	\$8.87/ea	Size 3,4, or 5
Pinnie (Scrimmage Vest)	\$4.39/ea	Per Item
Challenger Disc Cones	\$0.58/ea	Per Item

- M. Not require players to pay any additional fees in addition to registration fees without prior approval from the Park District's Sports Manager or designee.

Section 4 – Champaign Park District Responsibilities. Park District shall:

- N. Submit invoices to Challenger at the conclusion of each camp session based upon compensation terms.

- O. Provide primary marketing support for the Challenger soccer camps, specifically through the Park District website, posters/electronic advertisements at Park District facilities, and Park District social media.
- P. Provide Challenger such facilities and support staff as may be necessary for it to carry out its responsibilities.

Section 5 – Rules, Laws, and Ordinances. Challenger shall comply with any and all applicable ordinances and permit procedures of the Park District in carrying out the terms of this Agreement.

Section 6 – Insurance. Challenger shall keep in full force and effect at all times during this Agreement a comprehensive general liability insurance policy, with contractual liability coverage, with minimum limits of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate together with property damage insurance of not less than \$1,000,000. All insurance carriers providing the coverage set forth herein shall have a rating of A as assigned by A.M. Best and Co. and shall be reasonably satisfactory to Park District. All insurance coverage provided by Challenger shall be primary insurance as to Park District. Any insurance or self-insurance maintained by Park District shall be in excess of Challenger s' insurance and shall not contribute with it. **The Park District, its commissioners, directors, officers, employees, agents, representatives, and volunteers shall be covered as additional insured's under the general liability coverage which shall contain no special limitation on the scope of protection afforded to the additional insured's, and shall contain appropriate extensions or riders necessary to assure coverage.** The policy shall not be cancelled or amended without at least ten (10) days prior written notice having been given to the Park District. Cancellation of any such coverage without a substitute policy containing the required coverage's being put in force, shall be grounds for the Park District to immediately terminate this Agreement with no further rights afforded Challenger. At its option, Park District may continue such insurance at its cost and obtain reimbursement and repayment thereof from Challenger. In such event, Challenger shall pay the amount due within ten (10) days of payment by Park District. The Parties acknowledge that Challenger may from time to time change insurers; provided that, the Park District shall be provided with a certificate of such insurance otherwise conforming to and in compliance with the terms hereof, promptly upon such change.

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  - General Liability: 1,000,000 each occurrence (including completed operation and products liability)
  - Property Damage: \$1,000,000 each occurrence
  - General Aggregate: \$2,000,000 or a combined single limit of \$2,000,000

- Property damage liability insurance will provide Explosion, Collapse and underground coverages where applicable
- (c) Contractual Liability (Hold Harmless Coverage):
- Bodily Injury: \$1,000,000
  - Property Damage: \$1,000,000 each occurrence
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The Park District, its commissioners, directors, officers, agents and employees are to be covered and named as additional insureds under the General Liability coverage and 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.

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Challenger acknowledges and agrees that Challenger is solely responsible to pay all applicable federal, state and local income and withholding tax obligations or contributions imposed

pursuant to Social Security, unemployment insurance and worker's compensation insurance on behalf of Challenger and those employees and agents, if any, employed by Challenger.

Section 8 – Hold Harmless and Indemnification. Challenger shall indemnify, defend and hold harmless Park District and any of its commissioners, directors, officers, employees, agents, representatives, and volunteers from and against any and all liability, loss, costs, causes of actions, demands, attorney's fees, expenses, claims, suits and judgments of whatsoever kind and character, including without limitation, all possible costs of responding to demands, in whatever form that may take, with respect to any claim made against Park District that arises solely from an act, failure or omission on the part of Challenger or any of its trustees, directors, officers, employees, agents and representatives in carrying out of the terms of this Agreement.

Section 9 – Default. In the event that either Party fails to comply with the terms of this Agreement, and cure such default within fifteen (15) days of written notice from the other Party, then the non-defaulting Party shall have the right to terminate this Agreement. Any such termination shall not terminate or affect the obligations or rights to enforce the same as they may have accrued prior to termination.

Section 10 – Severability. In the event any one or more of the provisions set forth in this Agreement shall 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.

Section 11 – Assignment - Binding Effect. Neither party nor any subsidiary, successor, partner, employee, agent or affiliate shall assign or delegate any of their rights or responsibilities under this Agreement without the prior written consent of the other, which shall not be unreasonably withheld.

Section 12 – 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.

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Section 16 – Force Majeure. The Parties shall not be liable to each other or any third party for any delay or failure in performing the obligations under this Agreement, or for any loss or damage resulting therefrom, due to causes beyond their control, including without limitation, acts of God, the public enemy, major equipment failures, pandemic, epidemic, inability to obtain materials or services, wars, explosions, accidents, riots, labor disputes, strikes, lockouts, civil

commotion or insurrection, fires, quarantine, shelter-in-place order, pestilence, natural catastrophes or disasters (including without limitation, unusually severe weather), economic fluctuations, non-availability of electric power or other necessary energy sources, or legal or government laws, regulations, orders, requirements, or demands. In the event of a delay or failure caused by such circumstances, the date of delivery or performance shall be excused and extended not to exceed the duration of the failure or delay; provided that, the Party affected by such delay is using commercially reasonable efforts to mitigate or eliminate the cause of such delay or its effects. Each Party shall promptly notify the other in writing of any delay or failure in and the effect upon its performance as to time for anticipated resumption of performance of the obligations under this Agreement.

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

Challenger  
Attn: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Champaign Park District,  
a municipal corporation

British Soccer,  
a division of Challenger Sports Corporation

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

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

Name: \_\_\_\_\_  
(print name)

Name: \_\_\_\_\_  
(print name)

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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



## 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

February 14, 2024, Regular Board Meeting – Tabled.

### 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) IDNR approval per LWCF encumbrance.

Prepared by:

Jarrold Scheunemann  
Deputy Executive Director

---

**REMS INFORMATION**

Agreement ID: AIC-202402-53858

Project ID: 69386

**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 3<sup>rd</sup> 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 July 31, 2024; 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: Ameren Illinois  
10 Executive Drive  
Collinsville, IL 62234

With a Copy to: Shawnee Professional Services  
Attn: Terry Kittle  
104 S. 4<sup>th</sup> Street / PO Box 125  
Vienna, IL 62995

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: Janice Wenzel  
Janice Wenzel  
Its Director, Real Estate

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.

STATE OF Missouri )  
  ) SS.  
COUNTY OF St Louis City )

\_\_\_\_\_  
Notary Public

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, DO HEREBY CERTIFY that Janice Wenzel and \_\_\_\_\_, personally known to me to be the Director Real Estate 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 20 day of February, 2024.

Kalut  
\_\_\_\_\_  
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 4<sup>th</sup> St / PO Box 125  
Vienna, IL 62995

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

CON  
WO#: J128N  
Facility Name:  
Lat: 40.1387694, Long: -88.2742036  
02/20/2024

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**REMS INFORMATION**

Agreement ID: AIC-202312-52335

Project ID: 66668

**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 3<sup>rd</sup> 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 July 31, 2024; 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: Ameren Illinois  
10 Executive Drive  
Collinsville, IL 62234

With a Copy to: Shawnee Professional Services  
Attn: Terry Kittle  
104 S. 4<sup>th</sup> Street / PO Box 125  
Vienna, IL 62995

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: Janice Wenzel  
Janice Wenzel  
Its Director, Real Estate

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.

STATE OF Missouri            )  
  ) SS.  
COUNTY OF St. Louis City )

\_\_\_\_\_  
Notary Public

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, DO HEREBY CERTIFY that Janice Wenzel and \_\_\_\_\_, personally known to me to be the Director Real Estate 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 20 day of February, 2024.

Katie Krueger  
\_\_\_\_\_  
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 4<sup>th</sup> St / PO Box 125  
Vienna, IL 62995

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

CON  
WO#: J128N  
Facility Name:  
Lat: 40.1387694, Long: -88.2742036  
02/20/2024

---

Underground Gas Easement (IL Corporation)

**REMS INFORMATION**

Agreement ID: AIC-202312-52336

Project ID: 66669

**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  
10 Executive Drive  
Collinsville, IL 62234

With a Copy to: Shawnee Professional Services  
Attn: Terry Kittle  
104 S. 4<sup>th</sup> Street, / PO Box 125  
Vienna, IL 62995

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: Janice Wenzel  
Janice Wenzel, Director, Real Estate  
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](mailto: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)	President	_____	<input type="checkbox"/> General Partnership
<input type="checkbox"/> Administrator(s)	Secretary	_____	<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](mailto: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 Missouri  
COUNTY OF St Louis city } SS

On this 20 day of February, 2024, before me, the undersigned, a Notary Public in and for said State, personally appeared (print or type names of signatories):

Janice Wenzel

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>Director Real Estate</u>		<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)	_____	_____	_____

4-20-27

My Commission Expires

*Katie Krueger*

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](mailto:ghall@robbins-schwartz.com)

ARDC: 6185382

**Return to:**

Champaign Park District

Attn: Executive Director

706 Kenwood Road

Champaign, IL 61821





## REPORT TO PARK BOARD

**FROM: Sarah Sandquist, Executive Director**

**DATE: February 28, 2024**

**SUBJECT: Wages for Full-time staff**

### Introduction

It has been the policy of the Park Board of Commissioners (Board) 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, the Park District's full-time staffing levels are at seventy-eight (78) individuals. Six (6) positions are currently unfilled.

Additionally, an impending Compensation study will play a pivotal role in shaping future Board decisions on wage classifications. Staff anticipates recommendations will be made to adjust individual and wage classification ranges at the study's completion. Initial conversations indicate that the Compensation study will involve reviewing wage classification ranges, competitiveness in the market, and recommendations on increases and future increases. This study will comprehensively assess salaries across classifications to align them with job descriptions and current market rates, thereby guiding potential recommendations for adjustments. Staff recommends holding any wage classification changes until after the study is completed.

### Current Budget Projections

<b>Fiscal Year 23/24 budgeted</b>	<b>\$4,653,118.00</b>	
<b>Fiscal Year 23/24 current YTD</b>	<b>\$3,283,703.00</b>	
	\$164,185.15	average per payroll
	<b>\$1,149,296.05</b>	seven (7) payrolls remaining in FY 23/24
<b>Fiscal Year 23/24 Projected End</b>	<b>\$4,432,999.05</b>	
	\$220,118.95	Came in under budgeted amount
<b>Fiscal Year 24/25 Proposed</b>	<b>\$4,669,949.00</b>	

This projection does not account for the filling of any vacant positions. The proposed fiscal year 24/25 is based on a 4% increase.

### 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 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. *A wage increase of 3%, 3.25%, 3.33%, 4%, or 4.5%*
  - a. Excluded Positions: Salary increase calculations do not include the Executive Director, CUSR roles, union positions, or staff hired after December 1, 2023. However, their current salaries are considered for other purposes.
  - b. Prorated Adjustments: Employees hired or whose wages changed between June 1, 2023, and November 30, 2023, will receive prorated increases, based on the duration of their employment or new wage within this period.
  - c. The IMRF increase was calculated by taking the average percentage that the Park District has contributed over the last four (4) years.

*\*These calculations do currently include positions listed in #2, however, if #2 is approved then both positions will be removed from these calculations.*

Budget Impact:

	<b>3.25% Increase</b>	<b>3.33% Increase</b>	<b>4.0% Increase</b>	<b>4.5% Increase</b>
Wage Increase:	\$113,977.07	\$116,782.66	\$140,279.47	\$157,814.41
IMRF contribution estimate:	\$220,939.52	\$221,130.92	\$222,313.44	\$223,195.91

2. *Salary correction for Director of Marketing and Development & Accounting and Procurement Clerk*

Staff recommend salary adjustments for the Director of Marketing and Development and the Accounting and Procurement Clerk. The expanded responsibilities of the Director of Marketing and Development, which now includes overseeing prestigious awards submissions like the Gold Medal Award and coordinating the Gala event, justifies an increase in annual salary to \$83,000, (current \$78,440). Market analysis indicates that the typical starting salary for such a role is around \$88,000, making this adjustment necessary to remain competitive. Similarly, the Accounting and Procurement Clerk, with nineteen (19) years of dedicated service, justifies an adjustment to \$47,800, with consideration that starting salaries for similar roles average a total annual salary of \$42,000. This staff member's current annual salary is \$45,136. Both adjustments represent a 6% increase from their current salaries. These adjustments are requested to be addressed before the

completion of the compensation study. It's important to note that these adjustments will be final, and neither position will receive any further wage increases approved by the Board.

Prepared by:

Heather Miller  
Human Resource Director

Reviewed by:

Sarah Sandquist  
Executive Director



# CHAMPAIGN PARK DISTRICT

## REPORT TO PARK BOARD

**FROM:** Sarah Sandquist, Executive Director

**DATE:** February 22, 2024

**SUBJECT:** Seasonal Concessions RFP Discussion

### Background

In recent history, the Sholem Aquatics Center and Dodds 4-Plex concession stands have had varying levels of profitability and deficits. Unfortunately, this past year both sites operated at a deficit due to various circumstances. Additionally, concession stands were formerly exempt from several permit requirements, but a few years ago the exemptions were eliminated. The Champaign Park District (Park District) is now required to have staff on site who are in possession of a Food Managers License. This certification test is problematic for several reasons due to the timing for new hires to study for completion prior to opening day and the difficulty of the exam. The course costs \$121 per person and a few staff have not passed the exam in the past, which has made it challenging to achieve compliance and costly for seasonal operations.

Due to the varying levels of success, more strenuous permitting requirements, and the large amount of staff time dedicated to interviewing, trainings, and supervising the concession stands, staff issued requests for proposals (RFPs) for potential vendors to manage Park District concession stands at both Dodds 4-Plex and Sholem Aquatics Center. Staff believe vendor-managed concessions will allow the Park District to offer high quality concessions to community members while limiting risk and reducing staff time dedicated to the concession stands. This will allow staff to be more dedicated to the rest of the members' experience at Sholem Aquatic Center and Dodds 4-Plex and programming efforts at both locations.

Three organizations submitted RFP's by the deadline including: JBM Industries, Inc (DBA: Ice Daddy's & Patty Daddy's), Guerrero Azteca Food Truck, and Kona Ice/Travelin' Tom's Coffee, all of which are attached.

### Budgetary Impact

After review of the RFP's staff are interested in pursuing a contract with JMB Industries in which the Park District would receive 13% of gross sales at Sholem. For the Dodds 4-Plex, staff are interested in working with both JMB Industries and Travelin' Tom's Coffee Truck. The full budgetary impact is unknown, but staff anticipate profits to be greater than past profits without the associated risk of Park District management of these services.

Conclusion

With permission from the Board, staff are seeking consensus to pursue a contract with JMB Industries, Inc and Travelin' Tom's Coffee Truck. The agreement would be brought for approval on the March 27<sup>th</sup> Special Board meeting so that concessions operations could be opened for the first tournament at Dodds 4-Plex and permits can be obtained in time for opening weekend at Sholem Aquatics Center.

Prepared by:

Reviewed by:

Jimmy Gleason  
Director of Revenue Facilities

Sarah Sandquist  
Executive Director

## Champaign Park District Concession Vendor Proposal

### Company or Organization Background

- a. Guerrero Azteca Food Truck
- b. Jose Luis Hernandez
- c. 1803 Sadler Dr Champaign IL
- d. (217) 974-9196
- e. <https://www.facebook.com/p/Guerrero-Azteca-Taco-Truck-100089346161766/>

### Company or Organization Profile

- a. Opened in Champaign Illinois on January 16, 2023 on 2202 W John St.
- b. 1 year (January 16 - present )
- c. Sole ownership
- d. Corporation
- e. Mobile Food Truck
- f. N/A
- g. I will attach my letter of recommendations

### Personnel

- a. Owner: Jose Luis Hernandez
- b. Key personnel: Jose Luis Hernandez (217) 419-5490; Jose Manuel Hernandez (217) 729-4289; Marlen Hernandez (217) 419-9327

### Qualifications

- a. I have the Champaign-Urbana Public Health District Health permit as well as the McLean County Health Food permit

### Background of experience and success

- a. Alto Vineyard: April 2023 - Present
- b. Plastipak: May 2023 - Present
- c. Rivian Automotive: October 2023 - Present
- d. Rantoul Foods: October 2023 - Present
- e. Bridgestone: February 2024 - Present
- f. I've had multiple private events for the families of Champaign-Urbana

### Company or Organization Qualifications

- a. Additional equipment to be utilized
  - i. Fridge
  - ii. Griddle
  - iii. Steamers
  - iv. Cook Prep Table
- b. Intended hours
  - i. Regular hours are 10:30am-8pm but willing to adapt to Champaign Park District hours
  - ii. I will attach menu with pricing
- c. I will attach my permits to for my food truck
- d. \$14/hr +Tips
- e. 10:30am-8pm Monday-Sunday; No desire renovations or improvements at the moment
- f. Wifi is suffice



4210 N. Duncan Rd. Champaign, IL 61822

February 16, 2024

To whom it may concern,

This letter is to happily give my recommendation for Guerrero Azteca Taco Food Truck.

Guerrero Azteca Taco is run by owner Jose Hernandez and he is a joy to work with. He has been our GO TO Food truck for the past two years.

He is always on time and ready to serve at our events at Alto Vineyards. He communicates well with us so we always know what's going on. We have never received a complaint from any of our customers and the food is of great quality.

I cannot say enough good things about Jose or his food truck! We have already booked him for events this year.

I strongly recommend him for your event!

If you have any further questions, please reach out to me at [Eventschampaign.alto@gmail.com](mailto:Eventschampaign.alto@gmail.com) or at the winery at 217-356-4784.

Kindest Regards,

A handwritten signature in black ink that reads "Sara Gossett". The signature is written in a cursive, flowing style.

Sara Gossett  
Events Coordinator

To whom it may concern,

I hired Guerrero Azteca Food Truck to serve food at my Grandparents wedding anniversary on August 12th 2023. My family members and I loved the food. Jose Hernandez is a kind and genuine person, he was on time and communicates well. I will definitely be hiring him again. I highly recommend this food truck.

Citlali Morales

**CHAMPAIGN-URBANA PUBLIC HEALTH DISTRICT  
AND THE CITY OF CHAMPAIGN AND/OR THE CITY OF URBANA**

THIS CERTIFIES THAT A COMBINED RETAIL FOOD ESTABLISHMENT HEALTH  
PERMIT AND LICENSE IS ISSUED TO:

*Cuerrero Azteca (Commissary) @ Harris Avenue Commissary*

1205 N. Harris Avenue

Address

Champaign, IL

City, State

3495

Permit Number

**HEALTH  
PERMIT**

**EXPIRES  
4/30/2024**



Champaign-Urbana Public Health District  
201 W. Kenyon Road, Champaign, IL 61820  
(217) 373-7900  
[www.c-uphd.org](http://www.c-uphd.org)

*[Signature]*  
Public Health Administrator

IN ACCORDANCE WITH AND SUBJECT TO THE PROVISIONS OF THE ORDINANCES OF THE CHAMPAIGN-URBANA PUBLIC HEALTH DISTRICT AND/OR THE CITIES OF CHAMPAIGN AND/OR URBANA, ILLINOIS,  
AS APPROPRIATE TO THE LOCATION HEREIN LICENSED. PERMIT IS ONLY VALID WITHIN THE CORPORATE LIMITS OF CHAMPAIGN AND/OR URBANA, ILLINOIS. PERMIT IS NOT TRANSFERABLE.



**NATIONAL REGISTRY OF  
FOOD SAFETY PROFESSIONALS®**

**CERTIFIES**

**JOSE HERNANDEZ**

**HAS SUCCESSFULLY SATISFIED THE REQUIREMENTS FOR THE**

**FOOD SAFETY MANAGER  
UNDER THE**

**CONFERENCE FOR FOOD PROTECTION STANDARDS**

**PRESIDENT:** \_\_\_\_\_

**LAWRENCE J. LYNCH, CAE**



**ISSUE DATE: JUNE 14, 2022  
EXPIRATION DATE: JUNE 14, 2027  
CERTIFICATE No: 21840756  
TEST FORM: EZS49**

This certificate is not valid for more than five years from date of issue



# MENÚ

## HOT DOG (\$4)

Your Choice Of Toppings Includes:  
Bacon, Mustard, Onions, Tomato, Jalapeño.

## VEGETARIAN (\$10)

Tortas, Burritos, Tacos, Quesadillas.  
Includes: Cheese, Beans, Lettuce,  
Tomato, Onions, and Avocado.

## QUESADILLA (\$10)

With your choice of Steak, Chicken,  
Pork, Ground Beef, or Chorizo.



## DRINKS (\$2.50)

Coke, Sprite, Limonade, Jarritos  
Horchata (Mexican Drink Made With Rice Milk and Cinnamon)

## TACOS (\$3)

Corn Tortillas, With your choice of Steak,  
Chicken, Pork, Ground Beef, or Chorizo.  
Mexican style: Onions, Cilantro  
American style: Lettuce, Tomato And Cheese



## HUARACHES (\$13)

Hand-Made Tortillas, With your choice  
of Steak, Chicken, Pork, Ground Beef  
or Chorizo.  
Includes: Onions, Cilantro,  
Lettuce, Tomato and Cheese



## TORTAS (\$10)

With your choice of Steak, Chicken,  
Pork, Ground Beef or Chorizo.  
Includes: Beans, Lettuce,  
Tomato, Mayonnaise, Avocado



## ELOTE (\$4)

Corn in a Cup Slathered  
With Mayonnaise and  
Garnished With Tajín,  
Cheese and Lime.



## BURRITO (\$10)

Flour Tortillas, With your choice of Steak,  
Chicken, Pork, Ground Beef or Chorizo  
Includes: Beans, Onions, Rice  
Lettuce, Tomato, Cheese.

## NACHOS (\$10)

Deep Fries Tortillas, With your choice of Steak,  
Chicken, Pork, Ground Beef or Chorizo  
Includes: Melted Cheese, Onions,  
Lettuce, Tomato, Sour Cream.



## MANGONADA

(Made With Blended Mango Topped  
With Tajin and Chamoy)  
SMALL (\$6)  
REGULAR (\$9)





## Champaign Park District Food Truck/Vendor Proposal

**Kona Ice of Champaign (Shaved Ice Truck) & Travelin' Tom's Coffee (Coffee Truck)**

**Wes Hanner**

**801 W. Church St. Savoy, IL.**

**217-377-3501**

Our family would love to continue the relationship we've built with the Champaign Park District over the last 10 years. We've been honored to have our Kona Ice trucks at various locations such as: Dodds Complex, Sholem Aquatics Center, Prairie Farm and more. We are locally owned and family operated. We, as a business and a family, do not have the capacity to take over concessions at Sholem and Dodds, but we'd love to continue to attend these locations with our trucks in order to service the guests and participants at the pool, tournaments, and more. We are honored to have given back thousands of dollars to the park district since we started our Kona Ice business in May of 2014. We now own and operate Travelin' Tom's Coffee truck and we are sure that our coffee business could be of great service to the park district as well.

We have always prided ourselves on providing an affordable treat along with a fun experience. We'd cherish the opportunity to have our Kona Ice truck back at the pool this summer for more dates. We can easily pull our truck in next to the concession stand. We'd also look forward to any tournaments held at Dodds. Our price range for items on our Kona Ice trucks is \$3-\$6. Our price range for items on our new Travelin' Tom's Coffee truck is \$4-\$7.

**Kona Ice:** [www.kona-ice.com](http://www.kona-ice.com)

Kona Ice is the shaved ice truck that brings a one-of-a-kind, tropical experience to you. Guests can flavor their own Kona Ice on our signature Flavorwave, dance to our island tunes, and enjoy a nutritious and delicious treat. All products contain Vitamins C&D. Sugar free options too!

Events/Venues we'd like to participate at again this coming season with Kona Ice:

USSSA Fastpitch Tournaments Including:

-March 30<sup>th</sup>

-June 7<sup>th</sup> and 9<sup>th</sup>

Prairie Farm Opening Weekend

Sholem Aquatics Center

-Opening weekend & any other weekend dates with availability

Any Little League baseball tournaments

Carle Kickball

-Carle has contracted with us the last few years to be at their event and provide our services

**Travelin' Tom's Coffee:** [www.travelintomscoffee.com](http://www.travelintomscoffee.com)

We are your Caffeination Destination and we are looking forward to brewing up something special for you. Maybe you would enjoy our warm Peppermint Mocha Latte or our Nitro Energy for that afternoon pick me up. Whatever your taste buds may enjoy, it's our pleasure to make it for you. We offer assorted flavors along with sugar free and dairy free options.

Events/Venues we'd like to participate at this coming season with Travelin' Tom's Coffee:

USSSA Fastpitch Tournaments Including:

-March 30<sup>th</sup>

-June 7<sup>th</sup> and 9<sup>th</sup>

Prairie Farm Opening Weekend

Any Little League baseball tournaments or other events as seen fit

## **References:**

"Kona Ice is a staple in our community! The product, the service, and the generosity of the Champaign area Kona Ice truck is unmatched, and something to be proud of. Whether it's a birthday party, a baseball tournament, or a school or community event, you can count on Kona Ice to be there with hoppin music, and smiling faces. Not only do we all look forward to getting a delicious Kona Ice for a sweet treat, but the owners and their employees are always so patient, kind, and inviting. Every day is a great day to get a Kona!" – Megan Herrig, Champaign parent and teacher at SMART Academy.

"We have worked with both Kona Ice and Travelin' Tom's Coffee for many community and school based events. They are prompt and courteous with great customer service. They are conscientious of their community involvement and support non-profit organizations through give-backs to the group." – Mindy Borden, Champaign parent with Chambanamoms

"Owning a private swim club and day camp, a relationship with Wes and Kona Ice was a natural fit! Clear and concise communication, easy event scheduling, and partnering with a local business providing excellent customer service to our community was of high importance to me! Reputation is key and Wes maintains the highest of standards. I can't speak highly enough of the whole Hanner family, and by extension, Kona Ice." -- Lauren Morenz, Champaign parent and owner of Indian Acres Swim Club

**Personnel**

Co-Owners/Operators: Andrea & Wes Hanner - [whanner@kona-ice.com](mailto:whanner@kona-ice.com)

Co-Owners: Charles & Linda Hanner

Manager: Phyllis Lareau

Staff: typically 6-8 part time employees

**Compensation Rate to Champaign Park District:**

Kona Ice: 30% give back of gross sales at Sholem, Dodds & any other venue

Travelin' Tom's Coffee: 10% give back of gross sales at Sholem, Dodds & any other venue

**Also:** We would promote the Champaign Park District by putting the district logo on 1,000 Kona Ice souvenir color changing cups at no cost to the district. The Kona Ice logo is on one side and the district logo is on the other. The color changing cups are extremely popular and have been sponsored by local businesses to advertise their companies. These cups are collected and held on to for years.

My family and I started Kona Ice of Champaign in May of 2014 with one truck and a dream to giveback to our community while owning and operating a fun family business. My entire family has been involved from the start. Myself, my wife, dad, mom, aunt, and brother. My mom is lovingly known as, "The Kona Lady", by many children and their parents. Our very first public appearance with our new business was at Centennial Park for the Touch-a-Truck event. A partnership with the Champaign Park District was a natural fit. Born and raised in Champaign, I grew up playing park district basketball each winter at the old Leonhard Center and attending many park district events over the years. We have a 3 year old daughter and she absolutely loved going to Prairie Farm this winter to see the lights and run through the maze. Our family has always loved being a part of the Champaign community and we are grateful for the Champaign Park District.

Thank you for your consideration

Wes Hanner

Kona Ice of Champaign & Travelin' Tom's Coffee of Champaign

# KONA ICE®



## CHAMPAIGN PARK DISTRICT - SHOLEM POOL & DODDS COMPLEX

30% GIVEBACK  
OF ALL SALES



### Vita-Blend

Stay Healthy & Happy!

#### Nutrition Facts

Cup Size 8 oz (Based on 1 oz of Vita-Blend)

Amount Per Serving

Calories 42 Calories of Fat 0

% Daily Value\*

Total Fat (g) 0g 0%

Cholesterol 0mg 0%

Sodium 10mg 1%

Total Carbohydrates 10g 3%

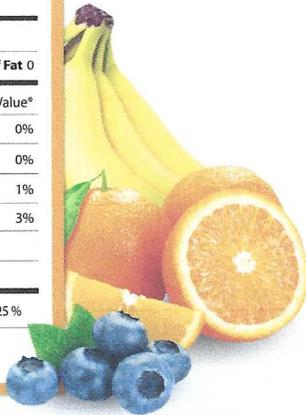
Dietary Fiber 0g

Sugars (g) 10g

Vitamin D 60%

Vitamin C 25%

\*Percent daily values based on a 2,000 calorie diet  
Sugar-free and dye-free flavors are available by request.



KIDDIE

\$3.00



KLASSIK

\$4.00



COLOR  
CHANGING

\$5.00  
\$3 REFILLS



KOLLECTABLE

\$6.00  
\$3 REFILLS

Our low calorie Vita-Blend contains 40% less sugar and the powerful antioxidants, Vitamins C and D. These antioxidants will boost immunity and keep you active and ready to play in the sand and surf the waves!

### KONA ICE OF CHAMPAIGN

217.974.5662

WHANNER@KONA-ICE.COM

WWW.KONA-ICE.COM



TRAVELIN'  
**TOM'S**  
 COFFEE TRUCK



## ICED & FROZEN

\$6.00	<b>NITRO COLD BREW</b>
\$5.00	<b>COLD BREW</b>
\$5.00	<b>ICED LATTE</b>
\$5.00	<b>ICED SPICED CHAI</b>
\$7.00	<b>FRAPPE</b>
\$6.00	<b>ICED MACCHIATO</b>
\$5.00	<b>TILT NITRO ENERGY™</b>
\$4.00	<b>LEMONADE</b>
\$5.00	<b>TOMMY PALMER</b>
\$4.00	<b>UNSWEET/SWEET TEA</b>

**Flavor your beverage with one of the following flavors!**

French Vanilla, Caramel, Salted Caramel, Mocha, Hazelnut, White Chocolate, Vanilla Horchata, and more!

## HOT SPECIALTY

\$5.00	<b>LATTE</b>
\$5.00	<b>CAPPUCCINO</b>
\$5.00	<b>FLAT WHITE</b>
\$6.00	<b>MACCHIATO</b>
\$4.00	<b>AMERICANO</b>
\$2.00	<b>ESPRESSO</b>
\$5.00	<b>MOCHA</b>
\$5.00	<b>WHITE CHOCOLATE MOCHA</b>
\$5.00	<b>SPICED CHAI</b>
\$5.00	<b>DIRTY CHAI</b>
\$5.00	<b>HOT CHOCOLATE</b>
\$5.00	<b>CINNAMON APPLE CIDER</b>

**TRAVELIN' TOM'S COFFEE OF CHAMPAIGN**

hanner@travelintomscoffee.com | 217.722.1623 | travelintomscoffee.com

# MOBILE

# HEALTH PERMIT

EXPIRES  
4/30/2024

**CHAMPAIGN-URBANA PUBLIC HEALTH DISTRICT  
CHAMPAIGN COUNTY PUBLIC HEALTH DEPARTMENT  
AND THE CITY OF CHAMPAIGN AND THE CITY OF URBANA**

THIS CERTIFIES THAT A JOINT JURISDICTION RETAIL FOOD ESTABLISHMENT  
HEALTH PERMIT AND LICENSE IS ISSUED TO:

*Travelin Tom's Coffee of Champaign*

801 W. Church Street

Address

Savoy, IL

City, State

3629

Permit Number



Champaign-Urbana Public Health District  
Champaign County Public Health Department  
201 W. Kenyon Road, Champaign, IL 61820  
(217) 373-7900  
[www.c-uphd.org](http://www.c-uphd.org)

  
Public Health Administrator



IN ACCORDANCE WITH AND SUBJECT TO THE PROVISIONS OF THE ORDINANCES OF THE CHAMPAIGN-URBANA PUBLIC HEALTH DISTRICT AND/OR THE CITIES OF  
CHAMPAIGN AND/OR URBANA, ILLINOIS, PERMIT IS ONLY VALID WITHIN CHAMPAIGN COUNTY, ILLINOIS. PERMIT IS NOT TRANSFERABLE.

# MOBILE

# HEALTH PERMIT

EXPIRES  
4/30/2024

## CHAMPAIGN-URBANA PUBLIC HEALTH DISTRICT CHAMPAIGN COUNTY PUBLIC HEALTH DEPARTMENT AND THE CITY OF CHAMPAIGN AND THE CITY OF URBANA

THIS CERTIFIES THAT A JOINT JURISDICTION RETAIL FOOD ESTABLISHMENT  
HEALTH PERMIT AND LICENSE IS ISSUED TO:

*Kona Ice of Champaign No. 3 (Mobile)*

108 Jones Drive

Address

Savoy, IL

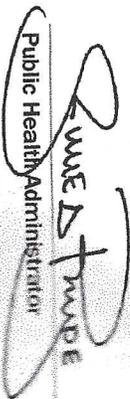
City, State

3322

Permit Number



Champaign-Urbana Public Health District  
Champaign County Public Health Department  
201 W. Kenyon Road, Champaign, IL 61820  
(217) 373-7900  
[www.c-uphd.org](http://www.c-uphd.org)

  
Public Health Administrator



IN ACCORDANCE WITH AND SUBJECT TO THE PROVISIONS OF THE ORDINANCES OF THE CHAMPAIGN-URBANA PUBLIC HEALTH DISTRICT AND/OR THE CITIES OF CHAMPAIGN AND/OR URBANA, ILLINOIS, PERMIT IS ONLY VALID WITHIN CHAMPAIGN COUNTY, ILLINOIS. PERMIT IS NOT TRANSFERABLE.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/19/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>		<b>CONTACT NAME:</b> Amie Turner	
Northern Kentucky Insurance		<b>PHONE (A/C, No, Ext):</b> (859) 586-8580	<b>FAX (A/C, No):</b> (859) 586-8616
5915 Centennial Circle		<b>E-MAIL ADDRESS:</b> amie@cornerstoneinsllc.com	
Florence KY 41042		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Great American Insurance Company	<b>NAIC #</b> 16691
<b>INSURED</b>		<b>INSURER B:</b> Great American Insurance Company of New York 22136	
Illini Coffee LLC		<b>INSURER C:</b>	
801 W Church Street		<b>INSURER D:</b>	
Savoy IL		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES**

CERTIFICATE NUMBER: 2023-2024

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			BOPF110535	10/19/2023	10/19/2024	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			CAPF110537	10/19/2023	10/19/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Champaign Park District is listed as an additional insured with regards to the operations of the named insured.

**CERTIFICATE HOLDER****CANCELLATION**

Champaign Park District 706 Kenwood Rd.  Champaign IL 61821	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
--	--

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# **JMB Industries, Inc.**

DBA: Ice Daddy's & Patty Daddy's

## **Champaign Park District Concessions Proposal February 2024**

### **Submitted By:**

Jedi Brown, CEO  
Jbrown@daddysfoodgroup.com  
217-721-9744  
1205 Northwood Dr.  
Mahomet, IL 61853

### **Contents**

Pg. 2-6	CPD RFP Document
Pg. 7-10	Reference Letters
Pg. 11	Suggested Hours of Operations
Pg. 12	SAC Purposed Menu
Pg. 13	Dodd Purposed Menu
Pg. 14-16	Applicable Licenses and Permits

# Champaign Park District Concession Proposal

February 19<sup>th</sup>, 2024

Presented by JMB Industries, Inc.

## 1. Company Background

*a. Company:*

JMB Industries Inc., DBA Ice Daddy's Frozen Treats and Patty Daddy's

*b. Contact:*

Jedi Brown- CEO/ President

*c. Address:*

1205 Northwood Dr. Mahomet, IL 61853

*d. Telephone Number:*

(217) 721-9744

*e. Website:*

Icedaddys.com and Pattydaddysburgers.com

## 2. Company Profile

*a. History of Company:*

Ice Daddy's Inc. has been proudly serving our community since spring of 2015. Founded by two friends who recognized the absence of a quality shaved ice vendor in our local area, our journey began with a shared nostalgia for the joy of enjoying this refreshing treat during summer. Motivated to recreate this experience for our own children and fellow residents, we launched our first Shaved Ice truck in the summer of 2015, quickly becoming a staple at schools, park districts, festivals, and various local events.

In 2019, fueled by our passion for growth and innovation, we embarked on expansion, acquiring another trailer with plans to launch it in 2020. However, the onset of the global pandemic presented challenges, delaying our progress.

Nonetheless, in the spring of 2021, we successfully introduced our second unit into service. With this addition, we expanded our offerings to include super premium ice cream, delighting our customers and further solidifying our presence in the community.

Never content with the status quo, we remained committed to enhancing our offerings. In the spring of 2023, in response to the increasing demand for our services, we proudly launched another Ice Daddy's truck. Additionally, in the winter of the same year, leveraging our expertise in frozen desserts, we ventured into the realm of savory delights, introducing Patty Daddy's Burgers to our truck lineup. Specializing in fresh-made smash burgers and fries, Patty Daddy's quickly became a favorite among our patrons. As we continue on our

journey, we remain dedicated to providing exceptional experiences and expanding our culinary offerings to delight our customers.

*b. Years In Business:*

9 years in business. Ice Daddy's was established in February 2015.

*c. Ownership:*

JMB and Ice Daddy's is owned in majority by Mellissa and Jedi Brown

*d. Type of Organization:*

JMB Ind. Inc, is classified as a privately owned S-Corporation, registered in the state of Illinois.

*e. Size of Company:*

Currently, Ice Daddy's is a small company with 22 employees plus owners.

*f. Professional Affiliation:*

No professional affiliations.

*g. Letters of References:*

Please see attached letters – Pages 6-9

1. Dan Waldinger- Director of Mahomet Park District
2. Kaylie McGuffee- Assistant Principal of Mahomet Seymour Junior High
3. Lisa Frerichs- Fellow Member of Mahomet Area Chamber of Commerce
4. Darwyn Boston- Past President of Mahomet Area Chamber of Commerce and Business owner- State Farm

**3. Personnel**

a. Jedi Brown and Mellissa Brown, co-owners of Ice Daddy's, along with Jayme Todd, appointed Manager, collectively oversee all operational facets across our multiple locations.

b. Jedi Brown brings over two decades of extensive experience in restaurant and business management to Ice Daddy's. In addition to his role in supervising and sustaining our four mobile food vendors, he also directs operations at a food processing facility affiliated with the University of Illinois.

Mellissa Brown, co-owner, boasts over 15 years of invaluable expertise within the food and service industry. Since Ice Daddy's inception in 2015, she has been instrumental in the day-to-day management of our operations, ensuring seamless functionality and exceptional service delivery.

Jayme Todd, a dedicated member of the Ice Daddy's team for nearly eight years, plays a pivotal role in coordinating staff, overseeing events, managing sales, and maintaining inventory levels. With a wealth of experience, Jayme contributes significantly to the smooth operation of our business.

**4. Qualifications**

a. Staff and Personnel: Ability to attract and retain staff in order to produce high quality products, service, and overall experience.

- b. Experience in Food Service: Demonstrated experience in the food service industry, preferably in operating concessions or similar food establishments. This includes knowledge of food safety regulations, food preparation, and customer service. Successful history of managing multiple units/facilities simultaneously.
- c. Business Management Skills: Strong business management skills, including the ability to manage finances, inventory, and staffing effectively. Experience in budgeting, purchasing, and cost control.
- d. Customer Service Excellence: A track record of providing excellent customer service and creating positive experiences for patrons. This includes effective communication skills, responsiveness to customer needs, and the ability to handle complaints or issues professionally.
- e. Compliance with Regulations: Knowledge of and compliance with health and safety regulations, food handling requirements, and other relevant laws and regulations. This includes obtaining necessary permits and licenses to operate a food service business.
- f. Menu Development and Variety: The ability to develop a menu that appeals to park visitors and meets their dietary preferences and needs. This may include offering a variety of food and beverage options, including healthy choices and options for special diets.
- g. Cleanliness and Hygiene Standards: A commitment to maintaining high standards of cleanliness and hygiene in food preparation areas, service areas, and facilities. This includes regular cleaning and sanitation procedures to prevent foodborne illnesses and ensure a safe environment for patrons.
- h. Flexibility and Adaptability: The ability to adapt to changing circumstances, such as fluctuating visitor volumes, weather conditions, and special events. This may require flexibility in scheduling, menu offerings, and staffing levels.
- i. Partnership and Collaboration: A willingness to collaborate with the park district and other stakeholders to enhance the overall visitor experience. This may include participating in park events, supporting park programs, and contributing to the park district's goals and objectives.

## **5. Background of Experience**

- a. With a collective expertise exceeding 40 years in restaurant management and a track record of success in our current ventures, we are confident in our qualifications for this partnership. Ice Daddy's has a history of fruitful collaborations, including a contracted partnership with Sodexo Food Service to provide concessions outside the State Farm Center. Additionally, our recent partnership with FPL, Inc. to cater concessions for the Farm Progress Show in Decatur during the summer of 2023 underscores our ability to deliver exceptional service and meet the demands of large-scale events.

## **6. Company Qualifications and Plan**

- a. *Detailed Proposal On Plan of Sales*
  - i. *Additional Equipment to be utilized:*
    - 1. Refrigerated sandwich prep table @ SAC
    - 2. Conveyor oven @ SAC
  - ii. *Intended Hours of operation:*
    - 1. Please see attached – Page 10
  - iii. *Menu, Prices, and sizes:*
    - 1. Please see attached – Page 11
- b. *Applicable Business Licenses:*

Please see attached – Page 12-16
- c. *Our purposed compensation rate to the Champaign Park district is outlined below-*
  - i. 13.00% of total gross sales at Sholem Aquatics Center  
By prioritizing the use of premium ingredients and introducing a diverse range of snacks and meal options, we anticipate a significant surge in overall sales compared to previous years. Our strategy revolves around expanding our product selection to align with the evolving dietary preferences of the facility visitors. Furthermore, by incorporating complementary items, we aim to enhance the per transaction value, resulting in a substantial boost in gross revenue.
  - ii. 8.00% of total gross sales at Dodds Multiplex.  
As an established business, and Considering Dodd Park’s proximity to Parkland Community College, we intend to capitalize on the proximity by extending our operating hours. Specifically, we plan to open select food trucks during lunch hours to cater to the needs of both staff and students at Parkland. By expanding our customer base beyond park visitors and tapping into the college demographic, we would aim to maximize sales potential. These extended hours are included in the proposed rate, reflecting our commitment to maximizing revenue opportunities and providing convenient dining options for the surrounding community.
- d. *Timeline for startup- Sholem Aquatic Center:*
  - i. Board Approves Vendor Contract: March 27<sup>th</sup>.
  - ii. Take possession, tour Facility, make notes of improvements needed: March 28<sup>th</sup>, 2024.
  - iii. Submit Plan Review Application to Champaign Public Health Department: April 1<sup>st</sup>, 2024. (CUPHD is currently running on a 6 week review timeline)
  - iv. Make repairs, order equipment, improve layout of facility while awaiting CUPHD approval: April 1<sup>st</sup>- May 15<sup>th</sup>,2024.
  - v. Soft Open (pending CUPHD approval): May 24<sup>th</sup>, 2024- Soft Open for staff

- vi. Open for operation - Hard Open: May 25<sup>th</sup>, 2024
- vii. Current anticipated needs- Add 250v power for conveyer oven.

*Timeline for Startup for Dodd Park:*

- viii. Board Approves Vendor Contract: March 27<sup>th</sup>.
- ix. Take possession, tour Facility, make notes of improvements needed: March 28<sup>th</sup>, 2024.
- x. Open for operation with food trucks: March 30<sup>th</sup>, 2024

e. *Network Needs:*

- i. Wi-Fi service will suffice.

Village of Mahomet  
Parks and Recreation

218 S. Lake of the Woods Rd - P.O. Box 259 - Mahomet, IL 61853  
Office Phone (217) 586-6025 Fax (217) 586-5696  
www.mahometrecreation.com

---



2/12/2024

Champaign Park District

To Whom It May Concern:

I am writing to offer my enthusiastic support of Jedi and Mellissa Brown and Ice Daddy's food truck vendor service. We have worked with Ice Daddy's for several years. They continue to be dependable, friendly and provide a great products that enhance our special events and programs. The ownership is reliable, professional, and genuine.

We are fortunate to have their business in our community. Their ongoing support of our parks and recreation department is commendable. I recommend their services without hesitation.

If you have any questions or need more information, please feel free to contact me.

Sincerely,

A handwritten signature in black ink that reads 'Daniel J. Waldinger'. The signature is written in a cursive, flowing style.

Dan Waldinger  
Director, Parks and Recreation  
Village of Mahomet



February 14, 2024

To Whom It May Concern:

I am writing to endorse Ice Daddy's as a potential partner for the Champaign Park District in managing several of your concession stands. Ice Daddy's has been an invaluable supporter of Mahomet Seymour Junior High, consistently demonstrating a commitment to excellence and community engagement.

One remarkable aspect of Ice Daddy's partnership with our school is their unwavering support during our annual Dye Dash fundraiser. Over the past three years, they have played a pivotal role in ensuring the success of this event, which serves approximately 800 students. Their dedication, professionalism, and personable demeanor have greatly contributed to the positive experience of all participants.

Ice Daddy's consistently supports our school community through generous donations for events such as our Winter Olympics. Their involvement in our holiday raffle program has been instrumental in enhancing student engagement and morale. Furthermore, Ice Daddy's demonstrates a strong commitment to supporting our teachers by offering free ice cream and providing opportunities for them to purchase lunch on designated Fridays as a morale booster through their food truck, Patty Daddy's.

Communication between Ice Daddy's and our school administration has always been seamless and efficient. They are responsive, accommodating, and proactive in addressing any concerns or needs that arise. Their professionalism and dedication to customer service are truly commendable.

In conclusion, Ice Daddy's exemplifies the qualities of an ideal community partner, and I have full confidence in their ability to manage concession stands for the Champaign Park District with excellence. Their track record of outstanding service and commitment to our school community make them an invaluable asset.

Sincerely,

Kaylie McGuffee  
Assistant Principal  
Mahomet-Seymour Junior High  
217.586.4415

FROM THE DESK OF

**Lisa Frerichs**

February 13, 2024

To Whom it May Concern:

It is with much enthusiasm to recommend Jedi and Melissa Brown to the Champaign Park District.

I had the privilege to work with both of them for two years on the Mahomet Soda Fest committee, which spearheaded an amazing support for our community with over 5,000 attendees! Melissa and Jedi played integral roles in the success. They are both extremely loyal and professional in all capacities. Their leadership abilities are well respected and they exude excellence in everything they do.

My son, Michael, also worked for their Ice Daddy's company; they were excellent employers and always stayed on top of communication, expectations and even paid for him to take the Illinois Food Handler test. Melissa and Jedi provide a positive and encouraging environment for their team!

Through these interactions, we have become friends with the Brown Family and have found them to be the most honest people we know. They are positive role models, hard workers and provide a lot of laughs while getting the job done.

Please feel free to contact me with further questions at 217-800-1299 or [lisafrerichs1@gmail.com](mailto:lisafrerichs1@gmail.com).

Sincerely,

Lisa Frerichs

**Darwyn Boston Ins Agency Inc**

Darwyn Boston CLU® ChFC®, Agent

601 E Main Street  
PO Box 740  
Mahomet, IL 61853  
Bus 217 586 4352  
darwyn@darwynboston.com



February 12, 2024

Dear Champaign Park District,

I am writing to you in support of Ice Daddy's, an established business within our community, and to provide a business reference for their activities. As the insurance agent for Ice Daddy's, I have had the privilege of witnessing firsthand their commitment to excellence, entrepreneurship, and community engagement.

As owners of Ice Daddy's, Mellissa and Jedi Brown have been an invaluable contributor to our community offering food options for several Chamber of Commerce events. Their dedication to providing high-quality services, coupled with a genuine passion for serving the community, has been a great contribution to the community.

Ice Daddy's has actively participated in community events as committee leaders and initiatives organized by the Mahomet Area Chamber of Commerce, further enhancing the quality of life for residents.

It is my firm belief that Ice Daddy's merits recognition and support from the Champaign Park District for their outstanding contributions to our community. Their dedication, integrity, and positive impact are undeniable, and I am confident that they will continue to be a cornerstone of our community for years to come.

Please feel free to contact me if you require any further information or assistance regarding Ice Daddy's. Thank you for considering my recommendation, and I look forward to seeing the continued success of Ice Daddy's within the Champaign area.

Sincerely,



Darwyn Boston

# Hours of Operation

## SAC

### *May 25, 2024 - Aug. 11, 2024*

Monday	12:30pm - 6:30pm
Tuesday	12:30pm - 6:30pm
Wednesday	12:30pm - 6:30pm
Thursday	12:30pm - 6:30pm
Friday	12:30pm - 6:30pm
Saturday	11:30am - 6:30pm
Sunday	11:30am - 6:30pm

## 4Plex

Monday	Varies based on park schedule
Tuesday	Varies based on park schedule
Wednesday	Varies based on park schedule
Thursday	Varies based on park schedule
Friday	Varies based on park schedule
Saturday	Varies based on park schedule
Sunday	Varies based on park schedule

### *Aug. 12, 2024 - Sept 2, 2024*

Monday	Closed
Tuesday	Closed
Wednesday	Closed
Thursday	Closed
Friday	Closed
Saturday	11:30am - 6:30pm
Sunday	11:30am - 6:30pm

# SAC Menu

Rev 1.0 Feb 2024

## Main Entrees

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### Sub Sandwiches

Ham	
Roast Beef	\$ 6.50
Turkey	
Sub Sandwich +Chips + Drink	\$ 10.00

### 7" Pizza

Cheese	\$ 7.00
Pepperoni	
Pizza + Drink	\$ 9.00

### Classics

Hot Dog	\$ 4.25
Hot dog Meal (Chips+ 22oz Drink)	\$ 8.00
Soft Pretzels + cheese	\$ 4.00
Nacho + Cheese	\$ 3.50

## Drinks

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### Mian

16 oz Fountain Drink	\$ 2.25
22 oz Fountain Drink	\$ 2.75
Bottle Water	\$ 2.00
Gradore	\$ 3.00

## Sides

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### Main

Chips	\$ 2.00
Candy	\$ 2.00
Fruit Bowls	\$ 2.00

### Frozen

Shaved Ice- Flower cup	\$ 4.00
Hand Scooped Ice cream	\$ 4.00
Giant Popsicles	\$ 2.00

# Dodd Menu

Rev 1.0 Feb 2024

## Patty Daddy's

Single patty	\$ 8.50
Double Patty	\$ 10.00
Double Bacon w/ Cheese	\$ 11.00
Pretzel Cheddar patty	\$ 10.00
Chicken Patty	\$ 8.00
Chicken Tenders	\$ 9.50
Soft Pretzels + Cheese	\$ 4.00
Popcorn	\$ 3.00
Waffle Fries- Small	\$ 3.00
Waffle Fries- Large	\$ 5.00
Mozzarella Sticks- Small	\$ 4.00
Mozzarella Sticks- Large	\$ 6.00

## Ice Daddy's

Small Shaved Ice	\$ 3.50
Medium Shaved Ice	\$ 4.50
Large Shaved Ice	\$ 5.50
Flower Cup Shaved Ice	\$ 5.00
Small Ice Cream	\$ 4.00
Medium Ice Cream	\$ 4.50
Large Ice Cream	\$ 5.50

## Drinks

Canned soda	\$ 1.50
Bottle Water	\$ 2.00
Gradore	\$ 3.00

**Verify that all of your Illinois Business Authorization information is correct.**

If not, contact us immediately.

If all of the information is correct, you may print and visibly display at the business listed. Your Illinois Business Authorization is an important tax document that indicates that you are registered or licensed with the Illinois Department of Revenue to legally do business in Illinois.

OFFICIAL DOCUMENT

State of Illinois - Department of Revenue

**Illinois Business Authorization**

OFFICIAL DOCUMENT

**ICE DADDY'S INC.**

**DBA: ICE DADDY'S**

**104 LAKE OF THE WOODS  
MAHOMET IL 61853-7900**

Loc. Code: 010-5000-4-001

**Champaign County**

Expiration Date:  
**8/26/2024**

**Certificate of Registration**

Sales and use taxes and fees

(4187-4846)

**ILLINOIS REVENUE**  
*[Signature]*  
Director

OFFICIAL DOCUMENT

Issued Date: **06/27/2023**



**Verify that all of your Illinois Business Authorization information is correct.**

If not, contact us immediately.

If all of the information is correct, you may print and visibly display at the business listed. Your Illinois Business Authorization is an important tax document that indicates that you are registered or licensed with the Illinois Department of Revenue to legally do business in Illinois.

This site is not a permanent location and is one you indicated could change. We have pre-printed the correct tax rate for this location on your return. You must contact us if you make sales from a different location.

OFFICIAL DOCUMENT

State of Illinois - Department of Revenue

**Illinois Business Authorization**

OFFICIAL DOCUMENT

**JMB INDUSTRIES INC.**

**1205 NORTHWOOD DR  
MAHOMET IL 61853-9005**

Loc. Code: **010-5000-4-000 - CL**

**Champaign County**

Expiration Date:  
**11/15/2024**

**Certificate of Registration**

Sales and use taxes and fees (4505-1143)

**ILLINOIS REVENUE**  
*[Signature]*  
Director

OFFICIAL DOCUMENT

Issued Date: **11/15/2023**



# MOBILE

# HEALTH PERMIT

**EXPIRES  
4/30/2024**

**CHAMPAIGN-URBANA PUBLIC HEALTH DISTRICT  
CHAMPAIGN COUNTY PUBLIC HEALTH DEPARTMENT  
AND THE CITY OF CHAMPAIGN AND THE CITY OF URBANA**

THIS CERTIFIES THAT A JOINT JURISDICTION RETAIL FOOD ESTABLISHMENT  
HEALTH PERMIT AND LICENSE IS ISSUED TO:

*Patty Daddy's (Mobile) @ Filippo's*

2012-A Tin Cup Rd.

Address

Mahomet, IL

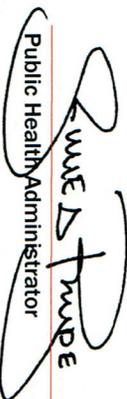
City, State

3649

Permit Number



Champaign-Urbana Public Health District  
Champaign County Public Health Department  
201 W. Kenyon Road, Champaign, IL 61820  
(217) 373-7900  
[www.c-uphd.org](http://www.c-uphd.org)

  
Public Health Administrator



IN ACCORDANCE WITH AND SUBJECT TO THE PROVISIONS OF THE ORDINANCES OF THE CHAMPAIGN-URBANA PUBLIC HEALTH DISTRICT AND/OR THE CITIES OF  
CHAMPAIGN AND/OR URBANA, ILLINOIS, PERMIT IS ONLY VALID WITHIN CHAMPAIGN COUNTY, ILLINOIS. PERMIT IS NOT TRANSFERABLE.

**2024 SEASONAL CONCESSIONS VENDORS/FOOD TRUCKS  
REQUEST FOR PROPOSALS**



**CHAMPAIGN**  

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**PARK DISTRICT**

Champaign Park District  
706 Kenwood Road  
Champaign, IL 61821  
(217) 398-2550  
[www.champaignparks.org](http://www.champaignparks.org)

Issued: Friday, February 2, 2024  
Proposals Due: Monday, February 19, 2024

## **1. Introduction**

The Champaign Park District is seeking seasonal concession vendors/food trucks to provide food and beverage services to the public at District facilities. This Request for Proposal (RFP) represents a solicitation by the Park District for services. This RFP is intended to encourage vendors to clearly show that they are qualified to provide food and beverage service in a consistent manner for one year with the option to renew for additional years. Each proposal must clearly identify knowledge of concessions operations, food safety practices, contract relations, and demonstrate financial stability. Requirements and District needs are outlined in this RFP.

## **2. Scope of Services**

The Champaign Park District is seeking vendors to operate concessions services according to the following requirements:

### **A. Minimum Qualifications**

Concession vendors/food truck operators must meet these minimum qualifications:

- All food and food products offered for sale shall be from sources approved or considered satisfactory by the Champaign County Public Health Department.
- Vendor is responsible for acquiring and maintaining all necessary licenses, registrations, certifications, and permits required for operation by local, state and federal law.
- The Champaign Park District has an exclusive contract with Pepsi-Cola Champaign-Urbana Bottling Co (Pepsi) to be the sole provider of fixed fountain beverages, over the counter beverages, and beverage vending services. Proposers must be able to adhere to this exclusive agreement by providing only Pepsi beverages and cups as part of their concession services and must order product from the local Pepsi bottler.
- Mobile food carts, ice cream truck/mobile carts will also be considered as part of the overall work plan proposal.
- License/lease will not include catering or similar service to individuals or groups of individuals using park areas nor will such exclusive right include a right to restrain or prevent park patrons from bringing in their own food, drinks and convenience items into any park. All vending machines are excluded from this RFP.
- Sale of tobacco is prohibited.
- Sale of alcoholic beverages is prohibited.

### **B. Schedule of Services**

Selected vendor(s) shall agree to offer concession services during the days/times of selected District facility hours of operation, athletic game play, and/or special events. A list of the opportunities available for vendors is below. Vendors may choose to submit a proposal for as many locations as desired, but each location is awarded independently.

#### **1. Sholem Aquatics Center:**

Located at 2205 Sangamon Drive, Champaign, IL 61821. Concessions are open during public swim hours daily. The pool opens for the season May 25, 2024 and closes September 2, 2024. From May 25 – August 11 the aquatics center will be open during the following hours for public swim:  
Monday – Friday from 12-7pm & Saturday and Sundays from 11am-7:00pm.

After August 11th, when Unit 4 School District returns to school, the Sholem Aquatics Center will be open on weekends only (Saturday and Sunday) from 11am-7pm apart from Labor Day (Monday, September 2, 2024) which will be open from 12-7pm in addition to the Saturday and Sunday. All other weekdays during that timeframe will be closed. Vendors are encouraged to shut down 30 minutes prior to closing.

The on-site concessions area is approximately 850 square feet, and contains commercial refrigerators, freezers, ice machine, shelving, 3 compartment sink, hand washing sink, a slop sink, a hot dog roller, cheese machine, microwaves, and popcorn machine. A hot water heater is on sight and services this area and other areas of the bathhouse. Food truck vendors are welcome to put in a proposal and pull into the gated concessions area as well.

Tours of the facility are available on February 7<sup>th</sup> from 2:30-3:30pm and 8<sup>th</sup> from 12:15 –1:00pm.

## **2. Dodds Softball 4-Plex:**

Located at 1501 N. Mattis Avenue, Champaign, IL 61821. The sports complex is located in Dodds Park and is home to 4 softball fields. The complex hosts Park District girls fastpitch and adult slow pitch leagues as well as local teams rentals and large tournament rentals. Additionally, the complex is across the street from the 3-Plex and can serve concessions for the 3 Plex attendees as well, especially on tournament weekends, since the 3 plex only offers vending machines.

Concessions may be in operation from late March through October, Sunday – Saturday. However, start and end times, days and hours of operations may be negotiated.

The on-site concessions area is approximately 400 square feet, and contains commercial refrigerators, freezer, ice machine, shelving, water heater, 3 compartment sink, hand washing sink, a slop sink, a hot dog boiler, cheese machine, and popcorn machine. Vendors may also or alternatively operate a standalone food truck or cart in the 4-Plex parking lot to serve both the 3 and 4-Plex, but must be fully self-contained, providing its own power and water.

Tours of the facility are available on February 7<sup>th</sup> from 4-5pm and 8<sup>th</sup> from 1:15-1:45pm

## **C. Equipment**

At concession sites where a permanent concession site is available, the District will make existing equipment available to the selected vendor(s). The vendor is responsible for the maintenance of this equipment for the duration of the contract. Upon conclusion of the contract, the equipment will remain the property of the District. The selected vendor(s) will be responsible to supply any additional necessary equipment to perform the contract and will submit a list of this equipment with their proposal.

## **D. Menu**

Foods and beverages offered for sale shall be sold at reasonable prices. The vendor shall charge fair, reasonable, and nondiscriminatory prices for each unit of sale or service. It is agreed that all articles sold or used under this agreement will be of good quality determined by Director of Facilities or his/her designee.

The successful vendor shall keep at all times on public display the prices, rates and charges which may be made for the sale of goods and services to the public. Concession signage shall be attractive and professional and ADA compliant.

The vendor shall operate, serve, and dispense quality foods and beverages with adequate portions. Such

operations shall be in an environment of complete cooperation with District personnel. The Vendor shall at all times comply with all applicable laws and regulations of the United States, the State of Illinois, Champaign County and the City of Champaign, and all applicable health rules and regulations.

#### **E. Personnel**

The vendor will be responsible for hiring the necessary personnel or soliciting the necessary volunteers to conduct operation of the concessions. The vendor will comply with all federal, state and local laws related to minimum wage, social security, nondiscrimination, Fair Labor Standards Act, unemployment compensation and workers' compensation.

The vendor shall at all times provide an active, qualified and competent supervisor of the facility who shall be authorized to represent and act for the vendor in matters pertaining to the day to day operation of the facility. The vendor further agrees to have at all times sufficient attendants on duty to render adequate service to the public.

All employees and/or volunteers of the vendor shall be neat and properly dressed and shall be courteous to the public. Vendor shall conduct background checks and a cross check of the Federal Sex Offender Registry on all employees/volunteers and submit them to the Director of Facilities prior to employment. The background checks must be paid for by the Vendor and will not be reimbursed by the District.

#### **F. Utility Bills & Maintenance**

For vendors utilizing District facilities for operations, it is agreed that the Champaign Park District shall pay all utility bills and provide for repair and maintenance for the building/facility, other than routine daily cleaning/maintenance procedures. The Champaign Park District shall have the right to enter the facility operated by the vendor at any responsible time to examine the premises and make any repairs and improvement that it deems necessary. Any equipment furnished by the District under the contract will be maintained by the selected vendor(s).

The vendor shall repair any damages resulting from negligence or neglect of daily routine cleaning and maintenance on his/her part or on the part of any of his/her employees or agents, to District property or equipment. Failure to make said repairs after receiving written notice from the District will result in District repair, the reimbursement of which shall be paid by the vendor within fifteen (15) days after notice. Failure to make such payment shall place the vendor in default of their contract and subject to termination of the contract, at the discretion of the District.

Upon termination of the contract the premises must be cleaned and returned to the District in the same condition or better than they were at the start of the contract.

#### **G. Improvements**

It is agreed that any permanent improvements or additions made to District concession facilities shall become the property of the Champaign Park District at the completion, termination or default of this contract. Vendor specifically agrees that no structural alteration shall be undertaken without the written approval of the Director of Facilities of the Champaign Park District or their designee.

#### **H. Garbage Disposal**

The vendor is responsible to ensure that all garbage generated from the operation is placed into designated trash or recycling containers. Disposal costs shall be the responsibility of the Champaign Park District. The vendor is accountable and responsible for cleaning and trash removal of immediate area adjacent to concession location(s).

## I. Insurance

Insurance coverage requirements are as follows:

Vendor shall keep in full force and effect at all times during Agreement a comprehensive general liability insurance policy, with contractual liability coverage, with minimum limits of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate together with property damage insurance of not less than \$1,000,000. All insurance carriers providing the coverage set forth herein shall have a rating of A as assigned by A.M. Best and Co. and shall be reasonably satisfactory to Park District. All insurance coverage provided by Vendor shall be primary insurance as to Park District. Any insurance or self-insurance maintained by Park District shall be in excess of Vendor insurance and shall not contribute with it. The Park District, its commissioners, officers, employees, agents, representatives, and volunteers shall be covered as additional insured's under the general liability coverage which shall contain no special limitation on the scope of protection afforded to the additional insured's, and shall contain appropriate extensions or riders necessary to assure coverage. The policy shall not be cancelled or amended without at least ten (10) days prior written notice having been given to the Park District. Cancellation of any such coverage without a substitute policy containing the required coverage's being put in force, shall be grounds for the Park District to immediately terminate this Agreement with no further rights afforded Vendor. At its option, Park District may continue such insurance at its cost and obtain reimbursement and repayment thereof from Vendor. In such event, Vendor shall pay the amount due within ten (10) days of payment by Park District. The Parties acknowledge that Vendor may from time to time change insurers; provided that, the Park District shall be provided with a certificate of such insurance otherwise conforming to and in compliance with the terms hereof, promptly upon such change.

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

Vendor 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
- Must show policy number on certificate of insurance if workman's compensation is provided.

(b) Comprehensive General Liability:

- General Liability: 1,000,000 each occurrence (including completed operation and products liability)
- Property Damage: \$1,000,000 each occurrence
- General Aggregate: \$2,000,000 or a combined single limit of \$2,000,000
- Property damage liability insurance will provide Explosion, Collapse and underground coverages where applicable.

(c) Contractual Liability (Hold Harmless Coverage):

- Bodily Injury: \$1,000,000
- Property Damage: \$1,000,000 each occurrence
- Annual Aggregate: \$2,000,000 each occurrence

(d) Comprehensive Automobile Liability:

- Bodily Injury: \$1,000,000 Per Person and \$1,000,000 Per Accident
- Property Damage: \$500,000 each occurrence or combined single limit of \$500,000

(e) Umbrella Liability:

- \$5,000,000 each occurrence

The Park District its commissioners, officers, employees, agents, representatives, and volunteers are to be covered and named as additional insureds under the General Liability coverage and 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, Vendor shall furnish the Park District with certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above. All certificates shall provide for 30 days written notice to Park District prior to cancellation or material change of any insurance referred to therein. Failure of the Park District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the Park District to identify a deficiency from the evidence that is provided shall not be construed as a waiver of Vendor obligation to 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 the Park District at its sole discretion. All insurance coverage provided by the Vendor shall be primary coverage as to the Park District. Any insurance or self-insurance maintained by the Park District shall be excess of the Vendor and shall not contribute to it.

**J. Licenses**

Vendor is responsible for acquiring and maintaining all necessary licenses, registrations, certifications, and permits required for operation by local, state and federal law. Proposal submittal must include copies of all concessions or other licenses required to provide the requested services.

**K. Advertising**

Vendor shall not employ or use any persons known as “criers” or other noise makers as a means of attracting attention to the vendor’s business, not approved by the District, or to the extent of creating a nuisance. Vendor shall not display or advertise any products or company logos for Pepsi competitors per the District Pepsi agreement.

**L. Payment of Sales Tax**

Vendor is solely responsible for calculating and remitting state and local sales and food and beverage tax on items sold. Copies of sales tax returns shall be available upon the District’s request.

**M. Compliance with Laws**

The selected vendor(s) shall not permit on the premises any gambling or games of chance, or install or operate, or permit to be installed or operated, any device or conduct any activities which, in the opinion of the District, are contrary to good morals or are otherwise objectionable. No weapons, including concealed guns, or dangerous/hazardous materials are to be brought to or stored on site.

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**3. Selection & Award Process**

Proposals will be evaluated and ranked by a selection committee. The Champaign Park District reserves the right to reject any and all proposals, to make an award based directly on the proposals or to negotiate

further with one or more vendors. The District reserves the right to reject all proposals and request new proposals. The vendor(s) selected for the award will be chosen on the basis of apparent greatest benefit to the District, including but not limited to:

**1. Days and Hours of Operation**

How many days per week and during what hours do you intend to operate the concession? What date would you prefer to open and when would you prefer to close?

**2. Products/Services Offered for Sale**

What products do you intend to offer? What price? What size(s)? What nutritional options do you intend to offer? Please list all proposed items and unit prices.

**3. Concession Experience/Business Reference**

Please list at least three (3) business references that will support, document, or verify your performance in providing concessions and/or operating a business.

**4. Compensation Proposal**

Please provide what percentage of gross sales you are willing to share with the Park District if selected as Operator. Definition of Gross Sales for this RFP: Grand total of sale transactions at the Facility, excluding deductions for goods, supplies, equipment, taxes, discounts, licenses, fees, rent, utilities, payroll, or any other expense.

RFP Selection may include interviews with multiple candidates and may include a presentation to the Park Board of Commissioners before making a final decision. The committee may request candidates to meet with the committee for an interview to answer any questions concerning their proposal. Then the committee will rank the candidates and the top ranked candidates may be asked to formally present their proposals to the committee.

The selection committee will then rank the top firms or organizations and present them to the Park Board for the final selection. If the Park Board determines that they would like to pursue an agreement, the selected company or organization will meet with Park District staff to work out an agreement. If a mutually beneficial agreement cannot be reached, the Park District may work with the next ranked firm or organization until a final agreement is reached.

The Park Board has the authority to discontinue this process at any time before an agreement is officially approved and signed.

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**4. Submission Process, Due Date & Required Documents**

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To be ecologically focused, it is preferred that proposals and supporting documents be submitted in a PDF format through email. The subject line of the email should read **PROPOSAL: CONCESSIONS SERVICES**. Any proposals received after the deadline will not be considered. Paper proposals will also be accepted. Applicants assume all costs associated with the submission of the proposal.

All proposals are due on or before Monday, February 19, 12pm to:

Jimmy Gleason  
Champaign Park District  
706 Kenwood Road  
Champaign, IL 61821

Jimmy.gleason@champaignparks.org

Questions and comments regarding this solicitation should be directed to Jimmy Gleason, Director of Facilities: jimmy.gleason@champaignparks.org. Written answers to questions of a general nature or which would affect the solicitation will be provided to all eligible bidders. Only written answers to the questions shall be binding.

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## **5. Schedule for Selection Process**

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The following is the schedule for the selection process:

- a. Request for Proposals issued: February 2nd
- b. Facility tours: February 7th & 8th
- c. RFP Questions Deadline: February 12th
- d. RFP Questions Responses by: February 14th
- e. Proposals Due: February 19<sup>th</sup> at noon.
- f. Interviews with Vendors (If necessary): February 22-23<sup>rd</sup>
- g. Board Discussion on Potential Vendor(s): February 28<sup>th</sup>
- h. Contract negotiations and completion: February 29th – March 20th
- i. Board Approves vendor contract: March 27th
- j. Concessions/Vending Operations begins: Based on agreed upon vendor proposal dates

The District will make every effort to administer the proposal process in accordance with the terms and dates discussed in this RFP. However, the District reserves the right to modify the proposal process and dates as deemed necessary.

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## **6. Other Terms and Conditions**

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- Nothing in this RFP will preclude the District from utilizing services from other food/concession vendors to compliment this agreement and provide services to the District.
- The contract may be terminated by either party by giving the other party no less than thirty (45) days written notice. Under no circumstances will any damages be paid as a result of termination of this contract.
- The District reserves the right to reject any or all proposals, to waive any irregularities, or informalities in any proposal or proposal procedures, and to accept or reject any item or combination of items. The award will be to the proposer whose proposal complies with all the requirements set forth in this RFP, and whose proposal in the opinion of the District, is the best proposal taking into consideration all aspects of the proposer's response, including the total net cost to the District.
- Submissions will not be returned.
- Late or incomplete submissions will not be accepted.

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## **7. Outline for Response**

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1. Company or Organization Background
  - a. Name of company or organization
  - b. Contact Name
  - c. Company or Organization Address, City, State, Zip Code
  - d. Company or Organization Telephone Number

- e. Company or Organization Website
2. Company or Organization Profile
  - a. History of Company or Organization
  - b. Years in Business
  - c. Type of Ownership
  - d. Type of Organization
  - e. Size of Company or Organization
  - f. Professional Affiliations
  - g. Letters of Reference (minimum of 3)
3. Personnel
  - a. Identify owner and/or manager
  - b. Provide information on all key personnel who will be assigned to this project.
4. Qualifications of the Company or Organization
5. Background of experience and success. Vendors may be required to provide previous comparable contracts by request if applicable
6. Company or Organization Qualifications and Plan
  - a. Detailed proposal on specified plan of sales
    - List of additional equipment to be utilized
    - Intended hours of operations including opening and closing dates
    - Menu including pricing and sizes
  - b. Copies of all applicable licenses to operate services
  - c. Proposed compensation rate to the District
  - d. Timeline for start up, and desired renovations, and improvements (if any are deemed necessary).
  - e. Internet/network needs required. Will wifi suffice or will you need hard wired internet at an addition?

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**8. Request for Additional Information**

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The Champaign Park District reserves the right to request any further additional information that it deems necessary for the review and award process.

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**9. Attachments**

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Floor Plan of each site.

	B	C	D	E	F	G	H	I
1	Agency Goal	Department/Cross-Departmental Goal	Action Steps	Deliverable	Lead	Assist	Status Update & Comments	
2	Engage the community	Determine and implement methods and best practices to receive, evaluate, and respond to community communications.	Create social media policy for social media communication record retention		Chelsea Norton		No new update.	
3	Develop diverse programs for all residents	Evaluate local language barriers and determine appropriate responses (i.e., bilingual staff, ESL programming, marketing and scholarship material translation).	Create survey to determine language barriers & recommendations from public		Chelsea Norton		No new update.	
4	Develop diverse programs for all residents	Identify new teen programming to support the efforts to reduce violence in the community.	Working with community and partners to identify current needs/trends for Teens	Establish new programs/events that follow current trends to the interest of Teens	Jeannie Robinson	Rec. Dept. Team	Researching to identify options with Rec Dept Team; current Coalition partners and Interns.	
5	Encourage customer loyalty	Investigate the effectiveness of current retention efforts (i.e., messaging, targeted sales, segmentation), analyze registration experience, and survey repeat and non-returning customers.	Determine current efforts & review current survey responses	List of current methods and survey results	Jimmy Gleason	Rev. Fac. Team, Marketing	Prepared action steps and deliverables. Forming team to begin work.	
6			Design a new survey	New survey complete and sent out	Jimmy Gleason			
7			Analyze new survey	Graphs and data	Jimmy Gleason			
8			Report about findings	Report and recommend	Jimmy Gleason			
9	Ensure participant/user safety	Utilize the safety committee to assess the safety of CPD parks and facilities and make recommendations.	Review current practices and evaluative tools to assess the safety of parks/facilities	Safety evaluation process	Jarrod Scheunemann	Safety Committee, Facility Managers, OPS staff	Completed safety audit for the Virginia Theatre.	
10			Document ideas and concerns for current process	Assessment database	Jarrod Scheunemann			
11			Analyze data	Graphs and data	Jarrod Scheunemann			
12			Report about findings	Report and recommendations	Jarrod Scheunemann			
13	Engage the community	Develop and implement a plan to increase staff's involvement with community service organizations.	Work with Volunteer Coordinator to create list of organizations, determine best way to reach them		Chelsea Norton		Department Heads participated in 4 volunteer opportunities in 2023. Planning to extend opportunity to more staff in 2024.	
14	Develop diverse programs for all residents	Identify underserved populations and develop strategies to create opportunities for their participation in programs, facilities, and services.	Evaluate options including community needs assessment		Chelsea Norton		Planning to complete community needs assessment with 2025 Strat plan update.	
15	Develop diverse programs for all residents	Implement new programs and services that enhance the diversity of the offerings of the Park District.	Researching options for next FY.	Establish new programs/events that follow current trends to the interest of Teens	Jeannie Robinson	Rec. Dept. Team & DEI Chairs for CPD	Researching to identify options with Rec Dept Team and Interns.	
16			Develop a customer loyalty program that includes a reward system to recognize, reward, and encourage extraordinary program service.	Examine current efforts	Compiled finding of efforts	Jimmy Gleason	Team of Rev Facilities and Rec staff	Prepared action steps and deliverables for FY25.
17			Research/brainstorm opportunities and rewards	List of opportunities/options	Jimmy Gleason			
18			Develop District plan	Finalized plan for District	Jimmy Gleason			
19	Ensure participant/user safety	Implement recommendations from interdepartmental safety evaluation team	Identify goals and action steps to address recommendations	One year action plan	Jarrod Scheunemann	Safety Committee	Preparing Smart goals for PDRMA. Will work with new Risk Manager on next steps for Virginia Theatre audit.	
20			Assign a lead for each goal to create a proposal to implement goals and action steps	Adhoc safety teams	Jarrod Scheunemann	Safety Committee		
21			Team leads present proposals to Department Heads	Proposals and presentation	Jarrod Scheunemann	Safety Committee		
22			Executive Director approves, denies, or forwards requests	Review with justification for approval or denial	Jarrod Scheunemann	Safety Committee		

	B	C	D	E	F	G	H	I
	Agency Goal	Department/Cross-Departmental Goal	Action Steps	Deliverable	Lead	Assist	Status Update & Comments	
23								
24	Engage the community	Create opportunities for our residents to reach out to our Board members.	Survey public and board to determine barriers/need		Chelsea Norton			Implemented capacity to join Board meetings online and to record and post meetings on our website for future viewing.
25	Develop diverse programs for all residents	Identify future opportunities for programs and services; based on demographic changes, performance of existing programs and services, financial feasibility and industry trends.	Evaluate registration records, survey public on needs		Chelsea Norton			Demographic targeted programming has been implemented at Martens Center including Financial Literacy, Project Read, and STEAM programs.
26	Develop diverse programs for all residents	Evaluate and build on community partnerships for diversity.	Will review qualifying (current/future) partnerships with intent to identify potential partners and build upon existing	Program evaluations; public/staff recommendations	Jeannie Robinson	Rec. Dept. Team & DEI Chairs for CPD		Researching to identify options with Rec Dept Team and Interns.
27	Encourage customer loyalty	Create a team to evaluate current datasets and determine best system for engaging new customers and establish loyalty.	Formulate team	Team assembled	Jimmy Gleason	Rev. Fac. Team, Marketing		Prepared action steps and deliverables for FY25.
28			Examine current efforts and data	Compiled efforts and data	Jimmy Gleason			
29			Brainstorm and list oppotunites	Compiled list of preferred methods	Jimmy Gleason			
30			Formulate engagement and loyalty plan	Finalized plan for District	Jimmy Gleason			
31	Ensure participant/user safety	Track and provide supporting evidence of success or failure.	Develop measures to assess approved project completion status, post-project success, and denied project safety status threat level	Evaluative tool	Jarrod Scheunemann	Safety Committee		Will prepare action steps and deliverables for FY25.
32			Utilize measures to track success or failure	Assessment database	Jarrod Scheunemann	Safety Committee		
33			Analyze data	Graphs and data	Jarrod Scheunemann	Safety Committee		
34			Report about findings	Report and recommendations	Jarrod Scheunemann	Safety Committee		

Strategic Priorities	Agency Goal	Department/Cross-Departmental Goal	Action Steps	Deliverable	Lead	Assist	Status Update & Comments
Financial Strength (2022-2023)	Efficiently align resources	Align all rental operations under one set of uniform procedures, one central contact, and sales strategies.	Compile various contracts	Contracts compiled on S Drive	Jimmy Gleason	Zoe, Misty, Sean, Joe K	Done.
			Examine variances in contracts and determine uniformity that is necessary	Variances found to address, standarization agreed upon by team	Jimmy Gleason		In Progress.
			Form central contract	Finalized standard contracts	Jimmy Gleason		In Progress.
	Efficiently align resources	Develop and implement signage sponsorship program throughout the Park District.	Assess opportunities and create signage policy		Chelsea Norton		
	Maximize funding opportunities	Engage all grant opportunities.	Pusue available public and private grants.	Successful grant applications.	Andrew Weiss		Applied for Douglass Park Baseball Improvements OSLAD Grant through IDNR. Did not receive award.
	Ensure financial stewardship	Ensure PayCom and other software efficiently and effectively help staff complete necessary tasks.		In Progress	Interim Finance Director	Heather Miller	Successful transition to cloud version of BS&A and implementation of OpenGov for FY25 Budget Book.
Enhance Parks Foundation	Align Parks Foundation goals, strategies, and efforts to support updated Park District plans.	Work with Foundation Board to set goals/strategies/priorities		Chelsea Norton		Joint Board meeting at Study Session in April, 2024.	
Strategic Priorities	Agency Goal	Department/Cross-Departmental Goal	Action Steps	Deliverable	Lead	Assist	Status Update & Comments
Financial Strength (2023-2024)	Efficiently align resources	Develop new budget manual and training.			Interim Finance Director	Todd Blazaitis	OpenGov implmentation for FY25 Budget Book
	Efficiently align resources	Develop plan for funding long-term capital projects (i.e., Sholem Aquatic Center) and align grant requests to support these efforts.	Develop FY23-24 Capital, Operational, and CIP Budget for Board Approval by 5/1/2023.	<i>FY23-24 Budget</i>	Andrew Weiss	Interim Finance Director, Dan Olson	In Progress.
	Maximize funding opportunities	Create a plan to study district-wide purchasing standards and policies.			Interim Finance Director		
	Ensure financial stewardship	Align bidding and selection of professional contractual services with the budgeting process and seasonal timing for projects.			Interim Finance Director		In Progress.
	Enhance Parks Foundation	Evaluate the effectiveness of the Parks Foundation to enhance current initiatives and test new strategies.	Assess progress of newly determined Foundation goals/strategies		Chelsea Norton		New Strat Plan.

Strategic Priorities	Agency Goal	Department/Cross-Departmental Goal	Action Steps	Deliverable	Lead	Assist	Status Update & Comments
Financial Strength (2024-2025)	Efficiently align resources	Strive to achieve a 60/40 tax/revenue budget mix.	Determine current mix	Status determined	Jimmy Gleason	Various Rev. Fac, Rec, and VT Staff	Action steps and deliverables determined for FY 25.
			Examine current revenue streams and successes	Data on current status compiled	Jimmy Gleason		
			Determine current areas that can improve	Current areas of shortcoming reported with strategies to improve	Jimmy Gleason		
			Research new opportunities	New opportunities and strategies to implement compiled	Jimmy Gleason		
	Efficiently align resources	Monitor and identify ways to optimize cost recovery (i.e., programs, services, and Virginia Theatre shows/events).	Set standards for cost recovery	Formalized standards to achieve	Jimmy Gleason	Various Rev. Fac, Rec, and VT Staff	Action steps and deliverables determined for FY 25.
			Evaluate programs, services, events to determine if they meet cost recovery standards	Report on findings	Jimmy Gleason		
			Develop plan to address current cost recovery short comings	Report on findings including plans for addressing areas of concern	Jimmy Gleason		
			Develop plan to track and analyze cost recovery annually	Tracking system in place for future years	Jimmy Gleason		
	Maximize funding opportunities	Assess outside contractual services to enhance cost efficiencies.	Organize outside contractual service potential by type and Departmental relevance.	<i>Outside Contractual Services Directory</i>	Andrew Weiss	Interim Finance Director, Dan Olson	In Progress.
	Ensure financial stewardship	When the current revenue bond has been remunerated, establish a fund that will reserve \$250,000 to \$500,000 per year for future large capital projects.			Interim Finance Director		
Enhance Parks Foundation	Implement and scale strategies and events to grow donor engagement and giving.			Chelsea Norton		Action steps and deliverables determined for FY 25.	

Strategic Priorities	Agency Goal	Department/Cross-Departmental Goal	Action Steps	Deliverable	Lead	Status Update & Comments
Organizational Excellence (2022-2023)	Evaluate current partnerships and develop new partnerships	Evaluate all partnerships to make sure they are win-win.	Reviewing current partner structure(s); Sponsorship meeting scheduled 11/1/22 with Marketing & Development team(JJ)	Identify new partners & affiliates/update sponsorship information(JJ)	Steven Bentz, Jeannie Robinson, Jimmy Gleason	In progress as part of the budget review/requests/program evaluation phase for this FY.
	Continue to strive to be innovative and creative	Develop a training program to foster creativity and innovation in CPD programs, parks, and services.			Heather Miller	Training program was evaluated and enhanced for FY23 and FY24. Managers training program is being developed.
	Further develop a culture that helps employees excel	Develop training programs that focus on improving workplace culture.	Research options to provide training on improving culture		Sarah Sandquist	Researching options.
	Board and staff working effectively and efficiently	Evaluate how effectively and efficiently the Board and staff are working together.	Implemented workshops with Broken Compass Consulting		Sarah Sandquist	Complete.
Strategic Priorities	Agency Goal	Department/Cross-Departmental Goal	Action Steps	Deliverable	Lead	Status Update & Comments
Organizational Excellence (2023-2024)	Evaluate current partnerships and develop new partnerships	Explore new partnerships with a variety of organizations that meet or compliment the mission of the Park District.	Reviewing current partner structure(s)(JJ)	Identify new partners & affiliates/update sponsorship information(JJ)	Steven Bentz, Jeannie Robinson, Jimmy Gleason	In progress as part of the budget review/requests/program evaluation phase for this FY. (JJ)
	Continue to strive to be innovative and creative	Create a method to reward staff for being innovative and creative.			Heather Miller	
	Further develop a culture that helps employees excel	Create programs to implement key takeaways from cultural standards trainings.			Sarah Sandquist	FY24
	Board and staff working effectively and efficiently	Update technology hardware and software for Board members.			Sarah Sandquist	FY24
Strategic Priorities	Agency Goal	Department/Cross-Departmental Goal	Action Steps	Deliverable	Lead	Status Update & Comments
Organizational Excellence (2024-2025)	Evaluate current partnerships and develop new partnerships	Create a cross-departmental team to evaluate the success of partnerships over the last two years.	Identify members for the Team (JJ)	Launch Team in FY24(JJ)	Steven Bentz, Jeannie Robinson, Jimmy Gleason	FY24
	Continue to strive to be innovative and creative	Promote and celebrate staff efforts to be more creative and innovative.			Heather Miller	
	Further develop a culture that helps employees excel	Effectively communicate successful outcomes of programs focused on improving culture.			Sarah Sandquist	FY25
	Board and staff working effectively and efficiently	Develop Board specific yearly goals for the Executive Director and Department Heads.			Sarah Sandquist	FY25

Strategic Priorities	Agency Goal	Department/Cross-Departmental Goal	Action Steps	Deliverable	Lead	Status Update & Comments
Staff Excellence (2022-2023)	Lead, develop, and offer training to staff	Develop and implement additional year-round training program for new employees.			Heather Miller	Developing manager's and supervisor's training program.
	Lead, develop, and offer training to staff	Explore opportunities to expand benefits (non-healthcare) to part-time staff to incentivize part-time positions. (i.e., classes, activities).	Reseach other organization offerings, determine CPD viability and ideal options	Report on preffered expanded benefits to ED	Jimmy Gleason	In progress.
	Lead, develop, and offer training to staff	Maximize the use of Paycom for training and onboarding.			Heather Miller	In progress.
	Attract and retain quality staff	Develop a process to evaluate wages and benefits with other similar sized agencies in Central Illinois.	Determine criteria for comparative analysis	Comparative standards	Jarrood Scheunemann	Board approved salary adjustments, classifications, and salary study.
			Engage with potential study partners/agencies	Contact partners, list interested agencies	Jarrood Scheunemann	
			Develop method to collect data & collect data	Create database	Jarrood Scheunemann	
			Prepare report about data	Report/Presentation	Jarrood Scheunemann	
	Welcoming and inclusive environment	Follow up on Equity, Inclusion, and Diversity committee recommendations.			Heather Miller	
Create a responsive staffing plan	Review and analyze labor allocations to evaluate the best use of CPD resources: staff time and taxpayer dollars.	Evaluate position for Finance,Evaluate Martens Center staff to see if current staff can assist!		Sarah Sandquist, Jarrod Scheunemann	Organizational chart revisions approved and implemented.	
Strategic Priorities	Agency Goal	Department/Cross-Departmental Goal	Action Steps	Deliverable	Lead	Status Update & Comments
	Lead, develop, and offer training to staff	Develop and implement a Supervisor's Management Training program for all supervisors.			Heather Miller	In progress.
		Create a cross-departmental team to develop and implement a high-quality onboarding program.	Identify members	Team assembled	Jimmy Gleason	Action steps and deliverables determined for FY24
			Research effective onboarding programs	Compiled research	Jimmy Gleason	
			Determine necessity of onboarding for both FT and PT	Plans set and individuals asssigned areas to complete	Jimmy Gleason	
			Develop formal plan	Plan compiled, reviewed, and finalized	Jimmy Gleason	
Develop ongoing year-round training programs for staff.			Heather Miller			

Staff Excellence (2023-2024)	Attract and retain quality staff	Establish a process for staff to advance within the Park District through training and education.	Consult with staff to determine professional development needs. Coordinate with the leads for other training goals.	Summary Report	Jarrold Scheunemann	Human Resources goal for FY24/25.
			Encourage certifications and create a program to fill gaps/supplement certification process	Plan and Schedule	Jarrold Scheunemann	
				Identify and establish standards, budget, and program for professional development	Jarrold Scheunemann	
			Establish evaluative measures for advancement and training	Create database and performance measures	Jarrold Scheunemann	
	Welcoming and inclusive environment	Celebrate and develop programs to make new staff feel welcome.				Heather Miller
Create a responsive staffing plan	Create a system to measure organizational and departmental performance.				Sarah Sandquist, Jarrold Scheunemann	First meeting with GovHR for classification study on 2/21/24
<b>Strategic Priorities</b>	<b>Agency Goal</b>	<b>Department/Cross-Departmental Goal</b>	<b>Action Steps</b>	<b>Deliverable</b>	<b>Lead</b>	<b>Status Update &amp; Comments</b>
Staff Excellence (2024-2025)	Lead, develop, and offer training to staff	Expand opportunities for staff to achieve certifications and attend conferences, trainings, and seminars related to their specific job functions.			Heather Miller	
	Lead, develop, and offer training to staff	Update training for part-time and seasonal staff.	Determine areas for standardized training, standards set, trainings developed for implementation	Standard trainings finalized for core areas such as day camp, front desk, etc.	Jimmy Gleason	Action steps and deliverables determined for FY24
	Lead, develop, and offer training to staff	Develop a leadership training program for staff.			Heather Miller	
	Attract and retain quality staff	Establish a staff mentorship program.	Research current status of staff mentorship. Coordinate with other cross-departmental goals.	Report about study findings	Jarrold Scheunemann	FY25
			Set goals for the program	Goals and measures	Jarrold Scheunemann	
			Develop and launch pilot test program	Pilot test program	Jarrold Scheunemann	
	Assess, adjust, and launch program	Program	Jarrold Scheunemann			
Welcoming and inclusive environment	Continue to enhance opportunities to listen to staff input.				Heather Miller	
Create a responsive staffing plan	Develop a process to measure employee satisfaction on an ongoing basis.				Sarah Sandquist, Jarrold Scheunemann	FY25

Strategic Priorities	Agency Goal	Department/Cross-Departmental Goal	Action Steps	Deliverable	Lead	Assist	Status Update & Comments	
Quality Infrastructure Management (2022-2023)	Update and maintain our maintenance standards	Evaluate current standards and update as needed.			Dan Olson		New standards are being written and researched.	
	Evaluate and develop future projects	Finalize the plan for the future of Prairie Farm.	Revise, update, and combine extant Praire Farm Master Plan and Praire Farm Operational Plan for Board Approval.	2023 Praire Farm Comprehensive Plan	Andrew Weiss, Jimmy Gleason	Kayla Meyers	Investigating alternative location and programming for Prairie Farm. Comprehensive Plan is tabled until further notice.	
	Evaluate and develop future projects	Evaluate adding an outdoor adventure park (bike pump track, climbing boulders, RC vehicles, etc.).	Investigate recent builds and complete site visits	Report of findings	Jarroed Scheunemann		Savoy is installing a pump track at Colbert Park. Request Board's input about carrying capacity for similar amenity in Champaign.	
			Identify potential sites and possible amenities	Report of findings	Jarroed Scheunemann			
			Create rough conceptual designs and cost estimates	Create rough conceptual designs and cost estimates	Jarroed Scheunemann			
			Prepare memo for presentation and discussion	Presentation and memo	Jarroed Scheunemann			
	Evaluate and develop future projects	Evaluate the feasibility of the Champaign Park District taking a leadership role in establishing a children's museum.	Evaluating Childrens Museum vs a History Museum			Sarah Sandquist		Possibly moving forward with the Orpheum board in other avenues.
	Be a leader in sustainability	Monitor electricity, natural gas, water, and fuel consumption.				Dan Olson		Have reached out to Shannon Clarkson for some training. Need to restart again.
	Be a leader in sustainability	Evaluate Park District recycling programs.				Dan Olson		Began winter 2023
	Leverage technology	Continue to add cameras throughout the Park District.	Evaluate current inventory and coverage	Database and site maps	Jarroed Scheunemann	Tech Team	Controlled access complete at 3plex, 4plex, Zahnd. Structured cabling complete or in progress at Springer Cultural Center and Douglass Complex.	
			Coordinate with safety committee's safety evaluation results	Review evaluation and discuss findings	Jarroed Scheunemann	Tech Team		
			Establish priorities with cost estimates	Action plan	Jarroed Scheunemann	Tech Team		
			Prepare memo for presentation and discussion	Presentation and memo	Jarroed Scheunemann	Tech Team		
	Leverage technology	Evaluate options for a new phone system for the Park District.	Investigate new phone system options	Reach out to select vendors for quotes	Jarroed Scheunemann	Tech Team	Complete.	
			Request Quotes from qualified vendors.	Board approves new vendor.	Jarroed Scheunemann	Tech Team		
			Build out new phone system and train staff	New phone system	Jarroed Scheunemann	Tech Team		
Launch new phone system and troubleshoot issues			New phone system	Jarroed Scheunemann	Tech Team			
Leverage technology	Evaluate various software for success: MainTrac, RecTrac, Purchasing software, etc.	Complete situation analysis of current software (i.e., usability, fees, satisfaction levels, weaknesses)	Report on findings	Jarroed Scheunemann		SmartRec, BSA cloud, OpenGov, Productive Parks all in progress.		
		Review findings and determine if there are any software issues that need to be addressed	Priorities matrix	Jarroed Scheunemann				
		Find and evaluate replacement software (if needed).	Proposals	Jarroed Scheunemann				
		Develop action plan for items that need to be addressed.	Action plan	Jarroed Scheunemann				

	Improve Trail System	Review and update <i>2017 Park District Trail Plan</i> .	Review 2011 and 2017 Trails Plan agency objectives; revise.	<i>2023 Champaign Park District Trails Plan</i>	Andrew Weiss	Kayla Meyers	Tabled until further notice.
<b>Strategic Priorities</b>	<b>Agency Goal</b>	<b>Department/Cross-Departmental Goal</b>	<b>Action Steps</b>	<b>Deliverable</b>	<b>Lead</b>	<b>Assist</b>	<b>Status Update &amp; Comments</b>
<b>Quality Infrastructure Management (2023-2024)</b>	Update and maintain our maintenance standards	Evaluate parks, facilities and amenities for improvements (i.e., report card assessments).			Dan Olson		FY24
	Evaluate and develop future projects	Evaluate sports fields, lights, turf, usage and make recommendations.	Gather data and analyze	Formal report with results and recommendations	Jimmy Gleason	Andrew Weiss	Projects Team task, start date TBD.
	Evaluate and develop future projects	Create a committee to evaluate and recommend land purchases for parks to the Board for review and prioritization.	Identify committee members and form team	Committee and meeting schedule	Jarrold Scheunemann		Project team is involved in this and new property may be on the horizon.
			Establish goals for evaluation and develop evaluative measures to achieve goals.	Goals and evaluation form	Jarrold Scheunemann		
			Evaluate current property and community needs	Report on findings	Jarrold Scheunemann		
			Memo and presentation highlighting current state of Park District land holdings and recommendations for the future	Memo and presentation	Jarrold Scheunemann		
	Evaluate and develop future projects	Evaluate establishing an outdoor ice-skating rink.			Joe DeLuce		Tabled until further notice.
	Be a leader in sustainability	Track waste of recyclable materials and trash.			Dan Olson		FY25
	Be a leader in sustainability	Evaluate solar energy for Park District energy needs			Dan Olson		FY25
	Leverage technology	Continue to add WIFI throughout the parks and facilities.	Evaluate current inventory and coverage	Database and site maps	Jarrold Scheunemann	Tech Team	Working with I3 to receive permit from IDOT to run fiber internet to Kaufman Park
			Data analysis	Report on findings	Jarrold Scheunemann	Tech Team	
			Establish priorities with cost estimates	Action plan	Jarrold Scheunemann	Tech Team	
			Prepare memo for presentation and discussion	Presentation and memo	Jarrold Scheunemann	Tech Team	
	Leverage technology	Evaluate the effectiveness of the Park District APP's communication with residents.	Complete situation analysis of current APP (i.e., usability, fees, satisfaction levels, weaknesses)	Report on findings	Chelsea Norton		Complete - eliminated APP.
Review findings and determine where the APP and related processes can be improved or leveraged			Priorities matrix	Chelsea Norton			
Develop action plan for items that need to be addressed.			Action plan	Chelsea Norton			
Prepare memo for presentation and discussion			Presentation and memo	Chelsea Norton			
Leverage technology	Evaluate and update websites (i.e., CPD, CUSR, Virginia Theatre).	Develop evaluation tool for current websites (i.e., usability, satisfaction levels, weaknesses, current content)	Report on findings	Chelsea Norton		Complete.	
		Review findings and set priorities	Priorities matrix	Chelsea Norton			
		Develop action plan for items that need to be addressed.	Action plan	Chelsea Norton			
		Prepare memo for presentation and discussion	Presentation and memo	Chelsea Norton			
Improve Trail System		Review 2011 and 2017 Trails Plan agency objectives; revise.	<i>2023 Champaign Park District Trails Plan</i>	Andrew Weiss	Kayla Meyers	Tabled until further notice.	

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