



It is the mission of the Urbana Park District to:

- Improve the quality of life of its citizens through a responsive, efficient, and creative park and recreation system,
- Pursue excellence in a variety of programs, parks, and special facilities that contribute to the attractiveness of neighborhoods, conservation of the environment, and the overall health of the community.

**NOTICE AND AGENDA OF MEETING  
URBANA PARK DISTRICT BOARD OF COMMISSIONERS  
REGULAR BOARD MEETING  
TUESDAY, JANUARY 11, 2022  
EXECUTIVE SESSION - 6:30 PM**

**REGULAR BOARD MEETING - 7:00 PM**

VIDEO: <https://us02web.zoom.us/j/89374705360>

PHONE: (312) 626-6799

MEETING ID: 893 7470 5360

PASSCODE: 046834

**I. Call to Order**

**A. Remote Attendance**

*The Board will allow all board members to attend this meeting remotely, pursuant to Illinois Public Act 101-0640. Though Commissioners will be conducting and attending the meeting remotely, the regular meeting location (Urbana Park District Planning & Operations Facility at 1011 E. Kerr Avenue, Urbana, IL 61802) will be open to the public.*

**II. Adjourn to Executive Session**

*Executive Sessions are closed meetings and may be held subject to the restrictions of the Open Meetings Act.*

**III. Reconvene Regular Board Meeting**

**A. Announce Determination to Release Executive Session Minutes and Destroy Recordings**

*The Board will announce its determination to release Executive Session Minutes and destroy recordings in accordance with the Open Meetings Act.*

**IV. Accept Agenda**

**V. Public Comment**

*Any member of the public may make a brief statement at this time within the public participation rules of the Board. Please see the attached document for details regarding attendance and public comment via Zoom.*

**A. Public Comment**

**B. UPD New Staff Introductions**

**VI. Urbana Park District Advisory Committee (UPDAC) Report – No December Meeting/No Report**

*UPDAC is an advisory committee appointed by the Board of Commissioners. The members of UPDAC are appointed for staggered three-year terms.*

**VII. Consent Agenda**

*All action and information 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. Commissioners have had an opportunity to review these items prior to the Board Meeting.*

- A. Approval of the Minutes of the December 1, 2021 Joint Board Meeting with Champaign Park District for Champaign-Urbana Special Recreation (CUSR)
- B. Approval of the Minutes of the December 7, 2021 Board Study Session Meeting
- C. Approval of the Minutes of the December 14, 2021 Regular Board Meeting
- D. Monthly Reports  
*These are monthly reports from each department of the district.*
  - 1. Administration (Executive Director, Business, Development/Volunteers, Human Resources)
  - 2. Planning/Operations (Planning, Project Management, Facilities, Grounds, Aquatics)
  - 3. Recreation (Aquatics, Athletics, Community Programs, Environmental Programs, Public Information/Marketing, Champaign-Urbana Special Recreation–CUSR)
- E. Approval of the Monthly Paid Accounts Payable  
*This report is available for review by each Commissioner.*
- F. Action to Accept the Philanthropy Report and Gifts Listed with Gratitude  
*Gifts and donations must be officially accepted by the Board. The Philanthropy Report also lists volunteer service hours for the month.*
- G. Approval of Commissioner Travel, Meal, and Lodging Expenses  
*In accordance with the Local Government Travel Expenses Control Act, all commissioner travel, meal, and lodging expenses must be approved by the board prior to travel on district business.*

*Action on any item removed from the Consent Agenda will be taken during Old or New Business as appropriate.*

## **VIII. Reports**

- A. Financial Reports  
*These are financial reports that are reviewed by the board each month. The board must take action to accept the Treasurer’s Report.*
  - 1. Revenue & Expenditure Report
  - 2. Action on Treasurer’s Report
  - 3. Capital Budget Report
- B. Executive Director  
*This is an opportunity for the Executive Director to provide special information to the Commissioners.*
  - 1. You Belong Here Report
  - 2. Midnight Basketball
  - 3. Blair Park Pavilion/Donor Interest
  - 4. Other Updates
- C. President  
*This is an opportunity for the President to make a comment.*
  - 1. Review of upcoming meeting agenda
- D. Liaison Reports
  - 1. Finance Study Group  
*Meets as needed to discuss financial matters of the District.*
  - 2. UPD Policy Study Group

*Meets as needed to discuss policy matters of the District.*

3. Urbana Parks Foundation Representative

*Reports on Park Foundation activities.*

4. UPDAC Planning Study Group

*Meets as needed to coordinate and enhance Board-UPDAC activities and communication.*

**IX. Old Business**

- A. Action on Resolution 2021-11 Opening an Investment Account with Busey Wealth Management
- B. Action on any Old Business removed from Consent Agenda

**X. New Business**

- A. Action to Accept Audit Services Proposal
- B. Action to Approve Health & Wellness Construction Manager At-Risk Services
- C. Action to Award Preliminary and Construction Engineering Services for the Broadway Avenue Multiuse Path and Pedestrian Bridge Project
- D. Action to Approve Resolution 2022-01 Entering into an Agreement with Sourcewell
- E. Action to Award the Purchase of a Brush Chipper
- F. Action on any New Business removed from Consent Agenda

**XI. Comments from Commissioners**

**XII. Adjourn**

Note: The Meeting Agenda and Supporting Materials are on the UPD website at <http://www.urbanaparks.org/documents/index.html>; choose the “Public Meetings” category and search for the meeting information you wish to download.

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS  
 CHAMPAIGN PARK DISTRICT BOARD OF COMMISSIONERS  
 MINUTES – CHAMPAIGN-URBANA SPECIAL RECREATION JOINT BOARD MEETING  
 THURSDAY, DECEMBER 2, 2021  
 5:30 PM**

The Champaign-Urbana Special Recreation (CUSR) Joint Board Meeting of the Urbana Park District Board of Commissioners and Champaign Park District Board of Commissioners was held Thursday, December 2, 2021 at the CUSR Center, 2212 Sangamon Dr., Champaign, and online via Zoom, at 5:30 pm. The notice and agenda of the meeting were posted at the park district administrative office and at the location of the meeting. Copies of the notice and agenda were received by each commissioner of the district and by local newspapers, radio, and television stations at least forty-eight hours before the meeting in compliance with the Open Meetings Act of the State of Illinois. A copy of the notice and agenda is attached to the minutes.

UPD COMMISSIONERS	PRESENT	ABSENT
President Michael Walker	X	
Vice-President Nancy Delcomyn		X
Commissioner Cedric Stratton	X	
Commissioner Roger Digges	X	
Commissioner Meredith Blumthal	X	

CPD COMMISSIONERS	PRESENT	ABSENT
President Kevin Miller	X	
Vice-President Craig Hays	X	
Commissioner Jane Solon	X	
Commissioner Barbara Kuhl		X
Commissioner Tim McMahon		X

Also present were:

Tim Bartlett, Executive Director, UPD;  
 Corky Emberson, Recreation Superintendent, UPD;  
 Joe DeLuca, Executive Director, CPD;  
 Jameel Jones, Director of Recreation CPD;  
 Grace Tissier, Manager, CUSR;  
 Nikiaya Brandon, Adult & Events Coordinator, CUSR;  
 Christina Mott, Athletics & Volunteer Coordinator, CUSR;  
 Amanda Carrington, CUSR Receptionist;  
 Andrea Wallace, Director of Finance; CPD;  
 Dan Olson, Director of Operations, CPD;  
 Jarrod Scheunemann, Director of Administrative Services, CPD;  
 Kevin Weaver, Network Administrator, CPD

Allison Jones served as Recorder.

#### **A. CALL TO ORDER**

President Miller called the meeting to order at 5:35 PM.

#### **B. INTRODUCTIONS**

1. Introduction of CUSR staff
2. Introduction of Board Members

Staff and Board for UPD, CPD, and CUSR introduced themselves.

#### **C. PUBLIC COMMENTS**

There were no comments from members of the public.

#### **D. PRESENTATIONS**

1. CUSR Year in Review

CUSR staff provided updates on multiple projects and events over the last year, including Strategic Planning, the new CUSR Center, Inclusion Aids, Virtual Programming, Youth & Teen Programming, Mustang Athletics, Volunteers, Adult Programming, Special Events, Participant Numbers, Scholarships, and Fundraising.

#### **E. NEW BUSINESS**

1. Approval of setting December 1, 2022 at 5:30pm as the date and time for the next Joint Champaign & Urbana Park Districts Board Meeting.

**COMMISSIONER HAYS MADE A MOTION WITH A SECOND BY COMMISSIONER SOLON TO APPROVE 12/1/22 AS THE NEXT JOINT CUSR BOARD MEETING DATE. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

**COMMISSIONER STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO APPROVE 12/1/22 AS THE NEXT JOINT CUSR BOARD MEETING DATE. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

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

Commissioner Digges and Walker commented positively on the new CUSR Center.

Commissioner Solon and Hays noted their appreciation for the hard-working CUSR staff.

Commissioner Miller commented on the adaptability of CUSR staff to continue serving the community during this challenging time.

#### **G. ADJOURN**

**COMMISSIONER HAYS MADE A MOTION WITH A SECOND BY COMMISSIONER SOLON TO ADJOURN THE MEETING. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

President Walker declared the meeting adjourn at 6:22 PM.

**URBANA PARK DISTRICT**

\_\_\_\_\_  
Michael W. Walker, President  
Urbana Park District

\_\_\_\_\_  
Tim Bartlett, Secretary  
Urbana Park District

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

**CHAMPAIGN PARK DISTRICT**

\_\_\_\_\_  
Kevin J. Miller President  
Champaign Park District

\_\_\_\_\_  
Jarrod Scheunemann, Secretary  
Champaign Park District

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

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS**  
**MINUTES – BOARD STUDY SESSION**  
**TUESDAY, DECEMBER 7, 2021**  
**6:30 PM-8:00 PM**  
**PLANNING AND OPERATIONS FACILITY**  
**1011 E. KERR AVENUE**  
**URBANA, ILLINOIS 61802**

The study session meeting of the Urbana Park District Board of Commissioners was held Tuesday, December 7, 2021 at the Planning and Operations Facility, 1011 E. Kerr Avenue, Urbana, IL at 6:30 pm. The notice and agenda of the meeting were posted at the park district administrative office and at the location of the meeting. Copies of the notice and agenda were received by each commissioner of the district and by local newspapers, radio, and television stations at least forty-eight hours before the meeting in compliance with the Open Meetings Act of the State of Illinois. A copy of the notice and agenda is attached to the minutes. Also available for inspection are all documents that were reviewed or approved at the meeting.

COMMISSIONERS	PRESENT	ABSENT
President Michael Walker	X	
Vice-President Nancy Delcomyn	X	
Commissioner Cedric Stratton	X	
Commissioner Roger Digges	X	
Commissioner Meredith Blumthal	X	

Also present were Tim Bartlett, Executive Director;  
Derek Liebert, Planning and Operations Superintendent;  
Corky Emberson, Superintendent of Recreation;  
Caty Roland, Superintendent of Business Services;  
Andy Rousseau, Project Manager;  
Kara Dudek, Park Planner;  
Michelle Kelly and Maria Blood, UPLAND Design;  
Allison Jones served as Recorder.

**I. Call to Order**

President Walker called the meeting to order at 6:35 PM.

**A. Remote Attendance**

There was no remote attendance requested.

**II. Accept Agenda**

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO ACCEPT THE AGENDA AS PRESENTED. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

**III. Public Comment**

There were no comments from members of the public.

**IV. Discussion**

**A. Meadowbrook Park Playground**

Michelle Kelly and Maria Blood from UPLAND Designs presented information on planning for replacing the Meadowbrook Park playground, including the project process, timeline, community survey and feedback, site analysis, and reviewing inspiration images. They also reviewed the public meetings, community feedback avenues and results, walking and bicycling pathways, natural considerations (soils, floodplains, zoning, tree preservation), main features (parking lot, shelter, restroom, sculptures, lighting, circulation, playground), amenities, and naming options. Staff, Board, and presenters all provided feedback and suggestions on preferences and next steps.

**V. Comments from Commissioners**

President Walker requested an update regarding the implementation of UPD's COVID vaccine mandate, and staff provided a report on impact and reaction.

**VI. Adjourn**

President Walker adjourned the meeting at 8:17 PM.

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Michael W. Walker, President

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Timothy A. Bartlett, Secretary

(Seal)

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

DRAFT

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS**  
**MINUTES - REGULAR BOARD MEETING**  
**TUESDAY, DECEMBER 14, 2021**  
**7:00 PM**  
**PLANNING AND OPERATIONS FACILITY**  
**1011 E. KERR AVENUE**  
**URBANA, ILLINOIS 61802**

A regular meeting of the Urbana Park District Board of Commissioners was held Tuesday, December 14, 2021, at the Planning and Operations Facility, 1011 E. Kerr Avenue, Urbana, IL at 7:00 p.m. The notice and agenda of the meeting were posted at the park district administrative office and at the location of the meeting. Copies of the notice and agenda were received by each commissioner of the district and by local newspapers, radio, and television stations at least forty-eight hours before the meeting in compliance with the Open Meetings Act of the State of Illinois. A copy of the notice and agenda is attached to the minutes. Also available for inspection are all documents that were reviewed or approved at the meeting. UPTV taped the meeting for future airing.

COMMISSIONERS	PRESENT	ABSENT
President Michael Walker	X	
Vice-President Nancy Delcomyn	X	
Commissioner Cedric Stratton	X	
Commissioner Roger Digges	X	
Commissioner Meredith Blumthal	X	

Also present were Tim Bartlett, Executive Director;  
 Corky Emberson, Superintendent of Recreation;  
 Katy Roland, Superintendent of Business Services;  
 Derek Liebert, Superintendent of Planning and Operations;  
 Andy Rousseau, Project Manager;  
 Kara Dudek, Park Planner;  
 Kelsey Beccue, Development Manager;  
 Aaron Gold, Speer Financial;  
 Allison Jones served as Recorder.

- I. **Call to Order**  
 President Walker called the meeting to order at 7:04 PM.
  - A. Remote Attendance  
 There was no remote attendance requested.
- II. **Accept Agenda**

COMMISSIONER STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER DELCOMYN TO ADJUST THE ORDER OF THE AGENDA TO MOVE OLD BUSINESS ITEM 'A' TO IMMEDIATELY AFTER "PUBLIC COMMENT." A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

III. **Public Comment**

A. Public Comment

There were no comments from members of the public.

B. Staff Introductions

1. Development Manager, Kelsey Beccue – Katy Roland introduced Kelsey Beccue, the UPD's new Development Manager.

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- Old Business Item A: Consideration and Action on Ordinance 2021-09: An ordinance providing for the issue of approximately \$877,895 General Obligation Limited Tax Park Bonds, Series 2021, of the District, for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof

Katy Roland introduced Aaron Gold with Speer Financial. Mr. Gold reviewed the GO Limited Tax Park Bond Series 2021, including the bidding process, the 6 bids received, timeline for closing, rate of return, and the winning bid. Staff and Commissioners thanked Speer Financial for their work and expertise in this process.

1. Action to Award Low Bid

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO AWARD THE LOW BID ON BONDS TO BANK OF SPRINGFIELD WITH AN INTEREST RATE OF 0.39%. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

2. Action on Bond Ordinance

COMMISSIONER STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO ADOPT BOND ORDINANCE 2021-09 AUTHORIZING THE ISSUANCE OF \$877,895 GENERAL OBLIGATION LIMITED TAX PARK BONDS, SERIES 2021, OF THE URBANA PARK DISTRICT. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

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IV. **Urbana Park District Advisory Committee (UPDAC) Report**

Kelsey Beccue commented that it was good to get UPDAC feedback on the new Prairie Play development, as well as present UPDAC with updates on the Community Coalition and the next

phase of the underrepresented study. Commissioners noted a lot of good engagement on these topics.

V. **Consent Agenda**

- A. Approval of the Minutes of the November 2, 2021 Study Session Meeting
- B. Approval of the Minutes of the November 9, 2021 Regular Board Meeting
- C. Monthly Reports
  - 1. Administration
  - 2. Planning/Operations
  - 3. Recreation
- D. Approval of the Monthly Paid Accounts Payable
- E. Action to Accept the Philanthropy Report and Gifts Listed with Gratitude
- F. Action on Ordinance 2021-11 Authorizing the Sale/Disposal of Personal Property

**COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO APPROVE ALL OF THE ACTION ITEMS ON THE CONSENT AGENDA AND ACCEPT ALL THE INFORMATION ITEMS LISTED ON THE CONSENT AGENDA IN AN OMNIBUS MANNER. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

VI. **Reports**

- A. Financial Reports
  - 1. Revenue & Expenditure Report  
Caty Roland presented the Revenue & Expenditure Report. Next, she presented an update on investment with Busey Wealth Management and other potential options.
  - 2. Action on Treasurer's Report  
Caty Roland presented the Treasurer's Report.

**COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO ACCEPT THE TREASURER'S REPORT FOR AUDIT. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

- 3. Capital Budget Report  
Caty Roland reviewed Capital Budget spending, including fund transfers, Crystal Lake Park rehabilitation work, the Crystal Lake road system design, tributes, outdoor pavilion, vehicle purchase, work at Blair Park and Prairie Park, and the Saline rock riffle project.

Andy Rousseau provided updates on several projects, including design and engineering services for the Broadway Ave. ITEP project, the Crystal Lake Road resurfacing planning and bid schedule, updates on the Health & Wellness Center, and the new features at Blair Park.

- B. Executive Director

1. You Belong Here Report
2. Updates on UPD Staff Groups
3. Vision Zero
4. Joint Meeting for CUSR
5. ORPR Strategic Plan
6. UPD/UHS Work/Study Program
7. Meadowbrook Park Playground

Director Bartlett provided updates on multiple projects and events, including:

- \* Thanks to UPD staff Brad Johnson for clean-up after the recent wind storm
- \* Improvements at Leal Park and the adjacent property
- \* the most recent You Belong Here Report
- \* Staffing collaborations and summer/work-study employment for local students
- \* Next steps in staff training and support
- \* Funding and management discussions for the Urbana Indoor Aquatic Center
- \* CUSR efforts and planning
- \* Meadowbrook Park playground community feedback

C. President

President Walker noted there would be no Study Session in January and a regular Board Meeting on 1/11/22.

D. Liaison Reports

1. Finance Study Group

President Walker noted that the Finance Study Group met on December 10 to discuss Health & Wellness, UIAC, UPF Priority Projects Report, and updates on the audit services RFP and will meet again on January 6, 2022.

2. UPD Policy Study Group

There was no UPD Policy Study Group report.

3. Urbana Parks Foundation Representative

Commissioner Digges noted that the UPF granted around \$38,000 in direct funding to UPD projects in 2021, and also discussed a lot about Health & Wellness facility and Prairie Play at the last meeting.

4. UPDAC Planning Study Group

There was no UPDAC Planning Study Group report.

VII. **Old Business**

- A. Consideration and Action on Ordinance 2021-09: An ordinance providing for the issue of approximately \$877,895 General Obligation Limited Tax Park Bonds, Series 2021, of the District, for the payment of land condemned or purchased for parks, for the building,

maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof

1. Action to Award Low Bid
2. Action on Bond Ordinance

See above.

- B. Action on any Old Business Removed from the Consent Agenda  
There was no old business removed from the Consent Agenda.

#### VIII. **New Business**

- A. Action to Approve Ordinance 2021-10 Abating the Levy of Property Taxes on Urbana Park District General Obligation Park Bonds (Alternate Revenue Source), Series 2019A

Caty Roland noted that this is an annual action for the Alternative Revenue Source Bonds.

**COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO APPROVE ORDINANCE 2021-10 ABATING THE LEVY OF PROPERTY TAXES ON URBANA PARK DISTRICT GENERAL OBLIGATION PARK BONDS (ALTERNATE REVENUE SOURCE), SERIES 2019A. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

- B. Review and Accept the Annual Priority Projects Report to the Urbana Parks Foundation  
Staff reviewed the list of annual priority projects and work done with UPF throughout the year, including fundraising and supporting UPD programs and projects. Staff reviewed the strategic pillars and their sub-sections: Health & Wellness (facility and additional amenities), Placemaking (Meadowbrook Park playground, continued work at Crystal Lake Park, Blair Park updates, public art), You Belong Here (youth scholarship), and Trails & Connectivity (Kickapoo Rail Trail & Land Acquisition/Expansion). Board and staff provided feedback on how best to communicate and work with the Urbana Parks Foundation.

**COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO ACCEPT AND FORWARD THE 2022 ANNUAL PRIORITY PROJECTS REPORT TO THE URBANA PARKS FOUNDATION. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

- C. Action to Accept the 2022 Annual Meeting Calendar  
**COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO ACCEPT THE 2022 ANNUAL MEETING CALENDAR FOR REGULAR BOARD MEETINGS, STUDY SESSIONS, JOINT MEETINGS, AND UPDAC MEETINGS WITH CORRECTION. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

D. 2021 ADA Transition Plan Updates

Kara Dudek presented improvements from the ADA transition plan for the year and noted that close to 50% of all barriers noted have been addressed. She noted specific improvements at the Dog Park, Blair Park, and next steps for an updated assessment of needs. She noted a focus on “universal design” which can serve everyone within a community.

E. Action to Award ½ Ton Truck Bid

Andy Rousseau reviewed the low bidder of a new ½ ton truck, which is first vehicle for the 2022 schedule and will be used for the natural areas division. He noted there were 2 bidders from the 13 companies mailed the specifications, and that supply chain issues have had an effect.

**COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO AWARD THE LOW BID FOR A ½ TON TRUCK (M-16), WITH OPTIONS #1-4, FOR \$36,895 TO BOB RIDINGS OF TAYLORVILLE, IL. A ROLL CALL VOTE WAS TAKEN, ALL SAID “AYE.”**

F. Fiscal Year 2022 Goals Review

Kelsey Beccue reviewed the status of fiscal year 2022 Goals, including:

- Covid-19 recovery
- Diversity in Procurement
- Underrepresented Communities study, phase 2
- Multiuse path
- Meadowbrook Park Playground
- Health & Wellness facility – fundraising to construction
- Return of UPD events
- Crystal Lake Park road system and Broadway Ave. trail
- Kickapoo Rail Trail land acquisition & bridge construction

G. Action on any New Business removed from Consent Agenda

There was no new business removed from the Consent Agenda.

X. **Comments from Commissioners**

Commissioner Blumthal noted printing quality issues in the latest program guide. Staff stated they are discussing this issue with the printing company.

Commissioner Delcomyn noted she would not be able to attend the IPRA conference, and also that the outside landscaping at the Brookens facility needed maintenance.

XI. **Adjourn**

President Walker adjourned the meeting at 10:04 PM.

\_\_\_\_\_  
Michael W. Walker, President

\_\_\_\_\_  
Timothy A. Bartlett, Secretary

(Seal)

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

DRAFT

# ADMINISTRATION REPORT

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TO: Urbana Park District Board of Commissioners

FROM: Timothy A. Bartlett, Executive Director

DATE: January 11, 2022

RE: December 2021 Administration Department Report

## Tim Bartlett – Executive Director

### Urbana Park District – Outlook for 2022

Happy New Year to our board, staff, UPDAC and residents of Urbana! This year will have lots of activity for the UPD. The following is an outlook of what is coming up in 2022:

- ***You Belong Here:*** currently all 3 UPD Departments (and all staff) are working on current and critical community needs and activities to bring Urbana together.
  - ***Planning and Operations:*** Planning & Operations staff coordinated the lighted tree in Crestview Park to commemorate lost victims of gun violence in Champaign County, and partnered with HVNT to install the exhibit and maintain it over the holiday viewing period. The commemorative event brought a cross-section of our community together and helped to create more awareness and concern for the level of community gun violence in Urbana/Champaign County, and may be a recurring event. P&O staff continue to lead in park-related activities that promote our You Belong Here standards.
  - ***Administration:*** Staff is coordinating the Martin Luther King, Jr. Walk for Peace on Monday, January 17, 2022 at 11:00 am. The UPD will host the event at Crestview Park: the walk will start at Crestview Park and move to Larson Park, and the group will make the return trip back to Crestview Park. Additional event partners include the City of Urbana, HVNT, Housing Authority of Champaign County (HACC), the Urbana Free Library, and the Urbana Rotary Club. This may be a recurring event. The theme for the peace walk is highlighting the legacy of Dr. Martin Luther King, Jr., promoting peace building in Urbana, connecting with the neighborhood, and promoting health and wellness. Administration staff continue to promote our You Belong Here standards and seek increased funding for our ongoing District efforts.
  - ***Recreation:*** Staff continues to lead the District with all Recreation Department staff leading/participating in multiple levels of programming and events to promote our You Belong Here standards. One of our long-term goals have been achieved: bringing “Midnight Basketball” to Urbana. We have been working with Reverend Willie Comer for a few years now in hopes of finding enough community mentors and an ideal site to begin this program, and we now have enough committed leaders to allow the expansion into Urbana. Middle school (7pm-9pm) and high school (10pm-midnight) boys and girls are included in this program, which we hope to start in February 2022. Another new initiative is the

# ADMINISTRATION REPORT

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Juneteenth Celebration—a new Recreation event that will be offered in 2022. Stay tuned for more details on this fun summer event.

- **Health & Wellness Facility:** this proposed new facility will change the landscape of the Urbana Park District well into the future. UPD and UPF continue to work together to close the gap on funding for this critical facility. The need for this facility is exacerbated by the pandemic, concerns about our resident’s health, wellbeing, and community gun violence. In addition, fewer locations in Urbana are available for public programs and activities given that the Urbana Civic Center is closed, and UPD’s access to Urbana school facilities (indoor and outdoor) continues to present challenges for access. This project will also improve development potential for the east side of Urbana along the Route 130 corridor—largely included in the city’s Enterprise Zone (EZ) program to help provide benefits to developers—and provide future growth in Urbana to increase revenue for operating the UPD.
- **Climate Change:** Climate impacts are a part of our ongoing management issues at the UPD today. These impacts include more extreme periods of cold, heat, drought, winds/storms and shifts in seasonal weather. We know less about immediate climate impacts to our local flora and fauna. Our CARES plan will serve as a guide to the UPD to meet the goals and objectives of the plan. Our community has responded positively to our CARES plan, C4, climate-related events, and bringing other groups engaged with climate change together to share resources at the highest level.
- **Placemaking:** the UPD is engaged in a number of big moves to celebrate milestones, improve local parks and natural areas, enhance our arts and culture programming, and help create a strong sense of place at the UPD. The following are a few examples of current and near-term work:
  - **Crystal Lake Park:** ongoing work according to our new master plan;
  - **Blair Park:** renovation of the entire park, including a potential donor to replace the park pavilion and ongoing UPF fundraising for the tennis facility;
  - **Perkins Road Park Site:** future natural area and signature park;
  - **Crestview Park:** future “peace park” with planning and design efforts to create a new master plan for Crestview Park to support the need for peacebuilding efforts and to help overcome fears of murders and gun violence in that neighborhood;
  - **Wandell Sculpture Garden 25<sup>th</sup> Anniversary:** yearlong celebration (2022-2023) of the WSG program and related arts and culture events across the District;
  - **Heritage Trail:** art node at CLP to celebrate African-American R&B musicians that participated in our past concert series at that park;
  - **King Park:** completion of this “gateway park” concept to enhance the Lincoln Avenue entrance to this park, the addition of interpretation of the historical Ellis Subdivision, site access to complete “Byways to Equality” sculpture area, lighting improvements, trail access, landscaping, and creating another node on the Heritage Trail for Urbana;

# ADMINISTRATION REPORT

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- **Trails:** new work on the conceptual “Saline Greenway” – Derek Liebert and I are leading the planning and design efforts working with the Landscape Architecture 538 graduate studio to prepare a master plan for creating a new trail network along the Saline Corridor that connects our four large northern parks—CLP, AMBUCS, Perkins Road Park Site and Chief Shemauger. This project has been on our planning docket for some time and we are now engaging with our good friend Professor Jie Hu and the Department of Landscape Architecture to create a new trail network for Urbana.

## **Business Services – Caty Roland, Superintendent of Business Services**

No report.

## **Human Resources – Alexandra Ivanova, Human Resources Manager**

In December, the District continued to respond to COVID-19 in a way that prioritized the safety and well-being of District staff through following CDC guidance, a vaccine mandate, masking, social distancing, and discouraging in-person meetings. The District is following all recommended safety protocols and assisting staff with utilizing federal COVID-19 related leaves.

Open enrollment for calendar year 2022 was completed this month. For the second time, open enrollment was virtual to ensure the safety of District employees. The process again went very well and was successful. It is likely the process will remain virtual in the future due to being more environmentally friendly with this kind of presentation.

There are also several new staffing updates. In late November, the District’s Park Beautification Technician retired. The position was renamed “Park Sanitation Technician” to be more clear and consistent with other similar jobs. The position is currently being advertised and the hiring process is underway. In addition, the positions of Administration Office Manager and Finance Manager are currently open for applications. In Aquatics, the Aquatics Specialist was promoted to Aquatics Coordinator and the Aquatics Specialist position is also currently undergoing the hiring process, with a potential internal candidate starting in January.

## **Development – Kelsey Beccue, Development Manager**

December has been a busy time! I have been focusing on transitioning out of my previous role as Administration Office Manager, and into my new role as Development Manager. On that front, I spent much of December working closely with our internal staff team and the Urbana Parks Foundation (UPF) leadership on the trajectory of the Health & Wellness Campaign. The Health & Wellness Steering Committee met on December 9, 2021 to discuss the status of the campaign and the strategy for moving forward with the final phase of fundraising, which was shared with the full Board of Trustees at the December 13, 2021 meeting. Urbana Park District marketing staff also met with the UPF Marketing Consultant, Natlie Kenny-Marquez, to coordinate

# ADMINISTRATION REPORT

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communication plans for the remainder of the Health & Wellness Campaign and to delineate marketing responsibilities between UPF and UPD more broadly. Planning for Barn Bash is in full swing, and the UPF Events Committee met on December 17, 2021 primarily to discuss sponsorships.

The Urbana Park District Advisory Committee (UPDAC) does not meet in December, but has a full slate of potential topics for 2022. While we have many topics that we will be bringing to UPDAC, the new playground at Meadowbrook Park will be a topic that comes up repeatedly as we move through the public input and planning process this year.

Otherwise, I have been busy with processing end-of-year donations to both UPD and UPF, and am working on preparing year-end receipts to send out to donors. I have also been working with Community Program Coordinator, Matt Lewis, on securing sponsorships for Read Across America this April. My previous office management duties occupied some of my time in December, as the search for a new Administration Office Manager began. Until a new manager is hired, I will continue with some of the core responsibilities of my previous position with considerable help from our part-time staff, in addition to my new responsibilities as Development Manager.

# PLANNING & OPERATIONS REPORT

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TO: Urbana Park District Board of Commissioners

FROM: Derek Liebert, Superintendent of Planning & Operations

CC: Tim Bartlett, Executive Director

DATE: January 11, 2021

RE: December 2021 Planning & Operations Department Report

## Superintendent of Planning and Operations Derek Liebert

### COVID

The Planning and Operations department has had various staff out for either having symptoms that suggest the possibility of COVID, having been identified as a close contact to someone who has COVID through contact tracing, or for having actually developed COVID. The district continues to work with public health on contact tracing and requesting release letters for close contacts and positive cognitive cases before a return to work is approved. For symptomatic individuals, we continue to use the guidelines public health previously provided on isolation, resolved symptoms/fever, and/or negative test results as the situation determines. Unvaccinated staff that received exemptions continue to test weekly though the surge in testing and holidays have presented some challenges. The department continues to remind staff of the importance of masking and social distancing. With the increase of community transmission due to the holidays and the arrival of omicron, the department has increased this reinforcement and staff have been receptive though weary.

### Meadowbrook Park Playground

In October of 2021, surveys were administered on site at Meadowbrook and virtually to playground users and families. This survey gathered thoughts on how community members would like the next playground to feel, what types of amenities it should include, general thoughts, and more. Planning and project staff then worked with Upland Design on the development of a series of Idea Boards to solicit more specific feedback on play amenities and structure characteristics during the early winter. During a special meeting on November 30<sup>th</sup>, UPDAC provided our initial sounding board for reviewing the idea boards and providing suggestions on what amenities to include and what to shelve. Idea boards were additionally reviewed at a board study session, with various Urbana school groups through our cooperative SPLASH program, and through an online survey that was widely promoted. A virtual public meeting that Upland facilitated had limited participation, but response to independent review and feedback has been very well received.

# PLANNING & OPERATIONS REPORT

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In December of 2021, Planning and Project Staff wrapped up the second survey for input, which showed a variety of inspiration images from balance and climbing to swinging and sliding, different playground structures and aesthetics, as well as site amenities like shade and benches. Respondents were asked to rank and rate various images to better gauge what the community is looking for. We had 612 respondents on the second survey and engaged with 178 students in person ranging from 1<sup>st</sup>-8<sup>th</sup> grades. The total number of residents that have signed up to continue to be involved in the design process now totals 325 individuals. Signage at the Meadowbrook Park playground, Anita Purves Nature Center and Phillips Recreation Center continues to direct interested constituents to our playground planning website where they can learn more and sign up to be part of the next series of input opportunities.

Shortly before the holidays, staff reviewed the results from our Idea Boards phase of input with Upland Design and developed a draft program statement that will guide the three schematic design concepts they are currently working on. Staff will review these draft designs later this winter before taking them back to the Board, UPDAC, schools, stakeholders, and the general public in early spring. Although saying goodbye to the existing and iconic PrairiePlay playground will be difficult, staff have found a lot of community enthusiasm for providing a new playground that will be equally unique, more inclusive, and celebrated by the next generation of Meadowbrook Park playground users.

## **Facilities Supervisor Shane Newell**

### **Vehicle Safety Inspections**

Illinois State Vehicle Code requires all motorized vehicles that have a gross weight of eight thousand pounds or more, be subject to a safety inspection by a licensed agency every six months or annually depending on the size of the vehicle. Urbana Park District has thirteen vehicles in the fleet that require this certification. The vehicles must be transported by staff along with the vehicle registration and proof of insurance prior to the inspection. Once the vehicle is on site, the licensed inspector will confirm the proper documents and then begin the inspection. The inspector will check all safety related mechanical components such as brakes, lights, horn, windshield wipers, suspension, and tire wear. After the inspection is complete and no violations are detected, a certificate of safety sticker will be issued. The sticker shows the expiration date and must be displayed on the windshield of the vehicle.

# PLANNING & OPERATIONS REPORT

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## Grounds Supervisor Rich McMahon

### **Grounds Notes**

Facilities and grounds staff recently cut down all the Honeysuckle on the west edge of Leal Park, along with several Trees of Heaven. With all that vegetation out of the way, they were able to clean up years' worth of debris, like bricks and chunks of asphalt, that we believe came from the hotel next door. By the time of the board meeting, we'll have gone through and ground all the stumps left behind by the vegetation removal.

Leaf removal continued into this week, but now we'll replace the mowing decks with snow removal brooms, and turn those staff on to other projects like pruning trees and helping with removals.

We recently finished installing the signs for the trees at King Park, which were part of the Illinois American Water Grant project.

Other tasks completed recently include: mowing down vegetation in landscape beds, prepping areas for sod on the Prairie baseball field, taking down soccer nets and moving the goals, adding trunk protection to trees at Crystal Lake Park, and various equipment maintenance tasks in the shop.

## Construction Supervisor Keith Ewerks

### **Blair Park**

We continue to plug away at installing the new playground at Blair. We are ready for the pea gravel base layer for drainage to be installed. The problem is that the park is very wet including the playground area which makes it difficult to get equipment like trucks with pea gravel to the playground site. I am trying to come up with ways to continue since so far the weather has been pretty good. If we get a few cold nights to firm up the ground we may be able to get trucks in to deliver pea gravel.

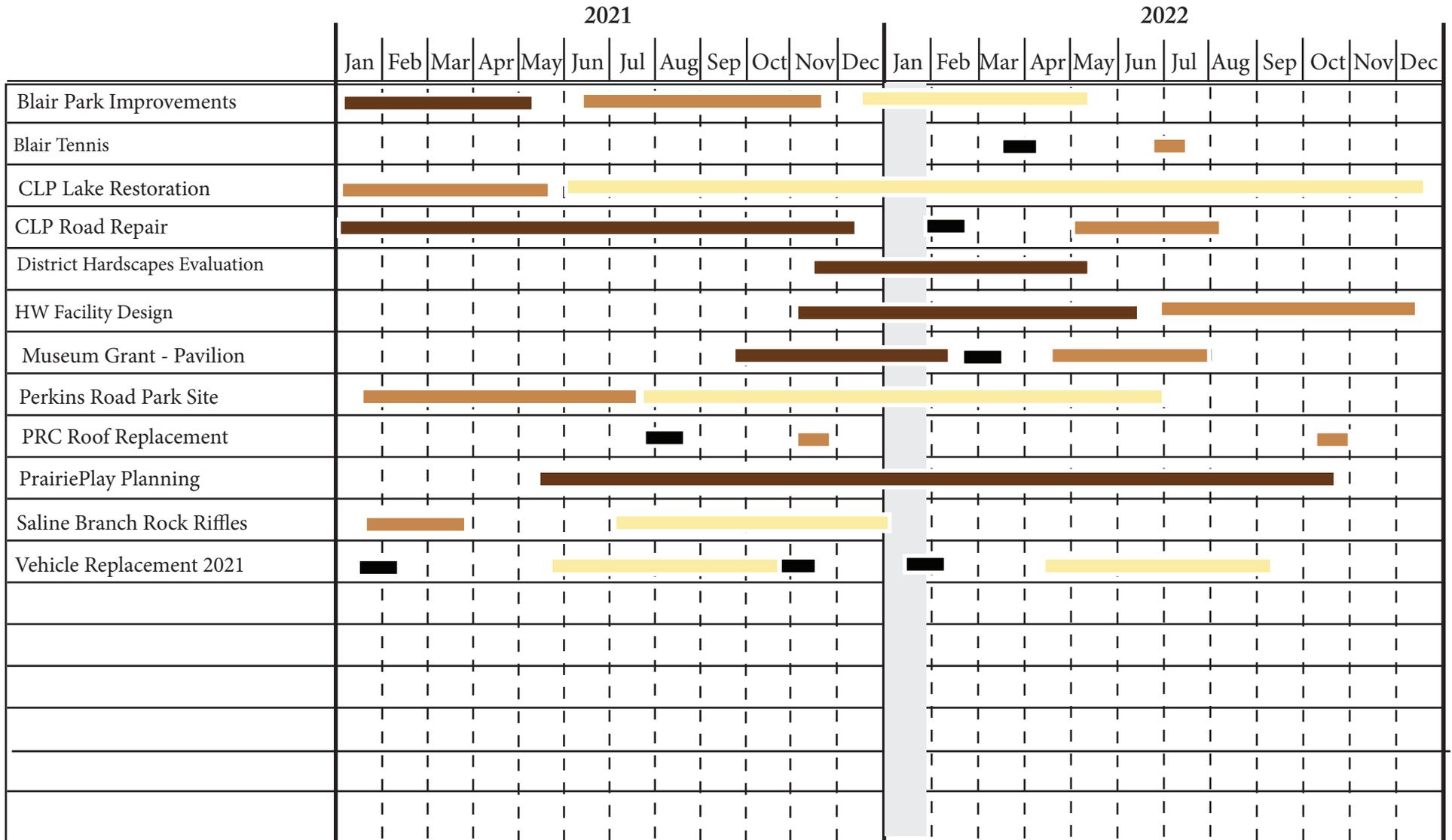
### **Sculptures**

Besides Nicole Beck's piece we have received three other pieces of sculpture at Meadowbrook Park. A stainless steel piece from Bruce Niemi called "Suzi's Garden" which was installed south of the Meadowbrook house where "Sunstruck" was previously. Fisher Stolz brought a piece called "Raptor" which is also a stainless steel piece that was installed where "Here and There" was. Last but not least was Jacki Willis piece called "Dream Traveler" a stainless steel and stained glass piece. It was installed where "Position #1 was located once it was moved to Phillips Recreation Center.

### **Upcoming projects**

Here is what is coming up in the next few months on our projects list;  
Blair Playground and Challenge course  
Sculpture installs

# CAPITAL PROJECT TIMELINE



Future Projects	
APNC Solar Phase II	2022
CLP Phased Improvements	2022/2023

**Legend**

- A&E Design*
- Out to Bid*
- Estimated Construction Period*
- Closeout & Maintenance*

# RECREATION REPORT

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**TO:** Urbana Park District Board of Commissioners

**FROM:** Corky Emberson, Superintendent of Recreation

**CC:** Tim Bartlett, Executive Director

**DATE:** January 11, 2022

**RE:** December 2021 Recreation Department Report

## Public Information and Marketing

**Public Information Manager, Mark Schultz** – Urbana Park District is wrapping up the marketing season on a strong note. We are currently in the process of soliciting bids for the 2022-2023 program guide printing contract. We will have a bid recommendation in February.

Marketing booked Janet Soesbe on ciLiving on WCIA-TV to talk about the “Best in Show 2022 Photographic Print Competition.”

In early December, the park district did a major media push to highlight people riding through Weaver Park doing damage to the trails. The News-Gazette, WCIA-TV and WAND-TV did news stories about this vandalism.

On social media, Marketing has been busy promoting the Winter Virtual 5K, youth basketball sign-ups, holiday shopping at the Anita Purves Nature Center Nature Store and the partnership with Youth Reshape.

## Community

**Community Program Manager, Janet Soesbe** – The Urbana Park District Senior Club traditionally has their annual Christmas luncheon at the Round Barn Banquet Center. The Club went a whole year with no activities and took no membership dues for 2020. They decided to have this year’s Christmas luncheon at the Phillips Recreation Center to save money. The banquet usually brings approximately 175-200 seniors together. We took a reservation list for 100 people and decorated the space with over 60 hanging snowflakes and two Christmas trees. We ended up having 92 seniors in the center with live musical entertainment from Old School Addiction. It was festive and full of friendship and so many members remarked how special it was to be together. Our group, in general, is very thoughtful about social distancing and wearing masks properly. The Senior Club is planning trips again for the spring, moving forward and hoping Covid-19 restrictions will not impact programming.

**Community Program Coordinator, Matthew Lewis** – The Program Coordinator has worked with the Program and Outreach Manager at the Urbana Free Library to make sure the Mayor of Urbana is notified of the RAA event with great success. The Program Coordinator and the

# RECREATION REPORT

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Community Program Assistant have planned and hosted consistent Read Across America meetings, mostly meeting to work on logistics of the event and finalizing some key details. The Coordinator and the Community Program Assistant have also helped with or attended a few events this past month including Candy House Creations and UrVANA's Neighborhood Connections event held at Brookens Gymnasium. Additionally, the Coordinator and Assistant have been planning all the classes that can be offered at each school site for the SPLASH program and have met with all site coordinators on monthly staff performance. The Program Assistant is planning all activities for School's Out Days beginning in January and has planned for all classes that will be at the Urbana Middle School with the help of another SPLASH supervisor. Both the Coordinator and Assistant have gone to Parkland College with the Community Engagement Coordinator to help advertise for more staff for SPLASH. The Program Coordinator also worked on finalizing reports for the EDUC 201 volunteers and have worked with the Volunteer Coordinator to attain more volunteers for the Spring 2022 semester as well. Both the Coordinator and Assistant have worked with UPD's Park Planner, Project Manager, Superintendent of Operations, and Executive Director to setup some opportunities for them to go to SPLASH schools and have the children take a survey to give them a chance to give their opinion on what the new playground at Meadowbrook Park would look like.

**Community Program and Engagement Coordinator, Jacob Johnston** – During the month of November and aside from his typical duties, the coordinator performed as part of CU Uke Jam on WEFT 90.1, assisted with setup of Candy House Creations, assisted UrVANA with a holiday event at Steer Place, tabled for part-time jobs at Parkland College, and performed as part of CU Uke Jam at the Winter Solstice Celebration at the Anita Purves Nature Center.

## Volunteer Coordination

- **Soccer:** Kyle Mills reported 5 volunteer coaches. They totaled 30 hours of volunteering.
- **Natural Areas Management:** Matt Balk reported 15 volunteers. They totaled 34 hours of volunteering.
- **SPLASH:** Matthew Lewis reported 6 volunteers. They totaled 24.25 hours of volunteering.
- **Nature Programs:** Chelsea Prael reported 3 volunteers in training for an upcoming event. They totaled 4.5 hours of volunteering.
- **Winter Solstice Celebration:** David Subers reported 3 volunteers. They totaled 5.5 hours of volunteering.
- **Exhibit Interpretation:** Nicole Hilberg reported 2 volunteers as exhibit interpreters. They totaled 5.5 hours of volunteering.

**Total Volunteers for December 2021: 34 | Total Volunteer Hours for November 2021: 106.75**

**Recreation Office Manager, Heather Britsky** – Spring registration began on December 1. There has been a decline in in-office registrations as the website becomes more popular and user-friendly. The Recreation Office Manager has been fixing hiccups with registrations as they appear. The Phillips Recreation Center closed for cleaning on December 11 and remained closed for the

# RECREATION REPORT

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rest of the year. During this time, office staff relocated to the Anita Purves Nature Center. To limit the number of people in one place, the office manager found this to be a good time for “side projects.” Along with deep cleaning of the Phillips office spaces, she assisted Athletics with some of their organizing and purging. While at Brookens, she discovered several bins of pictures and park district history and began going through and organizing them. She found items relating to the grand opening of the Wandell Sculpture Garden, which may be useful in planning the 25<sup>th</sup> Anniversary event.

## **Community Programs and Rentals**

- The Phillips Recreation Center had 0 billable rental with 0 people.
- The Phillips Recreation Center had 5 affiliate rentals with 450 people.
- The Phillips Recreation Center had 115 visitors.

## **Environmental**

**Environmental Program Manager, Savannah Donovan** – This month the manager has continued to work on downsizing the nature center’s book collection and natural items inventory. The Resource Room and storage room, both in the basement of the nature center, have long-been packed with books, taxidermy, bird nests and other resources that are outdated or otherwise unusable. The number of low-quality items, most of which have been donated by community members over the past 40 years, has made it difficult to locate the higher-quality items that are most frequently used for programs, loan kits and exhibits. Most of the books that are being deaccessioned were published between 1930-2000 and are either outdated or not relevant to the mission and goals of the nature center today. These books have been made available for anyone to take for free from the lobby of the nature center. (Some have gone to the “little free libraries” at the Phillips Center and the nature playscape.) Books that were donated specifically for the Wildlife Observation Room or in memory of Anita Purves are being retained.

Staff are also testing taxidermy and preserved “study skins” of birds and mammals for the presence of arsenic, which was commonly used until the 1970s. Items containing arsenic will no longer be used for programming or loan kits, and they may require special hazardous waste disposal if they are deaccessioned. Moving forward, the manager will take a more critical look at what items will be accepted as donations.

**Environmental Education Coordinator, Chelsea Prah** – This month the coordinator worked on closing out the 2021 garden season and preparing for 2022. In 2021, both Meadowbrook and Victory Park organic community gardens reached maximum enrollment for the first time in many years. This is due to increased community demand, as well as the partnership with Solidarity Gardens CU in which the district has provided them with 18 garden plots to utilize for growing produce for people in need. The majority of annual gardeners cleared out their plots and ended the season in good standing, with only a handful of gardeners whose deposits were forfeited. Due to high demand, six full-sized plots have been transitioned from annual to perennial plots to make a new total of 40 perennial plots at Meadowbrook Park. All of the garden plots at Victory

# RECREATION REPORT

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Park have also transitioned to perennial plots because of growing interest from long-time gardeners at that location.

The coordinator has also been working on the Steering Committee for the Solidarity Gardens CU. During the off-season this team is focusing on volunteer recruitment, looking into other means of distributing produce and prepared meals, increasing educational programming and resource sharing, as well as improving the awareness of the Solidarity Gardens CU through marketing practices. The coordinator is leading the Marketing and Education Programming subcommittee alongside the district's Outreach and Wellness Coordinator. The coordinator also sits on the Production and Garden Support subcommittee. Since the launch of this initiative, Solidarity Gardens CU has donated over 2,100 lbs. of produce to people battling food insecurities in the Urbana-Champaign area.

**Environmental Public Program Coordinator, David Subers** – The coordinator worked this month on providing a free Winter Solstice Celebration event. With the generous help of full-time staff (including those from other facilities) and volunteers, the nature center was able to provide a safe, fun and memorable experience for more than 100 guests. The celebration took place on Saturday, December 18 from 4-7pm at Anita Purves Nature Center. Activities included:

- Campfire with s'mores and storytelling
- Ukulele band playing near fire ring
- Guided hikes through Busey Woods every hour
- Hot cocoa station
- Crafts – pine cone bird feeders and 3D paper snowflakes
- Candlelit Winter Spiral Walk

Due to rising COVID cases, a number of precautions and considerations were made in organizing this event. These included:

- Requesting pre-registration and capping reservations at 100 people
- Contact tracing for anyone who entered the building
- Masks required indoors
- Majority of activities took place outside
- Indoor craft tables were set up with plenty of space for social distancing and a maximum capacity for the room
- Hand sanitizer available in multiple places
- Individually-wrapped hot cocoa packets, disposable stirrers and cups
- Open-house-style event so guests filtered in and out

The event ran smoothly, and many guests expressed their gratitude to the coordinator. Donation boxes were placed in key locations, and \$42 in donations was received. A total of 114 visitors came inside the nature center, so total participation for the event is likely a bit higher. The Winter Spiral Walk, made from spruce tree foliage and other seasonal natural items, was an attractive and interesting addition to the event. The coordinator and program manager decided to leave it in the front lawn of the nature center for a couple weeks and invite people to walk it

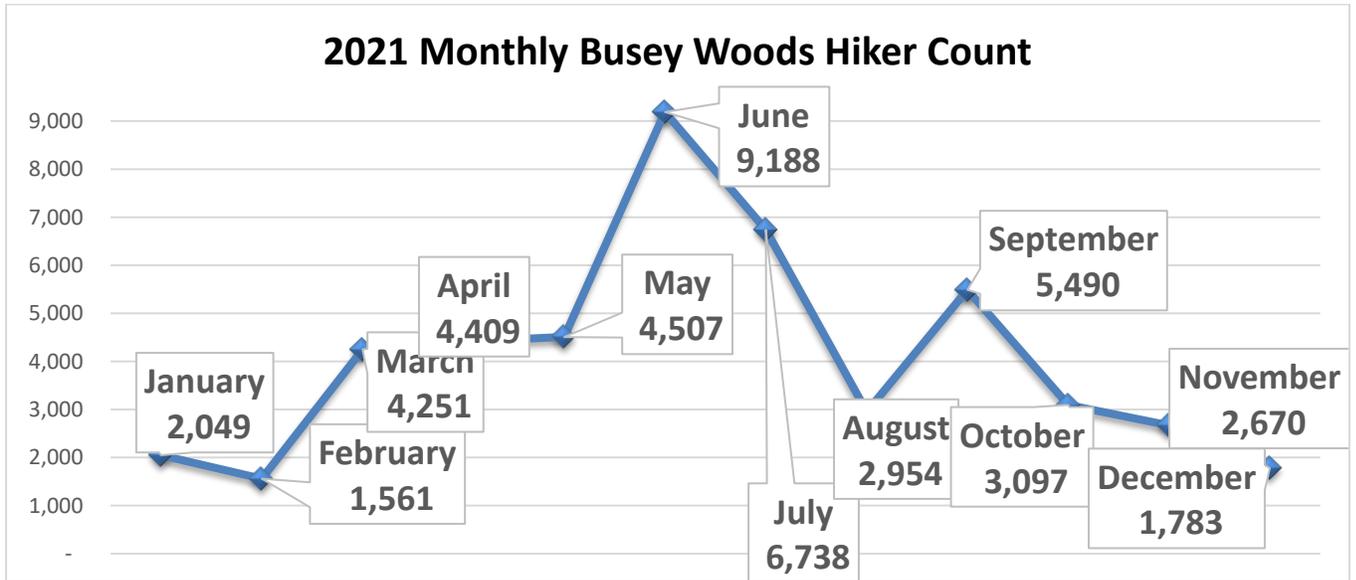
# RECREATION REPORT

as a way of reflecting on the changing of the seasons and the New Year.



Winter Spiral Walk activity at the Winter Solstice Celebration on December 18

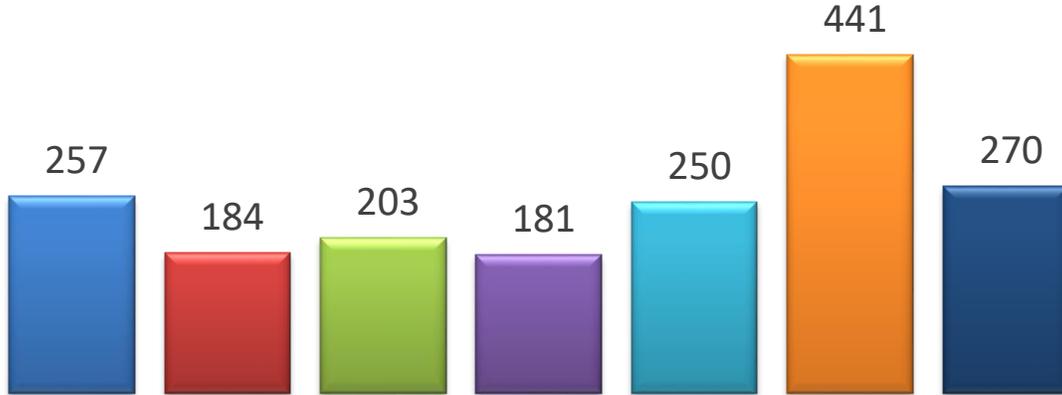
**Environmental Office Manager, Nicole Hilberg** – This month the environmental office manager spent time analyzing the 2021 Busey Woods hiker data. The month of December welcomed 1,783 hikers which brings the 2021 total to 48,697 hikers. Below is a line graph which shows that the busiest month of 2021 was June, while the slowest month was February. The bar graph under that shows that hikers visited more often on Fridays in December, while the stacked-column graph at the bottom shows that either Saturday or Sunday was the most popular day in nearly all of the other months in 2021. Four of the 12 months actually recorded Fridays as their least popular hiking day. This fascinating data has been recorded by the RRX-EB people counter from A & P Chambers Ltd.



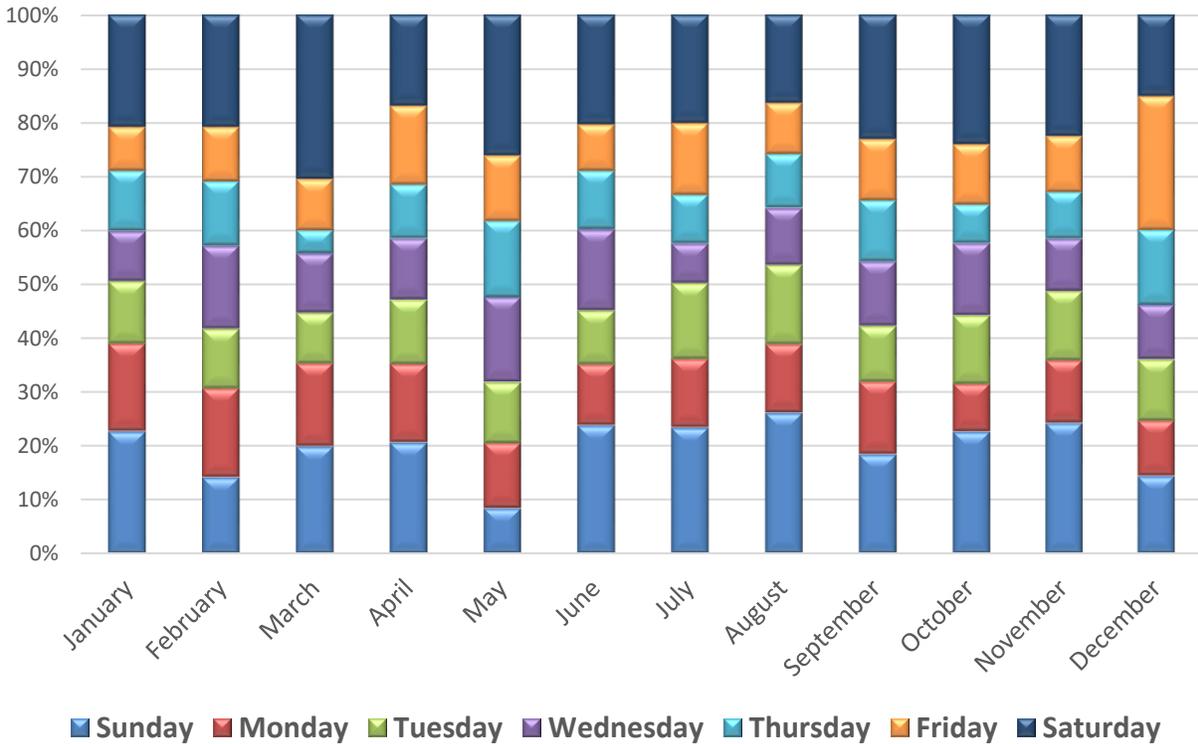
# RECREATION REPORT

## December 2021 Busey Woods Hikers by Weekday

■ Sunday 
 ■ Monday 
 ■ Tuesday 
 ■ Wednesday 
 ■ Thursday 
 ■ Friday 
 ■ Saturday



## 2021 Busey Woods Hikers by Weekday



Environmental Programs and Anita Purves Nature Center Rentals

# RECREATION REPORT

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- The Nature Center hosted 12 onsite programs that served 197 people.
- The Nature Center was rented 10 times. The total number of people using the Center for rentals and meetings was 84.
- The Nature Center welcomed 582 people visiting or participating in programs at the Center.
- The Nature Center staff coordinated and conducted 2 offsite programs for 35 people this month.
- Busey Woods had 1,783 hikers this month.

## Aquatics

**Aquatics Manager, Leslie Radice** – Currently, the aquatics department is operating with two fewer full-time employees. The Aquatics Pro has been vacant since May 1, 2021, and the Aquatics Coordinator was vacated November 13. On December 27, current Aquatics Specialist Jennifer Nierenhausen was offered the position of Aquatics Coordinator, which she accepted. We are now advertising for Aquatics Specialist. In the meantime, the Aquatics Manager and the Aquatics Coordinator have been splitting the tasks, along with their own job duties to make sure the facility and programming are running properly.

There is currently a nationwide lifeguard shortage, and the aquatics department is seeing this trend as well. They have been reaching out in every way possible to push the message out that lifeguards are needed, as well as swim instructors. Staff is hopeful that this will not impact our daily operations too much.

The aquatics department continues to operate and adjust to the best of their ability during these hard times. The fact that the facility has been able to be open and operate recently has been a true accomplishment. The Aquatics Manager and Aquatics Coordinator have been in at 5:30 AM multiple times to make sure the facility is open, guarded, and safe for the public to use due to the shortage of staff. The department is dedicated to making any situation work unless it is absolutely unsafe and not feasible.

## Outreach and Wellness

**Outreach & Wellness Manager, Elsie Hedgspeth** – During December, the Outreach & Wellness department offered the first Flexible Fitness Punch Card sale since December of 2019. While sales were modest compared to pre-pandemic years, a total of 60 passes were sold during the sale week. The Outreach & Wellness department is working with the Marketing & Public Information department to advertise the second Flexible Fitness Punch Card sale which will take place January 3-7, 2022.

During the annual Phillips Recreation Center closure, the Outreach & Wellness department was able to continue offering 11 fitness classes between the Anita Purves Nature Center, Brookens Gymnasium, and Urbana Indoor Aquatic Center. A total of 3 classes opted to move into the Anita Purves Nature Center during the Phillips Recreation Center closure in an effort to keep going

# RECREATION REPORT

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through the end of December. All regularly scheduled classes will resume at their respective facilities on Monday, January 3<sup>rd</sup> for the beginning of Free Fitness Week.

**Outreach & Wellness Coordinator, Ashley Dennis** – During the month of December the fitness department prepared for certain fitness classes moving to the Anita Purves Nature Center during the annual Phillips closure for floor cleaning. Appropriate equipment was moved over to the facility, along with attendance sheets, and instructors and participants were reminded of the move and PRC closure. The coordinator thoroughly dusted the entirety of the Phillips Recreation Center over the closure in an effort to ready the facility for reopening in 2022. The department also worked to submit a rough draft for the Summer 2022 program guide to the graphic designer before holiday season.

## **Fitness Attendance**

### **Land Classes:**

Phillips Recreation Center: 251

Brookens Gym: 46

Lake House at Crystal Lake Park: 14

### **Aquatic Classes:**

Urbana Indoor Aquatic Center: 322

## **Athletics**

**Athletics Supervisor, Kyle Mills** – The Athletics Supervisor worked out an agreement that allows for a slight amount of gym space from the School District. This allows the park district to at least offer Youth Basketball to our Urbana Youth. With this, the supervisor also changed the fliers and Activenet with help from Graphic Designer Lexi and Recreation Office Manager Heather to reflect the reduced offerings just days before winter break. He managed to get the flier into all the schools the last day of school.

The first session ever of YOUth Reshape came to a close, with a total of 23 registered participants. The instructors are very excited to get the next session going. Additionally, the supervisor has secured a partnership with GG\*games and has started promoting our first ever session of e\*gaming that begins in January.

We currently have 5 different Adult Indoor Soccer groups running, and a 6th about to start. We are also expecting CFC Church and Church League Volleyball make their returns to Brookens in January for the first time in over a year.

The supervisor has been diligently working on billing and payments for rentals. All outdoor field rental payments have been secured, and all indoor payments are up-to-date aside from Judah Christian and Greybeards.

**Athletics Coordinator, Joe Manning** – December has brought successful ends to our Fall Adult Co-

# RECREATION REPORT

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Rec Volleyball League, our Co-Rec Indoor Youth Soccer program, and our first session of the YOUth Reshape Initiative Program. All three programs have had positive feedback based on early survey results, and we will be implementing two more sessions of the YOUth Reshape Initiative in coming months. We have also seen the successful send-off of Deon Pate, our Fall 2021 Athletics Intern. Deon served a great role as an Outdoor Youth Soccer Coach and as an administrative assistant. In the next month, we look to begin our first E-Sports program session through partnership with GG Leagues as we also welcome Spring 2022 Athletics Intern, Devin Munoz to our offices.

## **Brookens Gym and Field Rentals**

- Brookens Gym had 41 rentals and facility uses other than program
- Brookens had an estimated 855 visitors for rentals
- There were 39 UPD and CUSR classes and programs held at the facility
- Brookens had an estimated 668 visitors for programs.
- There were 0 baseball and soccer field rentals
- Fields had an estimated 0 visitors for programs and rentals

## **Champaign – Urbana Special Recreation**

**CUSR Manager, Grace Tissier** – CUSR held our 2<sup>nd</sup> fundraiser with Double Good Popcorn, which we sold from November 28<sup>th</sup> – December 2<sup>nd</sup>. In five days, we sold a total of \$10,658 of popcorn, which gave us \$5,329 to put in our scholarship fund.

The joint UPD and CPD Board Meeting was held at the new CUSR Center on December 2<sup>nd</sup>. The manager gave a presentation of CUSR's year in review.

We provided Inclusion support to 1 participant at Leonhard Recreation Center's afterschool program, 1 participant at Springer Cultural Center's preschool programs, and 1 participant at both Leonhard's and Douglass' Winter Break Camps this month.

**CUSR Athletics & Volunteer Coordinator, Christina Mott** – The Athletics & Volunteer Coordinator met with Elsie and Ashley to organize a fitness program for participants with disabilities in an effort to provide a wider range of opportunities aside from competitive sports. We are looking forward to offering this program in the future!

We had one bowler qualify for and compete at the State bowling tournament at Landmark Lanes in Peoria on December 4<sup>th</sup>. He received silver in his division.

We concluded our basketball practice season with a staff and participant scrimmage, followed by a trophy ceremony at the CUSR Center on December 20<sup>th</sup>.

**CUSR Youth & Teen Coordinator, Carlie Provow** – The Youth & Teen Coordinator hosted two CUSR Nights at CPD's Winter Nights at Prairie Farm, December 14<sup>th</sup> and 21<sup>st</sup>. Individuals with disabilities along with their families were welcomed to come enjoy an experience of walking through the light displays at Prairie Farm without the crowds of the public open hours. She also attended Illinois Recreation Therapy Association's (ILRTA) Virtual Conference and On Demand sessions for continuing education.

# RECREATION REPORT

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CUSR's After School Program remained at maximum enrollment in December with 9 participants.

**CUSR Adult Program & Event Coordinator, Nikiaya Brandon** – The adult day program continues to go very well. We ended December's session with 4 participants enrolled and met with a potential new participant and their parent. We will hopefully welcome them in the new year.

The coordinator has been doing the bulk of summer program planning this month. We have a lot of exciting programs, new and old planned, including a couple of collaborations with UPD – a cooking program at Phillips and a nature program with APNC.

We had our annual Winter Wonderland Ball on December 18<sup>th</sup> with 8 participants. They dressed up, enjoyed dinner catered from Chili's, and danced to music from a local DJ.

**INVOICE REGISTER FOR URBANA PARK DISTRICT**  
 EXP CHECK RUN DATES 12/01/2021 - 12/31/2021  
 JOURNALIZED  
 PAID

<b>Vendor</b>				<b>Amount</b>
<b>A &amp; R MECHANICAL CONTRACTORS INC</b>				<b>531.75</b>
GENERAL FUND	P & O - KERR	HVAC MAINTENANCE	HEAT PUMP REP'R	531.75
<b>CHAMPAIGN DO-IT-BEST HARDWARE</b>				<b>23.49</b>
GENERAL FUND	P & O - KING	LUMBER & HARDWARE	SCREWS	23.49
<b>AFP</b>				<b>335.00</b>
GENERAL FUND	ADMINISTRATION - DEVELOPMENT	DUES	AFP MMBRSHP-KHB	335.00
<b>AMAZON.COM</b>				<b>173.34</b>
RECREATION FUND	COMM PROG - SPLASH PROGRAM	SUPPLIES	DRONES	173.34
<b>AMAZON.COM</b>				<b>69.47</b>
RECREATION FUND	RECREATION OFFICE - MANAGEMENT	OFFICE SUPPLIES	OFC SUPPL	69.47
<b>AMAZON.COM</b>				<b>108.99</b>
RECREATION FUND	RECREATION OFFICE - MANAGEMENT	OFFICE SUPPLIES	OFC SUPPL	108.99
<b>AMAZON.COM</b>				<b>234.04</b>
GENERAL FUND	P & O - BUSEY WOODS	RESTORATION SUPPLIES	TWO WAY RADIOS	234.04
<b>AMAZON.COM</b>				<b>29.95</b>
RECREATION FUND	AQUATICS PROGRAMS - SPECIAL PRO	SUPPLIES	SL EQUIP	29.95
<b>AMAZON.COM</b>				<b>13.98</b>
RECREATION FUND	AQUATICS PROGRAMS - SWIM LESSO	SUPPLIES	SL EQUIP	13.98
<b>AMAZON.COM</b>				<b>103.67</b>
RECREATION FUND	AQUATICS PROGRAMS - SWIM LESSO	SUPPLIES	SL EQUIP	103.67
<b>AMAZON.COM</b>				<b>40.47</b>
GENERAL FUND	ADMINISTRATION - ADMIN	OFFICE SUPPLIES	OFC SUPPL	40.47
<b>AMAZON.COM</b>				<b>56.97</b>
MUSEUM FUND	EXHIBITS - INTERPRETATION	SUPPLIES	PLIERS/CLAMP SETS	56.97
<b>AMAZON.COM</b>				<b>18.28</b>
MUSEUM FUND	NATURE CENTER - MANAGEMENT	SUPPLIES	HEAT GUN	18.28
<b>AMAZON.COM</b>				<b>17.98</b>
MUSEUM FUND	NATURE CENTER - MANAGEMENT	SUPPLIES	PARACORD	17.98
<b>AMAZON.COM</b>				<b>11.97</b>
MUSEUM FUND	NATURE CENTER - MANAGEMENT	SUPPLIES	DRAIN STRAINER	11.97
<b>AMAZON.COM</b>				<b>21.99</b>
MUSEUM FUND	PUBLIC PROG - ADMIN	SUPPLIES	STORAGE CONTAINERS	21.99
<b>AMAZON.COM</b>				<b>41.98</b>
GENERAL FUND	ADMINISTRATION - ADMIN	STAFF MEETINGS & RECOGNITION	STORAGE CONTAINERS	41.98
<b>AMAZON.COM</b>				<b>15.99</b>
MUSEUM FUND	EXHIBITS - EXHIBIT ANIMALS & WILF	SUPPLIES	WATER DISH MAT	15.99
<b>AMAZON.COM</b>				<b>230.00</b>
GENERAL FUND	ADMINISTRATION - ADMIN	EQUIPMENT	TT CORD COVERS	230.00
<b>AMAZON.COM</b>				<b>42.76</b>
RECREATION FUND	OUTREACH & WELLNESS - WATER AE	SUPPLIES	WATER DUMBBELLS	42.76

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<b>AMAZON.COM</b>					<b>7.49</b>
RECREATION FUND	SPEC EVENTS - TURKEY TROT	SUPPLIES	TT MAP	7.49	
<b>AMAZON.COM</b>					<b>11.87</b>
MUSEUM FUND	EXHIBITS - EXHIBIT ANIMALS & WILD	SUPPLIES	MIXER DRILL ATTACHMENT	11.87	
<b>AMAZON.COM</b>					<b>43.78</b>
MUSEUM FUND	NATURE CENTER - MANAGEMENT	COMPUTER SUPPLIES	MICRO SD'S	43.78	
<b>AMAZON.COM</b>					<b>9.95</b>
MUSEUM FUND	NATURE CENTER - MANAGEMENT	MERCHANDISE SUPPLIES	SIGN HOLDERS	9.95	
<b>AMAZON.COM</b>					<b>14.95</b>
MUSEUM FUND	NATURE CENTER - MANAGEMENT	OFFICE SUPPLIES	CALENDAR	14.95	
<b>AMAZON.COM</b>					<b>22.99</b>
MUSEUM FUND	NATURE CENTER - MANAGEMENT	OFFICE SUPPLIES	MARKERS	22.99	
<b>AMAZON.COM</b>					<b>28.44</b>
MUSEUM FUND	NATURE CENTER - MANAGEMENT	COMPUTER SUPPLIES	COMPUTER MOUSE	28.44	
<b>AMERICANEAGLE.COM</b>					<b>2,250.00</b>
RECREATION FUND	MARKETING - PUBLIC INFO/MARKETII	WEBSITE	WEBSITE HOSTING/MAINT	2,250.00	
<b>AMERICAN PLANNING ASSOC</b>					<b>391.00</b>
GENERAL FUND	ADMINISTRATION - ADMIN	DUES	APA DUES-KAD	391.00	
<b>ARENDS HOGAN WALKER AHW LLC</b>					<b>2,649.35</b>
GENERAL FUND	P & O - SHOP & GARAGE	MOWING EQ/TRACTORS SERVICE	72" MOWER REP'R	2,649.35	
<b>ARENDS HOGAN WALKER AHW LLC</b>					<b>80.26</b>
GENERAL FUND	P & O - SHOP & GARAGE	PARTS-MOWING EQUIPMENT	MOWER SWITCH KIT	80.26	
<b>ARMSTRONG LUMBER COMPANY</b>					<b>70.14</b>
CAPITAL IMPROVEMENT	2021 CAP IMP BDGT - FROM BONDS	CONSTRUCTION CREW PROJECTS	LUMBER	70.14	
<b>ARMSTRONG LUMBER COMPANY</b>					<b>72.48</b>
GENERAL FUND	P & O - CRYSTAL LAKE	LUMBER & HARDWARE	LUMBER	72.48	
<b>ARMSTRONG LUMBER COMPANY</b>					<b>181.20</b>
GENERAL FUND	P & O - CRYSTAL LAKE	LUMBER & HARDWARE	FIRE DAMAGE LUMBER REP'R	181.20	
<b>ARMSTRONG LUMBER COMPANY</b>					<b>27.55</b>
GENERAL FUND	P & O - SHOP & GARAGE	SUPPLIES ON HAND	CONCRETE MIX/REBAR	27.55	
<b>ARMSTRONG LUMBER COMPANY</b>					<b>45.54</b>
GENERAL FUND	P & O - CRYSTAL LAKE	LUMBER & HARDWARE	PLYWOOD	45.54	
<b>AT&amp;T MOBILITY</b>					<b>122.27</b>
GENERAL FUND	P & O - P & O OFFICE	INTERNET/WIFI/SATELITE	ARBOR IPAD JAN	27.48	
MUSEUM FUND	NATURE CENTER - MANAGEMENT	INTERNET/WIFI/SATELITE	APNC HOTSPOT JAN	94.79	
<b>AT&amp;T</b>					<b>52.35</b>
GENERAL FUND	P & O - CARLE	INTERNET/WIFI/SATELITE	CARL WIFI JAN	52.35	
<b>THE BANK OF NEW YORK MELLON</b>					<b>777,250.00</b>
BOND, PRINCIPAL, AND	SERIES 2019A ARS BONDS - ADMIN	BOND PRINCIPAL & INTEREST PYMTS	SER 2019A INTEREST	272,250.00	
BOND, PRINCIPAL, AND	SERIES 2019A ARS BONDS - ADMIN	BOND PRINCIPAL & INTEREST PYMTS	SER 2019A PRICIPAL	505,000.00	

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<b>BARNES &amp; NOBLE</b>				<b>35.98</b>
MUSEUM FUND	ENV EDU PROG - ADMIN	SUPPLIES	CARLE KIDS BOOK	35.98
<b>BENEFIT PLANNING CONSULTANTS INC</b>				<b>299.50</b>
GENERAL FUND	ADMINISTRATION - ADMIN	BENEFITS ADMINISTRATION FEES	ADMIN FEES JAN	299.50
<b>BIGG SUCCESS</b>				<b>65.00</b>
RECREATION FUND	MARKETING - PUBLIC INFO/MARKETII	ADVERTISING/PRINTING	ON HOLD DEC	65.00
<b>BOBCAT OF CHAMPAIGN LLC</b>				<b>131.95</b>
GENERAL FUND	P & O - SHOP & GARAGE	PARTS-IMPLEMENTS	OIL/FUEL FILTERS	131.95
<b>BOBCAT OF CHAMPAIGN LLC</b>				<b>(10.51)</b>
GENERAL FUND	P & O - SHOP & GARAGE	PARTS-IMPLEMENTS	FILTER REF'D	(10.51)
<b>BRONZE MEMORIAL CO</b>				<b>490.54</b>
CAPITAL IMPROVEMENT	2021 CAP IMP BDGT - GRANTS/DONA'	TRIBUTES & DONATIONS	MEM PLAQ-LACEY/ RYAN/DAY	490.54
<b>BRONZE MEMORIAL CO</b>				<b>436.42</b>
CAPITAL IMPROVEMENT	2021 CAP IMP BDGT - GRANTS/DONA'	TRIBUTES & DONATIONS	MEM PLAQ-FUNK/CHRISTENSEN	436.42
<b>URBANA TRANSFER STATION</b>				<b>332.72</b>
GENERAL FUND	P & O - SHOP & GARAGE	WASTE & RECYCLING	EMPTY M-6	332.72
<b>REPUBLIC SERVICES #729</b>				<b>1,049.62</b>
MUSEUM FUND	NATURE CENTER - MAINTENANCE	WASTE & RECYCLING	APNC EMPTY DUMPSTER JAN	402.14
GENERAL FUND	P & O - SHOP & GARAGE	WASTE & RECYCLING	KERR EMPTY DUMPSTER JAN	316.01
RECREATION FUND	RECREATION OFFICE - MAINTENANCE	WASTE & RECYCLING	PRC EMPTY DUMPSTER JAN	331.47
<b>DOLLAR DAYS</b>				<b>182.55</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	FIRST AID	COVID MASKS	182.55
<b>CONSOLIDATED COMMUNICATIONS</b>				<b>672.91</b>
MUSEUM FUND	NATURE CENTER - MANAGEMENT	TELEPHONE	APNC PHONE DEC	60.56
RECREATION FUND	ATHLETICS PROG - BROOKENS GYMN	TELEPHONE	BRKN PHONE DEC	40.37
RECREATION FUND	CRYSTAL LK PK FAM AQ CNTR - MANA	TELEPHONE	CLPL PHONE DEC	20.19
GENERAL FUND	ADMINISTRATION - ADMIN	TELEPHONE	ADMN PHONE DEC	127.85
GENERAL FUND	P & O - P & O OFFICE	TELEPHONE	KERR PHONE DEC	235.52
RECREATION FUND	LAKE HOUSE - MANAGEMENT	TELEPHONE	LKHS PHONE DEC	6.73
RECREATION FUND	RECREATION OFFICE - MANAGEMENT	TELEPHONE	PRC PHONE DEC	100.94
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	TELEPHONE	UIAC PHONE DEC	80.75
<b>CDW-GOVERNMENT LLC</b>				<b>520.78</b>
GENERAL FUND	ADMINISTRATION - ADMIN	EQUIPMENT	COMPUTER MONITORS	520.78
<b>CHAPMAN &amp; CUTLER LLP</b>				<b>5,400.00</b>
CAPITAL IMPROVEMENT	2022 CAP IMP BDGT - FROM BONDS	COST OF ISSUE	COST OF ISSUE	5,400.00
<b>CHEMICAL MAINTENANCE INC</b>				<b>337.72</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MAINTENAI	JANITORIAL SUPPLIES	JANIT SUPPL	337.72
<b>CHEMICAL MAINTENANCE INC</b>				<b>300.00</b>
RECREATION FUND	RECREATION OFFICE - MAINTENANCE	JANITORIAL SUPPLIES	JANIT SUPPL	300.00

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<b>CHEMICAL MAINTENANCE INC</b>				<b>192.00</b>
MUSEUM FUND	NATURE CENTER - MAINTENANCE	JANITORIAL SUPPLIES	JANIT SUPPL	192.00
<b>CHEMICAL MAINTENANCE INC</b>				<b>240.90</b>
RECREATION FUND	RECREATION OFFICE - MAINTENANCE	JANITORIAL SUPPLIES	JANIT SUPPL	240.90
<b>CHEMICAL MAINTENANCE INC</b>				<b>80.30</b>
MUSEUM FUND	NATURE CENTER - MAINTENANCE	JANITORIAL SUPPLIES	JANIT SUPPL	80.30
<b>MIDWEST FIBER RECYCLING</b>				<b>197.00</b>
GENERAL FUND	P & O - SHOP & GARAGE	WASTE & RECYCLING	RECYCLING NOV	197.00
<b>COURIER CAFE</b>				<b>21.00</b>
GENERAL FUND	ADMINISTRATION - DEVELOPMENT	MEETING EXPENSES 3RD PARTY	UPF MTG EXP	21.00
<b>COUNTY MARKET</b>				<b>13.55</b>
RECREATION FUND	COMM PROG - SPLASH PROGRAM	SUPPLIES	ACTIVITY SUPPL	13.55
<b>COUNTY MARKET</b>				<b>13.63</b>
RECREATION FUND	COMM PROG - SPLASH PROGRAM	SUPPLIES	POTATOES/CANDY	13.63
<b>COUNTY MARKET</b>				<b>17.88</b>
RECREATION FUND	COMM PROG - SPLASH PROGRAM	SUPPLIES	ACTIVITY SUPPL	17.88
<b>CURTIS ORCHARD</b>				<b>179.23</b>
RECREATION FUND	COMM PROG - SPLASH PROGRAM	SUPPLIES	FIELD TRIP EXP	179.23
<b>DAVIS FLOOR SANDING &amp; REFINISHING</b>				<b>3,300.00</b>
RECREATION FUND	RECREATION OFFICE - MAINTENANCE	MISCELLANEOUS CONTRACTUAL	WOOD FLOOR REFINISH	3,300.00
<b>DELTA DENTAL OF ILLINOIS-RISK</b>				<b>872.42</b>
GENERAL FUND	BALANCE SHEET ACCOUNTS - LIABILI	HEALTH & DENTAL WITHHOLDING PAY/	DENTAL JAN	800.12
GENERAL FUND	BALANCE SHEET ACCOUNTS - LIABILI	HEALTH & DENTAL WITHHOLDING PAY/	VISION JAN	72.30
<b>DEANS GRAPHICS INC</b>				<b>852.50</b>
GENERAL FUND	ADMINISTRATION - FUNDRAISING	ADVERTISING/PRINTING	H&W YARD SIGNS	852.50
<b>DEPKE WELDING SUPPLIES INC</b>				<b>94.86</b>
GENERAL FUND	P & O - SHOP & GARAGE	WELDING	CYLINDER RENTAL	27.90
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	FIRST AID	FIRST AID	66.96
<b>DEPKE WELDING SUPPLIES INC</b>				<b>91.80</b>
GENERAL FUND	P & O - SHOP & GARAGE	WELDING	CYLINDER RENTAL	27.00
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	FIRST AID	FIRST AID	64.80
<b>DIG IT OF CHAMPAIGN INC</b>				<b>1,500.00</b>
CAPITAL IMPROVEMENT	2020 CAP IMP BDGT - FROM BONDS	CONTINGENCY	PERKINS PHASE III CONSTRUCTION #4	1,500.00
<b>UPLAND DESIGN LTD</b>				<b>9,034.68</b>
CAPITAL IMPROVEMENT	2020 CAP IMP BDGT - FROM BONDS	BLAIR PLAYGROUND	BLAIR OSLAD DESIGN #4	9,034.68
<b>UPLAND DESIGN LTD</b>				<b>6,144.71</b>
CAPITAL IMPROVEMENT	2021 CAP IMP BDGT - FROM BONDS	MBK PRAIRIEPLAY PLANNING	PRAIRIEPLAY DESIGN #1	6,144.71
<b>DUST &amp; SON OF CHAMPAIGN CTY</b>				<b>33.98</b>
GENERAL FUND	P & O - SHOP & GARAGE	ARBOR SUPPLIES	CHAINSAW CHAINS	33.98

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<b>DUST &amp; SON OF CHAMPAIGN CTY</b>				<b>21.59</b>
GENERAL FUND	P & O - SHOP & GARAGE	PARTS-TRUCK, AUTO	OIL FILTERS	21.59
<b>DUST &amp; SON OF CHAMPAIGN CTY</b>				<b>16.05</b>
GENERAL FUND	P & O - SHOP & GARAGE	PARTS-TRUCK, AUTO	HEADLIGHT/FILTER	16.05
<b>EINSTEIN BROS BAGELS BOAST LLC</b>				<b>15.99</b>
GENERAL FUND	ADMINISTRATION - ADMIN	STAFF MEETINGS & RECOGNITION	LDRSHP CONNECTION MTG EXP	15.99
<b>ENVIRONMENTAL ED ASSOC OF IL</b>				<b>30.00</b>
MUSEUM FUND	NATURE CENTER - MANAGEMENT	TRAVEL & TRAINING	ENV JUSTICE WRKSHP-CKP	30.00
<b>ESS CLEAN INC</b>				<b>5,525.00</b>
RECREATION FUND	RECREATION OFFICE - MAINTENANCE	JANITORIAL	PRC JANIT NOV	2,266.00
RECREATION FUND	ATHLETICS PROG - BROOKENS GYM	JANITORIAL	BRKN JANIT NOV	1,035.00
MUSEUM FUND	NATURE CENTER - MAINTENANCE	JANITORIAL	APNC JANIT NOV	2,224.00
<b>EXXON MOBIL</b>				<b>33.81</b>
GENERAL FUND	ADMINISTRATION - ADMIN	TRAVEL & TRAINING	EEAI MTG FUEL-SYD/CRR	33.81
<b>EVENTBRITE.COM</b>				<b>20.88</b>
MUSEUM FUND	NATURE CENTER - MANAGEMENT	TRAVEL & TRAINING	CLIMATE FRESK WRKSHP-SYD	20.88
<b>EVENTBRITE.COM</b>				<b>20.88</b>
MUSEUM FUND	NATURE CENTER - MANAGEMENT	TRAVEL & TRAINING	CLIMATE FRESK WRKSHP-DAS	20.88
<b>4IMPRINT</b>				<b>545.15</b>
RECREATION FUND	MARKETING - PUBLIC INFO/MARKETII	ADVERTISING/PRINTING	MARKETING SWAG	545.15
<b>4IMPRINT</b>				<b>1,544.18</b>
RECREATION FUND	CRYSTAL LK PK FAM AQ CNTR - MANA	ADVERTISING/PRINTING	AQUATICS SWAG	1,544.18
<b>FACEBOOK.COM</b>				<b>56.01</b>
RECREATION FUND	MARKETING - PUBLIC INFO/MARKETII	PRODUCTION SERVICE A/V	FB ADS	56.01
<b>FACEBOOK.COM</b>				<b>19.89</b>
GENERAL FUND	ADMINISTRATION - ADMIN	ADVERTISING/PRINTING	AQUA JOB AD	19.89
<b>FACEBOOK.COM</b>				<b>10.00</b>
RECREATION FUND	LAKE HOUSE - MANAGEMENT	ADVERTISING/PRINTING	LKHS RENTAL ROOM AD	10.00
<b>BLAIN'S FARM &amp; FLEET</b>				<b>78.96</b>
RECREATION FUND	CRYSTAL LK PK FAM AQ CNTR - MAIN	MISCELLANEOUS SUPPLIES	ANTIFREEZE	78.96
<b>BLAIN'S FARM &amp; FLEET</b>				<b>23.57</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MAINTEN	JANITORIAL SUPPLIES	DETERGENT/BLEACH	23.57
<b>BLAIN'S FARM &amp; FLEET</b>				<b>19.98</b>
GENERAL FUND	ADMINISTRATION - ADMIN	SAFETY SUPPLIES	COVID FACE MASKS	19.98
<b>BLAIN'S FARM &amp; FLEET</b>				<b>28.98</b>
GENERAL FUND	P & O - SHOP & GARAGE	SAFETY SUPPLIES	MASK/GLOVES	28.98
<b>BLAIN'S FARM &amp; FLEET</b>				<b>20.99</b>
GENERAL FUND	P & O - SHOP & GARAGE	SHOP TOOLS & SUPPLIES	DRILL BIT	20.99
<b>BLAIN'S FARM &amp; FLEET</b>				<b>121.99</b>
GENERAL FUND	P & O - SHOP & GARAGE	PARTS-TRACTORS	AVANT BATTERY	121.99

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<b>BLAIN'S FARM &amp; FLEET</b>				<b>116.99</b>
GENERAL FUND	P & O - SHOP & GARAGE	PARTS-TRUCK, AUTO	M-2 BATTERY	116.99
<b>BLAIN'S FARM &amp; FLEET</b>				<b>29.99</b>
GENERAL FUND	P & O - SHOP & GARAGE	PARK BEAUTIFICATION SUPPLIES	M-6 GRAIN SHOVEL	29.99
<b>BLAIN'S FARM &amp; FLEET</b>				<b>19.98</b>
GENERAL FUND	P & O - SHOP & GARAGE	OIL, LUBRICANTS, ANTIFREEZE	M-6 EXHAUST FLUID	19.98
<b>BLAIN'S FARM &amp; FLEET</b>				<b>55.98</b>
GENERAL FUND	P & O - SHOP & GARAGE	SHOP TOOLS & SUPPLIES	GARBAGE CAN/TARP	55.98
<b>BLAIN'S FARM &amp; FLEET</b>				<b>20.99</b>
GENERAL FUND	P & O - SHOP & GARAGE	SAFETY SUPPLIES	GLOVES	20.99
<b>BLAIN'S FARM &amp; FLEET</b>				<b>12.98</b>
GENERAL FUND	P & O - SHOP & GARAGE	SHOP TOOLS & SUPPLIES	GRAFFITI REMOVER/BRUSH	12.98
<b>BLAIN'S FARM &amp; FLEET</b>				<b>7.58</b>
GENERAL FUND	P & O - SHOP & GARAGE	SHOP TOOLS & SUPPLIES	CONCRETE MIX	7.58
<b>BLAIN'S FARM &amp; FLEET</b>				<b>22.74</b>
GENERAL FUND	P & O - SHOP & GARAGE	SHOP TOOLS & SUPPLIES	CONCRETE MIX	22.74
<b>BLAIN'S FARM &amp; FLEET</b>				<b>6.99</b>
GENERAL FUND	P & O - COTTAGE	PEST CONTROL	ANT POISON	6.99
<b>BLAIN'S FARM &amp; FLEET</b>				<b>13.98</b>
GENERAL FUND	P & O - KERR	LUMBER & HARDWARE	HOOKS	13.98
<b>BLAIN'S FARM &amp; FLEET</b>				<b>49.98</b>
MUSEUM FUND	NATURE CENTER - MAINTENANCE	JANITORIAL SUPPLIES	CUSTODIAL STORAGE TOTE	49.98
<b>FASTENERS ETC</b>				<b>151.05</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MAINTEN	LUMBER & HARDWARE	HARDWARE	151.05
<b>MEYER CAPEL A PROFESSIONAL CORP</b>				<b>2,650.00</b>
GENERAL FUND	ADMINISTRATION - ADMIN	ATTORNEY	LEGAL SERV NOV	2,650.00
<b>MICHAELS</b>				<b>89.89</b>
RECREATION FUND	COMM PROG - SPLASH PROGRAM	SUPPLIES	ACTIVITY KITS	89.89
<b>MICHAELS</b>				<b>27.94</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	OFFICE SUPPLIES	PLANNER	27.94
<b>HARBOR FREIGHT TOOLS USA INC</b>				<b>5.38</b>
GENERAL FUND	P & O - SHOP & GARAGE	SHOP TOOLS & SUPPLIES	PAINT BRUSHES	5.38
<b>HEALTH ALLIANCE MEDICAL PLANS</b>				<b>29,167.00</b>
GENERAL FUND	P & O - ADMIN	MEDICAL & LIFE INSURANCE	PREMIUM JAN	14,401.80
RECREATION FUND	RECREATION OFFICE - MANAGEMENT	MEDICAL & LIFE INSURANCE	PREMIUM JAN	6,705.75
MUSEUM FUND	NATURE CENTER - MANAGEMENT	MEDICAL & LIFE INSURANCE	PREMIUM JAN	2,010.00
RECREATION FUND	MARKETING - ADMIN	MEDICAL & LIFE INSURANCE	PREMIUM JAN	1,055.00
GENERAL FUND	ADMINISTRATION - ADMIN	MEDICAL & LIFE INSURANCE	PREMIUM JAN	2,010.00
GENERAL FUND	ADMINISTRATION - DEVELOPMENT	MEDICAL & LIFE INSURANCE	PREMIUM JAN	(955.00)

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URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	MEDICAL & LIFE INSURANCE	PREMIUM JAN	1,202.45
GENERAL FUND	ADMINISTRATION - ADMIN	RETIREE MEDICAL INSURANCE	PREMIUM JAN	1,224.00
GENERAL FUND	BALANCE SHEET ACCOUNTS - LIABIL	HEALTH & DENTAL WITHHOLDING PAY/	PREMIUM JAN	1,513.00
<b>HENNEMAN ENGINEERING INC</b>				<b>800.00</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - INDOOR	CONTRACTUAL SERVICES	UIAC HOT WATER DESIGN #4	800.00
<b>FORD CITY OF CHAMPAIGN</b>				<b>119.95</b>
GENERAL FUND	P & O - SHOP & GARAGE	TRUCKS/AUTO SERVICE	M-41 ALIGNMENT	119.95
<b>FORD CITY OF CHAMPAIGN</b>				<b>1,113.90</b>
GENERAL FUND	P & O - SHOP & GARAGE	TRUCKS/AUTO SERVICE	M-42 TIRES/BALANCE	1,113.90
<b>HOME DEPOT</b>				<b>(51.88)</b>
RECREATION FUND	CRYSTAL LK PK FAM AQ CNTR - MAIN	MISCELLANEOUS SUPPLIES	EXT CORD REF'D	(51.88)
<b>HOME DEPOT</b>				<b>500.07</b>
RECREATION FUND	CRYSTAL LK PK FAM AQ CNTR - MAIN	MISCELLANEOUS SUPPLIES	WINTERIZATION SUPPL	500.07
<b>HOME DEPOT</b>				<b>25.98</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MAINTEN	PLUMBING	SHOWER HEAD HOSE	25.98
<b>HYDROFIT INC</b>				<b>120.55</b>
RECREATION FUND	OUTREACH & WELLNESS - WATER AE	SUPPLIES	WATER AEROBICS EQUIP	120.55
<b>IKEA</b>				<b>31.73</b>
MUSEUM FUND	NATURE CENTER - MANAGEMENT	MERCHANDISE SUPPLIES	FRAMES	31.73
<b>IGW ARCHITECTURE</b>				<b>2,380.00</b>
CAPITAL IMPROVEMENT	2021 CAP IMP BDGT - FROM BONDS	PRC ROOF REPAIR	PRC ROOF DESIGN #6	2,380.00
<b>ILLINI FS INC</b>				<b>3,206.28</b>
GENERAL FUND	P & O - SHOP & GARAGE	FUEL	DIESEL (487 GAL) NOV	1,628.99
GENERAL FUND	P & O - SHOP & GARAGE	FUEL	UNLEADED (513 GAL) NOV	1,577.29
<b>IAPD - ILLINOIS ASSOCIATION OF</b>				<b>6,326.90</b>
GENERAL FUND	ADMINISTRATION - ADMIN	IAPD DUES	IAPD MMBRSHP DUES	6,326.90
<b>IAPD - ILLINOIS ASSOCIATION OF</b>				<b>97.00</b>
GENERAL FUND	P & O - ADMIN	TRAVEL & TRAINING	PARK CODE/LAW HANDBOOKS	97.00
<b>IAPD - ILLINOIS ASSOCIATION OF</b>				<b>15.00</b>
GENERAL FUND	ADMINISTRATION - ADMIN	POSTAGE	POSTAGE	15.00
<b>IAPD - ILLINOIS ASSOCIATION OF</b>				<b>335.00</b>
GENERAL FUND	ADMINISTRATION - ADMIN	TRAVEL & TRAINING	IAPD/IPRA CONF REGIS-CAS	335.00
<b>IAPD - ILLINOIS ASSOCIATION OF</b>				<b>280.00</b>
GENERAL FUND	P & O - ADMIN	TRAVEL & TRAINING	IAPD/IPRA CONF REGIS-KAD	280.00
<b>IAPD - ILLINOIS ASSOCIATION OF</b>				<b>280.00</b>
GENERAL FUND	P & O - ADMIN	TRAVEL & TRAINING	IAPD/IPRA CONF REGIS-DAL	280.00
<b>IAPD - ILLINOIS ASSOCIATION OF</b>				<b>280.00</b>
RECREATION FUND	RECREATION OFFICE - MANAGEMENT	TRAVEL & TRAINING	IAPD/IPRA CONF REGIS-RAE	280.00
<b>IAPD - ILLINOIS ASSOCIATION OF</b>				<b>335.00</b>

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GENERAL FUND	ADMINISTRATION - ADMIN	TRAVEL & TRAINING	IAPD/IPRA CONF REGIS-TAB	335.00
<b>IAPD - ILLINOIS ASSOCIATION OF</b>				<b>240.00</b>
MUSEUM FUND	NATURE CENTER - MANAGEMENT	TRAVEL & TRAINING	IAPD/IPRA CONF REGIS-SYD	240.00
<b>ILLINOIS MUNICIPAL RETIREMENT FUND</b>				<b>48,800.49</b>
ILLINOIS MUNICIPAL RE	ADMINISTRATION - ADMIN	IMRF PAYMENTS	CONTRIBUTIONS DEC	48,800.49
<b>ILLINOIS PARK &amp; RECREATION ASSOC</b>				<b>244.00</b>
RECREATION FUND	RECREATION OFFICE - MANAGEMENT	DUES	IPRA MMBRSHP-RAE	244.00
<b>ILLINOIS PARK &amp; RECREATION ASSOC</b>				<b>244.00</b>
GENERAL FUND	P & O - ADMIN	DUES	IPRA MMBRSHP-KKB	244.00
<b>ILLINOIS PARK &amp; RECREATION ASSOC</b>				<b>132.50</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	ADVERTISING/PRINTING	AQUA PROG COOR AD	132.50
<b>ILLINOIS PARK &amp; RECREATION ASSOC</b>				<b>132.50</b>
RECREATION FUND	CRYSTAL LK PK FAM AQ CNTR - MANA	ADVERTISING/PRINTING	AQUA PROG COOR AD	132.50
<b>ILLINOIS PARK &amp; RECREATION ASSOC</b>				<b>122.00</b>
RECREATION FUND	RECREATION OFFICE - MANAGEMENT	STAFF DEVELOPMENT PROGRAMS	IPRA MMBRSHP-LAR	122.00
<b>ILLINOIS PARK &amp; RECREATION ASSOC</b>				<b>122.00</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	TRAVEL & TRAINING	IPRA MMBRSHP-LAR	122.00
<b>ILLINOIS PARK &amp; RECREATION ASSOC</b>				<b>244.00</b>
GENERAL FUND	P & O - ADMIN	DUES	IPRA MMBRSHP-AJR	244.00
<b>AMEREN IP</b>				<b>1,828.15</b>
GENERAL FUND	P & O - COTTAGE	NATURAL GAS	COTT GAS *7534 NOV	82.40
RECREATION FUND	RECREATION OFFICE - MAINTENANCE	NATURAL GAS	PRC GAS DL *4015 NOV	115.97
RECREATION FUND	LAKE HOUSE - MANAGEMENT	NATURAL GAS	LKHS GAS DL *2031 NOV	180.68
MUSEUM FUND	NATURE CENTER - MAINTENANCE	NATURAL GAS	APNC GAS DL *3001 NOV	190.47
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	NATURAL GAS	UIAC GAS DL *1003 NOV	1,258.63
<b>AMEREN IP</b>				<b>1,273.34</b>
GENERAL FUND	P & O - DOG PARK	ELECTRIC	DOG ELE *6008 NOV	29.15
GENERAL FUND	P & O - KERR	NATURAL GAS	KERR GAS *1031 NOV	627.73
GENERAL FUND	P & O - MEADOWBROOK	ELECTRIC	MBK ELE *0816 NOV	7.72
RECREATION FUND	CRYSTAL LK PK FAM AQ CNTR - MANA	ELECTRIC	MEC BLD ELE *3028 NOV	342.69
RECREATION FUND	CRYSTAL LK PK FAM AQ CNTR - MANA	ELECTRIC	BATH HS ELE*1058 NOV	266.05
<b>AMEREN IP</b>				<b>1,546.13</b>
GENERAL FUND	P & O - DOG PARK	ELECTRIC	DOG ELE *6008 DEC	29.22
GENERAL FUND	P & O - KERR	NATURAL GAS	KERR GAS *1031 DEC	1,516.91
<b>KAESER &amp; BLAIR INC</b>				<b>172.48</b>
RECREATION FUND	AQUATICS PROGRAMS - YEAR-ROUND	SUPPLIES	WATER BOTTLES	172.48
<b>INT SOCIETY OF ARBORICULTURE</b>				<b>190.00</b>
GENERAL FUND	ADMINISTRATION - ADMIN	DUES	ISA MMBRSHP-TAB	190.00
<b>J TANDY DESIGNS INC</b>				<b>350.00</b>

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URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	CONTRACTUAL SERVICES	SPEAKER SYSTEM	350.00
<b>JIMMY JOHN'S #8</b>				<b>39.57</b>
GENERAL FUND	P & O - ADMIN	STAFF MEETINGS & RECOGNITION	LDSHP MTG: TB, CR, CE, DL	39.57
<b>LONG'S GARAGE INC</b>				<b>29.00</b>
GENERAL FUND	P & O - SHOP & GARAGE	CONTR SER STATE VEH INSPECT	M-42 VEHICLE INSPECT	29.00
<b>LOWES</b>				<b>115.28</b>
GENERAL FUND	P & O - KERR	PLANT MATERIALS, PEAT MOSS	SOIL/SAND	115.28
<b>MARTIN HOOD LLC</b>				<b>2,175.00</b>
AUDIT FUND	ADMINISTRATION - ADMIN	AUDIT FEE	CLP OSLAND AUP	2,175.00
<b>CU HARDWARE CO</b>				<b>35.99</b>
GENERAL FUND	P & O - SHOP & GARAGE	SHOP TOOLS & SUPPLIES	SOCKET SAVER	35.99
<b>CU HARDWARE CO</b>				<b>8.53</b>
GENERAL FUND	P & O - MEADOWBROOK	PLUMBING	PLUMBING FITTINGS	8.53
<b>MEIJER</b>				<b>29.97</b>
RECREATION FUND	COMM PROG - SPLASH PROGRAM	SUPPLIES	ACTIVITY SUPPL	29.97
<b>MEIJER</b>				<b>96.12</b>
RECREATION FUND	COMM PROG - SPLASH PROGRAM	SUPPLIES	ACTIVITY SUPPL	96.12
<b>MEIJER</b>				<b>179.57</b>
RECREATION FUND	COMM PROG - FAMILY PROGRAMS	SUPPLIES	PROG SUPPL	179.57
<b>MEIJER</b>				<b>27.52</b>
RECREATION FUND	COMM PROG - SPLASH PROGRAM	SUPPLIES	BOWLS	27.52
<b>MEIJER</b>				<b>25.76</b>
RECREATION FUND	COMM PROG - SPLASH PROGRAM	SUPPLIES	BOWLS	25.76
<b>MEIJER</b>				<b>20.96</b>
RECREATION FUND	SPEC EVENTS - TURKEY TROT	SUPPLIES	TT-VOLUNTEER DONUTS	20.96
<b>MENARDS</b>				<b>127.96</b>
MUSEUM FUND	NATURE CENTER - MAINTENANCE	PLUMBING	CLASSROOM FAUCET	127.96
<b>MENARDS</b>				<b>14.99</b>
RECREATION FUND	RECREATION OFFICE - MAINTENANCE	HEATING & COOLING	THERMOSTAT GUARD	14.99
<b>MENARDS</b>				<b>28.75</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MAINTEN	POOL CHEMICALS	ACID	28.75
<b>MENARDS</b>				<b>10.17</b>
GENERAL FUND	P & O - BLAIR	PLUMBING	PLUMBING SUPPL	10.17
<b>MENARDS</b>				<b>34.97</b>
GENERAL FUND	P & O - SHOP & GARAGE	SHOP TOOLS & SUPPLIES	M-2 HAMMER	34.97
<b>MENARDS</b>				<b>20.57</b>
GENERAL FUND	ADMINISTRATION - ADMIN	OFFICE SUPPLIES	AIR FRESHENER/TRAPS/BAGS	20.57
<b>MIDWEST MAILING &amp; SHIPPING SYSTEMS</b>				<b>193.73</b>
GENERAL FUND	ADMINISTRATION - ADMIN	OFFICE SUPPLIES	RED POSTAGE INC CARTRIDGE	193.73
<b>MIDWEST POTTYHOUSE</b>				<b>1,201.00</b>

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GENERAL FUND	P & O - AMBUCS	EQUIPMENT RENTAL	AMBC EXTRA SERV HCAP DEC	96.00
GENERAL FUND	P & O - BLAIR	EQUIPMENT RENTAL	BLAI RENTAL HCAP MMM-DEC	79.00
GENERAL FUND	P & O - CRYSTAL LAKE	EQUIPMENT RENTAL	CLP EXTRA SERV HCAP DEC	282.00
GENERAL FUND	P & O - CRYSTAL LAKE	EQUIPMENT RENTAL	CLPK EXTRA SERV REG DEC	216.00
GENERAL FUND	P & O - DOG PARK	EQUIPMENT RENTAL	DOG EXTRA SERV HCAP DEC	216.00
GENERAL FUND	P & O - MEADOWBROOK	EQUIPMENT RENTAL	MBK EXTRA SERV HCAP DEC	216.00
GENERAL FUND	P & O - MEADOWBROOK	EQUIPMENT RENTAL	MBK EXTRA SERV REG DEC	96.00
<b>MIDWEST POTTYHOUSE</b>				<b>4,820.50</b>
GENERAL FUND	P & O - AMBUCS	EQUIPMENT RENTAL	AMBC EXTRA SERV HCAP NOV	120.00
GENERAL FUND	P & O - BLAIR	EQUIPMENT RENTAL	BLAI RENTAL HCAP NOV	74.50
GENERAL FUND	P & O - CRYSTAL LAKE	EQUIPMENT RENTAL	CLPK EXTRA SERV HCAP NOV	315.00
GENERAL FUND	P & O - CRYSTAL LAKE	EQUIPMENT RENTAL	CLPK EXTRA SERV REG NOV	315.00
GENERAL FUND	P & O - CRYSTAL LAKE	EQUIPMENT RENTAL	CLPK RENTAL HCAP MAR-NOV	856.00
GENERAL FUND	P & O - CRYSTAL LAKE	EQUIPMENT RENTAL	CLPK RENTAL REG MAR-NOV	856.00
GENERAL FUND	P & O - DOG PARK	EQUIPMENT RENTAL	DOG EXTRA SERV HCAP NOV	212.00
GENERAL FUND	P & O - MEADOWBROOK	EQUIPMENT RENTAL	MBK EXTRA SERV HCAP NOV	240.00
GENERAL FUND	P & O - MEADOWBROOK	EQUIPMENT RENTAL	MBK EXTRA SERV REG NOV	120.00
GENERAL FUND	P & O - PRAIRIE	EQUIPMENT RENTAL	PRAI RENTAL HCAP MAR-NOV	856.00
GENERAL FUND	P & O - PRAIRIE	EQUIPMENT RENTAL	PRAI RENTAL REG MAR-NOV	856.00
<b>CONSTELLATION NEW ENERGY</b>				<b>2,122.34</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	NATURAL GAS	UIAC NAT GAS *1003 NOV	1,621.96
MUSEUM FUND	NATURE CENTER - MAINTENANCE	NATURAL GAS	APNC NAT GAS *3001 NOV	192.09
GENERAL FUND	P & O - COTTAGE	NATURAL GAS	COTT NAT GAS *7534 NOV	42.22
RECREATION FUND	RECREATION OFFICE - MAINTENANCE	NATURAL GAS	PRC NAT GAS *4015 NOV	86.32
RECREATION FUND	LAKE HOUSE - MANAGEMENT	NATURAL GAS	LKHS NAT GAS *2031 NOV	179.75
<b>CONSTELLATION NEW ENERGY INC</b>				<b>10,893.28</b>
RECREATION FUND	CRYSTAL LK PK FAM AQ CNTR - MANA	ELECTRIC	BATH HS ELE *1058 OCT	390.65
GENERAL FUND	P & O - VICTORY	ELECTRIC	VICT ELE *7010 OCT	27.09
GENERAL FUND	P & O - AMBUCS	ELECTRIC	AMBC ELE *1454 OCT	151.69
GENERAL FUND	P & O - MEADOWBROOK	ELECTRIC	MBK ELE *5294 OCT	123.73
GENERAL FUND	P & O - MEADOWBROOK	ELECTRIC	MBK ELE *8816 OCT	27.51
RECREATION FUND	CRYSTAL LK PK FAM AQ CNTR - MANA	ELECTRIC	MEC BLD ELE *3028 OCT	866.79
GENERAL FUND	P & O - CARLE	ELECTRIC	CARL ELE *7058 OCT	39.36
GENERAL FUND	P & O - SUNNYCREST TOT LOT	ELECTRIC	TOT ELE *7530 OCT	31.10
GENERAL FUND	P & O - MEADOWBROOK	ELECTRIC	MBK ELE *3291 OCT	50.69
GENERAL FUND	P & O - HICKORY	ELECTRIC	HKRY ELE *3008 OCT	110.46

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GENERAL FUND	P & O - BLAIR	ELECTRIC	BLAI ELE *9371 OCT	64.31
GENERAL FUND	P & O - BLAIR	ELECTRIC	BLAI ELE *4896 OCT	296.58
GENERAL FUND	P & O - CANADAY	ELECTRIC	CANA ELE *9453 OCT	27.01
RECREATION FUND	RECREATION OFFICE - MAINTENANCE	ELECTRIC	PRC ELE *3779 OCT	509.66
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	ELECTRIC	UIAC ELE *5855 OCT	5,643.38
GENERAL FUND	P & O - KERR	ELECTRIC	KERR ELE *6021 OCT	908.68
GENERAL FUND	P & O - PRAIRIE	ELECTRIC	NIGHT LIGHT *8815 OCT	23.17
GENERAL FUND	P & O - COTTAGE	ELECTRIC	COTT ELE *48171 OCT	118.08
GENERAL FUND	P & O - PRAIRIE	ELECTRIC	PRAI ELE *0818 OCT	163.70
MUSEUM FUND	NATURE CENTER - MAINTENANCE	ELECTRIC	APNC ELE *2254 OCT	438.65
GENERAL FUND	P & O - LEAL	ELECTRIC	LEAL ELE *1370 OCT	52.22
GENERAL FUND	P & O - MEADOWBROOK	ELECTRIC	MBK ELE *0816 OCT	91.41
GENERAL FUND	P & O - CRYSTAL LAKE	ELECTRIC	CLPK ELE *6093 OCT	94.78
GENERAL FUND	P & O - CRYSTAL LAKE	ELECTRIC	CLPK ELE *4819 OCT	278.74
GENERAL FUND	P & O - KING	ELECTRIC	KING ELE *28171 OCT	181.86
RECREATION FUND	LAKE HOUSE - MANAGEMENT	ELECTRIC	LKHS ELE *3776 OCT	181.98
<b>CONSTELLATION NEW ENERGY INC</b>				<b>10,932.37</b>
RECREATION FUND	CRYSTAL LK PK FAM AQ CNTR - MANA	ELECTRIC	BATH HS ELE *1058 NOV	304.23
GENERAL FUND	P & O - VICTORY	ELECTRIC	VICT ELE *7010 NOV	27.01
GENERAL FUND	P & O - AMBUCS	ELECTRIC	AMBC ELE *1454 NOV	93.85
GENERAL FUND	P & O - MEADOWBROOK	ELECTRIC	MBK ELE *5294 NOV	142.62
GENERAL FUND	P & O - MEADOWBROOK	ELECTRIC	MBK ELE *8816 NOV	27.09
RECREATION FUND	CRYSTAL LK PK FAM AQ CNTR - MANA	ELECTRIC	MEC BLD ELE *3028 NOV	167.74
GENERAL FUND	P & O - CARLE	ELECTRIC	CARL ELE *7058 NOV	40.61
GENERAL FUND	P & O - SUNNYCREST TOT LOT	ELECTRIC	TOT ELE *7530 SEP	31.10
GENERAL FUND	P & O - MEADOWBROOK	ELECTRIC	MBK ELE *3291 NOV	58.05
GENERAL FUND	P & O - HICKORY	ELECTRIC	HKRY ELE *3008 NOV	101.11
GENERAL FUND	P & O - BLAIR	ELECTRIC	BLAI ELE *9371 NOV	50.61
GENERAL FUND	P & O - BLAIR	ELECTRIC	BLAI ELE *4896 NOV	296.76
GENERAL FUND	P & O - CANADAY	ELECTRIC	CANA ELE *9453 NOV	27.01
RECREATION FUND	RECREATION OFFICE - MAINTENANCE	ELECTRIC	PRC ELE *3779 NOV	532.90
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	ELECTRIC	UIAC ELE *5855 NOV	6,393.72
GENERAL FUND	P & O - KERR	ELECTRIC	KERR ELE *6021 NOV	1,165.54
GENERAL FUND	P & O - PRAIRIE	ELECTRIC	NIGHT LIGHT *8815 NOV	24.22
GENERAL FUND	P & O - COTTAGE	ELECTRIC	COTT ELE *48171 NOV	115.27
GENERAL FUND	P & O - PRAIRIE	ELECTRIC	PRAI ELE *0818 NOV	187.11

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MUSEUM FUND	NATURE CENTER - MAINTENANCE	ELECTRIC	APNC ELE *2254 NOV	341.30
GENERAL FUND	P & O - LEAL	ELECTRIC	LEAL ELE *1370 NOV	51.86
GENERAL FUND	P & O - MEADOWBROOK	ELECTRIC	MBK ELE *0816 NOV	66.68
GENERAL FUND	P & O - CRYSTAL LAKE	ELECTRIC	CLPK ELE *6093 NOV	101.90
GENERAL FUND	P & O - CRYSTAL LAKE	ELECTRIC	CLPK ELE *4819 NOV	156.48
GENERAL FUND	P & O - KING	ELECTRIC	KING ELE *28171 NOV	170.82
RECREATION FUND	LAKE HOUSE - MANAGEMENT	ELECTRIC	LKHS ELE *3776 NOV	225.53
GENERAL FUND	P & O - SUNNYCREST TOT LOT	ELECTRIC	TOT ELE *7530 NOV	31.25
<b>MWM CONSULTING GROUP INC</b>				<b>4,400.00</b>
AUDIT FUND	ADMINISTRATION - ADMIN	CONSULTING FEE	FY21 OPEB ACTUARIAL REPORT	4,400.00
<b>NEWS-GAZETTE INC</b>				<b>523.20</b>
GENERAL FUND	ADMINISTRATION - ADMIN	LEGAL NOTICES	CONSTR MGR AD	119.60
RECREATION FUND	MARKETING - PUBLIC INFO/MARKETII	ADVERTISING/PRINTING	TT ADS	240.00
RECREATION FUND	RECREATION OFFICE - MANAGEMENT	ADVERTISING/PRINTING	AQUA PROG COOR AD	83.60
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	ADVERTISING/PRINTING	AQUA HIRING ADS	80.00
<b>NEWS-GAZETTE INC</b>				<b>215.45</b>
GENERAL FUND	P & O - P & O OFFICE	OFFICE SUPPLIES	SUBSCRIPT RENEW	215.45
<b>ILLINOIS AMERICAN WATER CO</b>				<b>927.59</b>
GENERAL FUND	P & O - BLAIR	WATER	BLAI WTR *8158 NOV	66.48
GENERAL FUND	P & O - CANADAY	WATER	CANA WTR *0138 NOV	47.93
GENERAL FUND	P & O - CARLE	WATER	CARL WTR *1858 NOV	31.35
GENERAL FUND	P & O - KERR	WATER	KERR FIRE *7964 DEC	63.82
GENERAL FUND	P & O - MEADOWBROOK	WATER	MBK WTR *6210 NOV	57.84
GENERAL FUND	P & O - MEADOWBROOK	WATER	MBK WTR *6319 NOV	85.40
GENERAL FUND	P & O - MEADOWBROOK	WATER	MBK WTR *8708 NOV	123.71
GENERAL FUND	P & O - MEADOWBROOK	WATER	MBK WTR *6111 NOV	147.71
GENERAL FUND	P & O - PRAIRIE	WATER	PRAI WTR *2066 NOV	26.55
GENERAL FUND	P & O - PRAIRIE	WATER	PRAI WTR *6846 NOV	123.71
RECREATION FUND	RECREATION OFFICE - MAINTENANCE	WATER	PRC FIRE *6603 DEC	28.71
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	WATER	UIAC FIRE *5554 DEC	124.38
<b>ILLINOIS AMERICAN WATER CO</b>				<b>947.79</b>
MUSEUM FUND	NATURE CENTER - MAINTENANCE	WATER	APNC WTR *1063 DEC	137.92
GENERAL FUND	P & O - DOG PARK	WATER	DOG WTR *6742 DEC	121.62
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	WATER	UIAC WTR *8831 NOV	688.25
<b>ILLINOIS AMERICAN WATER CO</b>				<b>127.74</b>
GENERAL FUND	P & O - BLAIR	WATER	BLAI WTR *9662 NOV	69.84
GENERAL FUND	P & O - VICTORY	WATER	VICT WTR *7470 NOV	31.35

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GENERAL FUND	P & O - VICTORY	WATER	VICT WTR *8237 NOV	26.55
<b>ILLINOIS AMERICAN WATER CO</b>				<b>1,048.05</b>
GENERAL FUND	P & O - CRYSTAL LAKE	WATER	CLPK WTR *6424 DEC	31.35
GENERAL FUND	P & O - CRYSTAL LAKE	WATER	CLPK WTR *7043 DEC	47.93
RECREATION FUND	CRYSTAL LK PK FAM AQ CNTR - MANA	WATER	CLPL WTR *1532 DEC	353.81
GENERAL FUND	P & O - KERR	WATER	KERR WTR *4220 DEC	249.16
GENERAL FUND	P & O - KING	WATER	KING WTR *1725 DEC	69.84
GENERAL FUND	P & O - KING	WATER	KING WTR *7458 DEC	26.55
GENERAL FUND	P & O - COTTAGE	WATER	COTT WTR *2790 DEC	40.83
RECREATION FUND	LAKE HOUSE - MANAGEMENT	WATER	LKHS WTR *4864 DEC	101.13
GENERAL FUND	P & O - PHILLIPS	WATER	PRC WTR *4212 DEC	31.35
RECREATION FUND	RECREATION OFFICE - MAINTENANCE	WATER	PRC WTR *4304 DEC	96.10
<b>ILLINOIS AMERICAN WATER CO</b>				<b>677.56</b>
GENERAL FUND	P & O - CANADAY	WATER	CANA WTR *0138 DEC	47.93
GENERAL FUND	P & O - AMBUCS	WATER	AMBC WTR *9665 DEC	31.35
GENERAL FUND	P & O - LARSON	WATER	LARS WTR *6539 DEC	31.35
GENERAL FUND	P & O - MEADOWBROOK	WATER	MBK WTR *6210 DEC	57.84
GENERAL FUND	P & O - MEADOWBROOK	WATER	MBK WTR *6319 DEC	87.41
GENERAL FUND	P & O - MEADOWBROOK	WATER	MBK WTR *8708 DEC	123.71
GENERAL FUND	P & O - MEADOWBROOK	WATER	MBK WTR *6111 DEC	147.71
GENERAL FUND	P & O - PRAIRIE	WATER	PRAI WTR *2066 DEC	26.55
GENERAL FUND	P & O - PRAIRIE	WATER	PRAI WTR *6846 DEC	123.71
<b>PRAIRIELAND FEEDS</b>				<b>87.96</b>
MUSEUM FUND	EXHIBITS - EXHIBIT ANIMALS & WILD	SUPPLIES	BIRD SEED	87.96
<b>VCNA PRIARIE LLC</b>				<b>878.00</b>
CAPITAL IMPROVEMENT	2020 CAP IMP BDGT - FROM BONDS	CONTINGENCY	BLAI PLYGRND MATERIAL	878.00
<b>PREMIER PRINT GROUP INC</b>				<b>130.00</b>
RECREATION FUND	AGE-FRIENDLY PROG - SENIOR CLUB	POSTAGE	NEWS LABELS NOV/DEC	130.00
<b>RATIO ARCHITECTS INC</b>				<b>3,750.00</b>
CAPITAL IMPROVEMENT	2018 CAP IMP BDGT - FROM BONDS	CONTINGENCY	MIC INTERP DESIGN #3	3,750.00
<b>RELIABLE PLUMBING &amp; HEATING CO</b>				<b>1,150.00</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MAINTEN	DEHUMIDIFICATION MAINTENANCE	POOLPAK SERV	1,150.00
<b>RELIABLE PLUMBING &amp; HEATING CO</b>				<b>460.00</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MAINTEN	DEHUMIDIFICATION MAINTENANCE	POOLPAK SERV	460.00
<b>REMCO ELECTRICAL CORP</b>				<b>420.00</b>
GENERAL FUND	P & O - PRAIRIE	MISCELLANEOUS CONTRACTUAL	DEMO LIGHT POLE POWER	420.00
<b>RIDDELL/ALL AMERICAN SPORTS CORP</b>				<b>1,242.45</b>
RECREATION FUND	RECREATION OFFICE - MANAGEMENT	APPAREL	FALL/WINTER GARMENTS	469.25

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GENERAL FUND	ADMINISTRATION - ADMIN	APPAREL	FALL/WINTER GARMENTS	184.05
GENERAL FUND	P & O - ADMIN	UNIFORMS	FALL/WINTER GARMENTS	589.15
<b>RENTAL CITY INC</b>				<b>113.10</b>
GENERAL FUND	P & O - PRAIRIE	EQUIPMENT RENTAL	SOD CUTTER RENTAL	113.10
<b>ROGARDS OFFICE PRODUCTS</b>				<b>80.80</b>
GENERAL FUND	ADMINISTRATION - ADMIN	OFFICE SUPPLIES	EASEL/TAPE	80.80
<b>ROGARDS OFFICE PRODUCTS</b>				<b>55.86</b>
GENERAL FUND	ADMINISTRATION - ADMIN	OFFICE SUPPLIES	BATTERIES/DESK ACCESS	55.86
<b>ROGARDS OFFICE PRODUCTS</b>				<b>6.48</b>
GENERAL FUND	ADMINISTRATION - ADMIN	OFFICE SUPPLIES	SCISSORS	6.48
<b>ROGARDS OFFICE PRODUCTS</b>				<b>246.55</b>
GENERAL FUND	P & O - P & O OFFICE	OFFICE SUPPLIES	OFC SUPPL	246.55
<b>ROGARDS OFFICE PRODUCTS</b>				<b>79.55</b>
GENERAL FUND	ADMINISTRATION - ADMIN	OFFICE SUPPLIES	OFC SUPPL	79.55
<b>RURAL KING</b>				<b>229.99</b>
GENERAL FUND	P & O - SHOP & GARAGE	SHOP TOOLS & SUPPLIES	M-8 TOOL BOX	229.99
<b>SAILFIN PET SHOP INC</b>				<b>10.98</b>
MUSEUM FUND	EXHIBITS - EXHIBIT ANIMALS & WILD	SUPPLIES	WORMS	10.98
<b>SAM'S CLUB</b>				<b>31.92</b>
RECREATION FUND	SPEC EVENTS - TURKEY TROT	SUPPLIES	TT SUPPL	31.92
<b>SAM'S CLUB</b>				<b>31.96</b>
RECREATION FUND	RECREATION OFFICE - MAINTENANCE	JANITORIAL SUPPLIES	CLNG SUPPL	31.96
<b>SAM'S CLUB</b>				<b>18.92</b>
RECREATION FUND	AGE-FRIENDLY PROG - SENIOR CLUB	SUPPLIES	COFFEE	18.92
<b>SAM'S CLUB</b>				<b>20.96</b>
RECREATION FUND	LAKE HOUSE - MANAGEMENT	SUPPLIES	RENTAL SUPPL	20.96
<b>SAM'S CLUB</b>				<b>14.28</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MAINTENANCE	JANITORIAL SUPPLIES	VINEGAR	14.28
<b>SAM'S CLUB</b>				<b>110.94</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGEMENT	SMALL TOOLS	HEATERS	110.94
<b>SAM'S CLUB</b>				<b>22.41</b>
RECREATION FUND	RECREATION OFFICE - MANAGEMENT	STAFF MEETINGS & RECOGNITION	STAFF SEND OFF-AMC	22.41
<b>SCHNUCKS</b>				<b>23.94</b>
RECREATION FUND	COMM PROG - FAMILY PROGRAMS	SUPPLIES	BUTTER/TRAY	23.94
<b>SCHNUCKS</b>				<b>15.98</b>
GENERAL FUND	P & O - P & O OFFICE	OFFICE SUPPLIES	BREAK ROOM SUPPL	15.98
<b>SCHNUCKS</b>				<b>11.49</b>
MUSEUM FUND	NATURE CENTER - MANAGEMENT	STAFF MEETINGS & RECOGNITION	PT STAFF MTG EXP	11.49
<b>SCHNUCKS</b>				<b>11.55</b>
MUSEUM FUND	PUBLIC PROG - YOUTH PROGRAMS	SUPPLIES	PRETZELS/APPLES	11.55

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<b>SCHNUCKS</b>	MUSEUM FUND	NATURE CENTER - RENTALS	SUPPLIES	LEMONADE POWDER	9.38	<b>9.38</b>
<b>SCHNUCKS</b>	MUSEUM FUND	PUBLIC PROG - ADMIN	SUPPLIES	SALT	0.79	<b>0.79</b>
<b>SCHNUCKS</b>	MUSEUM FUND	PUBLIC PROG - YOUTH PROGRAMS	SUPPLIES	SNACKS	30.48	<b>30.48</b>
<b>SCHNUCKS</b>	MUSEUM FUND	PUBLIC PROG - YOUTH PROGRAMS	SUPPLIES	SNACKS	6.47	<b>6.47</b>
<b>SCHNUCKS</b>	MUSEUM FUND	PUBLIC PROG - YOUTH PROGRAMS	SUPPLIES	CARROTS/HUMMUS	11.99	<b>11.99</b>
<b>SCHNUCKS</b>	GENERAL FUND	P & O - SHOP & GARAGE	SHOP TOOLS & SUPPLIES	ANT SPRAY	15.67	<b>15.67</b>
<b>SILVERCREEK RESTAURANT</b>	GENERAL FUND	ADMINISTRATION - ADMIN	MEETING EXPENSES 3RD PARTY	SCULPT MTG-TAB/DAL/JLS	179.00	<b>179.00</b>
<b>JOHNSON CONTROLS FIRE PROTECTION LP</b>	LIABILITY INSURANCE F	ADMINISTRATION - ADMIN	SERVICE CONTRACTS/REPAIRS	APNC FIRE SERVICE CONTR	3,898.86	<b>3,898.86</b>
<b>JOHNSON CONTROLS FIRE PROTECTION LP</b>	URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MAINTEN	MISCELLANEOUS CONTRACTUAL	FIRE ALARM REP'R	274.67	<b>274.67</b>
<b>JOHNSON CONTROLS FIRE PROTECTION LP</b>	URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MAINTEN	SERVICE AGREEMENTS	FIRE PANEL SERVICE AGREE	3,399.30	<b>3,399.30</b>
<b>JOHNSON CONTROLS FIRE PROTECTION LP</b>	LIABILITY INSURANCE F	ADMINISTRATION - ADMIN	SERVICE CONTRACTS/REPAIRS	KERR FIRE SYSTEM REP'RS	365.98	<b>365.98</b>
<b>SHERWIN WILLIAMS CO</b>	GENERAL FUND	P & O - PRAIRIE	ATHLETIC FIELD LINER	AEROSOL FIELD PAINT	36.98	<b>36.98</b>
<b>SHERWIN WILLIAMS CO</b>	GENERAL FUND	P & O - SHOP & GARAGE	SMALL TOOLS	ATHLETIC FIELD PAINTER	2,498.00	<b>2,498.00</b>
<b>HUMANITY INC</b>	GENERAL FUND	ADMINISTRATION - INFORMATION TE	SOFTWARE/MAINTENANCE FEES	PAYROLL PROG	108.00	<b>108.00</b>
<b>SOFTWARE HARDWARE INTEGRATION</b>	GENERAL FUND	ADMINISTRATION - INFORMATION TE	SOFTWARE/MAINTENANCE FEES	CREATIVE CLOUD LICENSE	2,910.57	<b>3,322.83</b>
	GENERAL FUND	ADMINISTRATION - INFORMATION TE	SOFTWARE/MAINTENANCE FEES	INDESIGN LICENSE	412.26	
<b>SNAPCHAT</b>	RECREATION FUND	CRYSTAL LK PK FAM AQ CNTR - MANA	ADVERTISING/PRINTING	AQUA EMPL ADS	20.00	<b>20.00</b>
<b>SNAPCHAT</b>	URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	ADVERTISING/PRINTING	AQUA EMPL ADS	10.34	<b>10.34</b>
<b>SNAPCHAT</b>	URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	ADVERTISING/PRINTING	AQUA EMPL ADS	10.19	<b>10.19</b>
<b>SNAPCHAT</b>	URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	ADVERTISING/PRINTING	AQUA EMPL ADS	7.23	<b>7.23</b>
<b>SNAPCHAT</b>						<b>5.68</b>

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URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	ADVERTISING/PRINTING	AQUA EMPL ADS	5.68	
<b>SNAPCHAT</b>					<b>5.67</b>
RECREATION FUND	CRYSTAL LK PK FAM AQ CNTR - MANA	ADVERTISING/PRINTING	AQUA EMPL ADS	5.67	
<b>SNAPCHAT</b>					<b>19.98</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	ADVERTISING/PRINTING	AQUA EMPL ADS	19.98	
<b>SNAPCHAT</b>					<b>9.40</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	ADVERTISING/PRINTING	AQUA EMPL ADS	9.40	
<b>SNAPCHAT</b>					<b>10.43</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	ADVERTISING/PRINTING	AQUA EMPL ADS	10.43	
<b>SNAPCHAT</b>					<b>10.07</b>
RECREATION FUND	CRYSTAL LK PK FAM AQ CNTR - MANA	ADVERTISING/PRINTING	AQUA EMPL ADS	10.07	
<b>SNAPCHAT</b>					<b>10.06</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	ADVERTISING/PRINTING	AQUA EMPL ADS	10.06	
<b>SNAPCHAT</b>					<b>9.34</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	ADVERTISING/PRINTING	AQUA EMPL ADS	9.34	
<b>SNAPCHAT</b>					<b>20.00</b>
RECREATION FUND	CRYSTAL LK PK FAM AQ CNTR - MANA	ADVERTISING/PRINTING	AQUA EMPL ADS	20.00	
<b>SNAPCHAT</b>					<b>10.29</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	ADVERTISING/PRINTING	AQUA EMPL ADS	10.29	
<b>SNAPCHAT</b>					<b>10.34</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	ADVERTISING/PRINTING	AQUA EMPL ADS	10.34	
<b>SNAPCHAT</b>					<b>10.16</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	ADVERTISING/PRINTING	AQUA EMPL ADS	10.16	
<b>SNAPCHAT</b>					<b>9.22</b>
RECREATION FUND	CRYSTAL LK PK FAM AQ CNTR - MANA	ADVERTISING/PRINTING	AQUA EMPL ADS	9.22	
<b>SNAPCHAT</b>					<b>19.98</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	ADVERTISING/PRINTING	AQUA EMPL ADS	19.98	
<b>SNAPCHAT</b>					<b>10.10</b>
RECREATION FUND	CRYSTAL LK PK FAM AQ CNTR - MANA	ADVERTISING/PRINTING	AQUA EMPL ADS	10.10	
<b>SNAPCHAT</b>					<b>10.21</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	ADVERTISING/PRINTING	AQUA EMPL ADS	10.21	
<b>SNAPCHAT</b>					<b>10.14</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	ADVERTISING/PRINTING	AQUA EMPL ADS	10.14	
<b>SNAPCHAT</b>					<b>10.38</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	ADVERTISING/PRINTING	AQUA EMPL ADS	10.38	
<b>SNAPCHAT</b>					<b>10.34</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	ADVERTISING/PRINTING	AQUA EMPL ADS	10.34	
<b>SNAPCHAT</b>					<b>10.03</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	ADVERTISING/PRINTING	AQUA EMPL ADS	10.03	
<b>SNAPCHAT</b>					<b>9.65</b>

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RECREATION FUND	CRYSTAL LK PK FAM AQ CNTR - MANA	ADVERTISING/PRINTING	AQUA EMPL ADS	9.65	
<b>SNAPCHAT</b>					<b>9.22</b>
RECREATION FUND	CRYSTAL LK PK FAM AQ CNTR - MANA	ADVERTISING/PRINTING	AQUA EMPL ADS	9.22	
<b>SNAPCHAT</b>					<b>10.25</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	ADVERTISING/PRINTING	AQUA EMPL ADS	10.25	
<b>SNAPCHAT</b>					<b>10.33</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	ADVERTISING/PRINTING	AQUA EMPL ADS	10.33	
<b>SNAPCHAT</b>					<b>10.06</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	ADVERTISING/PRINTING	AQUA EMPL ADS	10.06	
<b>SNAPCHAT</b>					<b>9.33</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	ADVERTISING/PRINTING	AQUA EMPL ADS	9.33	
<b>SNAPCHAT</b>					<b>10.09</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	ADVERTISING/PRINTING	AQUA EMPL ADS	10.09	
<b>SNAPCHAT</b>					<b>39.98</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	ADVERTISING/PRINTING	AQUA EMPL ADS	39.98	
<b>SNAPCHAT</b>					<b>40.00</b>
RECREATION FUND	CRYSTAL LK PK FAM AQ CNTR - MANA	ADVERTISING/PRINTING	AQUA EMPL ADS	40.00	
<b>SNAPCHAT</b>					<b>40.00</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	ADVERTISING/PRINTING	AQUA EMPL ADS	40.00	
<b>SNAPCHAT</b>					<b>40.00</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	ADVERTISING/PRINTING	AQUA EMPL ADS	40.00	
<b>SNAPCHAT</b>					<b>14.89</b>
RECREATION FUND	CRYSTAL LK PK FAM AQ CNTR - MANA	ADVERTISING/PRINTING	AQUA EMPL ADS	14.89	
<b>SNAPCHAT</b>					<b>25.11</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	ADVERTISING/PRINTING	AQUA EMPL ADS	25.11	
<b>SNAPCHAT</b>					<b>14.12</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	ADVERTISING/PRINTING	AQUA EMPL ADS	14.12	
<b>SNAPCHAT</b>					<b>25.87</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	ADVERTISING/PRINTING	AQUA EMPL ADS	25.87	
<b>SNAPCHAT</b>					<b>40.00</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	ADVERTISING/PRINTING	AQUA EMPL ADS	40.00	
<b>SNAPCHAT</b>					<b>40.00</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	ADVERTISING/PRINTING	AQUA EMPL ADS	40.00	
<b>SNAPCHAT</b>					<b>40.00</b>
RECREATION FUND	CRYSTAL LK PK FAM AQ CNTR - MANA	ADVERTISING/PRINTING	AQUA EMPL ADS	40.00	
<b>SOESBE, JANET</b>					<b>51.52</b>
RECREATION FUND	RECREATION OFFICE - MANAGEMENT	MILEAGE REIMBURSEMENT	REIMB MILEAGE	51.52	
<b>SPEAR CORPORATION</b>					<b>3,758.00</b>

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URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MAINTEN	POOL CHEMICALS	POOL CHEMICALS	3,758.00
<b>SPENCE RESTORATION NURSERY INC</b>				<b>1,595.31</b>
CAPITAL IMPROVEMENT	2019A CAP IMP BDGT - FROM ARS BO	CLP LAKE REHAB PROJECT	CLP REHAB DISPOSAL SEED	1,595.31
<b>SPENCE RESTORATION NURSERY INC</b>				<b>2,438.00</b>
CAPITAL IMPROVEMENT	2019 CAP IMP BDGT - GRANTS/DONA	CLP ROCK RIFFLES/SALINE IMPROV	SALINE HABITAT ADDT'L SEED	2,438.00
<b>STAPLES</b>				<b>45.99</b>
GENERAL FUND	ADMINISTRATION - ADMIN	OFFICE SUPPLIES	ETHERNET CABLE	45.99
<b>STAPLES</b>				<b>86.87</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	OFFICE SUPPLIES	OFC SUPPL	86.87
<b>STAPLES</b>				<b>9.99</b>
RECREATION FUND	ATHLETICS PROG - BROOKENS GYMN	SUPPLIES	COVID MASKS	9.99
<b>STAPLES</b>				<b>57.07</b>
RECREATION FUND	ATHLETICS PROG - BROOKENS GYMN	SUPPLIES	SUPPL	57.07
<b>STEVIE JAY BROADCASTING</b>				<b>1,000.00</b>
RECREATION FUND	MARKETING - PUBLIC INFO/MARKETI	ADVERTISING/PRINTING	ADS NOV	1,000.00
<b>STOLZ JR, HAL FISHER</b>				<b>1,500.00</b>
GENERAL FUND	PUBLIC ART - ADMIN	HONORARIA	"RAPTOR"	1,500.00
<b>SUNBURST SPORTSWEAR</b>				<b>77.90</b>
RECREATION FUND	AQUATICS PROGRAMS - AQUATICS C/	APPAREL	AQ CAMP TSHIRTS	77.90
<b>SUNBURST SPORTSWEAR</b>				<b>225.50</b>
RECREATION FUND	CRYSTAL LK PK FAM AQ CNTR - MANA	UNIFORMS	MGR SHIRTS	225.50
<b>SUNBURST SPORTSWEAR</b>				<b>350.50</b>
RECREATION FUND	CRYSTAL LK PK FAM AQ CNTR - MANA	UNIFORMS	LG TSHIRTS	350.50
<b>SUNBURST SPORTSWEAR</b>				<b>206.25</b>
RECREATION FUND	AQUATICS PROGRAMS - SWIM LESSO	UNIFORMS	SI TSHIRTS	206.25
<b>SUNBURST SPORTSWEAR</b>				<b>183.25</b>
RECREATION FUND	CRYSTAL LK PK FAM AQ CNTR - MANA	UNIFORMS	STAFF TSHIRTS	183.25
<b>TARGET</b>				<b>12.31</b>
RECREATION FUND	COMM PROG - SPLASH PROGRAM	SUPPLIES	CANDY	12.31
<b>TARGET</b>				<b>6.98</b>
RECREATION FUND	COMM PROG - SPLASH PROGRAM	SUPPLIES	CANDY	6.98
<b>TARGET</b>				<b>3.87</b>
RECREATION FUND	COMM PROG - SPLASH PROGRAM	SUPPLIES	PEROXIDE	3.87
<b>TLC TERMITE &amp; PEST CONTROL INC</b>				<b>80.00</b>
GENERAL FUND	ADMINISTRATION - ADMIN	SERVICE CONTRACTS/REPAIRS	TERMITE INSPECT	80.00
<b>TEPPER ELECTRIC SUPPLY CO</b>				<b>47.04</b>
GENERAL FUND	P & O - MEADOWBROOK	ELECTRICAL SUPPLIES	LIGHTING SENSORS	47.04
<b>TEPPER ELECTRIC SUPPLY CO</b>				<b>77.10</b>
GENERAL FUND	P & O - CRYSTAL LAKE	ELECTRICAL SUPPLIES	LED LAMPS	77.10
<b>TEPPER ELECTRIC SUPPLY CO</b>				<b>32.00</b>

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GENERAL FUND	P & O - COTTAGE	ELECTRICAL SUPPLIES	GROUND FAULT RECEPTACLES	32.00	
<b>TROPHY TIME INC</b>					<b>22.65</b>
GENERAL FUND	ADMINISTRATION - ADMIN	OFFICE SUPPLIES	NAMEPLATE	22.65	
<b>TROPHY TIME INC</b>					<b>35.00</b>
MUSEUM FUND	NATURE CENTER - MANAGEMENT	SUPPLIES	NAMETAGS	35.00	
<b>UPS STORE #2833, THE</b>					<b>15.54</b>
GENERAL FUND	ADMINISTRATION - ADMIN	POSTAGE	POSTAGE	15.54	
<b>UNIVERSITY OF ILLINOIS</b>					<b>143.95</b>
MUSEUM FUND	EXHIBITS - EXHIBIT ANIMALS & WIL	CONTRACTUAL SERVICES	QUASI ANNUAL VISIT	143.95	
<b>URBANA-CHAMPAIGN SANITARY DISTRICT</b>					<b>8.38</b>
GENERAL FUND	P & O - BLAIR	SANITARY FEE	BLAI SANIT *6001 NOV	8.38	
<b>URBANA-CHAMPAIGN SANITARY DISTRICT</b>					<b>320.55</b>
GENERAL FUND	P & O - KERR	SANITARY FEE	KERR SANIT *2003 NOV	41.56	
GENERAL FUND	P & O - KING	SANITARY FEE	KING SANIT *0002 NOV	4.13	
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	SANITARY FEE	UIAC SANIT *2999 OCT	216.41	
RECREATION FUND	RECREATION OFFICE - MAINTENANCE	SANITARY FEE	PRC SANIT *6008 NOV	41.56	
GENERAL FUND	P & O - COTTAGE	SANITARY FEE	COTT SANIT *6012 NOV	16.89	
<b>URBANA-CHAMPAIGN SANITARY DISTRICT</b>					<b>357.72</b>
GENERAL FUND	P & O - PATTERSON PARKLET	STORMWATER UTILITY FEE	STORMWATER FEE *6002 NOV	18.12	
GENERAL FUND	P & O - DOG PARK	STORMWATER UTILITY FEE	STORMWATER FEE *6002 NOV	45.20	
GENERAL FUND	P & O - HICKORY	STORMWATER UTILITY FEE	STORMWATER FEE *6002 NOV	101.00	
GENERAL FUND	P & O - AMBUCS	STORMWATER UTILITY FEE	STORMWATER FEE *6002 NOV	170.00	
GENERAL FUND	P & O - AMBUCS	SANITARY FEE	AMBC SANIT *6002 NOV	23.40	
<b>I3 BROADBAND</b>					<b>854.78</b>
GENERAL FUND	ADMINISTRATION - ADMIN	INTERNET/WIFI/SATELITE	ADMN INTRNT DEC	104.98	
GENERAL FUND	ADMINISTRATION - ADMIN	INTERNET/WIFI/SATELITE	CITY INTRNT DEC	164.90	
RECREATION FUND	LAKE HOUSE - MANAGEMENT	INTERNET/WIFI/SATELITE	LKHS INTRNT DEC	104.98	
MUSEUM FUND	NATURE CENTER - MANAGEMENT	INTERNET/WIFI/SATELITE	APNC INTRNT DEC	104.98	
RECREATION FUND	RECREATION OFFICE - MANAGEMENT	INTERNET/WIFI/SATELITE	PRC INTRNT DEC	104.98	
GENERAL FUND	P & O - P & O OFFICE	INTERNET/WIFI/SATELITE	KERR INTRNT DEC	164.98	
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	INTERNET/WIFI/SATELITE	UIAC INTRNT DEC	104.98	
<b>URBANA, CITY OF</b>					<b>75.00</b>
GENERAL FUND	P & O - CRYSTAL LAKE	LANDSCAPE WASTE/BRUSH PROCESSIN	BRUSH PROCESSING OCT	10.00	
GENERAL FUND	P & O - MEADOWBROOK	LANDSCAPE WASTE/BRUSH PROCESSIN	BRUSH PROCESSING OCT	55.00	
GENERAL FUND	P & O - VICTORY	LANDSCAPE WASTE/BRUSH PROCESSIN	BRUSH PROCESSING OCT	10.00	
<b>URBANA PARK DISTRICT</b>					<b>5.00</b>
MUSEUM FUND	PUBLIC PROG - BIRTHDAY/PARTY PRC	SUPPLIES	BDAY GIFT CERTIF	5.00	
<b>WILLIS, JACQUELINE E</b>					<b>1,500.00</b>

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GENERAL FUND	PUBLIC ART - ADMIN	HONORARIA	"DREAM TRAVELER"	1,500.00
<b>VERIZON</b>				<b>45.02</b>
GENERAL FUND	P & O - DOG PARK	INTERNET/WIFI/SATELITE	WIFI JAN	45.02
<b>WCZQ FM</b>				<b>300.00</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	ADVERTISING/PRINTING	UIAC NOV ADS	300.00
<b>NEXSTAR MEDIA GROUP INC</b>				<b>391.33</b>
RECREATION FUND	MARKETING - PUBLIC INFO/MARKETII	ADVERTISING/PRINTING	SHOP LOCAL ADS NOV	391.33
<b>WALGREENS</b>				<b>11.51</b>
RECREATION FUND	RECREATION OFFICE - MANAGEMENT	STAFF MEETINGS & RECOGNITION	STAFF SEND OFF-AMC	11.51
<b>WALMART</b>				<b>28.12</b>
RECREATION FUND	COMM PROG - SPLASH PROGRAM	SUPPLIES	ACTIVITY SUPPL	28.12
<b>WALMART</b>				<b>18.82</b>
RECREATION FUND	ATHLETICS PROG - BROOKENS GYMN	SUPPLIES	STORAGE BOX	18.82
<b>WALMART</b>				<b>85.97</b>
RECREATION FUND	COMM PROG - SPLASH PROGRAM	SUPPLIES	ACTIVITY SUPPL	85.97
<b>WALMART</b>				<b>8.84</b>
GENERAL FUND	ADMINISTRATION - ADMIN	EQUIPMENT	LONGEVITY AWARD SUPPL	8.84
<b>WALMART</b>				<b>19.34</b>
RECREATION FUND	OUTREACH & WELLNESS - WELLNESS	SUPPLIES	PROGRAM SNACK	19.34
<b>WINZER CORPORATION</b>				<b>210.12</b>
GENERAL FUND	P & O - SHOP & GARAGE	SHOP TOOLS & SUPPLIES	M-9 MISC TOOLS	210.12
<b>WINZER CORPORATION</b>				<b>141.70</b>
GENERAL FUND	P & O - SHOP & GARAGE	SHOP TOOLS & SUPPLIES	HARDWARE/FUSES	141.70
<b>WILD, DAN</b>				<b>220.00</b>
GENERAL FUND	ADMINISTRATION - ADMIN	STAFF MEETINGS & RECOGNITION	HOLIDAY ACTIVITY CARICATURIST	220.00
<b>YANKEE CANDLE</b>				<b>62.00</b>
GENERAL FUND	ADMINISTRATION - ADMIN	STAFF MEETINGS & RECOGNITION	CUSR STAFF RECOG	62.00
<b>ZURCHER TIRE INC</b>				<b>332.00</b>
GENERAL FUND	P & O - SHOP & GARAGE	PARTS-MOWING EQUIPMENT	MOWER TIRES	332.00
<b>ELEVATE</b>				<b>74.00</b>
RECREATION FUND	COMM PROG - SPLASH PROGRAM	SUPPLIES	FIELD TRIP ADMISS	74.00
<b>ELEVATE</b>				<b>50.00</b>
RECREATION FUND	COMM PROG - SPLASH PROGRAM	SUPPLIES	FIELD TRIP DEPOSIT	50.00
<b>ILLINOIS SWIMMING</b>				<b>250.00</b>
RECREATION FUND	AQUATICS PROGRAMS - YEAR-ROUND	DUES	TIGERSHARK TEAM FEE	250.00
<b>GRIZZLY'S CHIMNEY SERVICE</b>				<b>180.00</b>
RECREATION FUND	LAKE HOUSE - MAINTENANCE	MISCELLANEOUS CONTRACTUAL	INSPECT/ CLEAN CHIMNEY	180.00
<b>WOODY WAREHOUSE NURSERY INC</b>				<b>922.00</b>
CAPITAL IMPROVEMENT	2018 CAP IMP BDGT - GRANTS/DONA	TRIBUTES & DONATIONS	REPLACEMENT TREES	922.00
<b>PDQ.COM</b>				<b>(121.51)</b>

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GENERAL FUND	BALANCE SHEET ACCOUNTS - ASSETS	SALES TAX RECEIVABLE	SALES TAX REF'D-CRR	(121.51)
<b>FARNSWORTH GROUP</b>				<b>3,471.24</b>
CAPITAL IMPROVEMENT	2019A CAP IMP BDGT - FROM ARS BO	HEALTH & WELLNESS FACILITY PLANNI	PRAI TRAFFIC STUDY #3	3,471.24
<b>SEMPER FI LAND INC</b>				<b>1,950.00</b>
CAPITAL IMPROVEMENT	2019 CAP IMP BDGT - GRANTS/DONA	CLP ROCK RIFFLES/SALINE IMPROV	SALINE HABITAT CONSTRUCTION #8-7	1,950.00
<b>AMALGAMATED LIFE INSURANCE COMPANY</b>				<b>606.76</b>
GENERAL FUND	ADMINISTRATION - ADMIN	MEDICAL & LIFE INSURANCE	BASIC LIFE NOV	56.52
GENERAL FUND	ADMINISTRATION - DEVELOPMENT	MEDICAL & LIFE INSURANCE	BASIC LIFE NOV	9.59
GENERAL FUND	P & O - ADMIN	MEDICAL & LIFE INSURANCE	BASIC LIFE NOV	186.79
RECREATION FUND	MARKETING - ADMIN	MEDICAL & LIFE INSURANCE	BASIC LIFE NOV	17.31
RECREATION FUND	RECREATION OFFICE - MANAGEMENT	MEDICAL & LIFE INSURANCE	BASIC LIFE NOV	112.60
MUSEUM FUND	NATURE CENTER - MANAGEMENT	MEDICAL & LIFE INSURANCE	BASIC LIFE NOV	34.19
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	MEDICAL & LIFE INSURANCE	BASIC LIFE NOV	15.71
GENERAL FUND	BALANCE SHEET ACCOUNTS - LIABILI	LIFE INSURANCE PAYABLE	SUPPL LIFE NOV	174.05
<b>AMALGAMATED LIFE INSURANCE COMPANY</b>				<b>589.25</b>
GENERAL FUND	ADMINISTRATION - ADMIN	MEDICAL & LIFE INSURANCE	BASIC LIFE DEC	47.35
GENERAL FUND	ADMINISTRATION - DEVELOPMENT	MEDICAL & LIFE INSURANCE	BASIC LIFE DEC	9.17
GENERAL FUND	P & O - ADMIN	MEDICAL & LIFE INSURANCE	BASIC LIFE DEC	186.79
RECREATION FUND	MARKETING - ADMIN	MEDICAL & LIFE INSURANCE	BASIC LIFE DEC	17.31
RECREATION FUND	RECREATION OFFICE - MANAGEMENT	MEDICAL & LIFE INSURANCE	BASIC LIFE DEC	104.68
MUSEUM FUND	NATURE CENTER - MANAGEMENT	MEDICAL & LIFE INSURANCE	BASIC LIFE DEC	34.19
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	MEDICAL & LIFE INSURANCE	BASIC LIFE DEC	15.71
GENERAL FUND	BALANCE SHEET ACCOUNTS - LIABILI	LIFE INSURANCE PAYABLE	SUPPL LIFE DEC	174.05
<b>AMALGAMATED LIFE INSURANCE COMPANY</b>				<b>581.99</b>
GENERAL FUND	ADMINISTRATION - ADMIN	MEDICAL & LIFE INSURANCE	BASIC LIFE JAN	47.35
GENERAL FUND	ADMINISTRATION - DEVELOPMENT	MEDICAL & LIFE INSURANCE	BASIC LIFE JAN	9.17
GENERAL FUND	P & O - ADMIN	MEDICAL & LIFE INSURANCE	BASIC LIFE JAN	170.53
RECREATION FUND	MARKETING - ADMIN	MEDICAL & LIFE INSURANCE	BASIC LIFE JAN	17.31
RECREATION FUND	RECREATION OFFICE - MANAGEMENT	MEDICAL & LIFE INSURANCE	BASIC LIFE JAN	104.68
MUSEUM FUND	NATURE CENTER - MANAGEMENT	MEDICAL & LIFE INSURANCE	BASIC LIFE JAN	34.19
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	MEDICAL & LIFE INSURANCE	BASIC LIFE JAN	15.71
GENERAL FUND	BALANCE SHEET ACCOUNTS - LIABILI	LIFE INSURANCE PAYABLE	SUPPL LIFE JAN	183.05
<b>FAIRE</b>				<b>289.82</b>
MUSEUM FUND	NATURE CENTER - MANAGEMENT	MERCHANDISE SUPPLIES	SCOPES/MAGNIFYING GLASSES	289.82
<b>NEON ONE LLC</b>				<b>91.21</b>
GENERAL FUND	ADMINISTRATION - FUNDRAISING	CONTRACTUAL SERVICES	DONOR SOFTWARE DEC	91.21
<b>NEON ONE LLC</b>				<b>91.21</b>

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GENERAL FUND	ADMINISTRATION - DEVELOPMENT	CONTRACTUAL SERVICES	DONOR SOFTWARE DEC	91.21
<b>COMMON GROUND DISTRIBUTORS</b>				<b>217.72</b>
MUSEUM FUND	NATURE CENTER - MANAGEMENT	MERCHANDISE SUPPLIES	BOOKS	217.72
<b>FAST FIBERGLASS LLC</b>				<b>9,000.00</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - INDOOR	EQUIPMENT	TIGER SLIDE 50% DEPOSIT	9,000.00
<b>ZOOM VIDEO COMMUNICATIONS INC</b>				<b>14.99</b>
RECREATION FUND	RECREATION OFFICE - MANAGEMENT	CONTRACTUAL SERVICES	COVID ZOOM PRO LICENSE	14.99
<b>LANGUAGE IN ACTION INC</b>				<b>120.00</b>
RECREATION FUND	COMM PROG - YOUTH PROGRAMS	CONTRACTUAL SERVICES	YOUTH SPANISH CLASSES	120.00
<b>CINTAS</b>				<b>249.34</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MAINTEN	JANITORIAL	JANIT SERV NOV	400.55
RECREATION FUND	CRYSTAL LK PK FAM AQ CNTR - MAIN	JANITORIAL	JANIT SERV ADJ	(151.21)
<b>NUCO2 INC LLC</b>				<b>638.03</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MAINTEN	POOL CHEMICALS	CO2 POOL CHEMICALS	638.03
<b>NUCO2 INC LLC</b>				<b>218.58</b>
RECREATION FUND	CRYSTAL LK PK FAM AQ CNTR - MAIN	POOL CHEMICALS	CO2 POOL CHEMICALS	218.58
<b>KIEFER AQUATICS</b>				<b>193.50</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	FIRST AID	EQUIP BAG	65.00
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	UNIFORMS	UNIFORM	64.25
RECREATION FUND	CRYSTAL LK PK FAM AQ CNTR - MANA	UNIFORMS	UNIFROM	64.25
<b>COLEMAN &amp; ASSOC INC</b>				<b>1,200.00</b>
GENERAL FUND	ADMINISTRATION - ADMIN	UPD STRATEGIC PLAN & EXPENSES	MWBE CONSULTING #7	1,200.00
<b>ANDREWS TECHNOLOGY</b>				<b>2,000.00</b>
GENERAL FUND	ADMINISTRATION - INFORMATION TE	EQUIPMENT	TIMECLOCK UPGRADE	2,000.00
<b>ANDREWS TECHNOLOGY</b>				<b>480.00</b>
GENERAL FUND	ADMINISTRATION - INFORMATION TE	SOFTWARE/MAINTENANCE FEES	ADDT'L USER LICENSES	480.00
<b>YOUSHAPEYOU</b>				<b>603.75</b>
RECREATION FUND	ATHLETICS PROG - ADULT BASKETBA	CONTRACTUAL SERVICES	YOUTH RESHAPE SESS 1	603.75
<b>JCWILSONINCORPORATED</b>				<b>603.75</b>
RECREATION FUND	ATHLETICS PROG - ADULT BASKETBA	CONTRACTUAL SERVICES	YOUTH RESHAPE SESS 1	603.75
<b>MICHAELS' CATERING</b>				<b>146.00</b>
GENERAL FUND	ADMINISTRATION - ADMIN	MEETING EXPENSES 3RD PARTY	LDRSHP CONNECTION MTG EXP	146.00
<b>MICHAELS' CATERING</b>				<b>98.50</b>
GENERAL FUND	ADMINISTRATION - ADMIN	MEETING EXPENSES 3RD PARTY	LDRSHP CONNECTION MTG EXP	98.50
<b>EDUCATIONAL INNOVATIONS</b>				<b>84.70</b>
RECREATION FUND	COMM PROG - SPLASH PROGRAM	SUPPLIES	BEAKERS/SLIME	84.70
<b>CARRICO AQUATIC RESOURCES</b>				<b>325.00</b>
GENERAL FUND	P & O - ADMIN	TRAVEL & TRAINING	CPO CERT-JWB	325.00
<b>OTTO BAUM CO INC</b>				<b>13,328.88</b>

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GENERAL FUND	PUBLIC ART - ADMIN	CONTRACTUAL SERVICES	SCULPT REPR & PADS	13,328.88
<b>BRAGG, JACOB</b>				<b>123.00</b>
GENERAL FUND	P & O - ADMIN	TRAVEL & TRAINING	AQUA FAC OPERATIONS PER DIEM	123.00
<b>INB</b>				<b>868,615.48</b>
BOND, PRINCIPAL, AND	BOND PRIN & INT EXPENSES - ADMIN	BOND PRINCIPAL & INTEREST PYMTS	SER 2020 INTEREST	5,080.48
BOND, PRINCIPAL, AND	BOND PRIN & INT EXPENSES - ADMIN	BOND PRINCIPAL & INTEREST PYMTS	SER 2020 PRINCIPAL	863,535.00
<b>UNITED MECHANICAL GROUP INC</b>				<b>49,890.00</b>
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - INDOOR	CONTRACTUAL SERVICES	UIAC DOMESTIC HOT WATER	49,890.00
<b>PEERLESS NETWORK</b>				<b>223.68</b>
MUSEUM FUND	NATURE CENTER - MANAGEMENT	TELEPHONE	APNC POTS LINE JAN	74.56
RECREATION FUND	RECREATION OFFICE - MANAGEMENT	TELEPHONE	PRC POTS LINE JAN	74.56
URBANA INDOOR AQUA	URBANA INDOOR AQ CNTR - MANAGE	TELEPHONE	UIAC POTS LINE JAN	74.56
<b>RES GREAT LAKES LLC</b>				<b>110.00</b>
PERKINS ROAD PARK SI	ADMINISTRATION - ADMIN	CONTRACTUAL SERVICES	PERKINS RD DESIGN #17	110.00
<b>SMITH/BURGETT ARCHITECTS INC</b>				<b>9,791.34</b>
CAPITAL IMPROVEMENT	2021 CAP IMP BDGT - FROM BONDS	BLAIR TENNIS PLAZA/PAVILION DESIGN	BLAIR PAVILION DESIGN #1	9,791.34
<b>GRAFFITI REMOVAL PRODUCTS</b>				<b>75.00</b>
GENERAL FUND	P & O - SHOP & GARAGE	SHOP TOOLS & SUPPLIES	GRAFFITI REMOVER	75.00
<b>AMERICAN ARBORIST SUPPLIES</b>				<b>150.47</b>
GENERAL FUND	P & O - SHOP & GARAGE	ARBOR SUPPLIES	SAW/PRUNERS/SHEATH	150.47
<b>FAIRFIELD BY MARRIOTT</b>				<b>521.96</b>
GENERAL FUND	P & O - ADMIN	TRAVEL & TRAINING	TCIA EXPO CONF-BCJ	521.96
<b>SMITHOUSE</b>				<b>120.00</b>
MUSEUM FUND	NATURE CENTER - MANAGEMENT	MERCHANDISE SUPPLIES	ART/CARDS	120.00
<b>SMITHOUSE</b>				<b>147.00</b>
MUSEUM FUND	NATURE CENTER - MANAGEMENT	MERCHANDISE SUPPLIES	ART/CARDS	147.00
<b>SMITHOUSE</b>				<b>499.00</b>
MUSEUM FUND	NATURE CENTER - MANAGEMENT	MERCHANDISE SUPPLIES	ART/CARDS	499.00
<b>EPPLEY</b>				<b>110.00</b>
GENERAL FUND	P & O - ADMIN	TRAVEL & TRAINING	GREAT LAKES CONF REGIS-AJR	110.00
<b>MONICA GENTA LLC</b>				<b>28.00</b>
MUSEUM FUND	ENV EDU PROG - ADMIN	SUPPLIES	SEL BOOK	28.00
<b>JABEBO LLC</b>				<b>499.00</b>
MUSEUM FUND	NATURE CENTER - MANAGEMENT	MERCHANDISE SUPPLIES	EARRINGS	499.00
<b>JABEBO LLC</b>				<b>111.00</b>
MUSEUM FUND	NATURE CENTER - MANAGEMENT	MERCHANDISE SUPPLIES	EARRINGS	111.00
<b>KAGAN, OLIVIA</b>				<b>41.22</b>
MUSEUM FUND	ENV EDU PROG - NATURALIST IN CLA	MILEAGE REIMBURSEMENT	MILEAGE REIMB	41.22
<b>GNXCOR USA INC</b>				<b>819.98</b>

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URBANA INDOOR AQUA RECREATION FUND	URBANA INDOOR AQ CNTR - MAINTENANCE	SERVICE AGREEMENTS	MAINTENANCE APP DEC/JAN	409.99
	CRYSTAL LK PK FAM AQ CNTR - MAIN	SERVICE AGREEMENTS	MAINTENANCE APP DEC/JAN	409.99
<b>GGLEAGUES</b>				<b>500.00</b>
RECREATION FUND	ATHLETICS PROG - BROOKENS GYM	SUPPLIES	INITIAL LEAGUE FEE	500.00
<b>Central Interact Club</b>				<b>200.00</b>
GENERAL FUND	BALANCE SHEET ACCOUNTS - LIABILITIES	REFUND CLEARING ACCOUNT	DEPOSIT REFUND	200.00
<b>LEVITSKE, KRYSTAL</b>				<b>120.00</b>
GENERAL FUND	BALANCE SHEET ACCOUNTS - LIABILITIES	REFUND CLEARING ACCOUNT	RENTAL REFUND	120.00
<b>MCCOY, LELA</b>				<b>75.00</b>
GENERAL FUND	BALANCE SHEET ACCOUNTS - LIABILITIES	REFUND CLEARING ACCOUNT	DEPOSIT REFUND	75.00
<b>MCMAHON, BRITTANY MARIE</b>				<b>67.00</b>
GENERAL FUND	BALANCE SHEET ACCOUNTS - LIABILITIES	REFUND CLEARING ACCOUNT	DEPOSIT REFUND	67.00
<b>Total:</b>				<b>1,985,669.57</b>

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Fund 01 GENERAL FUND					
Dept 00-910 BALANCE SHEET ACCOUNTS - ASSETS					
01-00-910-10040	SALES TAX REF'D-CRR	PDQ.COM	SALES TAX REF'D-CRR	(121.51)	1454
Total For Dept 00-910 BALANCE SHEET ACCOUNTS - ASSETS				(121.51)	
Dept 00-920 BALANCE SHEET ACCOUNTS - LIABILITIES					
01-00-920-21018	DEPOSIT REFUND	Central Interact Club	DEPOSIT REFUND	200.00	15917
01-00-920-21018	RENTAL REFUND	LEVITSKE, KRYSTAL	RENTAL REFUND	120.00	15918
01-00-920-21018	DEPOSIT REFUND	MCCOY, LELA	DEPOSIT REFUND	75.00	15919
01-00-920-21018	DEPOSIT REFUND	MCMAHON, BRITTANY MARIE	DEPOSIT REFUND	67.00	15954
01-00-920-21019	SUPPL LIFE NOV	AMALGAMATED LIFE INSURANCE	BASIC/SUPPL LIFE NOV	174.05	1441
01-00-920-21019	SUPPL LIFE DEC	AMALGAMATED LIFE INSURANCE	BASIC/SUPPL LIFE DEC	174.05	1441
01-00-920-21019	SUPPL LIFE JAN	AMALGAMATED LIFE INSURANCE	BASIC/SUPPL LIFE JAN	183.05	1442
01-00-920-21026	PREMIUM JAN	HEALTH ALLIANCE MEDICAL PI	PREMIUMS JAN	1,513.00	1445
01-00-920-21026	DENTAL JAN	DELTA DENTAL OF ILLINOIS-F	DENTAL/VISION JAN	872.42	1451
Total For Dept 00-920 BALANCE SHEET ACCOUNTS - LIABILITIES				3,378.57	
Dept 01-001 ADMINISTRATION - ADMIN					
01-01-001-43001	OFC SUPPL	AMAZON.COM	OFC SUPPL	40.47	1454
01-01-001-43001	AIR FRESHENER/TRAPS/BAGS	MENARDS	AIR FRESHENER/TRAPS/BAGS	20.57	1454
01-01-001-43001	EASEL/TAPE	ROGARDS OFFICE PRODUCTS	EASEL/TAPE	80.80	1454
01-01-001-43001	BATTERIES/DESK ACCESS	ROGARDS OFFICE PRODUCTS	BATTERIES/DESK ACCESS	55.86	1454
01-01-001-43001	SCISSORS	ROGARDS OFFICE PRODUCTS	SCISSORS	6.48	1454
01-01-001-43001	OFC SUPPL	ROGARDS OFFICE PRODUCTS	OFC SUPPL	79.55	1454
01-01-001-43001	ETHERNET CABLE	STAPLES	ETHERNET CABLE	45.99	1454
01-01-001-43001	NAMEPLATE	TROPHY TIME INC	NAMEPLATE	22.65	1454
01-01-001-43001	RED POSTAGE INC CARTRIDGE	MIDWEST MAILING & SHIPPING	RED POSTAGE INC CARTRIDGE	193.73	15990
01-01-001-43002	POSTAGE	IAPD - ILLINOIS ASSOCIATION	POSTAGE	15.00	1454
01-01-001-43002	POSTAGE	UPS STORE #2833, THE	POSTAGE	15.54	1454
01-01-001-43556	COVID FACE MASKS	BLAIN'S FARM & FLEET	COVID FACE MASKS	19.98	1454
01-01-001-43664	FALL/WINTER GARMENTS	RIDDELL/ALL AMERICAN SPORTS	FALL/WINTER GARMENTS	184.05	15975
01-01-001-45003	LEGAL SERV NOV	MEYER CAPEL A PROFESSIONAL	LEGAL SERV NOV	2,650.00	15942
01-01-001-45007	CONSTR MGR AD	NEWS-GAZETTE INC	ADS NOV'21	119.60	15928
01-01-001-45118	TERMITE INSPECT	TLC TERMITE & PEST CONTROL	TERMITE INSPECT	80.00	15933
01-01-001-45221	AQUA JOB AD	FACEBOOK.COM	AQUA JOB AD	19.89	1454
01-01-001-45222	ADMIN FEES JAN	BENEFIT PLANNING CONSULTANTS	ADMIN FEES JAN	299.50	1449
01-01-001-45994	MWBE CONSULTING #7	COLEMAN & ASSOC INC	MWBE CONSULTING #7	1,200.00	15924
01-01-001-46001	TT CORD COVERS	AMAZON.COM	TT CORD COVERS	230.00	1454
01-01-001-46001	COMPUTER MONITORS	CDW-GOVERNMENT LLC	COMPUTER MONITORS	520.78	1454
01-01-001-46001	LONGEVITY AWARD SUPPL	WALMART	LONGEVITY AWARD SUPPL	8.84	1454
01-01-001-47001	BASIC LIFE NOV	AMALGAMATED LIFE INSURANCE	BASIC/SUPPL LIFE NOV	56.52	1441
01-01-001-47001	BASIC LIFE DEC	AMALGAMATED LIFE INSURANCE	BASIC/SUPPL LIFE DEC	47.35	1441
01-01-001-47001	BASIC LIFE JAN	AMALGAMATED LIFE INSURANCE	BASIC/SUPPL LIFE JAN	47.35	1442
01-01-001-47001	PREMIUM JAN	HEALTH ALLIANCE MEDICAL PI	PREMIUMS JAN	2,010.00	1445
01-01-001-47003	PREMIUM JAN	HEALTH ALLIANCE MEDICAL PI	PREMIUMS JAN	1,224.00	1445
01-01-001-48001	ADMN PHONE DEC	CONSOLIDATED COMMUNICATION	TELEPHONE DEC	127.85	1427
01-01-001-48010	ADMN INTRNT DEC	I3 BROADBAND	INTERNET DEC	269.88	1429
01-01-001-49003	IAPD MMBRSHD DUES	IAPD - ILLINOIS ASSOCIATION	IAPD MMBRSHD DUES	6,326.90	15971
01-01-001-49006	LDRSHD CONNECTION MTG EXP	MICHAELS' CATERING	LDRSHD CONNECTION MTG EXP	146.00	1454
01-01-001-49006	LDRSHD CONNECTION MTG EXP	MICHAELS' CATERING	LDRSHD CONNECTION MTG EXP	98.50	1454
01-01-001-49006	SCULPT MTG-TAB/DAL/JLS	SILVERCREEK RESTAURANT	SCULPT MTG-TAB/DAL/JLS	179.00	1454
01-01-001-49007	APA DUES-KAD	AMERICAN PLANNING ASSOC	APA DUES-KAD	391.00	1454
01-01-001-49007	ISA MMBRSHD-TAB	INT SOCIETY OF ARBORICULTURE	ISA MMBRSHD-TAB	190.00	1454
01-01-001-49008	EEAI MTG FUEL-SYD/CRR	EXXON MOBIL	EEAI MTG FUEL-SYD/CRR	33.81	1454
01-01-001-49008	IAPD/IPRA CONF REGIS-CAS	IAPD - ILLINOIS ASSOCIATION	IAPD/IPRA CONF REGIS-CAS	335.00	1454

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Fund 01 GENERAL FUND					
Dept 01-001 ADMINISTRATION - ADMIN					
01-01-001-49008	IAPD/IPRA CONF REGIS-TAB	IAPD - ILLINOIS ASSOCIATI	IAPD/IPRA CONF REGIS-TAB	335.00	1454
01-01-001-49010	STORAGE CONTAINERS	AMAZON.COM	STORAGE CONTAINERS	41.98	1454
01-01-001-49010	LDRSHP CONNECTION MTG EXP	EINSTEIN BROS BAGELS BOAST	LDRSHP CONNECTION MTG EXP	15.99	1454
01-01-001-49010	CUSR STAFF RECOG	YANKEE CANDLE	CUSR STAFF RECOG	62.00	1454
01-01-001-49010	HOLIDAY ACTIVITY CARICATURIST	WILD, DAN	HOLIDAY ACTIVITY CARICATURIST	220.00	15996
Total For Dept 01-001 ADMINISTRATION - ADMIN				18,067.41	
Dept 01-250 ADMINISTRATION - DEVELOPMENT					
01-01-250-45005	DONOR SOFTWARE DEC	NEON ONE LLC	DONOR SOFTWARE DEC	91.21	1454
01-01-250-47001	BASIC LIFE NOV	AMALGAMATED LIFE INSURANCE	BASIC/SUPPL LIFE NOV	9.59	1441
01-01-250-47001	BASIC LIFE DEC	AMALGAMATED LIFE INSURANCE	BASIC/SUPPL LIFE DEC	9.17	1441
01-01-250-47001	BASIC LIFE JAN	AMALGAMATED LIFE INSURANCE	BASIC/SUPPL LIFE JAN	9.17	1442
01-01-250-47001	PREMIUM JAN	HEALTH ALLIANCE MEDICAL PI	PREMIUMS JAN	(955.00)	1445
01-01-250-49006	UPF MTG EXP	COURIER CAFE	UPF MTG EXP	21.00	1454
01-01-250-49007	AFP MBRSHK-KHB	AFP	AFP MBRSHK-KHB	335.00	1454
Total For Dept 01-250 ADMINISTRATION - DEVELOPMENT				(479.86)	
Dept 01-252 ADMINISTRATION - FUNDRAISING					
01-01-252-45005	DONOR SOFTWARE DEC	NEON ONE LLC	DONOR SOFTWARE DEC	91.21	1454
01-01-252-45221	H&W YARD SIGNS	DEANS GRAPHICS INC	H&W YARD SIGNS	852.50	15970
Total For Dept 01-252 ADMINISTRATION - FUNDRAISING				943.71	
Dept 01-260 ADMINISTRATION - INFORMATION TECHNOLOGY					
01-01-260-45553	CREATIVE CLOUD LICENSE	SOFTWARE HARDWARE INTEGRAT	ADOBE LICENSE RENEWAL	3,322.83	15963
01-01-260-45553	PAYROLL PROG	HUMANITY INC	PAYROLL PROG	108.00	1454
01-01-260-45553	ADDT'L USER LICENSES	ANDREWS TECHNOLOGY	ADDT'L USER LICENSES	480.00	15984
01-01-260-46001	TIMECLOCK UPGRADE	ANDREWS TECHNOLOGY	TIMECLOCK UPGRADE	2,000.00	15920
Total For Dept 01-260 ADMINISTRATION - INFORMATION TEC				5,910.83	
Dept 02-001 PUBLIC ART - ADMIN					
01-02-001-45005	SCULPT REP'R & PADS	OTTO BAUM CO INC	SCULPT REP'R & PADS	13,328.88	15929
01-02-001-45006	"RAPTOR"	STOLZ JR, HAL FISHER	"RAPTOR"	1,500.00	15966
01-02-001-45006	"DREAM TRAVELER"	WILLIS, JACQUELINE E	"DREAM TRAVELER"	1,500.00	15967
Total For Dept 02-001 PUBLIC ART - ADMIN				16,328.88	
Dept 03-001 P & O - ADMIN					
01-03-001-43443	FALL/WINTER GARMENTS	RIDDELL/ALL AMERICAN SPORT	FALL/WINTER GARMENTS	589.15	15975
01-03-001-47001	BASIC LIFE NOV	AMALGAMATED LIFE INSURANCE	BASIC/SUPPL LIFE NOV	186.79	1441
01-03-001-47001	BASIC LIFE DEC	AMALGAMATED LIFE INSURANCE	BASIC/SUPPL LIFE DEC	186.79	1441
01-03-001-47001	BASIC LIFE JAN	AMALGAMATED LIFE INSURANCE	BASIC/SUPPL LIFE JAN	170.53	1442
01-03-001-47001	PREMIUM JAN	HEALTH ALLIANCE MEDICAL PI	PREMIUMS JAN	14,401.80	1445
01-03-001-49007	IPRA MBRSHK-KKB	ILLINOIS PARK & RECREATION	IPRA MBRSHK-KKB	244.00	1454
01-03-001-49007	IPRA MBRSHK-AJR	ILLINOIS PARK & RECREATION	IPRA MBRSHK-AJR	244.00	1454
01-03-001-49008	CPO CERT-JWB	CARRICO AQUATIC RESOURCES	CPO CERT-JWB	325.00	15923
01-03-001-49008	AQUA FAC OPERATIONS PER DIEM	BRAGG, JACOB	AQUA FAC OPERATIONS PER DIEM	123.00	15935
01-03-001-49008	GREAT LAKES CONF REGIS-AJR	EPPLEY	GREAT LAKES CONF REGIS-AJR	110.00	1454
01-03-001-49008	TCIA EXPO CONF-BCJ	FAIRFIELD BY MARRIOTT	TCIA EXPO CONF-BCJ	521.96	1454
01-03-001-49008	PARK CODE/LAW HANDBOOKS	IAPD - ILLINOIS ASSOCIATI	PARK CODE/LAW HANDBOOKS	97.00	1454
01-03-001-49008	IAPD/IPRA CONF REGIS-KAD	IAPD - ILLINOIS ASSOCIATI	IAPD/IPRA CONF REGIS-KAD	280.00	1454
01-03-001-49008	IAPD/IPRA CONF REGIS-DAL	IAPD - ILLINOIS ASSOCIATI	IAPD/IPRA CONF REGIS-DAL	280.00	1454
01-03-001-49010	LDSHP MTG: TB, CR, CE, DL	JIMMY JOHN'S #8	LDSHP MTG-TAB/CRR/RAE/DAL	39.57	1454
Total For Dept 03-001 P & O - ADMIN				17,799.59	

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 01 GENERAL FUND					
Dept 03-002 P & O - P & O OFFICE					
01-03-002-43001	SUBSCRIPT RENEW	NEWS-GAZETTE INC	SUBSCRIPT RENEW	215.45	1454
01-03-002-43001	OFC SUPPL	ROGARDS OFFICE PRODUCTS	OFC SUPPL	246.55	1454
01-03-002-43001	BREAK ROOM SUPPL	SCHNUCKS	BREAK ROOM SUPPL	15.98	1454
01-03-002-48001	KERR PHONE DEC	CONSOLIDATED COMMUNICATION	TELEPHONE DEC	235.52	1427
01-03-002-48010	KERR INTRNT DEC	I3 BROADBAND	INTERNET DEC	164.98	1429
01-03-002-48010	ARBOR IPAD JAN	AT&T MOBILITY	INTERNET/WIFI JAN	27.48	1444
Total For Dept 03-002 P & O - P & O OFFICE				905.96	
Dept 03-004 P & O - AMBUCS					
01-03-004-45115	AMBC EXTRA SERV HCAP NOV	MIDWEST POTTYHOUSE	POTTYHOUSES NOV	120.00	15943
01-03-004-45115	AMBC EXTRA SERV HCAP DEC	MIDWEST POTTYHOUSE	POTTYHOUSES DEC	96.00	15991
01-03-004-48002	AMBC ELE *1454 OCT	CONSTELLATION NEW ENERGY	ELECTRIC OCT	151.69	1428
01-03-004-48002	AMBC ELE *1454 NOV	CONSTELLATION NEW ENERGY	ELECTRIC NOV	93.85	1450
01-03-004-48003	AMBC WTR *9665 DEC	ILLINOIS AMERICAN WATER	CCWATER DEC	31.35	1452
01-03-004-48004	AMBC SANIT *6002 NOV	URBANA-CHAMPAIGN SANITARY	SANIT/STRMWTR NOV	23.40	1435
01-03-004-48007	STORMWATER FEE *6002 NOV	URBANA-CHAMPAIGN SANITARY	SANIT/STRMWTR NOV	170.00	1435
Total For Dept 03-004 P & O - AMBUCS				686.29	
Dept 03-011 P & O - BLAIR					
01-03-011-43110	PLUMBING SUPPL	MENARDS	PLUMBING SUPPL	10.17	1454
01-03-011-45115	BLAI RENTAL HCAP NOV	MIDWEST POTTYHOUSE	POTTYHOUSES NOV	74.50	15943
01-03-011-45115	BLAI RENTAL HCAP MMM-DEC	MIDWEST POTTYHOUSE	POTTYHOUSES DEC	79.00	15991
01-03-011-48002	BLAI ELE *9371 OCT	CONSTELLATION NEW ENERGY	ELECTRIC OCT	360.89	1428
01-03-011-48002	BLAI ELE *9371 NOV	CONSTELLATION NEW ENERGY	ELECTRIC NOV	347.37	1450
01-03-011-48003	BLAI WTR *8158 NOV	ILLINOIS AMERICAN WATER	CCWATER NOV/DEC	66.48	1430
01-03-011-48003	BLAI WTR *9662 NOV	ILLINOIS AMERICAN WATER	CCWATER NOV	69.84	1430
01-03-011-48004	BLAI SANIT *6001 NOV	URBANA-CHAMPAIGN SANITARY	SANIT/STRMWTR NOV	8.38	1439
Total For Dept 03-011 P & O - BLAIR				1,016.63	
Dept 03-020 P & O - BUSEY WOODS					
01-03-020-43445	TWO WAY RADIOS	AMAZON.COM	TWO WAY RADIOS	234.04	1454
Total For Dept 03-020 P & O - BUSEY WOODS				234.04	
Dept 03-030 P & O - CANADAY					
01-03-030-48002	CANA ELE *9453 OCT	CONSTELLATION NEW ENERGY	ELECTRIC OCT	27.01	1428
01-03-030-48002	CANA ELE *9453 NOV	CONSTELLATION NEW ENERGY	ELECTRIC NOV	27.01	1450
01-03-030-48003	CANA WTR *0138 NOV	ILLINOIS AMERICAN WATER	CCWATER NOV/DEC	47.93	1430
01-03-030-48003	CANA WTR *0138 DEC	ILLINOIS AMERICAN WATER	CCWATER DEC	47.93	1452
Total For Dept 03-030 P & O - CANADAY				149.88	
Dept 03-040 P & O - CARLE					
01-03-040-48002	CARL ELE *7058 OCT	CONSTELLATION NEW ENERGY	ELECTRIC OCT	39.36	1428
01-03-040-48002	CARL ELE *7058 NOV	CONSTELLATION NEW ENERGY	ELECTRIC NOV	40.61	1450
01-03-040-48003	CARL WTR *1858 NOV	ILLINOIS AMERICAN WATER	CCWATER NOV/DEC	31.35	1430
01-03-040-48010	CARL WIFI JAN	AT&T	CARL WIFI JAN	52.35	1443
Total For Dept 03-040 P & O - CARLE				163.67	
Dept 03-055 P & O - COTTAGE					
01-03-055-43009	GROUND FAULT RECEPTACLES	TEPPER ELECTRIC SUPPLY CO	GROUND FAULT RECEPTACLES	32.00	1454
01-03-055-45116	ANT POISON	BLAIN'S FARM & FLEET	ANT POISON	6.99	1454
01-03-055-48002	COTT ELE *48171 OCT	CONSTELLATION NEW ENERGY	ELECTRIC OCT	118.08	1428
01-03-055-48002	COTT ELE *48171 NOV	CONSTELLATION NEW ENERGY	ELECTRIC NOV	115.27	1450
01-03-055-48003	COTT WTR *2790 DEC	ILLINOIS AMERICAN WATER	CCWATER DEC	40.83	1446

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Fund 01 GENERAL FUND					
Dept 03-055 P & O - COTTAGE					
01-03-055-48004	COTT SANIT *6012 NOV	URBANA-CHAMPAIGN SANITARY	SANIT/STRMWTR OCT/NOV	16.89	1435
01-03-055-48005	COTT GAS *7534 NOV	AMEREN IP	GAS NOV	82.40	1433
01-03-055-48005	COTT NAT GAS *7534 NOV	CONSTELLATION NEW ENERGY	NATURAL GAS NOV	42.22	1436
Total For Dept 03-055 P & O - COTTAGE				454.68	
Dept 03-070 P & O - CRYSTAL LAKE					
01-03-070-43009	LED LAMPS	TEPPER ELECTRIC SUPPLY CO	LED LAMPS	77.10	1454
01-03-070-43112	LUMBER	ARMSTRONG LUMBER COMPANY	LUMBER	72.48	1454
01-03-070-43112	FIRE DAMAGE LUMBER REP'R	ARMSTRONG LUMBER COMPANY	FIRE DAMAGE LUMBER REP'R	181.20	1454
01-03-070-43112	PLYWOOD	ARMSTRONG LUMBER COMPANY	PLYWOOD	45.54	1454
01-03-070-45115	CLPK EXTRA SERV HCAP NOV	MIDWEST POTTYHOUSE	POTTYHOUSES NOV	2,342.00	15943
01-03-070-45115	CLP EXTRA SERV HCAP DEC	MIDWEST POTTYHOUSE	POTTYHOUSES DEC	498.00	15991
01-03-070-45331	BRUSH PROCESSING OCT	URBANA, CITY OF	MULCH/COMPOST/BRUSH PROCESSING	10.00	15951
01-03-070-48002	CLPK ELE *6093 OCT	CONSTELLATION NEW ENERGY	ELECTRIC OCT	373.52	1428
01-03-070-48002	CLPK ELE *6093 NOV	CONSTELLATION NEW ENERGY	ELECTRIC NOV	258.38	1450
01-03-070-48003	CLPK WTR *6424 DEC	ILLINOIS AMERICAN WATER	CCWATER DEC	79.28	1446
Total For Dept 03-070 P & O - CRYSTAL LAKE				3,937.50	
Dept 03-078 P & O - DOG PARK					
01-03-078-45115	DOG EXTRA SERV HCAP NOV	MIDWEST POTTYHOUSE	POTTYHOUSES NOV	212.00	15943
01-03-078-45115	DOG EXTRA SERV HCAP DEC	MIDWEST POTTYHOUSE	POTTYHOUSES DEC	216.00	15991
01-03-078-48002	DOG ELE *6008 NOV	AMEREN IP	GAS/ELE NOV	29.15	1426
01-03-078-48002	DOG ELE *6008 DEC	AMEREN IP	GAS/ELE DEC	29.22	1448
01-03-078-48003	DOG WTR *6742 DEC	ILLINOIS AMERICAN WATER	CCWATER NOV	121.62	1434
01-03-078-48007	STORMWATER FEE *6002 NOV	URBANA-CHAMPAIGN SANITARY	SANIT/STRMWTR NOV	45.20	1435
01-03-078-48010	WIFI JAN	VERIZON	WIFI JAN	45.02	1440
Total For Dept 03-078 P & O - DOG PARK				698.21	
Dept 03-084 P & O - HICKORY					
01-03-084-48002	HKRY ELE *3008 OCT	CONSTELLATION NEW ENERGY	ELECTRIC OCT	110.46	1428
01-03-084-48002	HKRY ELE *3008 NOV	CONSTELLATION NEW ENERGY	ELECTRIC NOV	101.11	1450
01-03-084-48007	STORMWATER FEE *6002 NOV	URBANA-CHAMPAIGN SANITARY	SANIT/STRMWTR NOV	101.00	1435
Total For Dept 03-084 P & O - HICKORY				312.57	
Dept 03-085 P & O - KERR					
01-03-085-43112	HOOKS	BLAIN'S FARM & FLEET	HOOKS	13.98	1454
01-03-085-43225	SOIL/SAND	LOWES	SOIL/SAND	115.28	1454
01-03-085-45335	HEAT PUMP REP'R	A & R MECHANICAL CONTRACT	HEAT PUMP REP'R	531.75	15983
01-03-085-48002	KERR ELE *6021 OCT	CONSTELLATION NEW ENERGY	ELECTRIC OCT	908.68	1428
01-03-085-48002	KERR ELE *6021 NOV	CONSTELLATION NEW ENERGY	ELECTRIC NOV	1,165.54	1450
01-03-085-48003	KERR FIRE *7964 DEC	ILLINOIS AMERICAN WATER	CCWATER NOV/DEC	63.82	1430
01-03-085-48003	KERR WTR *4220 DEC	ILLINOIS AMERICAN WATER	CCWATER DEC	249.16	1446
01-03-085-48004	KERR SANIT *2003 NOV	URBANA-CHAMPAIGN SANITARY	SANIT/STRMWTR OCT/NOV	41.56	1435
01-03-085-48005	KERR GAS *1031 NOV	AMEREN IP	GAS/ELE NOV	627.73	1426
01-03-085-48005	KERR GAS *1031 DEC	AMEREN IP	GAS/ELE DEC	1,516.91	1448
Total For Dept 03-085 P & O - KERR				5,234.41	
Dept 03-090 P & O - KING					
01-03-090-43112	SCREWS	CHAMPAIGN DO-IT-BEST HARDW	SCREWS	23.49	1454
01-03-090-48002	KING ELE *28171 OCT	CONSTELLATION NEW ENERGY	ELECTRIC OCT	181.86	1428
01-03-090-48002	KING ELE *28171 NOV	CONSTELLATION NEW ENERGY	ELECTRIC NOV	170.82	1450
01-03-090-48003	KING WTR *1725 DEC	ILLINOIS AMERICAN WATER	CCWATER DEC	96.39	1446
01-03-090-48004	KING SANIT *0002 NOV	URBANA-CHAMPAIGN SANITARY	SANIT/STRMWTR OCT/NOV	4.13	1435

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Fund 01 GENERAL FUND					
Dept 03-090 P & O - KING					
Total For Dept 03-090 P & O - KING				476.69	
Dept 03-095 P & O - LARSON					
01-03-095-48003	LARS WTR *6539 DEC	ILLINOIS AMERICAN WATER CC	WATER DEC	31.35	1452
Total For Dept 03-095 P & O - LARSON				31.35	
Dept 03-100 P & O - LEAL					
01-03-100-48002	LEAL ELE *1370 OCT	CONSTELLATION NEW ENERGY	ELECTRIC OCT	52.22	1428
01-03-100-48002	LEAL ELE *1370 NOV	CONSTELLATION NEW ENERGY	ELECTRIC NOV	51.86	1450
Total For Dept 03-100 P & O - LEAL				104.08	
Dept 03-120 P & O - MEADOWBROOK					
01-03-120-43009	LIGHTING SENSORS	TEPPER ELECTRIC SUPPLY CO	LIGHTING SENSORS	47.04	1454
01-03-120-43110	PLUMBING FITTINGS	CU HARDWARE CO	PLUMBING FITTINGS	8.53	1454
01-03-120-45115	MBK EXTRA SERV HCAP NOV	MIDWEST POTTYHOUSE	POTTYHOUSES NOV	360.00	15943
01-03-120-45115	MBK EXTRA SERV HCAP DEC	MIDWEST POTTYHOUSE	POTTYHOUSES DEC	312.00	15991
01-03-120-45331	BRUSH PROCESSING OCT	URBANA, CITY OF	MULCH/COMPOST/BRUSH PROCESSING	55.00	15951
01-03-120-48002	MBK ELE *0816 NOV	AMEREN IP	GAS/ELE NOV	7.72	1426
01-03-120-48002	MBK ELE *5294 OCT	CONSTELLATION NEW ENERGY	ELECTRIC OCT	293.34	1428
01-03-120-48002	MBK ELE *0816 NOV	CONSTELLATION NEW ENERGY	ELECTRIC NOV	294.44	1450
01-03-120-48003	MBK WTR *6210 NOV	ILLINOIS AMERICAN WATER CC	WATER NOV/DEC	414.66	1430
01-03-120-48003	MBK WTR *6210 DEC	ILLINOIS AMERICAN WATER CC	WATER DEC	416.67	1452
Total For Dept 03-120 P & O - MEADOWBROOK				2,209.40	
Dept 03-170 P & O - PATTERSON PARKLET					
01-03-170-48007	STORMWATER FEE *6002 NOV	URBANA-CHAMPAIGN SANITARY	SANIT/STRMWTR NOV	18.12	1435
Total For Dept 03-170 P & O - PATTERSON PARKLET				18.12	
Dept 03-178 P & O - PHILLIPS					
01-03-178-48003	PRC WTR *4212 DEC	ILLINOIS AMERICAN WATER CC	WATER DEC	31.35	1446
Total For Dept 03-178 P & O - PHILLIPS				31.35	
Dept 03-180 P & O - PRAIRIE					
01-03-180-43444	AEROSOL FIELD PAINT	SHERWIN WILLIAMS CO	AEROSOL FIELD PAINT	36.98	1454
01-03-180-45115	PRAI RENTAL HCAP MAR-NOV	MIDWEST POTTYHOUSE	POTTYHOUSES NOV	1,712.00	15943
01-03-180-45115	SOD CUTTER RENTAL	RENTAL CITY INC	SOD CUTTER RENTAL	113.10	15995
01-03-180-45999	DEMO LIGHT POLE POWER	REMCO ELECTRICAL CORP	DEMO LIGHT POLE POWER	420.00	15994
01-03-180-48002	NIGHT LIGHT *8815 OCT	CONSTELLATION NEW ENERGY	ELECTRIC OCT	186.87	1428
01-03-180-48002	NIGHT LIGHT *8815 NOV	CONSTELLATION NEW ENERGY	ELECTRIC NOV	211.33	1450
01-03-180-48003	PRAI WTR *2066 NOV	ILLINOIS AMERICAN WATER CC	WATER NOV/DEC	150.26	1430
01-03-180-48003	PRAI WTR *2066 DEC	ILLINOIS AMERICAN WATER CC	WATER DEC	150.26	1452
Total For Dept 03-180 P & O - PRAIRIE				2,980.80	
Dept 03-182 P & O - SHOP & GARAGE					
01-03-182-43334	MOWER SWITCH KIT	ARENDS HOGAN WALKER AHW	LIMOWER SWITCH KIT	80.26	1454
01-03-182-43334	MOWER TIRES	ZURCHER TIRE INC	MOWER TIRES	332.00	15997
01-03-182-43335	AVANT BATTERY	BLAIN'S FARM & FLEET	AVANT BATTERY	121.99	1454
01-03-182-43336	M-2 BATTERY	BLAIN'S FARM & FLEET	M-2 BATTERY	116.99	1454
01-03-182-43336	OIL FILTERS	DUST & SON OF CHAMPAIGN CT	OIL FILTERS	21.59	1454
01-03-182-43336	HEADLIGHT/FILTER	DUST & SON OF CHAMPAIGN CT	HEADLIGHT/FILTER	16.05	1454
01-03-182-43339	OIL/FUEL FILTERS	BOBCAT OF CHAMPAIGN LLC	OIL/FUEL FILTERS	131.95	1454
01-03-182-43339	FILTER REF'D	BOBCAT OF CHAMPAIGN LLC	FILTER REF'D	(10.51)	1454
01-03-182-43441	DIESEL (487 GAL) NOV	ILLINI FS INC	FUEL NOV	3,206.28	1437

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 01 GENERAL FUND					
Dept 03-182 P & O - SHOP & GARAGE					
01-03-182-43442	M-6 EXHAUST FLUID	BLAIN'S FARM & FLEET	M-6 EXHAUST FLUID	19.98	1454
01-03-182-43556	MASK/GLOVES	BLAIN'S FARM & FLEET	MASK/GLOVES	28.98	1454
01-03-182-43556	GLOVES	BLAIN'S FARM & FLEET	GLOVES	20.99	1454
01-03-182-43880	CONCRETE MIX/REBAR	ARMSTRONG LUMBER COMPANY	CONCRETE MIX/REBAR	27.55	1454
01-03-182-43885	M-6 GRAIN SHOVEL	BLAIN'S FARM & FLEET	M-6 GRAIN SHOVEL	29.99	1454
01-03-182-43995	SAW/PRUNERS/SHEATH	AMERICAN ARBORIST SUPPLIES	SAW/PRUNERS/SHEATH	150.47	1454
01-03-182-43995	CHAINSAW CHAINS	DUST & SON OF CHAMPAIGN CT	CHAINSAW CHAINS	33.98	1454
01-03-182-43998	DRILL BIT	BLAIN'S FARM & FLEET	DRILL BIT	20.99	1454
01-03-182-43998	GARBAGE CAN/TARP	BLAIN'S FARM & FLEET	GARBAGE CAN/TARP	55.98	1454
01-03-182-43998	GRAFFITI REMOVER/BRUSH	BLAIN'S FARM & FLEET	GRAFFITI REMOVER/BRUSH	12.98	1454
01-03-182-43998	CONCRETE MIX	BLAIN'S FARM & FLEET	CONCRETE MIX	7.58	1454
01-03-182-43998	CONCRETE MIX	BLAIN'S FARM & FLEET	CONCRETE MIX	22.74	1454
01-03-182-43998	SOCKET SAVER	CU HARDWARE CO	SOCKET SAVER	35.99	1454
01-03-182-43998	GRAFFITI REMOVER	GRAFFITI REMOVAL PRODUCTS	GRAFFITI REMOVER	75.00	1454
01-03-182-43998	PAINT BRUSHES	HARBOR FREIGHT TOOLS USA I	PAINT BRUSHES	5.38	1454
01-03-182-43998	M-2 HAMMER	MENARDS	M-2 HAMMER	34.97	1454
01-03-182-43998	M-8 TOOL BOX	RURAL KING	M-8 TOOL BOX	229.99	1454
01-03-182-43998	ANT SPRAY	SCHNUCKS	ANT SPRAY	15.67	1454
01-03-182-43998	M-9 MISC TOOLS	WINZER CORPORATION	M-9 MISC TOOLS	210.12	1454
01-03-182-43998	HARDWARE/FUSES	WINZER CORPORATION	HARDWARE/FUSES	141.70	1454
01-03-182-45111	CYLINDER RENTAL	DEPKE WELDING SUPPLIES INC	CYLINDER RENTALS	27.90	15925
01-03-182-45111	CYLINDER RENTAL	DEPKE WELDING SUPPLIES INC	CYLINDER RENTALS	27.00	15985
01-03-182-45112	72" MOWER REP'R	ARENDS HOGAN WALKER AHW LI	72" MOWER REP'R	2,649.35	15921
01-03-182-45113	M-42 VEHICLE INSPECT	LONG'S GARAGE INC	M-42 VEHICLE INSPECT	29.00	1454
01-03-182-45114	RECYCLING NOV	MIDWEST FIBER RECYCLING	RECYCLING NOV	197.00	15960
01-03-182-45114	EMPTY M-6	URBANA TRANSFER STATION	EMPTY M-6	332.72	15964
01-03-182-45114	KERR EMPTY DUMPSTER JAN	REPUBLIC SERVICES #729	EMPTY DUMPSTER JAN	316.01	1453
01-03-182-45889	M-41 ALIGNMENT	FORD CITY OF CHAMPAIGN	M-41 ALIGNMENT	119.95	1454
01-03-182-45889	M-42 TIRES/BALANCE	FORD CITY OF CHAMPAIGN	M-42 TIRES/BALANCE	1,113.90	1454
01-03-182-46002	ATHLETIC FIELD PAINTER	SHERWIN WILLIAMS CO	ATHLETIC FIELD PAINTER	2,498.00	1454
Total For Dept 03-182 P & O - SHOP & GARAGE				12,508.46	
Dept 03-190 P & O - SUNNYCREST TOT LOT					
01-03-190-48002	TOT ELE *7530 OCT	CONSTELLATION NEW ENERGY I	ELECTRIC OCT	31.10	1428
01-03-190-48002	TOT ELE *7530 NOV	CONSTELLATION NEW ENERGY I	ELECTRIC NOV	62.35	1450
Total For Dept 03-190 P & O - SUNNYCREST TOT LOT				93.45	
Dept 03-200 P & O - VICTORY					
01-03-200-45331	BRUSH PROCESSING OCT	URBANA, CITY OF	MULCH/COMPOST/BRUSH PROCESSING	10.00	15951
01-03-200-48002	VICT ELE *7010 OCT	CONSTELLATION NEW ENERGY I	ELECTRIC OCT	27.09	1428
01-03-200-48002	VICT ELE *7010 NOV	CONSTELLATION NEW ENERGY I	ELECTRIC NOV	27.01	1450
01-03-200-48003	VICT WTR *7470 NOV	ILLINOIS AMERICAN WATER CC	WATER NOV	57.90	1430
Total For Dept 03-200 P & O - VICTORY				122.00	
Total For Fund 01 GENERAL FUND				94,197.16	
Fund 05 RECREATION FUND					
Dept 50-500 RECREATION OFFICE - MANAGEMENT					
05-50-500-43001	OFC SUPPL	AMAZON.COM	OFC SUPPL	69.47	1454
05-50-500-43001	OFC SUPPL	AMAZON.COM	OFC SUPPL	108.99	1454
05-50-500-43664	FALL/WINTER GARMENTS	RIDDELL/ALL AMERICAN SPORT	FALL/WINTER GARMENTS	469.25	15975
05-50-500-45005	COVID ZOOM PRO LICENSE	ZOOM VIDEO COMMUNICATIONS	COVID ZOOM PRO LICENSE	14.99	1454
05-50-500-45221	AQUA PROG COOR AD	NEWS-GAZETTE INC	ADS NOV'21	83.60	15928

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Fund 05 RECREATION FUND					
Dept 50-500 RECREATION OFFICE - MANAGEMENT					
05-50-500-47001	BASIC LIFE NOV	AMALGAMATED LIFE INSURANCE	BASIC/SUPPL LIFE NOV	112.60	1441
05-50-500-47001	BASIC LIFE DEC	AMALGAMATED LIFE INSURANCE	BASIC/SUPPL LIFE DEC	104.68	1441
05-50-500-47001	BASIC LIFE JAN	AMALGAMATED LIFE INSURANCE	BASIC/SUPPL LIFE JAN	104.68	1442
05-50-500-47001	PREMIUM JAN	HEALTH ALLIANCE MEDICAL PI	PREMIUMS JAN	6,705.75	1445
05-50-500-48001	PRC PHONE DEC	CONSOLIDATED COMMUNICATION	TELEPHONE DEC	100.94	1427
05-50-500-48001	PRC POTS LINE JAN	PEERLESS NETWORK	POTS LINE JAN	74.56	1438
05-50-500-48010	PRC INTRNT DEC	I3 BROADBAND	INTERNET DEC	104.98	1429
05-50-500-49004	REIMB MILEAGE	SOESBE, JANET	REIMB MILEAGE	51.52	15931
05-50-500-49007	IPRA MMBRSH-RAE	ILLINOIS PARK & RECREATION	IPRA MMBRSH-RAE	244.00	1454
05-50-500-49008	IAPD/IPRA CONF REGIS-RAE	IAPD - ILLINOIS ASSOCIATIC	IAPD/IPRA CONF REGIS-RAE	280.00	1454
05-50-500-49009	IPRA MMBRSH-LAR	ILLINOIS PARK & RECREATION	IPRA MMBRSH-LAR	122.00	1454
05-50-500-49010	STAFF SEND OFF-AMC	SAM'S CLUB	STAFF SEND OFF-AMC	22.41	1454
05-50-500-49010	STAFF SEND OFF-AMC	WALGREENS	STAFF SEND OFF-AMC	11.51	1454
Total For Dept 50-500 RECREATION OFFICE - MANAGEMENT				8,785.93	
Dept 50-505 RECREATION OFFICE - MAINTENANCE					
05-50-505-43008	THERMOSTAT GUARD	MENARDS	THERMOSTAT GUARD	14.99	1454
05-50-505-43111	JANIT SUPPL	CHEMICAL MAINTENANCE INC	JANIT SUPPL	300.00	1454
05-50-505-43111	JANIT SUPPL	CHEMICAL MAINTENANCE INC	JANIT SUPPL	240.90	1454
05-50-505-43111	CLNG SUPPL	SAM'S CLUB	CLNG SUPPL	31.96	1454
05-50-505-45114	PRC EMPTY DUMPSTER JAN	REPUBLIC SERVICES #729	EMPTY DUMPSTER JAN	331.47	1453
05-50-505-45220	PRC JANIT NOV	ESS CLEAN INC	JANIT NOV	2,266.00	15926
05-50-505-45999	WOOD FLOOR REFINISH	DAVIS FLOOR SANDING & REFIN	WOOD FLOOR REFINISH	3,300.00	15969
05-50-505-48002	PRC ELE *3779 OCT	CONSTELLATION NEW ENERGY	ELECTRIC OCT	509.66	1428
05-50-505-48002	PRC ELE *3779 NOV	CONSTELLATION NEW ENERGY	ELECTRIC NOV	532.90	1450
05-50-505-48003	PRC FIRE *6603 DEC	ILLINOIS AMERICAN WATER CC	WATER NOV/DEC	28.71	1430
05-50-505-48003	PRC WTR *4304 DEC	ILLINOIS AMERICAN WATER CC	WATER DEC	96.10	1446
05-50-505-48004	PRC SANIT *6008 NOV	URBANA-CHAMPAIGN SANITARY	SANIT/STRMWTR OCT/NOV	41.56	1435
05-50-505-48005	PRC GAS DL *4015 NOV	AMEREN IP	GAS NOV	115.97	1433
05-50-505-48005	PRC NAT GAS *4015 NOV	CONSTELLATION NEW ENERGY	NATURAL GAS NOV	86.32	1436
Total For Dept 50-505 RECREATION OFFICE - MAINTENANCE				7,896.54	
Dept 51-001 MARKETING - ADMIN					
05-51-001-47001	BASIC LIFE NOV	AMALGAMATED LIFE INSURANCE	BASIC/SUPPL LIFE NOV	17.31	1441
05-51-001-47001	BASIC LIFE DEC	AMALGAMATED LIFE INSURANCE	BASIC/SUPPL LIFE DEC	17.31	1441
05-51-001-47001	BASIC LIFE JAN	AMALGAMATED LIFE INSURANCE	BASIC/SUPPL LIFE JAN	17.31	1442
05-51-001-47001	PREMIUM JAN	HEALTH ALLIANCE MEDICAL PI	PREMIUMS JAN	1,055.00	1445
Total For Dept 51-001 MARKETING - ADMIN				1,106.93	
Dept 51-502 MARKETING - PUBLIC INFO/MARKETING					
05-51-502-45221	ON HOLD DEC	BIGG SUCCESS	ON HOLD DEC	65.00	15922
05-51-502-45221	TT ADS	NEWS-GAZETTE INC	ADS NOV'21	240.00	15928
05-51-502-45221	ADS NOV	STEVIE JAY BROADCASTING	ADS NOV	1,000.00	15932
05-51-502-45221	MARKETING SWAG	4IMPRINT	MARKETING SWAG	545.15	1454
05-51-502-45221	SHOP LOCAL ADS NOV	NEXSTAR MEDIA GROUP INC	SHOP LOCAL ADS NOV	391.33	15992
05-51-502-45227	FB ADS	FACEBOOK.COM	FB ADS	56.01	1454
05-51-502-45228	WEBSITE HOSTING/MAINT	AMERICANEAGLE.COM	WEBSITE HOSTING/MAINT	2,250.00	15934
Total For Dept 51-502 MARKETING - PUBLIC INFO/MARKETING				4,547.49	
Dept 53-512 AGE-FRIENDLY PROG - SENIOR CLUB					
05-53-512-43002	NEWS LABELS NOV/DEC	PREMIER PRINT GROUP INC	SR NEWS LABELS NOV/DEC	130.00	15930
05-53-512-43006	COFFEE	SAM'S CLUB	COFFEE	18.92	1454

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 05 RECREATION FUND					
Dept 53-512 AGE-FRIENDLY PROG - SENIOR CLUB					
Total For Dept 53-512 AGE-FRIENDLY PROG - SENIOR CLUB				148.92	
Dept 54-500 CRYSTAL LK PK FAM AQ CNTR - MANAGEMENT					
05-54-500-43443	UNIFROM	KIEFER AQUATICS	UNIFORMS/BAG	64.25	15958
05-54-500-43443	MGR SHIRTS	SUNBURST SPORTSWEAR	MGR SHIRTS	225.50	15978
05-54-500-43443	LG TSHIRTS	SUNBURST SPORTSWEAR	LG TSHIRTS	350.50	15978
05-54-500-43443	STAFF TSHIRTS	SUNBURST SPORTSWEAR	STAFF TSHIRTS	183.25	15978
05-54-500-45221	AQUATICS SWAG	4IMPRINT	AQUATICS SWAG	1,544.18	1454
05-54-500-45221	AQUA PROG COOR AD	ILLINOIS PARK & RECREATION	AQUA PROG COOR AD	132.50	1454
05-54-500-45221	AQUA EMPL ADS	SNAPCHAT	AQUA EMPL ADS	20.00	1454
05-54-500-45221	AQUA EMPL ADS	SNAPCHAT	AQUA EMPL ADS	5.67	1454
05-54-500-45221	AQUA EMPL ADS	SNAPCHAT	AQUA EMPL ADS	10.07	1454
05-54-500-45221	AQUA EMPL ADS	SNAPCHAT	AQUA EMPL ADS	20.00	1454
05-54-500-45221	AQUA EMPL ADS	SNAPCHAT	AQUA EMPL ADS	9.22	1454
05-54-500-45221	AQUA EMPL ADS	SNAPCHAT	AQUA EMPL ADS	10.10	1454
05-54-500-45221	AQUA EMPL ADS	SNAPCHAT	AQUA EMPL ADS	9.65	1454
05-54-500-45221	AQUA EMPL ADS	SNAPCHAT	AQUA EMPL ADS	9.22	1454
05-54-500-45221	AQUA EMPL ADS	SNAPCHAT	AQUA EMPL ADS	40.00	1454
05-54-500-45221	AQUA EMPL ADS	SNAPCHAT	AQUA EMPL ADS	14.89	1454
05-54-500-45221	AQUA EMPL ADS	SNAPCHAT	AQUA EMPL ADS	40.00	1454
05-54-500-48001	CLPL PHONE DEC	CONSOLIDATED COMMUNICATION	TELEPHONE DEC	20.19	1427
05-54-500-48002	MEC BLD ELE *3028 NOV	AMEREN IP	GAS/ELE NOV	608.74	1426
05-54-500-48002	BATH HS ELE *1058 OCT	CONSTELLATION NEW ENERGY	ELECTRIC OCT	1,257.44	1428
05-54-500-48002	MEC BLD ELE *3028 NOV	CONSTELLATION NEW ENERGY	ELECTRIC NOV	471.97	1450
05-54-500-48003	CLPL WTR *1532 DEC	ILLINOIS AMERICAN WATER	CCWATER DEC	353.81	1446
Total For Dept 54-500 CRYSTAL LK PK FAM AQ CNTR - MANAC				5,401.15	
Dept 54-505 CRYSTAL LK PK FAM AQ CNTR - MAINTENANCE					
05-54-505-43554	CO2 POOL CHEMICALS	NUCO2 INC LLC	CO2 POOL CHEMICALS	218.58	15945
05-54-505-43999	ANTIFREEZE	BLAIN'S FARM & FLEET	ANTIFREEZE	78.96	1454
05-54-505-43999	EXT CORD REF'D	HOME DEPOT	EXT CORD REF'D	(51.88)	1454
05-54-505-43999	WINTERIZATION SUPPL	HOME DEPOT	WINTERIZATION SUPPL	500.07	1454
05-54-505-45220	JANIT SERV ADJ	CINTAS	JANIT SERV NOV	(151.21)	15936
05-54-505-45449	MAINTENANCE APP DEC/JAN	GNXCOR USA INC	MAINTENANCE APP DEC/JAN	409.99	15986
Total For Dept 54-505 CRYSTAL LK PK FAM AQ CNTR - MAIN				1,004.51	
Dept 55-542 COMM PROG - YOUTH PROGRAMS					
05-55-542-45005	YOUTH SPANISH CLASSES	LANGUAGE IN ACTION INC	FOREIGN LANGUAGE CLASSES	120.00	15959
Total For Dept 55-542 COMM PROG - YOUTH PROGRAMS				120.00	
Dept 55-548 COMM PROG - FAMILY PROGRAMS					
05-55-548-43006	PROG SUPPL	MEIJER	PROG SUPPL	179.57	1454
05-55-548-43006	BUTTER/TRAY	SCHNUCKS	BUTTER/TRAY	23.94	1454
Total For Dept 55-548 COMM PROG - FAMILY PROGRAMS				203.51	
Dept 55-552 COMM PROG - SPLASH PROGRAM					
05-55-552-43006	DRONES	AMAZON.COM	DRONES	173.34	1454
05-55-552-43006	ACTIVITY SUPPL	COUNTY MARKET	ACTIVITY SUPPL	13.55	1454
05-55-552-43006	POTATOES/CANDY	COUNTY MARKET	POTATOES/CANDY	13.63	1454
05-55-552-43006	ACTIVITY SUPPL	COUNTY MARKET	ACTIVITY SUPPL	17.88	1454
05-55-552-43006	FIELD TRIP EXP	CURTIS ORCHARD	FIELD TRIP EXP	179.23	1454
05-55-552-43006	BEAKERS/SLIME	EDUCATIONAL INNOVATIONS	BEAKERS/SLIME	84.70	1454
05-55-552-43006	FIELD TRIP ADMISS	ELEVATE	FIELD TRIP ADMISS	74.00	1454
05-55-552-43006	FIELD TRIP DEPOSIT	ELEVATE	FIELD TRIP DEPOSIT	50.00	1454

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 05 RECREATION FUND					
Dept 55-552 COMM PROG - SPLASH PROGRAM					
05-55-552-43006	ACTIVITY SUPPL	MEIJER	ACTIVITY SUPPL	29.97	1454
05-55-552-43006	ACTIVITY SUPPL	MEIJER	ACTIVITY SUPPL	96.12	1454
05-55-552-43006	BOWLS	MEIJER	BOWLS	27.52	1454
05-55-552-43006	BOWLS	MEIJER	BOWLS	25.76	1454
05-55-552-43006	ACTIVITY KITS	MICHAELS	ACTIVITY KITS	89.89	1454
05-55-552-43006	CANDY	TARGET	CANDY	12.31	1454
05-55-552-43006	CANDY	TARGET	CANDY	6.98	1454
05-55-552-43006	PEROXIDE	TARGET	PEROXIDE	3.87	1454
05-55-552-43006	ACTIVITY SUPPL	WALMART	ACTIVITY SUPPL	28.12	1454
05-55-552-43006	ACTIVITY SUPPL	WALMART	ACTIVITY SUPPL	85.97	1454
Total For Dept 55-552 COMM PROG - SPLASH PROGRAM				1,012.84	
Dept 56-614 ATHLETICS PROG - ADULT BASKETBALL					
05-56-614-45005	YOUTH RESHAPE SESS 1	JCWILSONINCORPORATED	YOUTH RESHAPE SESS 1	603.75	15957
05-56-614-45005	YOUTH RESHAPE SESS 1	YOUSHAPEYOU	YOUTH RESHAPE SESS 1	603.75	15965
Total For Dept 56-614 ATHLETICS PROG - ADULT BASKETBALL				1,207.50	
Dept 56-650 ATHLETICS PROG - BROOKENS GYMNASIUM					
05-56-650-43006	INITIAL LEAGUE FEE	GGLEAGUES	INITIAL LEAGUE FEE	500.00	1454
05-56-650-43006	COVID MASKS	STAPLES	COVID MASKS	9.99	1454
05-56-650-43006	SUPPL	STAPLES	SUPPL	57.07	1454
05-56-650-43006	STORAGE BOX	WALMART	STORAGE BOX	18.82	1454
05-56-650-45220	BRKN JANIT NOV	ESS CLEAN INC	JANIT NOV	1,035.00	15926
05-56-650-48001	BRKN PHONE DEC	CONSOLIDATED COMMUNICATION	TELEPHONE DEC	40.37	1427
Total For Dept 56-650 ATHLETICS PROG - BROOKENS GYMNASIUM				1,661.25	
Dept 57-571 AQUATICS PROGRAMS - SWIM LESSONS					
05-57-571-43006	SL EQUIP	AMAZON.COM	SL EQUIP	13.98	1454
05-57-571-43006	SL EQUIP	AMAZON.COM	SL EQUIP	103.67	1454
05-57-571-43443	SI TSHIRTS	SUNBURST SPORTSWEAR	SI TSHIRTS	206.25	15978
Total For Dept 57-571 AQUATICS PROGRAMS - SWIM LESSONS				323.90	
Dept 57-572 AQUATICS PROGRAMS - SPECIAL PROGRAMS					
05-57-572-43006	SL EQUIP	AMAZON.COM	SL EQUIP	29.95	1454
Total For Dept 57-572 AQUATICS PROGRAMS - SPECIAL PROGRAMS				29.95	
Dept 57-573 AQUATICS PROGRAMS - AQUATICS CAMP					
05-57-573-43664	AQ CAMP TSHIRTS	SUNBURST SPORTSWEAR	AQ CAMP TSHIRTS	77.90	15978
Total For Dept 57-573 AQUATICS PROGRAMS - AQUATICS CAMP				77.90	
Dept 57-575 AQUATICS PROGRAMS - YEAR-ROUND SWIM PROG					
05-57-575-43006	WATER BOTTLES	KAESER & BLAIR INC	WATER BOTTLES	172.48	15988
05-57-575-49007	TIGERSHARK TEAM FEE	ILLINOIS SWIMMING	TIGERSHARK TEAM FEE	250.00	15940
Total For Dept 57-575 AQUATICS PROGRAMS - YEAR-ROUND SWIM PROG				422.48	
Dept 58-581 SPEC EVENTS - TURKEY TROT					
05-58-581-43006	TT MAP	AMAZON.COM	TT MAP	7.49	1454
05-58-581-43006	TT-VOLUNTEER DONUTS	MEIJER	TT-VOLUNTEER DONUTS	20.96	1454
05-58-581-43006	TT SUPPL	SAM'S CLUB	TT SUPPL	31.92	1454
Total For Dept 58-581 SPEC EVENTS - TURKEY TROT				60.37	
Dept 59-588 OUTREACH & WELLNESS - WATER AEROBICS					
05-59-588-43006	WATER DUMBBELLS	AMAZON.COM	WATER DUMBBELLS	42.76	1454

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Fund 05 RECREATION FUND					
Dept 59-588 OUTREACH & WELLNESS - WATER AEROBICS					
05-59-588-43006	WATER AEROBICS EQUIP	HYDROFIT INC	WATER AEROBICS EQUIP	120.55	1454
Total For Dept 59-588 OUTREACH & WELLNESS - WATER AEROBICS				163.31	
Dept 59-592 OUTREACH & WELLNESS - WELLNESS PROGRAMS					
05-59-592-43006	PROGRAM SNACK	WALMART	PROGRAM SNACK	19.34	1454
Total For Dept 59-592 OUTREACH & WELLNESS - WELLNESS PROGRAMS				19.34	
Dept 60-500 LAKE HOUSE - MANAGEMENT					
05-60-500-43006	RENTAL SUPPL	SAM'S CLUB	RENTAL SUPPL	20.96	1454
05-60-500-45221	LKHS RENTAL ROOM AD	FACEBOOK.COM	LKHS RENTAL ROOM AD	10.00	1454
05-60-500-48001	LKHS PHONE DEC	CONSOLIDATED COMMUNICATION	TELEPHONE DEC	6.73	1427
05-60-500-48002	LKHS ELE *3776 OCT	CONSTELLATION NEW ENERGY	ELECTRIC OCT	181.98	1428
05-60-500-48002	LKHS ELE *3776 NOV	CONSTELLATION NEW ENERGY	ELECTRIC NOV	225.53	1450
05-60-500-48003	LKHS WTR *4864 DEC	ILLINOIS AMERICAN WATER	CC WATER DEC	101.13	1446
05-60-500-48005	LKHS GAS DL *2031 NOV	AMEREN IP	GAS NOV	180.68	1433
05-60-500-48005	LKHS NAT GAS *2031 NOV	CONSTELLATION NEW ENERGY	NATURAL GAS NOV	179.75	1436
05-60-500-48010	LKHS INTRNT DEC	I3 BROADBAND	INTERNET DEC	104.98	1429
Total For Dept 60-500 LAKE HOUSE - MANAGEMENT				1,011.74	
Dept 60-505 LAKE HOUSE - MAINTENANCE					
05-60-505-45999	INSPECT/ CLEAN CHIMNEY	GRIZZLY'S CHIMNEY SERVICE	INSPECT/ CLEAN CHIMNEY	180.00	1454
Total For Dept 60-505 LAKE HOUSE - MAINTENANCE				180.00	
Total For Fund 05 RECREATION FUND				35,385.56	
Fund 09 MUSEUM FUND					
Dept 40-404 NATURE CENTER - RENTALS					
09-40-404-43006	LEMONADE POWDER	SCHNUCKS	LEMONADE POWDER	9.38	1454
Total For Dept 40-404 NATURE CENTER - RENTALS				9.38	
Dept 40-500 NATURE CENTER - MANAGEMENT					
09-40-500-43001	CALENDAR	AMAZON.COM	CALENDAR	14.95	1454
09-40-500-43001	MARKERS	AMAZON.COM	MARKERS	22.99	1454
09-40-500-43005	MICRO SD'S	AMAZON.COM	MICRO SD'S	43.78	1454
09-40-500-43005	COMPUTER MOUSE	AMAZON.COM	COMPUTER MOUSE	28.44	1454
09-40-500-43006	HEAT GUN	AMAZON.COM	HEAT GUN	18.28	1454
09-40-500-43006	PARACORD	AMAZON.COM	PARACORD	17.98	1454
09-40-500-43006	DRAIN STRAINER	AMAZON.COM	DRAIN STRAINER	11.97	1454
09-40-500-43006	NAMETAGS	TROPHY TIME INC	NAMETAGS	35.00	1454
09-40-500-43770	SIGN HOLDERS	AMAZON.COM	NATURE STORE MERCH	9.95	1454
09-40-500-43770	BOOKS	COMMON GROUND DISTRIBUTORS	NATURE STORE MERCH	217.72	1454
09-40-500-43770	SCOPES/MAGNIFYING GLASSES	FAIRE	NATURE STORE MERCH	289.82	1454
09-40-500-43770	FRAMES	IKEA	NATURE STORE MERCH	31.73	1454
09-40-500-43770	EARRINGS	JABEBO LLC	NATURE STORE MERCH	499.00	1454
09-40-500-43770	EARRINGS	JABEBO LLC	NATURE STORE MERCH	111.00	1454
09-40-500-43770	ART/CARDS	SMITHOUSE	NATURE STORE MERCH	120.00	1454
09-40-500-43770	ART/CARDS	SMITHOUSE	NATURE STORE MERCH	147.00	1454
09-40-500-43770	ART/CARDS	SMITHOUSE	NATURE STORE MERCH	499.00	1454
09-40-500-47001	BASIC LIFE NOV	AMALGAMATED LIFE INSURANCE	BASIC/SUPPL LIFE NOV	34.19	1441
09-40-500-47001	BASIC LIFE DEC	AMALGAMATED LIFE INSURANCE	BASIC/SUPPL LIFE DEC	34.19	1441
09-40-500-47001	BASIC LIFE JAN	AMALGAMATED LIFE INSURANCE	BASIC/SUPPL LIFE JAN	34.19	1442
09-40-500-47001	PREMIUM JAN	HEALTH ALLIANCE MEDICAL	PI PREMIUMS JAN	2,010.00	1445
09-40-500-48001	APNC PHONE DEC	CONSOLIDATED COMMUNICATION	TELEPHONE DEC	60.56	1427

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 09 MUSEUM FUND					
Dept 40-500 NATURE CENTER - MANAGEMENT					
09-40-500-48001	APNC POTS LINE JAN	PEERLESS NETWORK	POTS LINE JAN	74.56	1438
09-40-500-48010	APNC INTRNT DEC	I3 BROADBAND	INTERNET DEC	104.98	1429
09-40-500-48010	APNC HOTSPOT JAN	AT&T MOBILITY	INTERNET/WIFI JAN	94.79	1444
09-40-500-49008	ENV JUSTICE WRKSHP-CKP	ENVIRONMENTAL ED ASSOC OF	ENV JUSTICE WRKSHP-CKP	30.00	1454
09-40-500-49008	CLIMATE FRESK WRKSHP-SYD	EVENTBRITE.COM	CLIMATE FRESK WRKSHP-SYD	20.88	1454
09-40-500-49008	CLIMATE FRESK WRKSHP-DAS	EVENTBRITE.COM	CLIMATE FRESK WRKSHP-DAS	20.88	1454
09-40-500-49008	IAPD/IPRA CONF REGIS-SYD	IAPD - ILLINOIS ASSOCIATIC	IAPD/IPRA CONF REGIS-SYD	240.00	1454
09-40-500-49010	PT STAFF MTG EXP	SCHNUCKS	PT STAFF MTG EXP	11.49	1454
Total For Dept 40-500 NATURE CENTER - MANAGEMENT				4,889.32	
Dept 40-505 NATURE CENTER - MAINTENANCE					
09-40-505-43110	CLASSROOM FAUCET	MENARDS	CLASSROOM FAUCET	127.96	1454
09-40-505-43111	CUSTODIAL STORAGE TOTE	BLAIN'S FARM & FLEET	CUSTODIAL STORAGE TOTE	49.98	1454
09-40-505-43111	JANIT SUPPL	CHEMICAL MAINTENANCE INC	JANIT SUPPL	192.00	1454
09-40-505-43111	JANIT SUPPL	CHEMICAL MAINTENANCE INC	JANIT SUPPL	80.30	1454
09-40-505-45114	APNC EMPTY DUMPSTER JAN	REPUBLIC SERVICES #729	EMPTY DUMPSTER JAN	402.14	1453
09-40-505-45220	APNC JANIT NOV	ESS CLEAN INC	JANIT NOV	2,224.00	15926
09-40-505-48002	APNC ELE *2254 OCT	CONSTELLATION NEW ENERGY	ELECTRIC OCT	438.65	1428
09-40-505-48002	APNC ELE *2254 NOV	CONSTELLATION NEW ENERGY	ELECTRIC NOV	341.30	1450
09-40-505-48003	APNC WTR *1063 DEC	ILLINOIS AMERICAN WATER CO	WATER NOV	137.92	1434
09-40-505-48005	APNC GAS DL *3001 NOV	AMEREN IP	GAS NOV	190.47	1433
09-40-505-48005	APNC NAT GAS *3001 NOV	CONSTELLATION NEW ENERGY	NATURAL GAS NOV	192.09	1436
Total For Dept 40-505 NATURE CENTER - MAINTENANCE				4,376.81	
Dept 41-406 EXHIBITS - INTERPRETATION					
09-41-406-43006	PLIERS/CLAMP SETS	AMAZON.COM	PLIERS/CLAMP SETS	56.97	1454
Total For Dept 41-406 EXHIBITS - INTERPRETATION				56.97	
Dept 41-408 EXHIBITS - EXHIBIT ANIMALS & WILDLIFE					
09-41-408-43006	WATER DISH MAT	AMAZON.COM	WATER DISH MAT	15.99	1454
09-41-408-43006	MIXER DRILL ATTACHMENT	AMAZON.COM	MIXER DRILL ATTACHMENT	11.87	1454
09-41-408-43006	BIRD SEED	PRAIRIELAND FEEDS	BIRD SEED	87.96	1454
09-41-408-43006	WORMS	SAILFIN PET SHOP INC	WORMS	10.98	1454
09-41-408-45005	QUASI ANNUAL VISIT	UNIVERSITY OF ILLINOIS	QUASI ANNUAL VISIT	143.95	1454
Total For Dept 41-408 EXHIBITS - EXHIBIT ANIMALS & WILI				270.75	
Dept 42-001 PUBLIC PROG - ADMIN					
09-42-001-43006	STORAGE CONTAINERS	AMAZON.COM	STORAGE CONTAINERS	21.99	1454
09-42-001-43006	SALT	SCHNUCKS	SALT	0.79	1454
Total For Dept 42-001 PUBLIC PROG - ADMIN				22.78	
Dept 42-412 PUBLIC PROG - YOUTH PROGRAMS					
09-42-412-43006	PRETZELS/APPLES	SCHNUCKS	PRETZELS/APPLES	11.55	1454
09-42-412-43006	SNACKS	SCHNUCKS	SNACKS	30.48	1454
09-42-412-43006	SNACKS	SCHNUCKS	SNACKS	6.47	1454
09-42-412-43006	CARROTS/HUMMUS	SCHNUCKS	CARROTS/HUMMUS	11.99	1454
Total For Dept 42-412 PUBLIC PROG - YOUTH PROGRAMS				60.49	
Dept 42-422 PUBLIC PROG - BIRTHDAY/PARTY PROGRAMS					
09-42-422-43006	BDAY GIFT CERTIF	URBANA PARK DISTRICT	BDAY GIFT CERTIF	5.00	1454
Total For Dept 42-422 PUBLIC PROG - BIRTHDAY/PARTY PROC				5.00	
Dept 44-001 ENV EDU PROG - ADMIN					

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Fund 09 MUSEUM FUND					
Dept 44-001 ENV EDU PROG - ADMIN					
09-44-001-43006	CARLE KIDS BOOK	BARNES & NOBLE	CARLE KIDS BOOK	35.98	1454
09-44-001-43006	SEL BOOK	MONICA GENTA LLC	SEL BOOK	28.00	1454
Total For Dept 44-001 ENV EDU PROG - ADMIN				63.98	
Dept 44-432 ENV EDU PROG - NATURALIST IN CLASSRM					
09-44-432-49004	MILEAGE REIMB	KAGAN, OLIVIA	MILEAGE REIMB	41.22	15989
Total For Dept 44-432 ENV EDU PROG - NATURALIST IN CLA				41.22	
Total For Fund 09 MUSEUM FUND				9,796.70	
Fund 16 URBANA INDOOR AQUATICS CENTER FUND					
Dept 68-500 URBANA INDOOR AQ CNTR - MANAGEMENT					
16-68-500-43001	PLANNER	MICHAELS	PLANNER	27.94	1454
16-68-500-43001	OFC SUPPL	STAPLES	OFC SUPPL	86.87	1454
16-68-500-43443	UNIFORM	KIEFER AQUATICS	UNIFROMS/BAG	64.25	15958
16-68-500-43448	HEATERS	SAM'S CLUB	HEATERS	110.94	1454
16-68-500-43662	FIRST AID	DEPKE WELDING SUPPLIES INC	CYLINDER RENTALS	66.96	15925
16-68-500-43662	EQUIP BAG	KIEFER AQUATICS	UNIFROMS/BAG	65.00	15958
16-68-500-43662	COVID MASKS	DOLLAR DAYS	COVID MASKS	182.55	1454
16-68-500-43662	FIRST AID	DEPKE WELDING SUPPLIES INC	CYLINDER RENTALS	64.80	15985
16-68-500-45005	SPEAKER SYSTEM	J TANDY DESIGNS INC	SPEAKER SYSTEM	350.00	15987
16-68-500-45221	AQUA HIRING ADS	NEWS-GAZETTE INC	ADS NOV'21	80.00	15928
16-68-500-45221	UIAC NOV ADS	WCZQ FM	ADS NOV	300.00	15953
16-68-500-45221	AQUA PROG COOR AD	ILLINOIS PARK & RECREATION	AQUA PROG COOR AD	132.50	1454
16-68-500-45221	AQUA EMPL ADS	SNAPCHAT	AQUA EMPL ADS	10.34	1454
16-68-500-45221	AQUA EMPL ADS	SNAPCHAT	AQUA EMPL ADS	10.19	1454
16-68-500-45221	AQUA EMPL ADS	SNAPCHAT	AQUA EMPL ADS	7.23	1454
16-68-500-45221	AQUA EMPL ADS	SNAPCHAT	AQUA EMPL ADS	5.68	1454
16-68-500-45221	AQUA EMPL ADS	SNAPCHAT	AQUA EMPL ADS	19.98	1454
16-68-500-45221	AQUA EMPL ADS	SNAPCHAT	AQUA EMPL ADS	9.40	1454
16-68-500-45221	AQUA EMPL ADS	SNAPCHAT	AQUA EMPL ADS	10.43	1454
16-68-500-45221	AQUA EMPL ADS	SNAPCHAT	AQUA EMPL ADS	10.06	1454
16-68-500-45221	AQUA EMPL ADS	SNAPCHAT	AQUA EMPL ADS	9.34	1454
16-68-500-45221	AQUA EMPL ADS	SNAPCHAT	AQUA EMPL ADS	10.29	1454
16-68-500-45221	AQUA EMPL ADS	SNAPCHAT	AQUA EMPL ADS	10.34	1454
16-68-500-45221	AQUA EMPL ADS	SNAPCHAT	AQUA EMPL ADS	10.16	1454
16-68-500-45221	AQUA EMPL ADS	SNAPCHAT	AQUA EMPL ADS	19.98	1454
16-68-500-45221	AQUA EMPL ADS	SNAPCHAT	AQUA EMPL ADS	10.21	1454
16-68-500-45221	AQUA EMPL ADS	SNAPCHAT	AQUA EMPL ADS	10.14	1454
16-68-500-45221	AQUA EMPL ADS	SNAPCHAT	AQUA EMPL ADS	10.38	1454
16-68-500-45221	AQUA EMPL ADS	SNAPCHAT	AQUA EMPL ADS	10.34	1454
16-68-500-45221	AQUA EMPL ADS	SNAPCHAT	AQUA EMPL ADS	10.03	1454
16-68-500-45221	AQUA EMPL ADS	SNAPCHAT	AQUA EMPL ADS	10.25	1454
16-68-500-45221	AQUA EMPL ADS	SNAPCHAT	AQUA EMPL ADS	10.33	1454
16-68-500-45221	AQUA EMPL ADS	SNAPCHAT	AQUA EMPL ADS	10.06	1454
16-68-500-45221	AQUA EMPL ADS	SNAPCHAT	AQUA EMPL ADS	9.33	1454
16-68-500-45221	AQUA EMPL ADS	SNAPCHAT	AQUA EMPL ADS	10.09	1454
16-68-500-45221	AQUA EMPL ADS	SNAPCHAT	AQUA EMPL ADS	39.98	1454
16-68-500-45221	AQUA EMPL ADS	SNAPCHAT	AQUA EMPL ADS	40.00	1454
16-68-500-45221	AQUA EMPL ADS	SNAPCHAT	AQUA EMPL ADS	40.00	1454
16-68-500-45221	AQUA EMPL ADS	SNAPCHAT	AQUA EMPL ADS	25.11	1454
16-68-500-45221	AQUA EMPL ADS	SNAPCHAT	AQUA EMPL ADS	14.12	1454
16-68-500-45221	AQUA EMPL ADS	SNAPCHAT	AQUA EMPL ADS	25.87	1454

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Fund 16 URBANA INDOOR AQUATICS CENTER FUND					
Dept 68-500 URBANA INDOOR AQ CNTR - MANAGEMENT					
16-68-500-45221	AQUA EMPL ADS	SNAPCHAT	AQUA EMPL ADS	40.00	1454
16-68-500-45221	AQUA EMPL ADS	SNAPCHAT	AQUA EMPL ADS	40.00	1454
16-68-500-45221	AQUA EMPL ADS	SNAPCHAT	AQUA EMPL ADS	40.00	1454
16-68-500-47001	BASIC LIFE NOV	AMALGAMATED LIFE INSURANCE	BASIC/SUPPL LIFE NOV	15.71	1441
16-68-500-47001	BASIC LIFE DEC	AMALGAMATED LIFE INSURANCE	BASIC/SUPPL LIFE DEC	15.71	1441
16-68-500-47001	BASIC LIFE JAN	AMALGAMATED LIFE INSURANCE	BASIC/SUPPL LIFE JAN	15.71	1442
16-68-500-47001	PREMIUM JAN	HEALTH ALLIANCE MEDICAL	PI PREMIUMS JAN	1,202.45	1445
16-68-500-48001	UIAC PHONE DEC	CONSOLIDATED COMMUNICATION	TELEPHONE DEC	80.75	1427
16-68-500-48001	UIAC POTS LINE JAN	PEERLESS NETWORK	POTS LINE JAN	74.56	1438
16-68-500-48002	UIAC ELE *5855 OCT	CONSTELLATION NEW ENERGY	ELECTRIC OCT	5,643.38	1428
16-68-500-48002	UIAC ELE *5855 NOV	CONSTELLATION NEW ENERGY	ELECTRIC NOV	6,393.72	1450
16-68-500-48003	UIAC FIRE *5554 DEC	ILLINOIS AMERICAN WATER	CC WATER NOV/DEC	124.38	1430
16-68-500-48003	UIAC WTR *8831 NOV	ILLINOIS AMERICAN WATER	CC WATER NOV	688.25	1434
16-68-500-48004	UIAC SANIT *2999 OCT	URBANA-CHAMPAIGN SANITARY	SANIT/STRMWTR OCT/NOV	216.41	1435
16-68-500-48005	UIAC GAS DL *1003 NOV	AMEREN IP	GAS NOV	1,258.63	1433
16-68-500-48005	UIAC NAT GAS *1003 NOV	CONSTELLATION NEW ENERGY	NATURAL GAS NOV	1,621.96	1436
16-68-500-48010	UIAC INTRNT DEC	I3 BROADBAND	INTERNET DEC	104.98	1429
16-68-500-49008	IPRA MMBRSH-P-LAR	ILLINOIS PARK & RECREATION	IPRA MMBRSH-P-LAR	122.00	1454
Total For Dept 68-500 URBANA INDOOR AQ CNTR - MANAGEMEN				19,660.07	
Dept 68-505 URBANA INDOOR AQ CNTR - MAINTENANCE					
16-68-505-43110	SHOWER HEAD HOSE	HOME DEPOT	SHOWER HEAD HOSE	25.98	1454
16-68-505-43111	JANIT SUPPL	CHEMICAL MAINTENANCE INC	JANIT SUPPL	337.72	15968
16-68-505-43111	DETERGENT/BLEACH	BLAIN'S FARM & FLEET	DETERGENT/BLEACH	23.57	1454
16-68-505-43111	VINEGAR	SAM'S CLUB	VINEGAR	14.28	1454
16-68-505-43112	HARDWARE	FASTENERS ETC	HARDWARE	151.05	1454
16-68-505-43554	CO2 POOL CHEMICALS	NUCO2 INC LLC	CO2 POOL CHEMICALS	638.03	15944
16-68-505-43554	POOL CHEMICALS	SPEAR CORPORATION	POOL CHEMICALS	3,758.00	15977
16-68-505-43554	ACID	MENARDS	ACID	28.75	1454
16-68-505-45220	JANIT SERV NOV	CINTAS	JANIT SERV NOV	400.55	15936
16-68-505-45334	POOLPAK SERV	RELIABLE PLUMBING & HEATIN	POOLPAK SERV	1,150.00	15946
16-68-505-45334	POOLPAK SERV	RELIABLE PLUMBING & HEATIN	POOLPAK SERV	460.00	15993
16-68-505-45449	FIRE PANEL SERVICE AGREE	JOHNSON CONTROLS FIRE PRO	FIRE PANEL SERVICE AGREE	3,399.30	15941
16-68-505-45449	MAINTENANCE APP DEC/JAN	GNXCOR USA INC	MAINTENANCE APP DEC/JAN	409.99	15986
16-68-505-45999	FIRE ALARM REP'R	JOHNSON CONTROLS FIRE PRO	FIRE ALARM REP'R	274.67	15972
Total For Dept 68-505 URBANA INDOOR AQ CNTR - MAINTENAN				11,071.89	
Dept 68-890 URBANA INDOOR AQ CNTR - INDOOR PL CONST					
16-68-890-45005	UIAC DOMESTIC HOT WATER	UNITED MECHANICAL GROUP IN	UIAC DOMESTIC HOT WATER	49,890.00	15949
16-68-890-45005	UIAC HOT WATER DESIGN #4	HENNEMAN ENGINEERING INC	UIAC HOT WATER DESIGN #4	800.00	15956
16-68-890-46001	TIGER SLIDE 50% DEPOSIT	FAST FIBERGLASS LLC	TIGER SLIDE 50% DEPOSIT	9,000.00	15938
Total For Dept 68-890 URBANA INDOOR AQ CNTR - INDOOR PI				59,690.00	
Total For Fund 16 URBANA INDOOR AQUATICS CENTER FUND				90,421.96	
Fund 20 ILLINOIS MUNICIPAL RETIREMENT FUND					
Dept 01-001 ADMINISTRATION - ADMIN					
20-01-001-47075	CONTRIBUTIONS DEC	ILLINOIS MUNICIPAL RETIREM	DEC CONTRIBUTIONS	48,800.49	1447
Total For Dept 01-001 ADMINISTRATION - ADMIN				48,800.49	
Total For Fund 20 ILLINOIS MUNICIPAL RETIREMENT FUND				48,800.49	
Fund 21 AUDIT FUND					

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Fund 21 AUDIT FUND					
Dept 01-001 ADMINISTRATION - ADMIN					
21-01-001-45001	CLP OSLAND AUP	MARTIN HOOD LLC	CLP OSLAND AUP	2,175.00	15973
21-01-001-45002	FY21 OPEB ACTUARIAL REPORT	MWM CONSULTING GROUP INC	FY21 OPEB ACTUARIAL REPORT	4,400.00	15961
Total For Dept 01-001 ADMINISTRATION - ADMIN				6,575.00	
Total For Fund 21 AUDIT FUND				6,575.00	
Fund 22 LIABILITY INSURANCE FUND					
Dept 01-001 ADMINISTRATION - ADMIN					
22-01-001-45118	KERR FIRE SYSTEM REP'RS	JOHNSON CONTROLS FIRE PROJ	KERR FIRE SYSTEM REP'RS	365.98	15927
22-01-001-45118	APNC FIRE SERVICE CONTR	JOHNSON CONTROLS FIRE PROJ	APNC FIRE SERVICE CONTR	3,898.86	15972
Total For Dept 01-001 ADMINISTRATION - ADMIN				4,264.84	
Total For Fund 22 LIABILITY INSURANCE FUND				4,264.84	
Fund 70 BOND, PRINCIPAL, AND INTEREST FUND					
Dept 70-001 BOND PRIN & INT EXPENSES - ADMIN					
70-70-001-44030	SER 2020 INTEREST	INB	SER 2020 INTEREST/PRINCIPAL	868,615.48	1431
Total For Dept 70-001 BOND PRIN & INT EXPENSES - ADMIN				868,615.48	
Dept 73-001 SERIES 2019A ARS BONDS - ADMIN					
70-73-001-44030	SER 2019A INTEREST	THE BANK OF NEW YORK MELL	SER 2019A INTEREST/PRINCIPALE	777,250.00	1432
Total For Dept 73-001 SERIES 2019A ARS BONDS - ADMIN				777,250.00	
Total For Fund 70 BOND, PRINCIPAL, AND INTEREST FUND				1,645,865.48	
Fund 80 CAPITAL IMPROVEMENT FUND					
Dept 18-800 2018 CAP IMP BDGT - FROM BONDS					
80-18-800-54050	MIC INTERP DESIGN #3	RATIO ARCHITECTS INC	MIC INTERP DESIGN #3	3,750.00	15974
Total For Dept 18-800 2018 CAP IMP BDGT - FROM BONDS				3,750.00	
Dept 18-810 2018 CAP IMP BDGT - GRANTS/DONATIONS					
80-18-810-54035	REPLACEMENT TREES	WOODY WAREHOUSE NURSERY	INREPLACEMENT TREES	922.00	15980
Total For Dept 18-810 2018 CAP IMP BDGT - GRANTS/DONATI				922.00	
Dept 19-810 2019 CAP IMP BDGT - GRANTS/DONATIONS					
80-19-810-54064	SALINE HABITAT CONSTRUCTION #8-#	SEMPER FI LAND INC	SALINE HABITAT CONSTRUCTION #8-#9	1,950.00	15947
80-19-810-54064	SALINE HABITAT ADDT'L SEED	SPENCE RESTORATION NURSERY	SALINE HABITAT ADDT'L SEED	2,438.00	15948
Total For Dept 19-810 2019 CAP IMP BDGT - GRANTS/DONATI				4,388.00	
Dept 20-800 2020 CAP IMP BDGT - FROM BONDS					
80-20-800-54050	PERKINS PHASE III CONSTRUCTION #	DIG IT OF CHAMPAIGN INC	PERKINS PHASE III CONSTRUCTION #9	1,500.00	15937
80-20-800-54050	BLAI PLYGRND MATERIAL	VCNA PRIARIE LLC	BLAI PLYGRND MATERIAL	878.00	15952
80-20-800-54076	BLAIR OSLAD DESIGN #4	UPLAND DESIGN LTD	BLAIR OSLAD DESIGN #4	9,034.68	15950
Total For Dept 20-800 2020 CAP IMP BDGT - FROM BONDS				11,412.68	
Dept 20-880 2019A CAP IMP BDGT - FROM ARS BONDS					
80-20-880-54056	CLP REHAB DISPOSAL SEED	SPENCE RESTORATION NURSERY	CLP REHAB DISPOSAL SEED	1,595.31	15955
80-20-880-54075	PRAI TRAFFIC STUDY #3	FARNSWORTH GROUP	PRAI TRAFFIC STUDY #3	3,471.24	15981
Total For Dept 20-880 2019A CAP IMP BDGT - FROM ARS BOI				5,066.55	
Dept 21-800 2021 CAP IMP BDGT - FROM BONDS					
80-21-800-54066	LUMBER	ARMSTRONG LUMBER COMPANY	LUMBER	70.14	1454
80-21-800-54089	PRAIRIEPLAY DESIGN #1	UPLAND DESIGN LTD	PRAIRIEPLAY DESIGN #1	6,144.71	15979
80-21-800-54092	PRC ROOF DESIGN #6	IGW ARCHITECTURE	PRC ROOF DESIGN #6	2,380.00	15939

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INVOICE GL DISTRIBUTION REPORT FOR URBANA PARK DISTRICT  
 EXP CHECK RUN DATES 12/01/2021 - 12/31/2021

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Fund 80 CAPITAL IMPROVEMENT FUND					
Dept 21-800 2021 CAP IMP BDGT - FROM BONDS					
80-21-800-54093	BLAIR PAVILION DESIGN #1	SMITH/BURGETT ARCHITECTS	1BLAIR PAVILION DESIGN #1	9,791.34	15976
Total For Dept 21-800 2021 CAP IMP BDGT - FROM BONDS				18,386.19	
Dept 21-810 2021 CAP IMP BDGT - GRANTS/DONATIONS					
80-21-810-54035	MEM PLAQ-LACEY/ RYAN/DAY	BRONZE MEMORIAL CO	MEM PLAQ-LACEY/ RYAN/DAY	490.54	1454
80-21-810-54035	MEM PLAQ-FUNK/CHRISTENSEN	BRONZE MEMORIAL CO	MEM PLAQ-FUNK/CHRISTENSEN	436.42	1454
Total For Dept 21-810 2021 CAP IMP BDGT - GRANTS/DONATIONS				926.96	
Dept 22-800 2022 CAP IMP BDGT - FROM BONDS					
80-22-800-54087	COST OF ISSUE	CHAPMAN & CUTLER LLP	GO SER 2021 COST OF ISSUE	5,400.00	15982
Total For Dept 22-800 2022 CAP IMP BDGT - FROM BONDS				5,400.00	
Total For Fund 80 CAPITAL IMPROVEMENT FUND				50,252.38	
Fund 83 PERKINS ROAD PARK SITE FUND					
Dept 01-001 ADMINISTRATION - ADMIN					
83-01-001-45005	PERKINS RD DESIGN #17	RES GREAT LAKES LLC	PERKINS RD DESIGN #17	110.00	15962
Total For Dept 01-001 ADMINISTRATION - ADMIN				110.00	
Total For Fund 83 PERKINS ROAD PARK SITE FUND				110.00	

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INVOICE GL DISTRIBUTION REPORT FOR URBANA PARK DISTRICT  
EXP CHECK RUN DATES 12/01/2021 - 12/31/2021

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 01 GENERAL FUND	94,197.16
Fund 05 RECREATION FUND	35,385.56
Fund 09 MUSEUM FUND	9,796.70
Fund 16 URBANA INDOOR AC	90,421.96
Fund 20 ILLINOIS MUNICIPI	48,800.49
Fund 21 AUDIT FUND	6,575.00
Fund 22 LIABILITY INSUR	4,264.84
Fund 70 BOND, PRINCIPAL,	1,645,865.48
Fund 80 CAPITAL IMPROVEM	50,252.38
Fund 83 PERKINS ROAD PAI	110.00
Total For All Funds:	<u>1,985,669.57</u>

# PHILANTHROPY REPORT

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## December 2021

### Donations

<u>Name</u>	<u>Purpose</u>		<u>Amount</u>
Robin and Barbara Hall	Tribute Plaque	\$	275.00
Jessica Bensky*	Nature Center Programs	\$	20.00
Judy Rowen*	Nature Center Programs	\$	10.00
Adriana Black	Nature Center Animal Adoption	\$	260.00
Rita Morocoima-Black	Nature Center Animal Adoption	\$	260.00
Ashlee McLaughlin	Nature Center Animal Adoption	\$	120.00
Miscellaneous Donors	Youth Summer Theatre	\$	158.28
William and Cynthia Dippel	Blair Park	\$	250.00

\*indicates an in-kind donation

Total for Month of December 2021 \$ 1,353.28

Total Donations 2021-2022 Fiscal Year to Date \$ 139,789.79

### Grants

<u>Grant</u>	<u>Purpose</u>		<u>Amount</u>
None this month			
Total for Month of December 2021		\$	-
Total Grants 2021-2022 Fiscal Year to Date		\$	13,327.00

### Volunteers

In the month of December, the district had a total of **34 volunteers** who gave **106.75 hours** of service. A more in-depth look at their service can be found in the Recreation Report.

The Independent Sector in 2018 updated its research on the value of time donated by volunteers. Their study finds that the current average value of time to be \$26.00 per hour. If multiplied by the dollar value of volunteer time, as calculated by the Independent Sector, this month's hours of volunteer service equate to **\$3,269.50** in service given to the Urbana Park District this month.

# **Policy Governing the Reimbursement of All Employee, Commissioner, and Officer Travel, Meal, and Lodging Expenses**

## **Section 1: Purpose**

In accordance with the Local Government Travel Expense Control Act (Public Act 099-0604), the Urbana Park District will reimburse employee, commissioner, and officer travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses incurred on behalf of the District. Reimbursement shall not be paid for any expense which is not related to business and affairs of the District. Employees, commissioners, and officers are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

## **Section 2: Definitions**

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

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Travel" means any expenditure directly incident to official travel by employees, commissioners, and officers of the Park District or by wards or charges of the Park District involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

## **Section 3: Official Business for which Expenses May Be Reimbursed**

Travel, meal, and lodging expenses shall be reimbursed for employees, commissioners, and officers of the Urbana Park District only for purposes of official business conducted on behalf of the Urbana Park District, which includes but is not limited to offsite or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee's, commissioner's, or officer's official duties.

No Urbana Park District employee, commissioner, or officer shall be reimbursed for any entertainment expense unless such expense is ancillary to the purpose of the program or event.

## **Section 4: Maximum Allowable Reimbursement for Expenses**

Travel, meal, and lodging expenses incurred by any employee in excess of \$1,000.00 must be previously approved in an open meeting by a majority roll-call vote of the Board of Commissioners.

The maximum reimbursement for use of a privately owned automobile for Park District employees, commissioners, and officers will be the mileage rate determined by the most recently published IRS Standard Mileage Rates for Business that has been approved by the Board at the time the expense was incurred. When at all possible, District vehicles should be used.

The maximum reimbursement for airfare for employees, commissioners, and officers will be the lowest available airfare that reasonably meets business travel needs. Park District employees shall use a P-card to pay for airfare expenses. Only coach or economy tickets will be paid or reimbursed. The Park District will also reimburse baggage fees up to one bag each way, if not already included in the airfare.

Employees, commissioners, and officers will be reimbursed up to a standard single-room at locations convenient to the business activity. District employees shall use a P-card to pay for lodging expenses. Hotel/motel accommodations are to be reserved in advance and secured at a moderate or conference rate. Reimbursement for lodging shall be limited to the number of nights required to conduct the assigned District business. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges.

Meal reimbursement shall not exceed the meal maximum amount as set by the IRS guidelines for Urbana, IL, noted in the Per Diem procedure. Meals provided by the conference or seminar should be deducted from any per diem allowance, as and if applicable.

Parking fees at a hotel/motel will be reimbursed only with a receipt.

#### **Section 5: Approval of Expenses**

The Board of Park District Commissioners must approve the following reimbursements for travel, including meals or lodging, by a roll call vote at an open meeting:

1. Any reimbursable expense of an employee that exceeds the maximum amount appropriated and/or allowed.
2. Any reimbursable expense to any officer or member of the Urbana Park District Board of Commissioners.

#### **Section 6: Documentation of Expenses**

Before any reimbursable expenses for travel, meals, or lodging may be approved, the following minimum documentation must first be submitted, in writing, using the Park District's Travel, Meal, and Lodging Expense Reimbursement Form:

1. An estimate of the cost of travel, meals or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals or lodging if the expenses have already been incurred;
2. The name of the individual who received or is requesting the travel, meal or lodging expense;
3. The job title or office of the individual who received or is requesting the travel, meal or lodging expense; and
4. The date or dates and nature of the official business in which the travel, meal or lodging expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act, 5 ILCS 140/1.

#### **Section 7: Effective Date**

March 1, 2017



## Travel, Meal, and Lodging Expense Reimbursement Form

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Name & Date of the Activity/Event: \_\_\_\_\_

Description of the purpose of the expense: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reimbursement Expenses (Estimated Costs or Actual Costs – **submit as soon as travel approved**):

***\*No expenses will be reimbursed without a receipt***

Mileage or Fuel Reimbursement: \_\_\_\_\_ Airfare: \_\_\_\_\_

Parking: \_\_\_\_\_ Hotel/Lodging: \_\_\_\_\_

Meals (as calculated on Per Diem Form: \_\_\_\_\_

Other Transportation (bus, train, taxi, shuttle, etc.): \_\_\_\_\_

Total Expenses to Exceed \$1,000? (circle one, if YES, needs board approval ): YES NO

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

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Board Approval: \_\_\_\_\_ Date: \_\_\_\_\_



# Request for Travel Per Diem

Per diem is the allowance given to an employee to cover meal expenses while traveling for work. Per diem eliminates the need for employees to prepare, and employers to reconcile a detailed expense report with supporting receipts to document amounts spent on meals while traveling for business. Instead, employers pay employees a standard daily rate without regard to actual expenditure. Per diem is the preferred method of reimbursement for employee meals during business travel.

Per diem form must be submitted before departure or within one week after. Meals will be covered as follows:

- Any meals not covered as part of conference/training/event are eligible. Please mark out any meals that are provided as part of the registration fee.
- If departing prior to 6AM, breakfast is eligible. If returning after 6PM, dinner is eligible.
- Rates are determined by IRS guidelines for Urbana, IL; currently set to \$46 per day.
- The District has designated the following breakdown of amounts per meal:
  - Breakfast: \$9
  - Lunch: \$15
  - Dinner: \$22

When P-Card is acceptable for staff meals:

- Intended for designated staff events/meal meetings. (i.e. UPD hosted dinner at IPRA)
- ALL tips not to exceed 20% (including, but not limited to taxi cabs, food, deliveries, etc.)
- When P-Card is used, sales tax is not permitted.

Name: \_\_\_\_\_

Seminar or Travel Title: \_\_\_\_\_

Location: \_\_\_\_\_

Date & Time Leaving: \_\_\_\_\_

GL Code: \_\_\_\_\_

Date	Breakfast (\$9)	Lunch (\$15)	Dinner (\$22)	Total for Day
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total Requested				<u>\$ 110.00</u>

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**All Funds Less Capital Improvements**

ACCOUNT DESCRIPTION	SUM-1		8 months		% BDGT USED
	NORMAL	END BALANCE 04/30/2021 (ABNORMAL)	2021-22 AMENDED BUDGET	YTD BALANCE 12/31/2021 (ABNORMAL)	
PROPERTY TAXES	7,389,263.03		7,735,870.00	7,644,524.68	98.82
INTEREST	30,253.05		32,940.00	8,098.15	24.58
SALES	3,551.95		38,820.00	24,180.33	62.29
FEES	222,583.28		989,340.00	744,652.31	75.27
GRANTS	62,346.97		11,000.00	30,981.65	281.65
INTERGOV REV	321,953.73		273,000.00	181,322.27	66.42
DONATIONS	825,913.98		926,640.00	520,139.66	56.13
<u>Total Revenue:</u>	8,855,865.99		10,007,610.00	<u>9,153,899.05</u>	91.47
TRANFERS IN	2,585,345.00		2,684,750.00	2,611,338.00	97.27
BOND SALES	0.00		0.00	0.00	0.00
<u>Total Other Sources Of Funds:</u>	2,585,345.00		2,684,750.00	<u>2,611,338.00</u>	97.27
<b>TOTAL REVENUES</b>	<b>11,441,210.99</b>		<b>12,692,360.00</b>	<b>11,765,237.05</b>	<b>92.70</b>
SALARIES - FULL TIME	2,458,181.12		2,637,650.00	1,809,288.42	68.59
SALARIES - PART TIME	172,783.96		1,079,540.00	690,750.08	63.99
SUPPLIES	285,367.18		509,790.00	267,642.85	52.50
EQUIPMENT	65,737.59		87,450.00	50,809.77	58.10
UTILITIES	266,726.15		376,250.00	203,818.40	54.17
CONTRACTUAL SERVICES	1,094,465.13		1,556,150.00	851,634.27	54.73
INSURANCES	1,253,063.82		1,655,620.00	1,067,547.93	64.48
OTHER EXPENDITURES	229,941.22		294,780.00	169,286.66	57.43
PRINCIPAL AND INTEREST	1,895,443.18		1,918,120.00	1,918,115.48	100.00
CAPITAL OUTLAY	900.00		84,130.00	2.00	0.00
<u>Total Expenditure:</u>	7,722,609.35		10,199,480.00	<u>7,028,895.86</u>	68.91
TRANSFERS OUT	2,622,781.25		3,753,450.00	3,611,338.00	96.21
<u>Total Other Uses Of Funds:</u>	2,622,781.25		3,753,450.00	<u>3,611,338.00</u>	96.21
<b>TOTAL EXPENDITURES</b>	<b>10,345,390.60</b>		<b>13,952,930.00</b>	<b>10,640,233.86</b>	<b>76.26</b>
TOTAL REVENUES - ALL FUNDS	11,441,210.99		12,692,360.00	11,765,237.05	92.70
TOTAL EXPENDITURES - ALL FUNDS	10,345,390.60		13,952,930.00	10,640,233.86	76.26
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>1,095,820.39</b>		<b>(1,260,570.00)</b>	<b>(+) 1,125,003.19</b>	<b>89.25</b>
BEG. FUND BALANCE - ALL FUNDS	5,389,484.54		6,485,304.93	6,485,304.93	
END FUND BALANCE - ALL FUNDS	6,485,304.93		5,224,734.93	7,610,308.12	

Change after 8 months

**Sum-1  
 Operating and  
 Bond Payments**

**Capital Improvements Fund**

8 months

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 80 - CAPITAL IMPROVEMENT FUND					
INTEREST	57,398.46		13,754.45		137.54
GRANTS	242,966.65		145,650.00		19.42
DONATIONS	347,544.12		46,523.50		58.15
<u>Total Revenue:</u>	647,909.23		<u>205,927.95</u>		24.52
TRANFERS IN	37,436.25		1,000,000.00		93.57
BOND SALES	863,535.00		877,895.00		103.05
<u>Total Other Sources Of Funds:</u>	900,971.25		<u>1,877,895.00</u>		97.78
<b>TOTAL REVENUES</b>	<b>1,548,880.48</b>		<b>2,083,822.95</b>		<b>75.48</b>
CONTRACTUAL SERVICES	11,100.00		5,400.00		47.79
OTHER EXPENDITURES	3,000.00		0.00		0.00
CAPITAL OUTLAY	2,963,869.89		1,178,008.65		12.24
<u>Total Expenditure:</u>	2,977,969.89		<u>1,183,408.65</u>		12.28
TRANSFERS OUT	0.00		0.00		0.00
<u>Total Other Uses Of Funds:</u>	0.00		<u>0.00</u>		0.00
<b>TOTAL EXPENDITURES</b>	<b>2,977,969.89</b>		<b>1,183,408.65</b>		<b>12.28</b>
TOTAL REVENUES	1,548,880.48		2,083,822.95		75.48
TOTAL EXPENDITURES	2,977,969.89		1,183,408.65		12.28
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>(1,429,089.41)</b>	<b>(6,880,000.00)</b>	<b>(+) 900,414.30</b>		<b>13.09</b>
BEG. FUND BALANCE	8,663,309.53		7,234,220.12		
END FUND BALANCE	7,234,220.12		8,134,634.42		

Change after 8 months

**Sum-2  
 Capital Projects**

All Funds District-Wide

8 months

ACCOUNT DESCRIPTION	SUM-3		YTD BALANCE		% BDGT USED
	NORMAL	END BALANCE 04/30/2021 (ABNORMAL)	2021-22 AMENDED BUDGET	12/31/2021 NORMAL (ABNORMAL)	
PROPERTY TAXES	7,389,263.03		7,735,870.00	7,644,524.68	98.82
INTEREST	87,651.51		42,940.00	21,852.60	50.89
SALES	3,551.95		38,820.00	24,180.33	62.29
FEES	222,583.28		989,340.00	744,652.31	75.27
GRANTS	305,313.62		761,000.00	176,631.65	23.21
INTERGOV REV	321,953.73		273,000.00	181,322.27	66.42
DONATIONS	1,173,458.10		1,006,640.00	566,663.16	56.29
<u>Total Revenue:</u>	9,503,775.22		10,847,610.00	9,359,827.00	86.28
TRANSFERS IN	2,622,781.25		3,753,450.00	3,611,338.00	96.21
BOND SALES	863,535.00		851,910.00	877,895.00	103.05
<u>Total Other Sources Of Funds:</u>	3,486,316.25		4,605,360.00	4,489,233.00	97.48
<b>TOTAL REVENUES</b>	<b>12,990,091.47</b>		<b>15,452,970.00</b>	<b>13,849,060.00</b>	<b>89.62</b>
SALARIES - FULL TIME	2,458,181.12		2,637,650.00	1,809,288.42	68.59
SALARIES - PART TIME	172,783.96		1,079,540.00	690,750.08	63.99
SUPPLIES	285,367.18		509,790.00	267,642.85	52.50
EQUIPMENT	65,737.59		87,450.00	50,809.77	58.10
UTILITIES	266,726.15		376,250.00	203,818.40	54.17
CONTRACTUAL SERVICES	1,105,565.13		1,567,450.00	857,034.27	54.68
INSURANCES	1,253,063.82		1,655,620.00	1,067,547.93	64.48
OTHER EXPENDITURES	232,941.22		297,780.00	169,286.66	56.85
PRINCIPAL AND INTEREST	1,895,443.18		1,918,120.00	1,918,115.48	100.00
CAPITAL OUTLAY	1,198,925.25		9,710,440.00	1,178,010.65	12.13
<u>Total Expenditure:</u>	8,934,734.60		19,840,090.00	8,212,304.51	41.39
TRANSFERS OUT	2,622,781.25		3,753,450.00	3,611,338.00	96.21
<u>Total Other Uses Of Funds:</u>	2,622,781.25		3,753,450.00	3,611,338.00	96.21
<b>TOTAL EXPENDITURES</b>	<b>11,557,515.85</b>		<b>23,593,540.00</b>	<b>11,823,642.51</b>	<b>50.11</b>
TOTAL REVENUES - ALL FUNDS	12,990,091.47		15,452,970.00	13,849,060.00	89.62
TOTAL EXPENDITURES - ALL FUNDS	11,557,515.85		23,593,540.00	11,823,642.51	50.11
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>1,432,575.62</b>		<b>(8,140,570.00)</b>	<b>(+) 2,025,417.49</b>	<b>24.88</b>
BEG. FUND BALANCE - ALL FUNDS	15,813,914.95		17,246,490.57	17,246,490.57	
END FUND BALANCE - ALL FUNDS	17,246,490.57		9,105,920.57	19,271,908.06	

Change after 8 months

**Sum-3  
 All Funds  
 District-Wide**

**General Fund**

ACCOUNT DESCRIPTION	END BALANCE		8 months		% BDGT USED
	NORMAL	(ABNORMAL)	2021-22 AMENDED BUDGET	YTD BALANCE 12/31/2021 (NORMAL) (ABNORMAL)	
Fund 01 - GENERAL FUND					
PROPERTY TAXES	2,083,905.21		2,131,090.00	2,105,921.33	98.82
INTEREST	24,811.15		20,000.00	(623.03)	3.12
SALES	40.77		0.00	44.79	100.00
FEES	21,660.16		23,000.00	39,952.77	173.71
GRANTS	59,470.82		8,900.00	27,456.65	308.50
INTERGOV REV	159,320.48		153,000.00	0.00	0.00
DONATIONS	68,440.10		49,000.00	25,610.43	52.27
<u>Total Revenue:</u>	2,417,648.69		2,384,990.00	2,198,362.94	92.17
TRANFERS IN	1,500,000.00		1,500,000.00	1,500,000.00	100.00
<u>Total Other Sources Of Funds:</u>	1,500,000.00		1,500,000.00	1,500,000.00	100.00
<b>TOTAL REVENUES</b>	<b>3,917,648.69</b>		<b>3,884,990.00</b>	<b>3,698,362.94</b>	<b>95.20</b>
SALARIES - FULL TIME	1,351,401.51		1,471,730.00	1,001,488.64	68.05
SALARIES - PART TIME	41,297.98		160,210.00	52,955.81	33.05
SUPPLIES	141,490.41		240,330.00	107,922.03	44.91
EQUIPMENT	21,502.73		40,900.00	25,946.26	63.44
UTILITIES	99,654.44		144,610.00	63,799.73	44.12
CONTRACTUAL SERVICES	340,108.82		448,920.00	221,087.83	49.25
INSURANCES	223,875.25		314,110.00	192,037.16	61.14
OTHER EXPENDITURES	32,718.65		82,630.00	25,643.15	31.03
<u>Total Expenditure:</u>	2,252,049.79		2,903,440.00	1,690,880.61	58.24
TRANSFERS OUT	1,075,000.00		2,100,000.00	2,100,000.00	100.00
<u>Total Other Uses Of Funds:</u>	1,075,000.00		2,100,000.00	2,100,000.00	100.00
<b>TOTAL EXPENDITURES</b>	<b>3,327,049.79</b>		<b>5,003,440.00</b>	<b>3,790,880.61</b>	<b>75.77</b>
TOTAL REVENUES	3,917,648.69		3,884,990.00	3,698,362.94	95.20
TOTAL EXPENDITURES	3,327,049.79		5,003,440.00	3,790,880.61	75.77
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>590,598.90</b>		<b>(1,118,450.00)</b>	<b>(-) (92,517.67)</b>	<b>8.27</b>
BEG. FUND BALANCE	2,553,013.01		3,143,611.91	3,143,611.91	
END FUND BALANCE	3,143,611.91		2,025,161.91	3,051,094.24	

Change after 8 months

**General Fund**

**Recreation Fund**

8 months

ACCOUNT DESCRIPTION	END BALANCE		YTD BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)	2021-22 AMENDED BUDGET	12/31/2021	
Fund 05 - RECREATION FUND					
PROPERTY TAXES	2,203,618.63		2,252,870.00	2,226,269.07	98.82
INTEREST	742.36		500.00	400.49	80.10
SALES	2,893.17		35,100.00	18,992.76	54.11
FEES	156,099.41		736,930.00	578,529.96	78.51
GRANTS	1,025.00		2,000.00	2,025.00	101.25
DONATIONS	87,110.07		115,480.00	73,926.88	64.02
<u>Total Revenue:</u>	2,451,488.64		3,142,880.00	2,900,144.16	92.28
TRANFERS IN	2,855.00		33,250.00	9,077.00	27.30
<u>Total Other Sources Of Funds:</u>	2,855.00		33,250.00	9,077.00	27.30
<b>TOTAL REVENUES</b>	<b>2,454,343.64</b>		<b>3,176,130.00</b>	<b>2,909,221.16</b>	<b>91.60</b>
SALARIES - FULL TIME	746,812.28		796,720.00	548,784.86	68.88
SALARIES - PART TIME	45,862.35		561,950.00	424,506.91	75.54
SUPPLIES	71,977.54		176,860.00	109,989.72	62.19
EQUIPMENT	8,688.43		40,050.00	15,753.52	39.33
UTILITIES	45,549.71		96,820.00	71,086.37	73.42
CONTRACTUAL SERVICES	198,658.89		311,130.00	205,300.02	65.99
INSURANCES	112,053.08		146,670.00	88,252.23	60.17
OTHER EXPENDITURES	156,359.31		177,080.00	104,459.39	58.99
<u>Total Expenditure:</u>	1,385,961.59		2,307,280.00	1,568,133.02	67.96
TRANSFERS OUT	960,000.00		993,000.00	960,000.00	96.68
<u>Total Other Uses Of Funds:</u>	960,000.00		993,000.00	960,000.00	96.68
<b>TOTAL EXPENDITURES</b>	<b>2,345,961.59</b>		<b>3,300,280.00</b>	<b>2,528,133.02</b>	<b>76.60</b>
TOTAL REVENUES	2,454,343.64		3,176,130.00	2,909,221.16	91.60
TOTAL EXPENDITURES	2,345,961.59		3,300,280.00	2,528,133.02	76.60
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>108,382.05</b>		<b>(124,150.00)</b>	<b>(+) 381,088.14</b>	<b>306.96</b>
BEG. FUND BALANCE	430,931.44		539,313.49	539,313.49	
END FUND BALANCE	539,313.49		415,163.49	920,401.63	

Change after 8 months

**Recreation Fund**

**Museum Fund**

8 months

ACCOUNT DESCRIPTION	END BALANCE 04/30/2021		YTD BALANCE 12/31/2021		% BDGT USED
	NORMAL	(ABNORMAL)	2021-22 AMENDED BUDGET	NORMAL (ABNORMAL)	
Fund 09 - MUSEUM FUND					
PROPERTY TAXES	893,354.51		913,330.00	902,543.17	98.82
INTEREST	535.49		500.00	216.20	43.24
SALES	618.01		3,500.00	4,650.78	132.88
FEES	5,662.22		66,310.00	63,974.68	96.48
GRANTS	0.00		100.00	0.00	0.00
DONATIONS	37,434.48		18,640.00	11,484.25	61.61
<u>Total Revenue:</u>	937,604.71		1,002,380.00	982,869.08	98.05
TRANFERS IN	0.00		5,000.00	720.00	14.40
<u>Total Other Sources Of Funds:</u>	0.00		5,000.00	720.00	14.40
<b>TOTAL REVENUES</b>	<b>937,604.71</b>		<b>1,007,380.00</b>	<b>983,589.08</b>	<b>97.64</b>
SALARIES - FULL TIME	255,902.55		257,820.00	190,053.38	73.72
SALARIES - PART TIME	19,398.36		165,740.00	95,043.07	57.34
SUPPLIES	38,623.25		39,350.00	21,760.13	55.30
EQUIPMENT	1,585.25		6,000.00	0.00	0.00
UTILITIES	13,847.35		21,460.00	9,368.97	43.66
CONTRACTUAL SERVICES	28,097.98		63,010.00	23,760.40	37.71
INSURANCES	24,948.88		29,690.00	20,624.57	69.47
OTHER EXPENDITURES	2,452.63		8,210.00	1,618.49	19.71
<u>Total Expenditure:</u>	384,856.25		591,280.00	362,229.01	61.26
TRANSFERS OUT	437,436.25		468,700.00	400,000.00	85.34
<u>Total Other Uses Of Funds:</u>	437,436.25		468,700.00	400,000.00	85.34
<b>TOTAL EXPENDITURES</b>	<b>822,292.50</b>		<b>1,059,980.00</b>	<b>762,229.01</b>	<b>71.91</b>
TOTAL REVENUES	937,604.71		1,007,380.00	983,589.08	97.64
TOTAL EXPENDITURES	822,292.50		1,059,980.00	762,229.01	71.91
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>115,312.21</b>		<b>(52,600.00)</b>	<b>(+) 221,360.07</b>	<b>420.84</b>
BEG. FUND BALANCE	423,861.74		539,173.95	539,173.95	
END FUND BALANCE	539,173.95		486,573.95	760,534.02	

Change after 8 months

**Museum Fund**

**Urbana Indoor Aquatic Center Fund**

8 months

ACCOUNT DESCRIPTION	END BALANCE 04/30/2021		2021-22		YTD BALANCE 12/31/2021		% BDGT USED
	NORMAL	(ABNORMAL)	AMENDED	BUDGET	NORMAL	(ABNORMAL)	
Fund 16 - URBANA INDOOR AQUATICS CENTER FUND							
INTEREST		0.00		0.00		0.00	0.00
SALES		0.00		220.00		492.00	223.64
FEES		31,361.49		155,300.00		56,994.90	36.70
GRANTS		0.00		0.00		0.00	0.00
DONATIONS		415,293.38		523,400.00		196,376.02	37.52
<u>Total Revenue:</u>		446,654.87		678,920.00		<u>253,862.92</u>	37.39
TRANFERS IN		7,490.00		13,500.00		1,541.00	11.41
<u>Total Other Sources Of Funds:</u>		7,490.00		13,500.00		<u>1,541.00</u>	11.41
<b>TOTAL REVENUES</b>		<b>454,144.87</b>		<b>692,420.00</b>		<b>255,403.92</b>	<b>36.89</b>
SALARIES - FULL TIME		103,937.61		109,210.00		68,652.01	62.86
SALARIES - PART TIME		66,225.27		191,240.00		118,178.79	61.80
SUPPLIES		33,275.98		51,550.00		27,970.97	54.26
EQUIPMENT		33,961.18		500.00		9,109.99	1,822.00
UTILITIES		107,674.65		113,360.00		59,563.33	52.54
CONTRACTUAL SERVICES		58,862.14		166,700.00		86,618.41	51.96
INSURANCES		49,005.47		55,550.00		47,687.29	85.85
OTHER EXPENDITURES		1,202.56		4,310.00		879.61	20.41
<u>Total Expenditure:</u>		454,144.86		692,420.00		<u>418,660.40</u>	60.46
<b>TOTAL EXPENDITURES</b>		<b>454,144.86</b>		<b>692,420.00</b>		<b>418,660.40</b>	<b>60.46</b>
TOTAL REVENUES		454,144.87		692,420.00		255,403.92	36.89
TOTAL EXPENDITURES		454,144.86		692,420.00		418,660.40	60.46
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>0.01</b>		<b>0.00</b>		<b>(-) (163,256.48)</b>	<b>100.00</b>
BEG. FUND BALANCE		5.11		5.12		5.12	
END FUND BALANCE		5.12		5.12		(163,251.36)	

Change after 8 months



Urbana Park District  
Treasurer's Report at December 31, 2021

Printed on 1/6/2022

Fund	Cash on Hand	Chase Cking	Busey Savings*, Chase Svngs* (operations)	Busey With* Chase Svngs* Commerce CD*	Illinois Funds*	IPDLAF+ Park Pool*	Due(To)/From Other Funds	Fund Total
01 General	100.00	21,299.28	1,658,018.58	1,262,082.43	298,189.50	997,310.96	7,431.17	4,244,431.92
05 Recreation	400.00	59,366.99	900,342.92	6,213.11	34,696.63	11.84	0.00	1,001,031.49
09 Museum	300.00	122,405.03	548,164.61	1,104.41	113,222.67	11.84	0.00	785,208.56
16 Urbana Indoor Pool	200.00	71,511.03	0.00	0.00	0.00	0.00	0.00	71,711.03
20 IMRF	0.00	23,946.93	206,681.55	900.53	171,970.52	1,636.30	0.00	405,135.83
21 Audit	0.00	4,950.11	18,648.70	85.28	0.00	0.00	0.00	23,684.09
22 Liability	0.00	112,887.09	533,978.20	910.54	203,874.33	1.57	0.00	851,651.73
23 Social Security	0.00	94,512.98	253,996.59	801.62	50,688.49	11.84	0.00	400,011.52
30 Special Recreation	0.00	6.91	7,020.29	0.00	0.00	0.00	0.00	7,027.20
32 Police	0.00	12,174.70	26,231.49	48.84	55,923.26	11.84	0.00	94,390.13
43 Park House	0.00	23,930.59	0.00	0.00	0.00	10.26	0.00	23,940.85
50 Scholarship Fund	0.00	32,157.37	0.00	0.00	0.00	0.00	0.00	32,157.37
51 Meadowbrook Park	0.00	10,094.04	0.00	0.00	0.00	0.00	0.00	10,094.04
52 English Trust	0.00	32.33	0.00	477,489.67	0.00	0.00	0.00	477,522.00
53 Hall Sculpture Fund	0.00	2,802.45	454.42	0.00	0.00	0.00	0.00	3,256.87
60 Replacement Tax	0.00	117.40	1,487.82	0.00	135,886.23	0.00	0.00	137,491.45
61 Working Cash	0.00	300.43	25,335.05	0.00	101,377.02	0.00	0.00	127,012.50
70 Bond P & I	0.00	5,818.54	68,143.19	2,743.50	45,681.02	0.00	0.00	122,386.25
80 Capital Improvement	0.00	213,793.55	881,693.33	0.00	2,169,886.61	4,927,532.81	0.00	8,192,906.30
81 Land Acquisition	0.00	29,917.04	54,113.98	0.00	0.00	0.00	0.00	84,031.02
82 CL Pool Renewal	0.00	4,504.14	0.00	0.00	0.00	0.00	0.00	4,504.14
83 Perkins Road	0.00	26,888.00	0.00	0.00	3.00	0.00	0.00	26,891.00
91 Payroll	0.00	11,633.44	0.00	0.00	0.00	0.00	(6,431.17)	5,202.27
92 Interim	0.00	1,000.00	0.00	0.00	0.00	0.00	(1,000.00)	0.00
<b>Total</b>	<b>1,000.00</b>	<b>886,050.37</b>	<b>5,184,310.72</b>	<b>1,752,379.93</b>	<b>3,381,399.28</b>	<b>5,926,539.26</b>	<b>0.00</b>	<b>17,131,679.56</b>

\*Interest bearing savings, money market, certificates of deposit or managed accounts  
Investments with Busey Wealth Management are listed at cost with values as of 12/31/21



**Urbana Park District  
Investments by Institution at December 31, 2021**

Printed on 1/6/2022

			<u>Gross</u>	<u>Fees</u>
Busey Bank	Savings Account**	248,923.37	0.01%	
Chase Savings-Operations	Collateralized Savings **	4,935,387.35	0.05%	
Busey With Mgmt-(English Pool)	Investment Fund *	477,489.67	2.46%	0.40%
Illinois Funds	Investment Pool **	3,381,399.28	0.06%	
IPDLAF+ Park Pool-Money Mkt.	Money Market**	7,040.53	0.03%	
IPDLAF+ Park Pool-CD's	Four 1-Year CD's	992,000.00	0.25%	0.15%
IPDLAF+ Series 2019A-Money Mkt.	Money Market**	4,448,498.73	0.03%	
IPDLAF+ Series 2019A-CD's	Two 27-month CD's	479,000.00	1.78%	0.15%
	Interest rates from 1.71 to 1.85%			
Commerce Bank CD's	Four CD's	168,901.92	0.21%	
	Range from 3 to 12 months, interest rates from 0.10% to 0.35%			
<b><u>Set Aside Reserves for Hospitals</u></b>				
Presence Hosp,Chase Savings	Collateralized Savings **	20,105.29	0.05%	
Presence Hosp,Commerce Bank CDs	Four CD's	1,085,883.05	0.06%	
	Subtotal Reserves for Hospitals	<u>1,105,988.34</u>		
	<b><u>Grand Total Investments</u></b>	<b><u>16,244,629.19</u></b>		

\* Busey Wealth Management investments are 12/31/21 ending balances shown at cost. Interest for December is included.

\*\* Includes December interest Chase Savings, Illinois Funds, and IPDLAF+. Does not include December interest Busey Savings.



**Urbana Park District  
Interfund Loans at December 31, 2021**

<b>Fund</b>	<b>Amount</b>	<b>Due to</b>	<b>Due from</b>	<b>Reason</b>
General	6,431.17		Payroll	Balance
7,431.17	1,000.00		Interim	Balance
Payroll	(6,431.17)	General		Balance
Interim	(1,000.00)	General		Balance



**Urbana Park District  
Disbursements in December 2021**

<b>Fund</b>	<b>To</b>	<b>For</b>	<b>Amount</b>
General	Payroll	Payroll 12/3/21	62,634.78
	Payroll	Payroll 12/17/21	53,785.91
	Payroll	Payroll 12/31/21	51,889.07
	Payroll	Payroll Holiday/Longevity	9,374.48
	Vendor	Vendor Payments	94,197.16
Recreation	Payroll	Payroll 12/3/21	33,655.20
	Payroll	Payroll 12/17/21	35,865.11
	Payroll	Payroll 12/31/21	33,531.01
	Payroll	Payroll Longevity	2,092.96
	Vendor	Vendor Payments	35,385.56
Museum	Payroll	Payroll 12/3/21	11,472.16
	Payroll	Payroll 12/17/21	11,316.37
	Payroll	Payroll 12/31/21	10,746.81
	Vendor	Vendor Payments	9,796.70
Indoor Pool	Payroll	Payroll 12/3/21	11,937.95
	Payroll	Payroll 12/17/21	14,041.14
	Payroll	Payroll 12/31/21	13,176.19
		Payroll Longevity	482.98
	Vendor	Vendor Payments	90,421.96
IMRF	Vendor	Dec IMRF Contributions (less PR deductions)	31,902.64
Audit Fund	Vendor	Vendor Payments	6,575.00
Liability	Vendor	Vendor Payments	4,264.84
Social Security	Payroll	Payroll 12/3, Employer portion	8,972.48
	Payroll	Payroll 12/17, Employer portion	8,614.56
	Payroll	Payroll 12/31, Employer portion	8,403.75
	Payroll	Holiday/Longevity Payroll, Employer portion	914.19
Bond Fund	Vendor	Bond Payments	1,645,865.48
Capital Improvement	Vendor	Vendor Payments	50,252.38
Perkins Road Park Site	Vendor	Vendor Payments	110.00
Total all disbursements			2,351,678.82

**CAPITAL BUDGET SERIES 2019A ARS BONDS**  
**80-20-880**

	Nov 9 2021 Proposed Revision #1 Budget 2019A	Year Ended 04/30/20	Year Ended 04/30/21	12/31/21	YTD Total	Probable Committed	(Over) or Under budget
<b>REVENUES</b>							
2019A ARS Bond Sales - Nov 2019	5,910,603	5,910,603			5,910,603	5,910,603	0
Donations - H&W Facility fr UPF	1,700,000				0	1,700,000	1,700,000
Grants- H&W Facility - IDNR PARC Grant	2,500,000				0	2,500,000	2,500,000
Transfer from General Fund - H&W Facility	1,000,000			1,000,000	1,000,000	1,000,000	0
<b>Total Revenues</b>	<b>11,110,603</b>	<b>5,910,603</b>	<b>0</b>	<b>1,000,000</b>	<b>6,910,603</b>	<b>11,110,603</b>	<b>4,200,000</b>
<b>EXPENDITURES FOR CAPITAL PROJECTS</b>							
<hr/>							
Cost of Issue	89,928	89,928			89,928	89,928	0
Subtotal	89,928	89,928	0	0	89,928	89,928	
<hr/>							
Crystal Lake Park Improvements							
CLP Improvements fr Bonds	109,177				0	109,177	109,177
CLP Lake Rehab Project - Construction	1,104,518		590,666	211,163 *	801,829	1,104,518	302,689
CLP Road System - Design	244,610		65,628	67,602	133,230	244,610	111,381
CLP Road System - Construction	1,252,033				0	1,252,033	1,252,033
CLP Improvements fr Grants	0				0	0	0
CLP Improvements fr Donations/Contributions	0				0	0	0
Subtotal	2,710,338	0	656,294	278,765	935,059	2,710,338	
<hr/>							
Health and Wellness Initiatives							
H&W Initiatives fr Bonds	2,810,708				0	3,056,861	3,056,861
PARC Application Fee	300	300			300	300	0
H&W Facility Design	271,577	19,903	5,500		25,403	25,403	0
H&W Traffic Study	23,000			23,021 *	23,021	23,021	0
H&W Archeology Study	4,752			4,752	4,752	4,752	0
H&W Initiatives fr Grants	0				0	0	0
H&W Facility Design fr PARC Grant	375,936				0	375,936	375,936
H&W Facility Construction fr PARC Grant	2,124,064				0	2,124,064	2,124,064
H&W Initiatives fr Donations/Contributions - UPF	1,700,000				0	1,700,000	1,700,000
H&W Facility fr General Fund Transfer	1,000,000				0	1,000,000	1,000,000
Subtotal	8,310,338	20,203	5,500	27,773	53,476	8,310,338	
<hr/>							
<b>Total Expenditures</b>	<b>11,110,603</b>	<b>110,131</b>	<b>661,794</b>	<b>306,538</b>	<b>1,078,463</b>	<b>11,110,603</b>	<b>10,032,140</b>

**CAPITAL BUDGET 2022**

80-22

	Nov 9 2021 Proposed Original Budget 2022	12/31/21	YTD Total	Probable Committed	(Over) or Under budget
<b>REVENUES</b>					
GO Bond Sales - Dec 2021	872,510	877,895 *	877,895	877,895	0
Tributes & Donations	12,000		0	12,000	12,000
CUSR UPD ADA Capital Fund (FY 2018-2019)	65,000		0	65,000	65,000
Donations - MBK Playground	100,000		0	100,000	100,000
Donations - Blair Tennis Revitalization Proj	0	250 *	250	250	0
Donations - Blair Tennis Revitalization Proj fr UPF	0		0	90,700	90,700
<b>Total Revenues</b>	1,049,510	878,145	878,145	1,145,845	267,700
<b>EXPENDITURES FOR CAPITAL PROJECTS</b>					
<u>Improvements to Parks</u>					
Tributes & Donations	12,000		0	12,000	12,000
Cost of Issue	11,500	5,400 *	5,400	11,500	6,100
Hazard Tree Projects	10,000		0	10,000	10,000
Construction Crew Projects	10,000		0	10,000	10,000
Technology	20,000		0	20,000	20,000
Operations Small Equipment	5,000		0	5,000	5,000
Recreation Small Equipment	5,000		0	5,000	5,000
UPD Mechanical Replacement Schedule	10,000		0	10,000	10,000
Trails Projects (MBK Playground)	40,000		0	40,000	40,000
Hardscapes & Fencing (Blair Tennis/CLP Broadway ITEP)	150,000		0	150,000	150,000
UIAC - UPD Share of Capital Expenses	20,000		0	20,000	20,000
Meadowbrook Playground fr Bonds	200,000		0	200,000	200,000
Meadowbrook Playground fr Donations	100,000		0	100,000	100,000
UPD ADA Capital Projects - Park Improvements/Transition	65,000		0	65,000	65,000
Blair Park Tennis Court Revitalization Proj fr Donations	0		0	90,950	90,950
Subtotal	658,500	5,400	5,400	749,450	
<u>Equipment</u>					
Contingency for Vehicle and Equipment Replacement	215,000		0	113,693	113,693
F250 3/4 Ton Truck	0		0	0	0
1/2 Ton Truck	0		0	36,895	36,895
1-Ton Dump Truck	0		0	0	0
Athletics Ballfield Gator	0		0	0	0
Brush Chipper	0		0	64,412	64,412
Cronkhite Trailer	0		0	0	0
Subtotal	215,000	0	0	215,000	
<u>Crystal Lake Park Improvements</u>					
CLP Improvements fr Bonds	125,000		0	125,000	125,000
CLP Road	0		0	0	0
CLP Improvements fr Grants	0		0	0	0
CLP Improvements fr Donations/Contributions	0		0	0	0
Subtotal	125,000	0	0	125,000	
<u>Contingency (remainder not listed below)</u>					
	51,010		0	56,395	56,395
	0		0	0	0
Subtotal	51,010	0	0	56,395	
<b>Total Expenditures</b>	1,049,510	5,400	5,400	1,145,845	1,140,445

**CAPITAL BUDGET 2021**  
80-21

	Nov 9 2021 Proposed Revision #2 Budget 2021	Year Ended 04/30/21	12/31/21	YTD Total	Probable Committed	(Over) or Under budget
<b>REVENUES</b>						
GO Bond Sales - Dec 2020	863,535	863,535		863,535	863,535	0
Tributes & Donations	20,875	10,275	10,875	21,150	20,875	(275)
CUSR UPD ADA Capital Fund (FY 2021-2022)	65,000			0	65,000	65,000
Donations - Health & Wellness Facility	3,000	3,000		3,000	3,000	0
Donations - AMBUCS Dug Out Shades - fr AMBUCS donation	14,711	0	14,711	14,711	14,711	0
Donations - Two in the Hand Sculpture Purchase - fr UPF	25,200	25,200		25,200	25,200	0
Grants - Museum Capital Grant - Outdoor Learning Pavilion	750,000			0	750,000	750,000
Transfer from Museum Fund - Outdoor Learning Pavilion	58,700			0	58,700	58,700
<b>Total Revenues</b>	<b>1,801,021</b>	<b>902,010</b>	<b>25,586</b>	<b>927,596</b>	<b>1,801,021</b>	<b>873,425</b>
<b>EXPENDITURES FOR CAPITAL PROJECTS</b>						
<u>Improvements to Parks</u>						
Tributes & Donations	20,875	2,131	4,318 *	6,449	20,875	14,426
Cost of Issue	11,100	11,100		11,100	11,100	0
Hazard Tree Projects	10,000	1,216	6,289	7,505	10,000	2,495
Construction Crew Projects	10,000		4,676 *	4,676	10,000	5,324
Technology	10,000			0	10,000	10,000
Operations Small Equipment	5,000			0	5,000	5,000
Recreation Small Equipment	5,000			0	5,000	5,000
UPD Mechanical Replacement Schedule	5,000			0	5,000	5,000
Trails Projects (Blair Park)	40,000			0	40,000	40,000
Hardscapes & Fencing (Blair & Eval)	150,000			0	150,000	150,000
UIAC - UPD Share of Capital Expenses	20,000			0	20,000	20,000
Blair Improvements	85,000			0	85,000	85,000
Meadowbrook Prairie Play Planning	20,000		7,945 *	7,945	20,000	12,055
Blair Tennis Plaza / Pavilion Design	10,000		9,791 *	9,791	10,000	209
PRC Roof Repair	50,000		10,424 *	10,424	50,000	39,576
UPD ADA Capital Projects - Park Improvements/Transition	10,000			0	10,000	10,000
UPD ADA Capital Projects - Blair Park	55,000			0	55,000	55,000
Transfer H&W Donations to UPF	3,000	3,000		3,000	3,000	0
Outdoor Learning Pavilion - fr Museum Capital Grant	750,000		9,803	9,803	750,000	740,198
Outdoor Learning Pavilion - fr Museum Fund Transfer	58,700			0	58,700	58,700
AMBUCS Dug Out Shades - fr AMBUCS Donation	14,711		14,711	14,711	14,711	0
Two in the Hand Sculpture Purchase - fr UPF Donations	25,200	25,200		25,200	25,200	0
Subtotal	1,368,586	42,647	67,956	110,603	1,368,586	
<u>Equipment</u>						
Contingency for Vehicle and Equipment Replacement	111,740			0	111,740	111,740
Garbage Truck	62,744			0	62,744	62,744
Wide Area Mower	39,322		39,322	39,322	39,322	0
Gator	11,195		11,195	11,195	11,195	0
F250 3/4 Ton Truck	0			0	0	0
Subtotal	225,000	0	50,516	50,516	225,000	
<u>Crystal Lake Park Improvements</u>						
CLP Improvements fr Bonds	150,000			0	150,000	150,000
Lighting	0			0	0	0
ITEP Match - Broadway Trail	0			0	0	0
CLP Improvements fr Grants	0			0	0	0
CLP Improvements fr Donations/Contributions	0			0	0	0
Subtotal	150,000	0	0	0	150,000	
<u>Contingency (remainder not listed below)</u>						
Museum Capital Grant Award Fee	5,000	5,000		5,000	5,000	0
PARC Grant Award Fee	5,000	5,000		5,000	5,000	0
	0			0	0	0
Subtotal	57,435	10,000	0	10,000	57,435	
<b>Total Expenditures</b>	<b>1,801,021</b>	<b>52,647</b>	<b>118,472</b>	<b>171,119</b>	<b>1,801,021</b>	<b>1,629,902</b>

**CAPITAL BUDGET 2020**  
80-20

	Apr 13 2021 Approved Revision #2 Budget 2020	Year Ended 04/30/20	Year Ended 04/30/21	12/31/21	YTD Total	Probable Committed	(Over) or Under budget
<b>REVENUES</b>							
GO Bond Sales - Dec 2019	835,285	835,285			835,285	835,285	0
Tributes & Donations	12,000	2,150	4,050		6,200	12,000	5,800
IL Amer Water Grant-MBK Extended Prairie	4,000		4,000		4,000	4,000	0
CUSR UPD ADA Capital Fund (FY 2020-2021)	65,000				0	81,040	81,040
Donation-Sculpture Purch-Molecular Reflection (fr UPF)	30,100		10,000	9,200 *	19,200	30,100	10,900
Donation-Brighton	30,000		30,000		30,000	30,000	0
Grants- OSLAD Blair Park	400,000		54,350	145,650	200,000	400,051	200,051
Donation- UCSD IGA for CLP Sanitary Bridge	68,030		68,030		68,030	68,030	0
<b>Total Revenues</b>	1,444,415	837,435	170,430	154,850	1,162,715	1,460,505	297,790
<b>EXPENDITURES FOR CAPITAL PROJECTS</b>							
<u>Improvements to Parks</u>							
Tributes & Donations	12,000		3,193	953	4,147	12,000	7,853
Cost of Issue	10,700	10,700			10,700	10,700	0
Hazard Tree Projects	10,000		10,000		10,000	10,000	0
Construction Crew Projects	20,000		3,361	16,639	20,000	20,000	0
Technology	10,000				0	10,000	10,000
Operations Small Equipment	10,000		2,224		2,224	10,000	7,776
Recreation Small Equipment	10,000		6,459		6,459	10,000	3,541
UPD Mechanical Replacement Schedule	10,000				0	10,000	10,000
Trails Projects (Blair Park)	40,000				0	40,000	40,000
Hardscapes & Fencing (CLP Road)	150,000				0	150,000	150,000
UIAC - UPD Share of Capital Expenses	20,000			9,226 *	9,226	20,000	10,774
Blair Playground	100,000			9,035 *	9,035	100,000	90,965
UPD ADA Capital Projects - Park Improvements/Transition	10,000				0	26,040	26,040
UPD ADA Capital Projects - Blair Park ADA	55,000				0	55,000	55,000
IL Amer Water Grant-MBK Extended Prairie	4,000		4,000		4,000	4,000	0
Sculpture Purch-Molecular Reflection (fr UPF)	30,100		10,000	10,000	20,000	30,100	10,100
Project TBA - fr Brighton Donation	30,000				0	30,000	30,000
Blair Park Improvements- fr OSLAD Grant	400,000		54,350	345,701	400,051	400,051	0
Subtotal	931,800	10,700	93,587	391,553	495,840	947,890	
<u>Equipment</u>							
Contingency for Vehicle and Equipment Replacement	131,276				0	0	0
Compact Tractor	0			28,188	28,188	28,188	0
1/2 Ton Pickup Truck (Ram 1500) M-8	0			32,785	32,785	32,785	0
3/4 Ton Pickup Truck (Ford F-250) M-9	0			31,929	31,929	31,929	0
Wide Area Mower	0			42,322	42,322	42,322	0
Mower Deck Replacement	4,376		4,376		4,376	4,376	0
Custodial Van	24,348	24,348			24,348	24,348	0
Subtotal	160,000	24,348	4,376	135,224	163,947	163,948	
<u>Crystal Lake Park Improvements</u>							
CLP Improvements fr Bonds	150,000				0	112,132	112,132
Water Quality Improvements	0		17,306	20,562	37,868	37,868	0
CLP Improvements fr Grants	0				0	0	0
CLP Improvements fr Donations/Contributions							
CLP Rehab Proj. - fr UCSD IGA for Sanitary Bridge	68,030		68,030		68,030	68,030	0
Subtotal	218,030	0	85,336	20,562	105,898	218,030	
<u>Contingency (remainder not listed below)</u>							
Blair Park Improvements - Construction Contract	82,685				0	1,838	1,838
Blair Park Improvements - Design Contract	50,000			44,205	44,205	50,000	5,795
Blair Park Improvements - Add'l	0		14,925		14,925	39,490	24,565
Blair Park Improvements - Add'l	1,900		1,900	7,869 *	9,769	9,769	0
Dog Park Parking Lot Resurfacing	0		12,816		12,816	12,816	0
CLPFAC Tile Repair	0			3,924	3,924	3,924	0
CLPFAC CO2 System	0			800	800	800	0
Prairie Park Light Removal	0			12,000	12,000	12,000	0
Perkins Phase III Construction - Add'l	0			1,500 *	1,500	1,500	0
Subtotal	134,585	0	29,641	70,299	99,939	132,138	
<b>Total Expenditures</b>	1,444,415	35,048	212,940	617,638	865,625	1,462,005	596,380

**CAPITAL BUDGET 2019**  
80-19

**Apr 13 2021**  
**Approved**  
**Revision #6**  
**Budget 2019**

	Year Ended 04/30/19	Year Ended 04/30/20	Year Ended 04/30/21	12/31/21	YTD Total	Probable Committed	(Over) or Under budget
<b>REVENUES</b>							
GO Bond Sales - Dec 2018	738,065	738,065			738,065	738,065	0
Tributes & Donations	13,275	2,300			13,275	13,275	0
CUSR UPD ADA Capital Fund (FY 2019-2020)	60,752		15,857		15,857	60,752	44,895
Donations-Showmobile Sound Syst. & Graphics (UPF)	8,000		8,000		8,000	8,000	0
Transfer in from Recreation Fund-Showmobile	50,000		50,000		50,000	50,000	0
Donations-Carle Mobile Park Van	42,000		42,000		42,000	42,000	0
Donations-Urbana Parks Foundation - CLP (UPF)	136,773			124,273	2,500 *	126,773	0
Transfer from Museum Fund - APNC Improv.	121,573	28,461	46,286	37,436		121,573	9,389
IDNR IGA for Rock Riffles/Saline Improv.	265,278		193,575	62,716	8,988	265,278	0
Transfer from the General Fund	300,000		300,000			300,000	0
Grant-American Water CLP Lake Restoration	2,800		2,800			2,800	0
Grant-OSLAD CLP	400,000		15,383	184,617		400,000	200,000
Grant-IL American Water fr UPF	10,000			10,000		10,000	0
<b>Total Revenues</b>	<b>2,148,515</b>	<b>768,826</b>	<b>684,876</b>	<b>419,042</b>	<b>11,488</b>	<b>1,884,231</b>	<b>254,284</b>
<b>EXPENDITURES FOR CAPITAL PROJECTS</b>							
<b>Improvements to Parks</b>							
Tributes & Donations	13,275	3,353	4,167	3,974		11,494	1,781
Cost of Issue	10,700	10,700				10,700	0
Emerald Ash Borer and Hazard Tree Work	10,000	2,113	4,540	3,347		10,000	1
Construction Crew Projects	10,000	512		9,488		10,000	0.00
Technology	20,000	6,600	3,855		1,464	11,919	8,081
Operations Small Equipment	5,000		3,830	1,170		5,000	(0)
Recreation Small Equipment	5,000			5,000		5,000	0
UPD Mechanical Replacement Schedule	10,000			3,625		10,000	6,375
Trails Projects (CLP ITEP)	40,000	4,100				4,100	35,900
Hardscapes & Fencing (CLP Rehab/Road)	40,000		400	22,977		23,377	16,623
UIAC - UPD Share of Capital Expenses	20,000				20,000 *	20,000	0
PRC Playground	83,518	74,098	9,421			83,518	0
King Pavilion Painting	13,238		13,238			13,238	0
UPD ADA Capital Projects - Park Improvements/Transition	60,752		15,857			15,857	44,895
Meadowbrook Park House Repairs	60,095	1,760	58,335			60,095	0.00
CLP Rock Riffles/Saline Improv - fr IDNR IGA	265,278		193,575	62,716	7,813 *	264,104	1,175
APNC Solar - fr Museum Fund Transfer	29,000	19,611				19,611	9,389
APNC Interp Exhibit - fr Museum Fund trans	92,573	8,850	46,286	37,436		92,573	0
Leal Park Improvements - fr General Fund trans	100,000		33,808	66,192		100,000	0
Health & Wellness Feasibility Study - fr Gen Fund transfer	25,000		25,000			25,000	0
Subtotal	913,429	131,696	412,312	215,925	29,277	789,210	913,429
<b>Equipment</b>							
Showmobile	105,345		105,345			105,345	0
Carle Mobile Park Van fr Donations	41,947		37,475	4,472		41,947	0
Contingency for Vehicle and Equipment Replacement						0	0
Subtotal	147,292	0	142,820	4,472	0	147,292	147,292
<b>Crystal Lake Park Improvements</b>							
CLP Improvements fr Bonds	283,020			283,020		283,020	0
CLP Improvements fr Grants							
American Water Grant	2,800		2,311	489		2,800	0
OSLAD Grant	400,000		15,383	384,617		400,000	0
IL American Water Grant - fr UPF	10,000			10,000		10,000	0
CLP Improvements fr Donations/Contributions						0	0
Urbana Parks Foundation Donations (UPF)	136,772			126,772		126,772	1
CLP Improvements fr Transfer from General Fund	175,000			1,081	199	1,280	173,720
Subtotal	1,007,592	0	17,694	805,979	199	823,872	997,593
<b>Contingency (remainder not listed below)</b>							
Blair Park Master Plan	13,314					0	0
H&W Facility Design - Add'l	8,046		8,046			8,046	0
Blair Park Improvements	26,175					0	26,175
Dog Park ADA Improvements	32,667				32,667	32,667	0
Dog Park Parking Lot Resurfacing	0			11,130		11,130	0
	0			2,184		2,184	0
Subtotal	80,202	0	8,046	13,314	32,667	54,027	80,202
<b>Total Expenditures</b>	<b>2,148,515</b>	<b>131,696</b>	<b>580,872</b>	<b>1,039,690</b>	<b>62,143</b>	<b>1,814,401</b>	<b>324,115</b>

**CAPITAL BUDGET 2018**  
80-18

	Nov 10 2020 Approved Revision #5 Budget 2018	Year Ended 04/30/18	Year Ended 04/30/19	Year Ended 04/30/20	Year Ended 04/30/21	12/31/21	YTD Total	Probable Committed	(Over) or Under budget
<b>REVENUES</b>									
GO Bond Sales - Dec 2017	710,000	710,000					710,000	710,000	0
Transfer from English Fund (UPD Share, UIAC PoolPak)	285,362	31,779	253,583				285,362	285,362	0
Transfer from General Fund (103 Grossbach Purch)	83,570		82,820	750			83,570	83,570	0
Tributes & Donations	10,231	1,100	9,131				10,231	10,231	0
Donations-AMBUCS Berns Tribute	7,077	7,077					7,077	7,077	0
Donations-AMBUCS Berns Tribute (UPF)	100		100				100	100	0
Auction of 2-Ton Dump Truck	4,489		4,489				4,489	4,489	0
CUSR UPD ADA Capital Fund (FY 2018-2019)	64,907			53,710			53,710	64,907	11,197
CUSR UPD ADA Special Distribution (fr Reserves)	45,000		31,219	13,781			45,000	45,000	0
IDOT Contrib.-303 W University Ave Easements	81,700		81,700				81,700	81,700	0
Donations-Meadowbrook Gateway (UPF)	47,000			47,000			47,000	47,000	0
Donations-Weaver KRT Trailhead (UPF)	36,000	36,000					36,000	36,000	0
Donations-Weaver KRT Trailhead	100		100				100	100	0
Donations-Lohmann Disc Golf	1,000		1,000				1,000	1,000	0
Donations-Lohmann Cricket Pitch	2,600		2,600				2,600	2,600	0
<b>Total Revenues</b>	<b>1,379,136</b>	<b>785,955</b>	<b>466,742</b>	<b>115,241</b>	<b>0</b>	<b>0</b>	<b>1,367,938</b>	<b>1,379,136</b>	<b>11,198</b>
<b>EXPENDITURES FOR CAPITAL PROJECTS</b>									
<u>Improvements to Parks</u>									
Tributes & Donations	10,231	453	3,294	1,177	583	922 *	6,428	10,231	3,803
Cost of Issue	9,800	9,800					9,800	9,800	0
Emerald Ash Borer and Hazard Tree Work	10,000		10,000				10,000	10,000	0
Construction Crew Projects	10,000			1,867	8,133		10,000	10,000	0
Technology	0						0	0	0
Operations Small Equipment	5,000		4,983	17			5,000	5,000	0
Recreation Small Equipment	5,000	504		260	3,777	458	5,000	5,000	0
UPD Mechanical Replacement Schedule	0						0	0	0
Trails Projects	58,200			35,611			35,611	58,200	22,589
Hardscapes & Fencing (King Park Basketball/Hickory Storage)	50,000	7,188	36,907			5,905	50,000	50,000	0
UIAC UPD Share of Capital Expenses	20,000				12,381	7,619 *	20,000	20,000	0
UIAC UPD Share PoolPak Replacement, fr English Fund	285,362	31,779	253,583				285,362	285,362	0
MBK Bridge Painting	10,555		10,555				10,555	10,555	0
MBK Gateway, fr Donations	47,000	5,850	5,673	35,477			47,000	47,000	0
PRC Improvements - Siding	0						0	0	0
PRC Improvements - Landscaping	5,966	1,826	4,140				5,966	5,966	0
UPD ADA Capital Projects - Park Improvements/Transition	14,386		266	2,923		8,013	11,202	14,386	3,185
UPD ADA Capital Projects - PRC James Room	50,521		34,728	15,793			50,521	50,521	0
UPD ADA Special Dist - PRC James Room (fr Reserves)	45,000		45,000				45,000	45,000	0
AMBUCS Improvements fr Donations (Berns Tribute)	7,177			7,177			7,177	7,177	0
Weaver-KRT Trailhead Project fr Donations	36,100		30,740				30,740	36,100	5,360
Lohmann Disc Golf fr Donations	1,000		1,000				1,000	1,000	0
Lohmann Cricket Pitch fr Donations	2,600		2,468		132		2,600	2,600	0
Victory Park-103 Grossbach Dr Purchase & Demo	83,570		82,820	750			83,570	83,570	0
Meadowbrook Park-Museum Grant Design (MIC)	10,000			2,500	7,500		10,000	10,000	0
Subtotal	777,468	57,399	526,157	103,551	32,506	22,918	742,532	777,468	
<u>Equipment</u>									
1-ton Dump Truck	46,465			46,465			46,465	46,465	0
72" Mower	30,975		30,975				30,975	30,975	0
Showmobile - Add'l	1,470			1,470			1,470	1,470	0
Contingency for Vehicle and Equipment Replacement	0						0	0	0
Subtotal	78,910	0	30,975	47,935	0	0	78,910	78,910	
<u>Crystal Lake Park Improvements</u>									
CLP Improvements fr Bonds	382,073						0	0	0
Water Quality	30,057	6,058	17,793	6,346			30,197	30,197	0
CLP Pillar Relocation	3,585			3,585			3,585	3,585	0
CLP Rehab Project	0				381,933		381,933	381,933	0
CLP Improvements fr Grants	0						0	0	0
CLP Improvements fr Donations/Contributions	0						0	0	0
Subtotal	415,715	6,058	17,793	9,931	381,933	0	415,715	415,715	
<u>Contingency (remainder not listed below)</u>									
Leal Park Path	28,412		28,412				28,412	28,412	0
Blair Park Survey	2,800			2,800			2,800	2,800	0
CLP One-Way Study	440			440			440	440	0
Meadowbrook Gateway - Add'l	9,023			8,848			8,848.39	8,848	0
Meadowbrook Park-Museum Grant Design (MIC)	1,700				1,250	3,750 *	5,000	5,000	0
Webber - Perkins Rd Phase 3 Construction add'l services	8,100			8,100			8,100	8,100	0
APNC-Museum Grant Application Fee	300				300		300	300	0
Leal Park Improvements -Add'l	7,747				8,147		8,147	8,147	0
Blair Park Improvements	0					44,821	44,821	44,821	0
Subtotal	107,043	0	28,412	20,188	9,697	48,571	106,868	107,043	
<b>Total Expenditures</b>	<b>1,379,136</b>	<b>63,457</b>	<b>603,337</b>	<b>181,605</b>	<b>424,136</b>	<b>71,489</b>	<b>1,344,024</b>	<b>1,379,136</b>	<b>35,112</b>

**CAPITAL BUDGET 2017**  
910-9

	Dec 10 2019 Approved Revision #6 Budget 2017	Year Ended 04/30/17	Year Ended 04/30/18	Year Ended 04/30/19	Year Ended 04/30/20	Year Ended 04/30/21	12/31/21	YTD Total	Probable Committed	(Over) or Under budget
<b>REVENUES</b>										
GO Bond Sales - Dec 2016	710,000	710,000						710,000	710,000	0
Tributes & Donations	10,620	2,900	7,720					10,620	10,620	0
Donation, Sunnycrest Tot Lot Playground Equip	2,300		2,300					2,300	2,300	0
Donations-Urbana Parks Fdn (Kimpel 4 of 4)	5,600		5,600					5,600	5,600	0
CUSR UPD ADA Capital Fund (FY 2017-2018)	62,553		4,824	57,729				62,553	62,553	0
Grants-ITEP CLP Park Street Path	99,147			84,747	14,400			99,147	99,147	0
Donations-CLP Restoration	275	275						275	275	0
Donations-CLP Park Street Path (Carle)	107,400				107,400			107,400	107,400	0
Donations-CLP Sediment Basin City of Urbana Contrib.	119,177		90,766		28,411			119,177	119,177	0
Donations-AMBUCS Improvements	4,163		4,163					4,163	4,163	0
KRT Connectivity Study IGA-City of Urb Contrib.	6,166			6,166				6,166	6,166	0
KRT Connectivity Study IGA-CCFPD Contrib.	3,500		3,122	378				3,500	3,500	0
Misc-Scottswood Drainage District Refund	44,790	44,790						44,790	44,790	0
Auction of Skidsteer	25,250		25,250					25,250	25,250	0
<b>Total Revenues</b>	1,200,941	757,965	143,745	149,020	150,211	0	0	1,200,941	1,200,941	0
<b>EXPENDITURES FOR CAPITAL PROJECTS</b>										
<u>Improvements to Parks</u>										
UPD ADA Capital Projects - Park Improvements/Transition	62,553		4,824	57,729				62,553	62,553	0
Tributes & Donations	10,620	85	7,397	3,138				10,620	10,620	(0)
Cost of Issue	8,500	8,500						8,500	8,500	0
Emerald Ash Borer and Hazard Tree Work	15,000		12,705	2,295				15,000	15,000	0
Construction Crew Projects	20,000			3,101	16,899			20,000	20,000	0
Technology	5,939			5,939				5,939	5,939	0
Operations Small Equipment	10,000		3,592	6,105	303			10,000	10,000	0
Recreation Small Equipment	10,000	4,206	888	4,505	400			10,000	10,000	0
Trails Projects (CLP / ITEP Overage)	40,000			250	39,750			40,000	40,000	0
UPD Mechanical Replacement Schedule	10,000		8,000					8,000	8,000	0
Hardscapes & Fencing (Larson Tennis Court)	40,000		40,000					40,000	40,000	0
UIAC - UPD Share of Capital Expenses	40,000		8,838		16,880	14,282		40,000	40,000	0
Planning Studies & Initiatives (KRT Traffic Study)	25,000		16,497	8,503				25,000	25,000	0
CLP Demolition of 901 N. Broadway	62,609	8,738	53,870					62,609	62,609	1
Crystal Lake Park Improvements fr. Donations	275					275		275	275	0
CLP Reforestation-Parks Fdn Donation (Kimpel 4 of 4)	5,600	1,721	3,279	600				5,600	5,600	0
CLP Park Street Path ITEP fr Grant Funds	99,147		69,876	29,095	176			99,147	99,147	0
CLP Park Street Path ITEP fr Contributions (Carle)	107,400		17,469	27,061	62,859			107,390	107,400	10
CLP Sediment Basin-fr City of Urbana Contrib.	119,177	100,851	23,552	(6,297)	1,070			119,177	119,177	0
AMBUCS Improvements fr Donations	4,163		2,000	2,163				4,163	4,163	0
Sunnycrest Tot Lot Playground Equip fr Donations	2,300		2,300					2,300	2,300	0
Meadowbrook Park-Museum Grant Design (MIC)	0				2,000			2,000	2,000	0
Subtotal	698,283	124,101	275,088	144,186	140,339	14,557	0	698,271	698,283	0
<u>Equipment</u>										
2017 Toyota Prius M-21	22,756	22,857	(101)					22,756	22,756	0
Bobcat Compact Track Loader	8,575	8,575						8,575	8,575	0
Bobcat Tilt Trailer	8,303	8,303						8,303	8,303	0
Avant Lift	35,176		35,176					35,176	35,176	0
2 x 72" John Deere Mowers	56,428		56,428					56,428	56,428	0
2017 Dodge Ram 1500 M-13	22,539		22,539					22,539	22,539	0
M-13 Toolbox	780		780					780	780	0
Vehicle Decals	57		57					57	57	0
Snowplow attachment	1,694		1,694					1,694	1,694	0
M-13 Radio	938		938					938	938	0
Contingency for Vehicle and Equipment Replacement	0							0	0	0
Subtotal	157,247	39,735	117,512	0	0	0	0	157,247	157,247	0
<u>Contingency (remainder not listed below)</u>										
	0							0	(0)	(0)
Larson Tennis Court-add1	23,500		23,500					23,500	23,500	(0)
CLP Rain Garden Improvements-Bioswale Add1	2,153		2,153					2,153	2,153	0
Dog Park concrete driveway approach	2,280		2,280					2,280	2,280	0
Kerr precast concrete panels caulking	5,358		5,358					5,358	5,358	0
Binkerd Asbestos, Demolition, Seeding, Well Sealing	33,621		32,121	1,500				33,621	33,621	(0)
CLPFAC/APNC Parkinglot sealing	19,050		19,050					19,050	19,050	0
Crystal Lake Improvements	257,019		23,756	23,501	75,504	132,529	1,729	257,020	257,019	(1)
APNC Bioswale Project - Add1	2,430		636	1,794				2,430	2,430	0
Subtotal	345,411	0	108,854	26,795	75,504	132,529	1,729	345,411	345,411	0
<b>Total Expenditures</b>	1,200,941	163,836	501,454	170,980	215,843	147,086	1,729	1,200,929	1,200,941	12

# YOU BELONG HERE REPORT

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TO: Urbana Park District Board of Commissioners

FROM: UPD Staff

DATE: January 11, 2021

RE: December 2021 You Belong Here Report

“You Belong Here” is our culture at the Urbana Park District. It is part of our everyday work. Every decision made by park district employees is made through the lens of You Belong Here. Is what we’re doing welcoming? Do our programs provide access to all who wish to participate? Do our parks create a welcoming, inclusive atmosphere where all can enjoy themselves? These are just a few questions we ask in our daily work.

The purpose of this report is to highlight:

- New programs and activities that emphasize You Belong Here.
- An event or special moment where participants, visitors, and staff celebrate You Belong Here.
- A new communications initiative that tells the public they belong.

You Belong Here is our culture every day.

## PLANNING & OPERATIONS DEPARTMENT

### PARKS, FACILITIES, AND COMMUNITY

Tree of Remembrance: The Urbana Park District collaborated with the HV Neighborhood Transformations organization and Urbana Rotary on a Tree of Remembrance that was installed at Crestview Park over the holidays. HVNT received inspiration for the remembrance tree concept from a similar project in Chicago last year. The HVNT Tree of Remembrance featured ornaments that depicted youth and young adults that have recently lost their life to gun violence in the Urbana and Champaign area. Maurice Hayes who leads the HVNT effort presided over a lighting ceremony on December 23, and was joined by several community members who had lost loved ones were recognized on the tree. The event was well attended and received good coverage in the media. HVNT intends to bring the event back annually with a goal of significant curbing the number of new ornaments and gun violence in 2022.

# YOU BELONG HERE REPORT

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## RECREATION DEPARTMENT

### COMMUNITY PROGRAMS

**Community Art** — This month, several park district staff joined City of Urbana Arts and Culture staff and commissioners for two different ribbon cuttings. Urbana Arts and Culture held a call for artwork for different projects throughout Urbana and chose finalists for a new project focused on different community gardens throughout Urbana. Our Arts & Culture Matrix Team members were able to choose the final selections for our two parks involved in the project. Previous AARP-funded ‘Growing Community’ Public Arts Initiative projects were celebrated in October at the Lierman Community Garden, the Cunningham Township Offices, and the Habitat for Humanity Garden on the corner of Hill and Romine. Meadowbrook Garden now features artwork by Kaitlin Nelson installed on garden beds and a new tool lending library or job box. Victory Park now features artwork by Paris “Ku” Sharp installed on garden beds and a new tool lending library or job box.



**Free Childcare** – By reaching out to schools and kids to offer a safe space for kids to do their study lab while all the schools are closed, we are broadening our reach of the families we can serve in the community. This is a free drop-in program we are offering for guardians to drop off their child for a school day to have them work on their eLearning homework. We are providing SPLASH leaders to help assist them with homework if needed. This is a great opportunity to help out the children and adults alike who didn't plan for this sudden change in Urbana School District schedule.

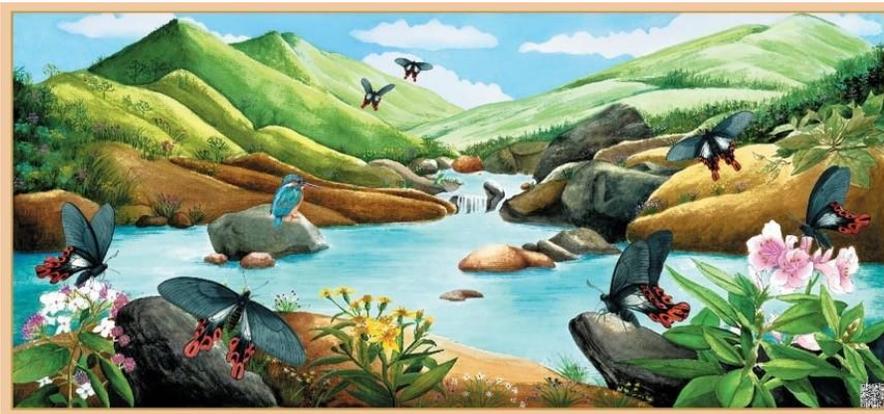
**Soccer Registration** – The Recreation Office Manager attended the first night of indoor soccer to offer on-site registration. Ben and Liza Kaap, who both coach soccer and are on UPDAC, spoke with the office manager prior to the first night about the need of onsite registration. Due to cultural differences, many of the families have reservations about visiting the Phillips Recreation Center to register or registering over the phone. By attending the first practice, adults were able to meet the office manager in a more comfortable environment, while having Ben and Liza (whom they already know), available as well. The office manager was able to provide Carle Scholarships that evening, and registered 12 participants for grades 7-12.

# YOU BELONG HERE REPORT

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## ENVIRONMENTAL PROGRAMS

**“Butterflies of Taiwan and North America” Exhibit** -- The Environmental Public Program Coordinator collaborated with Professor James Yang [National Yunlin University of Science and Technology (YunTech), Taiwan, the Fulbright scholar at the University of Illinois at Urbana-Champaign for the year of 2021-2022] to present an art exhibit of butterfly species native to Taiwan and North America. The artwork was created as part of a picture book project on ecological conservation with elementary school and university students in Taiwan, and the associated identification labels are displayed in both English and Mandarin. The exhibition is being presented at Anita Purves Nature Center from December 22, 2021 – January 30, 2022. An education program will follow in February. Donors can receive prints, and all proceeds go directly back to similar education programs.



Photos from “Butterflies of Taiwan” exhibit and associated programming

**Neighborhood Connections** -- The Environmental Education Coordinator assisted the Outreach & Wellness division by providing activities for the students at the Neighborhood Connections Center at Brookens Gym on Friday, December 17 from 2-4pm. UPD staff facilitated activities including an obstacle course, table games, soccer and basketball.

**U of I Celebration of Diversity** -- The Environmental Education Coordinator accompanied the Outreach & Wellness division on Friday, December 3, to the University of Illinois’ Office of the Vice Chancellor for Diversity, Equity & Inclusion (DEI). In addition to hearing Chancellor Jones discuss the University’s prioritization of DEI on campus, staff networked and made connections with folks in the office to discuss potential opportunities.

**Yankee Ridge Parks and Community Talk** -- The Environmental Education Coordinator facilitated a virtual discussion with three first grade classrooms about parks and how they benefit the community as well as what kind of jobs are involved in maintaining parks. Students also talked about their favorite things to do in the parks and how it helps their mental and physical health. At the end of the discussion, students provided insight on what they would like to see at the new Meadowbrook Park playground.

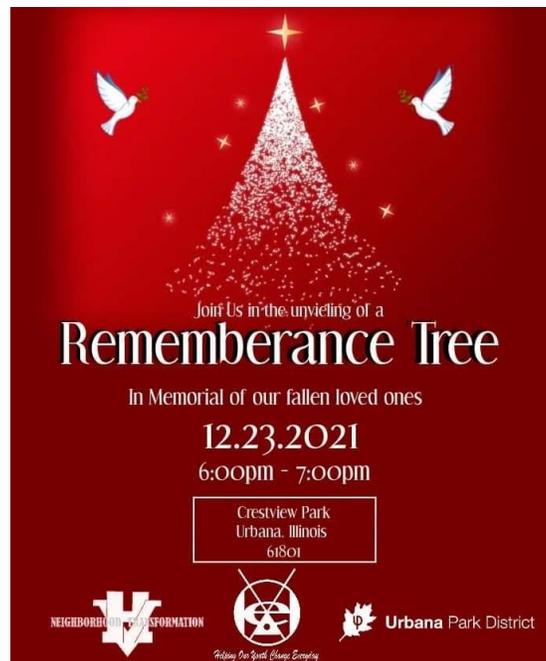
# YOU BELONG HERE REPORT

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**Environmental Education Association of Illinois (EEAI) Environmental and EcoRise Justice Workshop** – The Environmental Education Coordinator attended EEA’s Environmental Justice Workshop, hosted by EcoRise, over Zoom on December 7 and 8 from 4:30-6:00pm each date. The workshop focused on advancing environmental literacy in Illinois. Topics included environmental justice issues facing Illinois communities, work being done to address those issues, and how community members can get involved. The coordinator received a full lesson plan created by EcoRise to compliment climate change curriculum.

## OUTREACH & WELLNESS

**HV Neighborhood Transformation** – In December, Outreach & Wellness staff worked with HVNT on two collaborations to benefit the community. With the assistance of staff at the Phillips Recreation Center, the Outreach & Wellness department collaborated with HV Neighborhood Transformation (HVNT) to serve as the host site for their “Season of Giving” event on December 11. The event helped to provide children ages 0-17 and their families with gifts and resources for the holiday season. Additionally, the Outreach & Wellness department worked with staff in Planning & Operations to coordinate the installation and dedication of a “Remembrance Tree” at Crestview Park in collaboration with HVNT. The tree is meant to honor members of the community who have lost their lives to violence. Members of Urbana Park District staff attended the dedication event on December 23. The tree remained in Crestview Park for viewing through January 1, 2022.



**Steer Place** – On December 14, Urbana staff helped program a Christmas celebration at Steer Place Apartments. The UPD Community Programs & Volunteer Coordinator led some fun, holiday themed music trivia to entertain the 50 & better population. Approximately 30 of the

# YOU BELONG HERE REPORT

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apartment residents came down to play trivia and receive a Christmas present provided by Silver Hearts.

**Neighborhood Connections** – December 17 was Urbana Neighborhood Connections Centers’ final visit with Urvana at Brookens Gym for 2021. All of the elementary and middle school group were there for a total of around 32 kids. The sign-up genius for these events is working well, and allowing some staff that have not worked with Urvana to establish connections and create new experiences for our friends at the center.

**Aspen Courts** – Aspen Courts and Lierman Neighborhood had their Christmas celebration on December 19, and unfortunately not enough UPD staff were available to bring Urvana out. Instead of an Urvana appearance, the Nature Center staff donated 40 recycled-material animal making kits leftover from America Recycles Day provided by the Idea Store and City of Urbana’s U-cycle. The coordinator dropped these kits off along with a selection of nature books to the Aspen Court’s Property Manager to distribute at their party.



It is the mission of the Urbana Park District to:

- Improve the quality of life of its citizens through a responsive, efficient, and creative park and recreation system,
- Pursue excellence in a variety of programs, parks, and special facilities that contribute to the attractiveness of neighborhoods, conservation of the environment, and the overall health of the community.

**MEETING REMINDERS:**

- **January 25, 2022 UPDAC Meeting (Zoom) @ 7:00 pm**
  - U of I Diversity Lab/Underrepresented Study Phase II
- **January 27-29, 2022 IAPD/IPRA Soaring to New Heights Conference (Chicago, IL)**
- **February 1, 2022 Study Session Meeting (Zoom) @ 6:30 pm**
  - H&W Facility Updates
  - RST Diversity Lab
- **February 3, 2022 TIF/EZ Meeting (Zoom) @ 3:00 pm**
- **February 8, 2022 Regular Board Meeting (Zoom) @ 7:00 pm**
  - Annual Recreation Statistics Report
  - Bid Approvals – TBD
- **February 14, 2022 Legislative Breakfast (Zoom) @ 10:00 am**
- **February 22, 2022 UPDAC Meeting (Zoom) @ 7:00 pm**
  - UPD Finance 101
  - H&W Updates

**FOR YOUR CALENDAR:**

DATE	DAY(S)	TIME	ACTIVITY	LOCATION
Jan 27-29	Thursday – Saturday	All Day	IAPD/IPRA Annual Conference	Chicago, IL
Jan 31-Feb 13	Daily	All Day	Winter Wellness Virtual 5k	Anywhere!
Feb 5-13	Daily	7 am – 9:30 pm	2022 Best in Show Photographic Print Competition	Lincoln Square Mall
March 5	Saturday	10 am – 1 pm	C-U Read Across America Celebration	Lincoln Square Mall

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**MEMORANDUM**

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**TO:** URBANA PARK DISTRICT BOARD OF COMMISSIONERS  
**FROM:** CATY ROLAND, SUPERINTENDENT OF BUSINESS SERVICES  
**CC:** TIM BARTLETT, EXECUTIVE DIRECTOR  
**SUBJECT:** RESOLUTION 2021-11 OPENING AN INVESTMENT ACCOUNT AT BUSEY WEALTH MANAGEMENT  
**DATE:** JANUARY 11, 2022

This summer, the district was notified of a significant gift from Richard and Waynona Brown's estate. The Brown's trust agreement stipulates that the funds should be used to establish the Waynona N. Brown and Richard M. Brown Fund for the purpose of developing Meadowbrook Park, particularly the costs associated with purchasing, leasing, and maintaining public art pieces. In order to honor the wishes of the Browns, and to properly manage and track this gift, staff recommend the Board approve Resolution 2021-11 to open an investment account at Busey Wealth Management.

**RESOLUTION NO. 2021-11**

**RESOLUTION TO AUTHORIZE OPENING AN INVESTMENT ACCOUNT AT BUSEY WEALTH MANAGEMENT**

**WHEREAS**, the Board has determined that it is in the best interest of the district to open an investment account at Busey Wealth Management;

**WHEREAS**, this action is within the District's Investment Policy;

**WHEREAS**, the specifics related to managing the account are in the attached document as Exhibit A;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE URBANA PARK DISTRICT, CHAMPAIGN COUNTY, ILLINOIS** as follows:

**Section 1:** The actions set forth above are incorporated by reference.

**Section 2:** The Urbana Park District will open an investment account at Busey Wealth Management as described in Exhibit A, which is attached.

Adopted this 11<sup>th</sup> day of January, 2022.

URBANA PARK DISTRICT

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

\_\_\_\_\_  
Secretary

(SEAL)

BUSEY WEALTH MANAGEMENT

AGENCY AND DISCRETIONARY  
INVESTMENT MANAGEMENT AGREEMENT

This Agency and Discretionary Investment Management Agreement is executed as of September 27th, 2021, by and between Urbana Park District

Principal(s), and Busey Wealth Management, a division of Busey Bank, an Illinois state chartered banking corporation ("Busey").

Principal desires to engage Busey to manage investments on Principal's behalf, and Busey desires to accept the responsibility of managing these investments on the terms set out in this Agreement.

1. **Appointment.** Principal hereby appoints Busey as its agent to provide investment management services on Principal's behalf, and in connection therewith to exercise the powers and authorities set out in this Agreement. Unless otherwise provided herein, Busey shall have the right to exercise its complete discretion in performing its duties under this Agreement, without need for further authority or approval from Principal.

2. **Custody of Assets.** The initial list of securities, cash and any other assets to be subject to the provisions of this Agreement are set forth on attached Exhibit A ("Initial Assets"). Principal's account assets (the "Account Assets") shall be the Initial Assets adjusted to reflect securities, cash or other property added by Principal or acquired by Busey, and securities, cash or other property disposed of by Busey pursuant to the terms of this Agreement. Busey will hold and keep all Account Assets for the account of Principal, and in so doing will use the same degree of care in the custody thereof as in the case of other assets held by it in a fiduciary capacity. Busey reserves the right not to accept any securities and other property delivered to it where the acceptance or holding of such assets is deemed by Busey to violate any law, rule or regulation or is otherwise contrary to Busey's policies.

3. **Purchase and Sale of Securities.** Busey is authorized to purchase, sell, exchange, or otherwise dispose of or deal with the Account Assets in its discretion, to be exercised in accordance with the general investment guidelines set forth in the Investment Policy Statement (IPS) executed by the Principal and provided to Busey. Busey shall have the authority to invest, or retain, any property or interests in property, foreign or domestic, without being limited by any law concerning investments, including, without limiting the generality of the foregoing, investments in bonds, debentures, mortgages, notes, whether secured or unsecured, common or preferred stock, interests in common trust funds, and interest in mutual funds, including mutual funds where Busey may receive nominal fees from the mutual fund processors. Notwithstanding the foregoing, Principal may from time to time give directions to Busey in the selection of investments to be purchased, sold or exchanged. Directions from Principal shall be made in writing, provided that Busey may elect from time to time to accept directions by telephone subject to confirmation in writing in a manner selected by Busey.

4. **Execution of Transactions.** Principal acknowledges that Busey shall have discretion to select the brokers or other entities through which Busey shall place orders for execution of transactions. Busey will use its best efforts to obtain execution of orders at the most favorable commission rates reasonably available, however Principal acknowledges that Busey may pay commissions on transactions that exceed the amount that might be charged by another broker. Principal further acknowledges that Busey may combine orders for execution for the account of Principal with orders for other clients if Busey determines doing so would result in more efficient or economical execution. In such cases, the price shown on the confirmation of the transaction for Principal's account may be an averaged execution price of such combined orders. All executions will be subject to the rules, regulations, custom and usage of the exchange, market or clearing house where executed, and to all applicable federal and state laws and regulations and the policies of Busey.

5. **Temporary Investments.** Notwithstanding any other provision of this Agreement, to the extent that the Account Assets include cash that Principal has not directed be otherwise invested or distributed, Busey may temporarily invest such cash in money market funds selected by Busey, using such criteria for selection as is deemed appropriate by Busey, and taking into account any regulations that affect the use of such funds by certain entities and persons.

6. **General Limitation of Liability.** It is expressly understood and agreed that in purchasing, selling, delivering or otherwise dealing with the Account Assets, Busey will be acting solely as Principal's agent and Busey shall not be deemed to be acting as, nor shall Busey be subject to any duties, warranties or other liabilities of, a broker. Except as otherwise provided by law, Busey shall not be liable to Principal for: (a) any loss Principal may suffer by reason of any investment decision made or other action taken or omitted in good faith by Busey in exercise of the same degree of care, skill, prudence and diligence under the circumstances that a prudent person acting in a like capacity would use; or (b) any loss arising from Busey's adherence to Principal's instructions. This general provision shall not limit the applicability of any other provision of this Agreement limiting Busey's liability. Principal agrees to indemnify and hold Busey harmless from all liabilities and expenses incurred by Busey as provided in this Agreement. Except as otherwise specified herein, Busey shall have no duty to take any action unless it agrees in writing to do so, nor shall Busey be obligated to commence, appear in, or defend any legal action with respect to any property held for this account unless requested by Principal and agreed to in writing by Busey.

7. **Cooperation.** Principal agrees to execute such forms as Busey may require from time to time for tax or other purposes with respect to this Agreement. Principal further agrees to provide Busey such additional information Busey may reasonably request from time to time, including updates of financial information, information concerning Principal's investment goals and experience, and Principal's status as an accredited investor, as that term is defined under Regulation D promulgated by the U.S. Securities and Exchange Commission ("SEC").

8. **Exercise of Shareholder Rights.** Unless otherwise directed in writing by Principal, Busey is authorized, but not obligated, to vote any corporate stock, either in person or by proxy, with or without power of substitution, except that if the possession of this power as to any security would adversely affect the issuing company or Busey's ability to retain or vote such security, Busey shall vote such security as directed by Principal. Busey shall vote proxies with regard to securities that are part of the Account Assets in accordance with Busey's general proxy voting policy. Busey may also elect to delegate voting of such securities to Principal. Busey shall not be liable for any claims, damages or expenses, including but not limited to loss or diminution in value of any property held hereunder, arising out of exercise of, or failure to exercise, the foregoing authority to vote for any purpose. With respect to all other shareholder matters, including but not limited to any action with regard to tender offers, stock dividends, warrants, rights to subscribe, and plans of reorganization or exchanges of securities, Busey shall have no obligation to forward to Principal any mailings of financial statements or other literature received by it relative to such other shareholder matters, irrespective of the name under which such securities have been registered.

9. **Registration of Securities.** Busey may, in its discretion, register any Account Assets in the name of Busey, either with or without designation as agent, or in the name or names of Busey's nominee or nominees.

10. **Shareholder Identity Disclosure.** SEC Rule 14b-1(c) is intended to enable corporations to learn the identity of their security holders when securities are held by an agent and registered in "nominee" or "street" name. Busey's policy is to specifically prohibit the disclosure of this information to such corporations in order to assure the confidentiality of ownership of any company in which you have invested or may invest in the future unless you specifically indicate approval of disclosure of such information. According to Rule 14b-1(c), the issuing company would be permitted to use your name and related information for "corporate communication" purposes only. Please indicate below your direction to Busey regarding such disclosure:

- NO I do not want my name, address and securities positions disclosed to all the companies in which I own securities which are registered in "nominee" or "street" name.
- YES I want my name, address, and positions disclosed to all the companies in which I own security which are registered in "nominee" or "street" name.

11. **ERISA Account.** Any account established for a pension or other employee benefit plan governed by the Employee Retirement Income Security Act of 1974, as amended ("ERISA"), shall additionally be subject to the provisions of this Section 11. With respect to each such ERISA account, Busey acknowledges that is a "fiduciary" and accepts its appointment as an "investment manager," as such terms are defined in ERISA, and that it is in compliance with any other regulations applicable to the acceptance of such an appointment. Principal represents that it has provided Busey with true and complete copies of all documents establishing and governing any plan relevant to Principal's authority to retain Busey, and further that Principal will promptly furnish to Busey any amendments thereto. Principal agrees that if any such amendment affects the rights or obligations of Busey, such amendment shall not be binding upon Busey without its prior written consent. Principal further acknowledges that Busey shall have responsibility under this Agreement solely with respect to Account Assets, and will have no responsibility with respect to any other assets in any such plan that are not subject to the provisions of this Agreement.

12. **Additional Authority.** Busey is authorized to receive payment of income and principal with respect to the Account Assets; to give receipts therefore; to surrender promptly for redemption any securities held in the account with respect to which notice of redemption is published in a generally-recognized call service providing national coverage; to prepare, sign and file either in its name or in the name of Principal, any proper certificate or other statement with respect to the ownership of any Account Assets which may be required by law upon receiving payment of any income or principal; to exchange temporary for definitive securities; to exchange securities in recapitalizations and reorganizations; and to deliver securities upon sales thereof. Busey will use its best efforts to collect the income and principal when and as the same may become due and payable. Principal hereby authorizes and empowers any officer of Busey to endorse and negotiate any check or voucher made payable to Principal and arising out of this account, and to execute any and all other documents and do any and all things necessary or incident to the performance of its obligations hereunder. Principal acknowledges that Busey will calculate and report amortization and accretion on fixed income securities unless otherwise directed in writing.

13. **Distributions.** Busey shall distribute the net income of the account to, or as directed in writing by, Principal, or in the absence of such direction from Principal, shall retain and accumulate such income. At the request of Principal, and subject to availability of funds, Busey shall pay on Principal's behalf such bills, expenses or charges as are from time to time presented to Busey for payment on behalf of Principal. Busey shall have no responsibility to verify either the amount claimed to be due or the enforceability of the claimed debt. Busey's sole responsibility shall be the prompt payment of such item, and, in the absence of specific written direction by Principal to the contrary, Busey may sell Account Assets for this purpose and may allocate payment of such items to income or principal as it deems appropriate in its sole discretion.

14. **Reports.** Busey shall, at mutually agreed intervals and not less frequently than quarterly, render to Principal an itemized statement of the Account Assets at the end of such period, including all debits, credits, and transactions in Principal's account during such period. If requested by Principal below, Busey shall, in addition to the periodic report referenced above, promptly provide Principal with notification of each security transaction by Busey on Principal's behalf.

\_\_\_\_\_ By initialing here, Principal requests notification of each transaction by Busey on Principal's behalf promptly after execution. Principal acknowledges and agrees that Busey may charge a reasonable fee for each such notification.

15. **Compensation.** Principal agrees to compensate Busey for its services hereunder on a monthly basis at the rates and charges as detailed on Busey's then-current fee schedule (the "Fee Schedule"). Busey's current Fee Schedule is attached. For the purpose of determining compensation, Busey will value the Account Assets using the closing price established in the principal market or exchange where any such asset is traded. Any Account Assets that may not be valued in the manner shall be valued by Busey at the fair market value of such assets determined by Busey in good faith. Compensation for any partial month shall be prorated, based on the number of days in such month that Account Assets are held by Busey pursuant to this Agreement. Busey is hereby authorized to pay, and to reimburse itself from the income or principal of the assets held hereunder for, all charges, brokerage fees, postage, insurance, transfer taxes, and all other necessary and proper disbursements and expenses in connection with the performance or termination of this Agreement. Any compensation charged or expense paid will be reflected on the regular statement provided to the customer. Unless otherwise designated below, Principal hereby authorizes Busey to make regular monthly payment of its compensation from the Account Assets.

\_\_\_\_\_ By initialing here, Principal directs that compensation to Busey not be paid directly from the Account Assets, and instead represents that Principal shall make direct payment of Busey's compensation on or before the 15th day of each month with respect to compensation earned during the prior month. Principal acknowledges and agrees that Principal's failure to timely make such payment shall entitle Busey to pay such compensation from the Account Assets without further notice.

16. **Confidentiality.** Unless otherwise agreed in writing or as required or permitted by law, the parties agree that Busey will treat all information concerning Principal's account as confidential, and Principal will not disclose to any third party any of Busey's investment advice or activity on Principal's behalf.

17. **Other Investment Relations.** Principal acknowledges that Busey provides, and will continue to provide, services to others similar to those provided to Principal under this Agreement. Principal further acknowledges that investment decisions, activity and advice of Busey with respect to Principal's Account Assets may differ from that of Busey with respect to such other customers on the basis of Principal's specific circumstances or for other reasons determined appropriate by Busey, and such differences may be material.

18. **Investment Risk.** Past returns generated by Busey cannot predict future performance. Principal acknowledges that the results of the activities of Busey pursuant to this Agreement are not guaranteed, and such results will depend on many factors beyond the control of Busey, including but not limited to overall national and international economic conditions, economic conditions within various sectors, general business risks and risks of the specific activities and financial performance of individual companies.

19. **Communications.** Busey shall be entitled to conclusively rely on any written notice or other written communication from Principal believed by it in good faith to be genuine and to have been signed by the Principal or any individual identified as an Authorized Representative on the Authorized Representative Form and Busey shall be under no duty to make investigation or inquiry thereof. Principal may add or delete Authorized Representatives by written notice to Busey signed by at least two other Authorized Representatives. Such notice shall be effective on the second business day following the day of Busey's receipt thereof, unless Busey agrees in writing to allow such notice to become effective at an earlier date. For accounts that are titled in the names of multiple owners as Joint Tenants With Right of Survivorship, Busey may take direction or otherwise take action at the direction of any one of the joint owners.

20. **Release and Indemnity.** Busey shall not be responsible for any costs, expenses, liabilities, losses or decline in value of Principal's securities and other property held hereunder resulting from Busey's good faith exercise of the authority conferred upon it herein. Principal agrees to reimburse, indemnify, and hold Busey harmless from and against any and all liabilities, losses, claims, damages, costs (including reasonable attorneys' fees) and expenses (except to the extent arising as a result of negligence or fraud on the part of Busey) resulting from the decisions and actions of Busey in the exercise of any authority or power granted to it hereunder, from claims of third parties, and from any taxes or other governmental charges and any expenses related thereto which may be imposed or assessed in respect to the Account Assets or any part thereof. Any such amounts not promptly paid by Principal shall be additional compensation that may be paid by Busey from the Account Assets.

21. **Termination.** This Agreement shall continue in effect until terminated by either party, which termination shall be effective after thirty (30) days written notice. Termination of this Agreement shall not affect: (a) the validity of any action taken by Busey prior to the effective date of such termination; (b) any liabilities or obligations of Principal and Busey with respect to transactions initiated prior to the effective date of such termination; (c) Principal's obligation to pay compensation to Busey for all periods prior to the effective date of termination; or (d) Principal's obligations and Busey's rights with respect to indemnification set out in Section 20. Upon termination, Busey shall have no further obligation to take any action with regard to the Account Assets other than to distribute and deliver them to, or as directed by, Principal or Principal's heirs, representatives, successors or permitted assigns.

22. **Status of Principal.** Principal represents that its status and the title to the Account Assets are as follows:

- a. \_\_\_\_\_ Individual – Sole ownership
- b. \_\_\_\_\_ Individuals - Joint Tenancy with Rights of Survivorship ownership
- c. \_\_\_\_\_ Individuals - Tenants in Common ownership
- d. \_\_\_\_\_ Trust ownership, Under Agreement dated \_\_\_\_\_ and titled \_\_\_\_\_  
\_\_\_\_\_
- e. \_\_\_\_\_ Corporation – State of formation: \_\_\_\_\_
- f. \_\_\_\_\_ Partnership – State of formation: \_\_\_\_\_
- g.  \_\_\_\_\_ Other Entity – Identify by type of entity and State of formation: Local Government Entity  
County of Champaign, State of Illinois

23. **Dispute Resolution; Arbitration.** Any controversy, claim, or dispute relating to the performance of this Agreement shall be referred to herein as a "Dispute". In the event either party believes a Dispute exists, such party shall give written notice detailing the nature of the Dispute to the other party, and the parties shall meet within ten (10) days of such notice to attempt to resolve the Dispute. This meeting shall be attended by representatives of each party with decision-making authority who shall attempt in good faith to negotiate a resolution of the Dispute. If the parties have not succeeded in resolving the Dispute within fifteen (15) days after such meeting, the Dispute shall be resolved through final and binding arbitration conducted by three (3) arbitrators with substantial experience in the financial services and asset management industry. The arbitration shall be held in Champaign, Illinois, in accordance with the then-current Rules of Conciliation and Arbitration of the American Arbitration Association, or such other rules as the parties may agree in writing. Such arbitrators shall be selected by mutual agreement of the parties within thirty (30) days of the request for arbitration, or failing such agreement, each party shall select one (1) arbitrator and the two (2) selected arbitrators shall mutually agree upon the selection of a third arbitrator within forty-five (45) days of the request for arbitration. The parties shall be afforded thirty (30) days to conduct discovery prior to the arbitration. The arbitrators shall have the authority to resolve discovery disputes and to grant provisional or ancillary remedies, including equitable remedies. A court reporter shall be present at all arbitration proceedings in order to transcribe them, and such transcription shall be the official record of such proceedings for purposes of any judicial enforcement or review proceeding. The arbitrators' decision shall specify the basis for any award. The parties shall bear the cost of such arbitration equally, provided, however, that the prevailing party in any such arbitration and any related judicial enforcement or review proceeding shall be entitled to reasonable attorneys' fees from the non-prevailing party in an amount to be determined by the arbitrators and in addition to any other award ordered by the arbitrators. Judgment on the arbitrators' decision may be entered in any court of competent jurisdiction.

24. **Death or Disability.** In the event Principal is a natural person, Principal acknowledges this Agreement shall not be terminated by the death, disability or incompetency of Principal, whether or not Busey has been advised thereof, unless and until this Agreement is terminated as provided herein by Principal's duly appoint executor, administrator, guardian or other duly authorized representative.

25. **General Provisions.**

a. **Entire Agreement; Amendment.** This Agreement constitutes the entire agreement between the parties hereto and shall bind the parties and their respective heirs, representatives, successors and permitted assigns. This Agreement may be changed only by a written instrument executed by both Principal and Busey.

b. **Governing Law; Jurisdiction and Venue.** This Agreement shall be construed according to the laws of the State of Illinois, without resort to its choice of law provisions. The parties hereby consent to the jurisdiction and venue in the federal and state courts located in Champaign County, Illinois, and each party hereby waives the right to contest the jurisdiction and venue of such courts on the ground of inconvenience or otherwise, and further waives any right to bring any action or proceeding against the other party or parties in any court other than those set forth above. The parties irrevocably and unconditionally waive trial by jury in any legal action or proceeding relating to this Agreement or any transaction contemplated hereby or thereby, and for any counterclaim with respect thereto.

c. **Notices.** Any notice required or permitted under this Agreement shall be effective upon the earlier of receipt, one day after delivery by nationally recognized overnight courier with proof of delivery, or three days after being mailed by first class mail, return receipt requested, to the addresses set out below the respective signatures of the parties hereon, or such other address as either party may designate by written notice.

d. **Severability.** If any provision of this Agreement shall be determined by a court of competent jurisdiction to be invalid or ineffective, such provision shall be severable, and the remaining provisions of this Agreement shall be given full effect.

e. **No Waiver.** The failure by either party to enforce any provision of this Agreement at any time shall not constitute the waiver thereof unless such waiver is agreed to in writing by the party against which it is sought to be enforced.

f. **Authority.** If Principal is an entity, the undersigned warrants that the individual executing this Agreement on Principal's behalf has full authority to do so and that the investment guidelines set out in the Investment Policy Statement have been reviewed in detail and are appropriate for investments on behalf of Principal.

In witness whereof, this Agreement has been executed as of the date first set forth above.

PRINCIPAL(S):

\_\_\_\_\_  
Signature

SSN or FEIN: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  
*(For Individuals)*

\_\_\_\_\_  
Signature

SSN or FEIN: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  
*(For Individuals)*

Principal(s) Address for Notice (Mailing Address):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Principal(s) Physical Street Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

BUSEY:

BUSEY WEALTH MANAGEMENT

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

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

Title: Karen S. Walker, AVP Private Wealth Advisor

Address for notice:

Busey Wealth Management  
PO Box 260  
Champaign, IL 61824-0260

CUSTODIAL ACCOUNT  
FEE SCHEDULE

Custody of Securities:

(Annual Fee Based on Fair Market Value)

- .0060 on all amounts

Minimum Fee:

Account will be subject to a minimum annual account fee of \$2,500.00.

Rent Received:

- 7% of rent received

Agency and Custody Tax Information Letter (if applicable):

- Tax services fee may be charged if applicable

Additional fee discount of .0035 will be applied to this account.

Additional Information:

Unique assets are subject to a \$200 title holding fee. Additional fees will be assessed for household employee payments and related reporting. Additional charges may be assessed for services in addition to those customarily required for the management and administration of the account, at an hourly rate of up to \$200 per hour. Such services include, but are not limited to, involvement in real estate sales, litigation matters, lease negotiations, audits, management of a business, the sale or liquidation of a business and cost basis research.

Clients will be given a 30-day notice of any changes to this fee schedule.

By signing below, I acknowledge receipt of a copy of the above referenced fee schedule.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date



Effective as of January 2021

## Weblink Statement & Online Access Form

Please complete the following. All information will remain confidential. (Please print.)

Name/Company Urbana Park District - Karen Millan E-mail Address krmillan@urbanaparks.org

I authorize Busey Wealth Management to make my Statement / Weblink online access as:

Online only  Online & web statements

Web Statement frequency: Monthly  Quarterly  Annual

Would you like E- notifications?  Yes  No

List of account numbers to add to online access: This account

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If you would like additional parties to access your accounts, please provide the following information:

Name Urbana Park District - Caty Roland E-mail Address croland@urbanaparks.org

I authorize Busey Wealth Management to make my Weblink online access as:

Online only  Online & web statements

Web Statement frequency:  Monthly  Quarterly  Annual

Would you like E- notifications?  Yes  No

Online access to your accounts is available only to customers of Busey Wealth Management. If you would like additional people to have access to your accounts, they must be listed on the Weblink statement & online access authorization form signed by you. We will provide you with a User ID and a Password, which will be emailed to you separately for your protection. If you authorize additional parties to access your accounts, we will email a separate User ID and Password to those parties. It is your responsibility to notify us to remove any of the parties that have access to your accounts. Online account information is updated each business day. Account information will not be available during updates which generally last about 30 minutes. Asset prices used in Weblink are updated daily, excluding municipal bonds, mortgage bank securities, collateralized mortgage obligations and foreign securities. The last pricing date is provided to Weblink. Account information available through Weblink is for inquiry purposes only. Information can be downloaded for financial reports and presentations.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Black Diamond Online Access Form

Please complete the following. (Please print.)

Name/Company Urbana Park District - Caty Roland E-mail Address crroland@urbanaparks.org

I authorize Busey Wealth Management to provide me with access to my accounts on Black Diamond performance. I agree to protect the confidentiality of my account and account number(s), and my personal identification information. Black Diamond is a third party institution. Busey Wealth Management makes no warranty of any kind in connection with the Black Diamond services provided to you under this agreement. Busey Wealth Management does not warrant that Black Diamond will operate without errors, or will be available and operational at all times. I agree that Busey Wealth Management is not liable for any indirect, incidental, special, or consequential damages under or by reason of any services or products provided by Black Diamond including loss of profits, revenue, data, or use by myself or any third party.

I authorize Busey Wealth Management to make my Statement / Black Diamond online access as:

Online only  Online & web statements

List of account numbers to add to Black Diamond access: This account

If you would like additional parties to access your accounts, please provide the following information:

Name Urbana Park District - Karen Millan E-mail Address krmillan@urbanaparks.org

Statement / Black Diamond online access as:

Online only  Online & web statements

I authorize Busey Wealth Management to provide the above party with access to my Black Diamond online portfolio.

Black Diamond online access to your accounts is available only to customers of Busey Wealth Management. If you would like additional people to have access to your accounts, they must be listed on an online access authorization form signed by you. You will be provided with a User ID and a Password, which will be emailed to you separately for your protection. If you authorize additional parties to access your accounts, a separate User ID and Password will be emailed to those parties. It is your responsibility to notify us to remove any of the parties that have access to your accounts. Account information available through Black Diamond is for inquiry purposes only. Information can be downloaded for financial reports and presentations.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



Revised November 2018

FACTS	WHAT DOES BUSEY DO WITH YOUR PERSONAL INFORMATION?		
Why?	Financial companies choose how they share your personal information. Federal law gives consumers the right to limit some but not all sharing. Federal law also requires us to tell you how we collect, share, and protect your personal information. Please read this notice carefully to understand what we do.		
What?	<p>The types of personal information we collect and share depend on the product or service you have with us. This information can include:</p> <ul style="list-style-type: none"> <li>• Social Security number, assets, or income</li> <li>• payment history and account balances</li> <li>• credit history and credit scores</li> </ul>		
How?	All financial companies need to share customers' personal information to run their everyday business. In the section below, we list the reasons financial companies can share their customers' personal information; the reasons Busey chooses to share; and whether you can limit this sharing.		
	Reasons we can share your personal information	Does Busey share?	Can you limit this sharing?
	<b>For our everyday business purposes—</b> such as to process your transactions, maintain your account(s), respond to court orders and legal investigations, or report to credit bureaus	Yes	No
	<b>For our marketing purposes—</b> to offer our products and services to you	Yes	No
	<b>For joint marketing with other financial companies</b>	Yes	No
	<b>For our affiliates' everyday business purposes—</b> information about your transactions and experiences	Yes	No
	<b>For our affiliates' everyday business purposes—</b> information about your creditworthiness	Yes	Yes
	<b>For our affiliates to market to you</b>	Yes	Yes
	<b>For nonaffiliates to market to you</b>	No	We don't share
To limit our sharing	<ul style="list-style-type: none"> <li>• Call 800-672-8739 and select the option for customer support.</li> </ul> <p><b>Please note:</b></p> <p>If you are a <i>new</i> customer, we can begin sharing your information 30 days from the date we sent this notice. When you are <i>no longer</i> our customer, we continue to share your information as described in this notice.</p> <p>However, you can contact us at any time to limit our sharing.</p>		
Questions?	Call 800-672-8739 or go to <a href="http://www.busey.com">www.busey.com</a>		Updated 11/2018

<b>Who we are</b>	
<b>Who is providing this notice?</b>	Busey and its affiliates: Busey Bank, Busey Capital Management and FirsTech.
<b>What we do</b>	
<b>How does Busey protect my personal information?</b>	To protect your personal information from unauthorized access and use, we use security measures that comply with federal law. These measures include computer safeguards and secured files and buildings.
<b>How does Busey collect my personal information?</b>	<p>We collect your personal information, for example, when you</p> <ul style="list-style-type: none"> <li>• open an account or apply for a loan</li> <li>• seek financial or tax advice or enter into an investment advisory contract</li> <li>• pay your bills</li> </ul> <p>We also collect your personal information from others, such as credit bureaus, affiliates, or other companies.</p>
<b>Why can't I limit all sharing?</b>	<p>Federal law gives you the right to limit only</p> <ul style="list-style-type: none"> <li>• sharing for affiliates' everyday business purposes—information about your creditworthiness</li> <li>• affiliates from using your information to market to you</li> <li>• sharing for nonaffiliates to market to you</li> </ul> <p>State laws and individual companies may give you additional rights to limit sharing.</p>
<b>What happens when I limit sharing for an account I hold jointly with someone else?</b>	Your choices will apply to everyone on your account.
<b>Definitions</b>	
<b>Affiliates</b>	<p>Companies related by common ownership or control. They can be financial and nonfinancial companies.</p> <ul style="list-style-type: none"> <li>• <i>Our affiliates include financial companies such as Busey Bank, Busey Capital Management and FirsTech.</i></li> </ul>
<b>Nonaffiliates</b>	<p>Companies not related by common ownership or control. They can be financial and nonfinancial companies.</p> <ul style="list-style-type: none"> <li>• <i>Busey does not share with nonaffiliates so they can market to you.</i></li> </ul>
<b>Joint marketing</b>	<p>A formal agreement between nonaffiliated financial companies that together market financial products or services to you.</p> <ul style="list-style-type: none"> <li>• <i>Our joint marketing partners include credit card companies and investment companies.</i></li> </ul>

# Memo

To: Urbana Park District Board of Commissioners  
From: Cathy Roland, Superintendent of Business Services  
Subject: Request for Proposals for Auditing Services for Fiscal Years 2022-26  
Date: January 11, 2022  
CC: Tim Bartlett, Executive Director

## **BACKGROUND**

In accordance with State statutes, Urbana Park District is required to conduct an annual financial audit each year by a qualified public accounting firm and file an Annual Financial Report with the State Comptroller.

After the last auditor engagement was complete, the Board expressed an interest in soliciting proposals for financial statement audit services.

## **REQUEST FOR PROPOSALS**

The District requested proposals from five firms and received three proposals. The Finance Study Group met on January 6<sup>th</sup> to review and discuss the proposals. In addition, the Superintendent performed reference calls.

Presented for your review are the three proposals received:

- CliftonLarsonAllen LLP
- Martin Hood, LLC
- Sikich LLP

# Memo

**To: Urbana Park District Board of Commissioners**

**From: Andy Rousseau, Project Manager**

**Copy: Tim Bartlett, Executive Director**

**Derek Liebert, Superintendent of Planning and Operations**

**Date: January 11, 2022**

**Re: Action to Approve Health & Wellness Facility Construction Manger At-Risk Services**

---

## **I. Statement of Situation**

The Urbana Park District first entered into a lease agreement with Champaign County at the current Brookens Gym space in 1995, as a 5-year lease. This lease was then extended for a 20-year period, until June 1, 2021 and updated for another 5 years at the June Board Meeting.

The District was notified in the summer of 2016 of a potential loss of the facility. At that time, the recently completed district-wide space study called for refurbishing the current gym, office, and multi-purpose room. Staff was additionally reviewing current outdoor athletic field spaces throughout the District to develop plans for future field improvements and relocations. However, once the possible plans for County facility reuse were announced, the staff group re-focused efforts on the planning for a prospective new indoor Health and Wellness facility in addition to the analysis of outdoor spaces. This effort incorporated program space for both Athletics as well as Outreach and Wellness.

The Board of Commissioners awarded preliminary design services to Farnsworth Group in October of 2019. That scope of services completed a study to analyze and recommend the final location for the facility, conducted a public information meeting, and developed a conceptual design to assist the District in fundraising and grant applications. Those efforts have culminated a total level of support for the facility, through donations, of approximately \$1,600,000 at this time. The UPD has also recognized \$2,500,000 in state funding through the awarded Illinois Department of Natural Resources' Park and Recreation Facility Construction Grant (PARC), and has been awarded an additional \$3,000,000 in additional DCEO funding with the agreement pending more detailed cost estimating that the Construction Manager will provide.

Following preliminary design, and as fundraising efforts are entering the final phase, the District sought a proposal for design services, through construction, from Farnsworth Group. The Board awarded those services in August of 2021, which included a delivery method with a construction manager at-risk approach. With the construction manager method, the design team will work

cooperatively with the construction manager during all phases of design to allow for real-time cost estimation and, as needed, value engineering and/or redesign of the facility. This style of project delivery has increased in usage with public agencies throughout Illinois. It provides a number of benefits through the development of the proposed facility and into construction that staff feel will ultimately benefit the Health & Wellness Center's budget and overall design.

## **II. Statement of work**

Upon the completion of PARC grant documentation, staff began to work with Farnsworth to solicit proposals through a Request for Qualifications for Construction Manager at Risk Services.

These construction manager services require preconstruction phase work as a fully integrated and engaged member of the owner's project team, which include; development of construction phasing, estimation, value analysis and constructability input, preparation of subcontract documents and selection processes, testing and inspection services, agency coordination, and subcontract bidding and bid analysis.

Construction manager services will also provide services through construction that include; facilitation of coordination meetings with the project team, subcontract administration, quality control and assurance, safety management, coordination and management of all construction activities, pay requests, commissioning, and project records and closeout.

The evaluation committee received four submittals to the RFQ and completed an initial evaluation to shortlist to three firms selected for interviews. Those interviews were conducted in December and the staff team's evaluation was completed with CORE as the selected firm to seek contract documents for services. CORE has an extensive experience serving in a construction manager at-risk capacity. Additionally, CORE has completed over 50 projects with Farnsworth in the last 20 years and has a history of relevant projects. As part of the evaluation, staff also conducted reference checks on the three shortlisted firms and found CORE's references to be of high quality and consistently positive.

Staff received draft contract documents and have reviewed and provided those to the district's legal counsel, who has approved the attached contract for execution. The executed contract will begin preconstruction phase work, as described earlier. Once design services are in the construction document phase and bid packages solidified, Exhibit A to the contract with a Guaranteed Maximum Price (GMP) will be set and fees for the preconstruction services (.25%) and construction services (3.5%) will be identified based on that GMP. The GMP will include total construction costs net of owner soft-costs and professional services. That exhibit will come to the board after further staff and legal review for a recommendation to approve and proceed to construction services.

### III. Schedule

The PARC grant provides funding for a portion of the design work and is the primary driver to the overall schedule.

Based on the PARC grant timeline, the facility has followed the following timeline:

- October 2021 - Design services began
- November - January 2021 - RFQ for construction manager services and recommendation to board
- Summer 2022 - Ground-breaking
- Fall 2023 - Completion of the facility

### IV. Budget

Expenses for professional services will be determined once the GMP has been set. The preconstruction services will be at .25% of the GMP. Currently, the total anticipated facility budget includes \$11,809,838 in total funding. The GMP will not include A/E, owner soft costs, professional services, or testing. The estimated GMP will likely be in the \$9-9,500,000 range net of those costs, but cannot be determined until further design work is complete.

The overall budget for the facility includes:

2019A Bond Funds	\$ 3,109,838
Donations/UPF	\$ 1,600,000
<u>PARC Grant</u>	<u>\$ 2,500,000</u>
Total Secured Funds:	\$ 8,209,838
DCEO (Awarded w/Agreement Pending)	\$ 3,000,000
<u>Remaining Fundraising</u>	<u>\$ 600,000</u>
Total Project Funds	\$11,809,838

### V. Recommendation

Staff recommend the Board of Commissioners award Construction Manager At-Risk services for the indoor health & wellness facility to CORE Construction Services of Illinois Inc. of Peoria, IL.

# Memo

**To: Urbana Park District Board of Commissioners**

**From: Andy Rousseau, Project Manager**

**Copy: Tim Bartlett, Executive Director**

**Derek Liebert, Superintendent of Planning and Operations**

**Date: January 11, 2022**

**Re: Action to Approve Preliminary and Construction Engineering Services for Broadway Avenue Multiuse Path and Pedestrian Bridge Project**

---

## **I. Statement of Situation**

The Urbana Park District submitted a grant application to the Illinois Transportation Enhancement Program (ITEP), to complete the remaining engineering, design, and construction of a multiuse path along Broadway Avenue, on the eastern border of Crystal Lake Park. This also includes a new pedestrian bridge over the Saline Branch. Preliminary engineering (PE I) was completed as part of the previous ITEP project along Park Street, installed in 2019.

In August of 2021, staff received the official letter of award for the grant Cycle 14-2020. Based on our "Community Score" which is a combination of community size, property tax base, poverty level and median household income for census tracts within .5 miles of the project, our project will require 0% local match up to our grant awarded costs.

## **II. Statement of Work**

Park District held a kickoff meeting with IDOT shortly after the award letter and discussed completion of various grant related documentation and the process for selection of engineering services. These engineering services must utilize the Quality Based Selection (QBS) process for federally funded projects.

As part of the QBS process, staff publically advertised a Request for Qualifications (RFQ) for engineering services (PE II and PE III), construction oversight, and assistance with grant administration and documentation in October. Six firms submitted to the RFQ. The staff selection committee then independently evaluated each submittal and created a short-list of three candidates for interview. These candidates were interviewed in November, and a final independent scoring by the selection committee was completed.

Fehr-Graham was the selected engineering firm and has worked with IDOT on many similar projects, including the recently completed ITEP project along Park St. Fehr-Graham has provided the attached proposals and grant worksheets for the ITEP Broadway Ave. project that staff is recommending approving and sending to IDOT for final execution of agreements.

### III. Schedule

The grant requires that all construction be completed within four years of the award, which would be August of 2025 for this project. ITEP grant funded projects follow pre-scheduled IDOT bid letting timeframes. At this time, staff are anticipating bidding through IDOT in November of 2022. This would allow for completion of contract documents and grant forms to begin construction in the Spring of 2023, and a subsequent project completion in the Fall of 2023.

Following the execution of the preliminary and construction engineering agreements, staff will forward the documents onto IDOT for completion and authorization to proceed. This process may take up to two months.

### IV. Budget

The final grant awarded at 0% local agency funding, due to the Community Score, provides for PE II (Preliminary Engineering) up to \$93,130 and PE III (Construction Engineering) up to \$86,800. Fehr-Graham's proposals include PE II services at \$91,172 and PE III services at \$65,855. Since both of these fees fall below the grant allotted funding level, there is no local match (park district funds) required for these services.

The final funding agreement will be provided by IDOT. The federal aid coordinator is checking to see if a local funding resolution is needed in this scenario, since there are no UPD funds required for engineering. If the resolution is needed, the action to approve that resolution will return to the board prior to work commencing on the project. Tonight's recommendation is to approve the preliminary and construction engineering services with Fehr-Graham.

PE II Services	\$91,172.00
<u>LESS Federal &amp; IDOT Funds</u>	<u>(\$91,172.00)</u>
Local Funds (UPD)	\$ 0.00
PE III Services	\$65,855.00
<u>LESS Federal &amp; IDOT Funds</u>	<u>(\$65,855.00)</u>
Local Funds (UPD)	\$ 0.00

### II. Recommendation

Staff recommend the Urbana Park District Board of Commissioners approve and execute the Preliminary Engineering Agreement for \$91,172, and Construction Engineering Agreement in the amount of \$65,855, for the Illinois Transportation Enhancement Program - Broadway Avenue Multiuse Path and Pedestrian Bridge Project to Fehr-Graham of Champaign, IL.

December 10, 2021

Andy Rousseau  
Project Manager  
Urbana Park District  
1011 East Kerr Avenue  
Urbana, IL 61802

**RE: Request for Proposal  
Crystal Lake Park Shared Use Path  
Urbana, IL**

Dear Mr. Rousseau,

Thank you for the opportunity to submit our proposal for engineering services for the referenced project. The following demonstrates our understanding of the project, the scope of services we propose, our compensation in exchange for services, and the schedule on which those services will be rendered.

### **BACKGROUND AND UNDERSTANDING**

The Urbana Park District was awarded an ITEP grant for completion of the multiuse path at Crystal Lake Park along Broadway Avenue including a pedestrian bridge over the Saline Branch. Fehr Graham was selected for engineering services including Phase II Preliminary Engineering and Phase III Construction Engineering.

### **SCOPE OF SERVICES**

#### **Preliminary Engineering Phase II Services**

- Update ESR/PESA
- Topographic survey
- Structural design for the pedestrian bridge
- Landscaping design
- Preparation of plan sheets (summary/schedules of quantities, typical sections, plan and profile, cross sections, etc.)
- Preparation of special provisions
- Submittal of preliminary plans, special provisions, and cost estimate
- Address IDOT/FHWA comments
- Submittal of final plans, special provisions, and cost estimate.

#### **Construction Engineering Phase III Services**

- Pre-construction meeting with IDOT, owner and contractor
- Full time construction observation and documentation of contract quantities
- Preparation of pay estimates
- Materials testing
- Final walk through and punch list
- Project close out.

### **EXCLUSIONS**

The following items are **not** included in the scope of services:

- » With the exception of updating the ESR and PESA, Phase I services have been excluded as these services were previously completed.

**FEES**

Fehr Graham will complete the above-described scope of services for fees as shown in the attached IDOT form BLR 05514 - Cost Plus Fixed Fee Worksheet summarized as follows:

- » Phase II Preliminary Engineering Fees.....\$91,172
- » Phase III Construction Engineering Fees.....\$65,855

Invoices will be prepared and sent monthly commensurate with the amount of work completed.

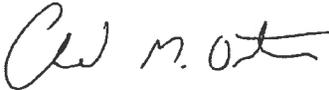
**SCHEDULE**

The project letting date is targeted for November 18, 2022, with construction to begin in the spring of 2023 and completion in the summer of 2023.

If there are any questions or concerns regarding the Project or our above proposal, please contact me at [costerbur@fehrgraham.com](mailto:costerbur@fehrgraham.com) or 217.352.7688. We have attached the IDOT form BLR 05530 (Engineering Services Agreement) which when processed by IDOT will serve as your official agreement. If you should have any questions, please do not hesitate to contact me.

Thank you for the opportunity to submit our proposal for services on the referenced project. We look forward to working with you.

Sincerely,



Chad Osterbur, PE, PLS  
Project Manager

Enclosure



**Midwest Engineering and Testing, Inc.**  
geotechnical - environmental - materials engineers  
501 Mercury Drive  
Champaign, IL 61822-9649  
217-359-2128  
FAX 217-359-8446  
[www.metgeotech.com](http://www.metgeotech.com)

December 9, 2021

Mr. Chad Osterbur, PE,  
Fehr Graham – Engineering & Environmental  
1610 Broadmoor Drive  
Champaign, Illinois 61821  
[costerbur@fehr-graham.com](mailto:costerbur@fehr-graham.com)

Re: Proposal for Geotechnical Services  
Crystal Lake Shared Use Path, Phase II  
Urbana, Illinois  
MET Proposal No. 21295

Dear Mr. Osterbur:

As outlined in your recent e-mail with attachments, Midwest Engineering and Testing, Inc. (MET) is pleased to submit this proposal to provide subsurface exploration and geotechnical engineering services for the above-referenced project. A brief discussion of our understanding of the proposed project and the scope of services to be provided is included in the following sections.

The proposed project site is located along the east edge of Crystal Lake Park, beginning near the intersection of Park Street and Broadway Avenue and extends north to the intersection of Broadway and Stebbins Drive in Urbana, Illinois. The proposed project includes construction of Phase II of the Crystal Lake Park Shared-Use Path, which is expected to consist of concrete construction. Additionally, a new pedestrian bridge will be required near the north end of the project alignment to span the path over an existing drainage way. The pedestrian bridge is expected to consist of pre-fabricated steel construction and will be set on two abutments founded on shallow foundations, or driven piles.

To document the foundation soils for the bridge and the shared use path, MET proposes to advance a total of five (5) soil borings for the project. Two (2) borings will be advanced at the proposed abutment locations and will be advanced to a minimum depth of 30 ft., while the remaining borings would be advanced along the proposed pathway, each to depths of about 5 feet below grade. The borings will be performed with a truck-mounted drilling rig using hollow-stem auger with soil samples obtained by split-barrel sampling techniques in accordance with ASTM D-1586. Samples will be obtained at 2.5 ft. intervals through a depth of 30 feet, with 5 ft. intervals used thereafter. Groundwater level observations will be noted during the drilling activities and in the open boreholes upon completion. A JULIE one-call utility locate will be performed at least 48 hours prior to mobilization.

Laboratory visual classification and the natural moisture content will be determined on all soil samples collected. In addition, unconfined compressive strength and dry density testing will be performed on all intact cohesive samples.

The results of the subsurface exploration and laboratory testing will be presented in a written report prepared by a professional engineer and will include the following:

- A general characterization of the geology of the area and the subsurface conditions encountered at the site including Seismic Site Classification.
- A summary of the sampling and laboratory testing techniques used.
- The borings logs and laboratory test data.
- Foundation recommendations including type, allowable bearing capacities, and settlement estimates.
- General construction considerations regarding site preparation, earthwork recommendations, and groundwater control both during and after construction.

MET proposes to perform the soil borings and provide the geotechnical report as outlined in this proposal on a unit price basis in accordance with the Estimate Worksheet and our General Conditions which have been included as part of this proposal. The soil borings will likely be completed in one (1) day, and the final report will be submitted within three (3) weeks after completion of the field activities.

If you have any questions regarding this proposal, please contact us at your convenience. MET will proceed with the work based upon verbal or written authorization. However, please confirm by signing the acceptance block found at the end of this proposal. We are looking forward to working with you on this project.

Sincerely,

**Midwest Engineering and Testing, Inc.**

Nicholas D. Wendling, P.E.  
Geotechnical Department Manager

Enclosure: Estimate Worksheet  
Site Plan  
General Conditions

Accepted: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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



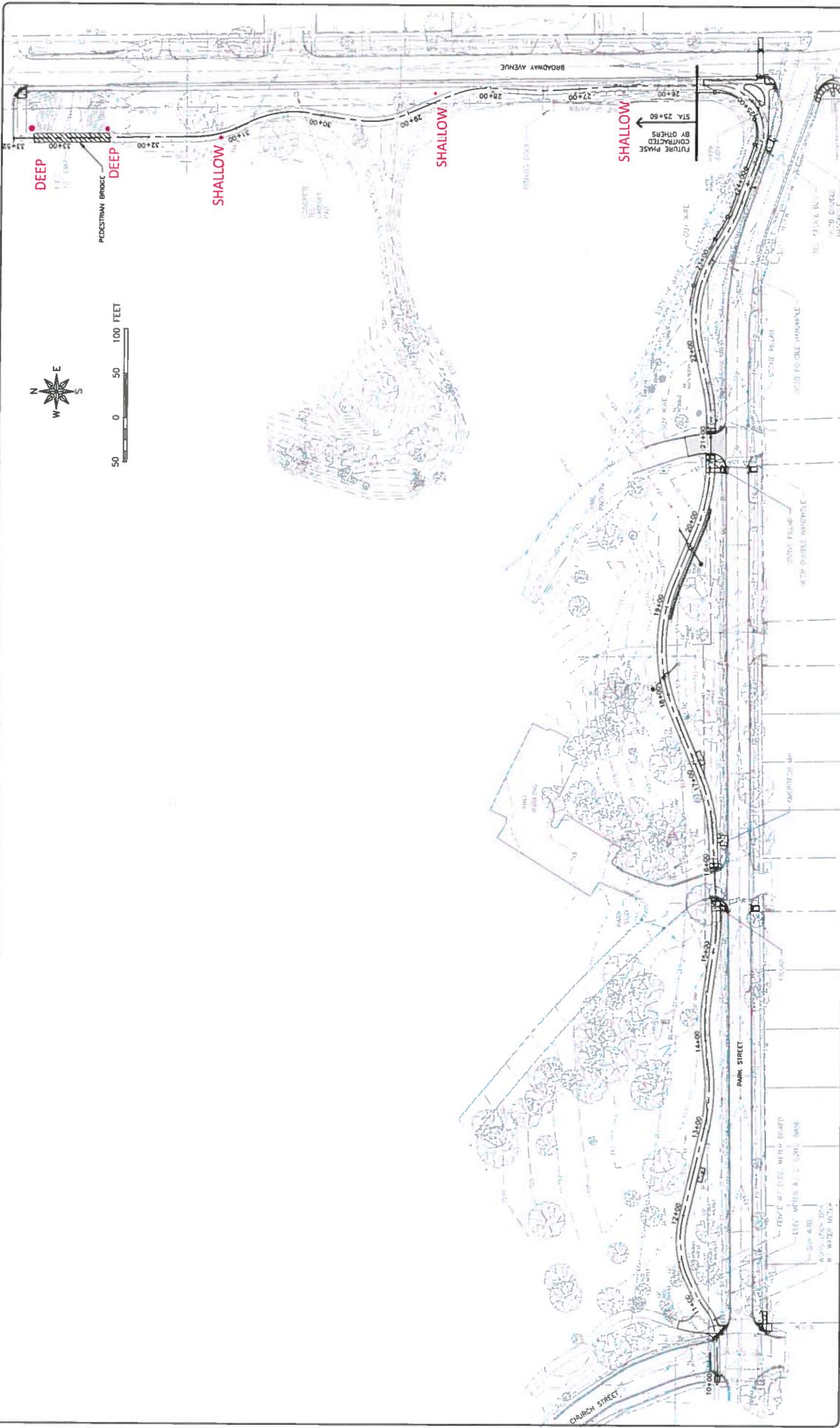
**Midwest Engineering and Testing, Inc.**

501 Mercury Drive  
Champaign, IL 61822  
217-359-2128  
Fax 217-359-8446  
www.metgeotech.com

Mr. Chad Osterbur, PE,  
Fehr Graham – Engineering & Environmental  
1610 Broadmoor Drive  
Champaign, Illinois 61821  
[costerbur@fehr-graham.com](mailto:costerbur@fehr-graham.com)

Proposal for Geotechnical Services  
Crystal Lake Shared Use Path, Phase II  
Urbana, Illinois  
MET Proposal No. 21295  
December 9, 2021

<b><u>ESTIMATE WORKSHEET</u></b>	<b><u>Quantity</u></b>	<b><u>Unit Fee</u></b>	<b><u>Total</u></b>	
<b><i>Field Exploration Services</i></b>				
Mobilization of drilling equipment and personnel	1	Lump Sum	\$300.00	\$300.00
Drilling Support Vehicle	1	Day	\$125.00	\$125.00
Soil drilling with split-spoon sampling from depths of: - 0 to 30 feet	75	Feet	\$14.00	\$1,050.00
<b>Subtotal for Field Service:</b>				<u>\$1,475.00</u>
<b><i>Laboratory Soil Testing Services</i></b>				
Moisture Content Tests	35	Tests	\$5.00	\$175.00
Dry Density Tests	30	Tests	\$5.00	\$150.00
Unconfined Compression Tests	30	Tests	\$5.00	\$150.00
<b>Subtotal for Lab Service:</b>				<u>\$475.00</u>
<b><i>Engineering Services</i></b>				
Project Engineer	14	Hours	\$125.00	\$1,750.00
Principal Engineer	2	Hours	\$150.00	\$300.00
<b>Subtotal for Engineering Services:</b>				<u>\$2,050.00</u>
<b>TOTAL ESTIMATED FEE:</b>				<u><u>\$4,000.00</u></u>



JOB NUMBER  
17-041

SHEET NUMBER  
1 of 1

Overall  
**OVERALL PLAN**  
SHEET TYPE: PRELIMINARY  
CLIENT: URBANA PARK DISTRICT

REV. NO.	REVISIONS	DATE

Drawn by: RLT  
Approved by: WRW  
Date: X

PROJECT AND LOCATION:  
URBANA PARK DISTRICT  
CRYSTAL LAKE SHARED USE PATH  
URBANA, ILLINOIS

OWNER/ADDRESS:  
URBANA PARK DISTRICT  
505 W. STOUGHTON STREET  
URBANA, ILLINOIS 61801

ILLINOIS  
IOWA  
WISCONSIN

**FEHR GRAHAM**  
ENGINEERING & ENVIRONMENTAL  
ILLINOIS LICENSE PERM NO. 184-00332  
IOWA LICENSE PERM NO. 184-00332  
© 2017 FEHR GRAHAM

**GENERAL CONDITIONS**  
**Midwest Engineering and Testing, Inc. (MET)**  
**Geotechnical Services**

**Item 1. Scope of Work.** Midwest Engineering and Testing, Inc. (MET) shall perform services in accordance with an "agreement" made with the "client." The agreement consists of MET's proposal, Standard Fee Schedule, and these General Conditions. The "client" is defined as the person or entity requesting and/or authorizing the work, and in doing so, client represents and warrants that he is duly authorized in this role, even if performed on behalf of another party or entity, in which case the other party or entity is also considered as the client. The acceptance of MET's proposal signifies the acceptance of the terms of this agreement.

The fees for services rendered will be billed in accordance with the Standard Fee Schedule; unit rates for services not covered in the fee schedule or elsewhere in the agreement can be provided. The standard prices proposed for the work are predicated upon the client's acceptance of the conditions and allocations of risks and obligations described in the agreement. The client shall impart the terms of this agreement to any third party to whom client releases any part of MET's work. MET shall have no obligations to any party other than those expressed in this agreement.

**Item 2. Site Access.** The client will provide for the right-of-access to the work site. In the event the work site is not owned by the client, client represents to MET that all necessary permissions for MET to enter the site and conduct the work have been obtained. While MET shall exercise reasonable care to minimize damage to the property, the client understands that some damage may occur during the normal course of work, that MET has not included in its fee the cost of restoration of damage, and that client will pay for such restoration costs.

**Item 3. Utilities.** In the performance of its work, MET will take all reasonable precautions to avoid damage to underground structures or utilities, and will rely on utility locator services to correctly identify their buried service lines, and on plans, drawings or sketches made available and provided by the client. The client agrees to hold MET harmless and indemnify MET from any claims, expenses, or other liabilities, including reasonable attorney fees, incurred by MET for any damages to underground structures and utilities which were not correctly and clearly shown on the plans provided to MET or otherwise disclosed by the client or utility locator service. MET will be responsible for ordering the utility locator services only if expressly set forth in the scope of the proposal.

**Item 4. Hazardous Materials and Conditions.** Prior to the start of services, or at the earliest time such information is learned, it shall be the duty of the client, or other involved or contacted parties, to advise MET of any known or suspected undocumented fills, hazardous materials, byproducts, or constituents, and any known environmental, geologic, and geotechnical conditions, which exist on or near any premises upon which work is to be performed by MET employees or subcontractors or which in any other way may be pertinent to MET's proposed services.

The discovery of unanticipated hazardous materials, or suspected hazardous materials, may require that special and immediate measures be exercised to protect the health and safety of MET site personnel and/or the public. MET may at its option and on the basis of its judgment and opinion, exercise such precautions to complete the project, or terminate further work on the project. In either case, the client will be notified as soon as practically possible, and the client agrees to bear all reasonable and equitable cost adjustments, if any, associated with such measures taken.

MET's work shall include visual observation and laboratory testing of subsurface water and soil samples obtained by intrusive sampling of the subsurface, for the purpose of evaluating the geotechnical characteristics of the subsoil relative to the project. As such, MET does not create, generate, transport or at any time own or store hazardous materials in the performance of its work. The client will take possession of and be responsible for the proper disposal of all hazardous materials including, but not limited to samples, drilling fluids and cuttings, decontamination and well development fluids, and used disposable protective gear and equipment.

**Item 5. Confidentiality.** MET shall hold confidential the business and technical information obtained or generated in performance of services under this agreement and identified in writing by the client as "confidential." MET shall not disclose such information except if such disclosure is required by governmental statute, ordinance, or regulation; for compliance with professional standards of conduct for public safety, health, and welfare concerns; or for protection of MET against claims or liabilities arising from performance of its services.

The technical and pricing information contained in any report or proposal submitted by MET is to be considered confidential and proprietary, and shall not be released or otherwise made available to any third party without the express written consent of MET.

**Item 6. Standard of Care.** MET will perform the services under this agreement in accordance with generally accepted practice, in a manner consistent with the level of care and skill ordinarily exercised by members of this profession under similar circumstances. No other warranties implied or expressed, in fact or by law, are made or intended in this agreement. The client recognizes that subsurface soil and groundwater conditions can vary between sampling points and with time, and that the interpretation of data, and opinions and recommendations made by MET are based solely on obtained data. Such limitations can result in a redirection of conclusions and interpretations where new or changed information is obtained. MET will not be responsible for the interpretation by others, of data obtained by MET for the geotechnical study.

**Item 7. Technical Methodology and Protocol.** MET will select generally accepted methods and procedures it considers appropriate to accomplish the intended and understood purpose of its services within the scope of this agreement, and the client signifies concurrence with these methods and procedures by acceptance of this agreement. In the event other methods or procedures are preferred by the client or considered more appropriate, a written description or designation of these must be provided prior to execution of this agreement.

**Item 8. Limitations of Liability.** The client agrees to limit MET's liability to the client and all parties claiming through the client or otherwise claiming reliance on MET's services, allegedly arising from MET's professional acts or errors and omissions, to a sum not to exceed MET's applicable insurance limits. In no event shall MET or any other party to this agreement, including parties which may have or claim to have a direct or indirect reliance on MET's services, be liable to the other parties for incidental, indirect, or consequential damages arising from any cause.

**Item 9. Insurance.** MET represents that the company maintains general liability and property damage insurance coverage considered adequate and comparable with coverage maintained by other similar firms, and that MET's employees are covered by Workman's Compensation Insurance. Certificates of insurance can be provided to the client upon written request. MET shall not be responsible for any loss, damage, or liability beyond the insurance limits and conditions.

**Item 10. Modifications.** This agreement and all attachments pursuant to this agreement represents the entire understanding between the parties, and neither the client nor MET may amend or modify any aspect of this contract unless such alterations are reduced to writing and properly executed by the parties hereto. These terms and conditions shall supersede all prior or contemporaneous communications, representations, or agreements, and any provisions expressed or implied in the request for proposal, purchase order, authorization to proceed, or other contradictory provisions, whether written or oral.

**Item 11. Payment.** Invoices for performed work will be submitted monthly for services rendered the prior month, payable within 30 days of invoice date. The fees quoted are based upon an expected timely payment. An interest charge of 1.5% per month will be added to delinquent charges; however, MET at its option may terminate its services due to clients failure to pay when due. In the event of termination of services prior to completion, client shall compensate MET for all services performed prior to and for such termination.



1400 South 3<sup>rd</sup> Street, Suite 201 • St. Louis, Missouri 63104 • 314.588.0600 • *fax* 314.588.0604

December 13, 2021

## **Fehr Graham**

Chad Osterbur, PE  
1610 Broadmoor Drive  
Champaign, IL 61821

### **RE: Urbana Park District-shared Bike Path Extension**

Dear Chad:

Thank you for the opportunity to provide this proposal for engineering design services for the above referenced project. We will provide electrical engineering services on an as needed basis for the design of pathway lighting fixtures for the above referenced project. Our scope of work is as follows (if needed):

#### **SCOPE OF WORK**

- Preliminary design submittal (includes plans, specs and cost estimates)
- Final design submittal (includes plans, specs and cost estimates)
- Design will include:
  - Select lighting fixtures
  - Coordinate with lighting vendor
  - Photometric calculations
  - Coordinate with civil on placement of fixtures
  - details of poles, junction boxes and meters
  - quantities, legend, schedules
  - controller diagram
- Specifications

#### **DELIVERABLES**

- Electrical drawings in AutoCadd and PDF formats
- Specifications – MasterSpec – Word and PDF formats

Preparation of plans and specifications will be in accordance with the current Illinois Department of Transportation standards and requirements.

#### **FEES**

Our fees for these services will be a not to exceed fee of (\$10,000.00) **TEN THOUSAND DOLLARS AND ZERO CENTS**. In addition, we will bill you for reimbursable expenses such as, mileage, printing, plotting, and deliveries.



1400 South 3<sup>rd</sup> Street, Suite 201 • St. Louis, Missouri 63104 • 314.588.0600 • fax 314.588.0604

We look forward to working with you to successfully complete this project. Should you have any questions or concerns, please contact me. If this proposal is acceptable to you, please sign, date and return a copy of my records

Sincerely,  
**WEBB ENGINEERING SERVICES**

Stanley I. Webb, PE  
President

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2018

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



**Midwest Engineering and Testing, Inc.**

geotechnical · environmental · materials engineers

501 Mercury Drive

Champaign, IL 61822-9649

www.metgeotech.com

217-359-2128

FAX 217-359-8446

**PROPOSAL AGREEMENT**

December 9, 2021

Mr. Chad Osterbur, PE,  
Fehr Graham – Engineering & Environmental  
1610 Broadmoor Drive  
Champaign, Illinois 61821  
costerbur@fehr-graham.com

Re: Proposal for Material Testing Services  
Crystal Lake Shared Use Path, Phase II  
Urbana, Illinois  
MET Proposal No. 21296

Dear Mr. Osterbur:

Midwest Engineering and Testing, Inc. (MET) proposes to provide qualified technical personnel to perform the material testing services as requested by the project team for the above-referenced project. Based upon previous projects, we anticipate testing will consist of subgrade inspection, DCP and compaction testing, and concrete testing and inspection. Services should be scheduled 24 hours in advance by calling our office.

Services will be performed on a unit rate basis in accordance with the unit rates indicated on the Unit Fee Schedule and pursuant to the General Conditions attached and considered a part of this service contract. All technical field time will be charged on a portal-to-portal basis. The individual signing below warrants that he/she has full authority to enter into this contract and bind the client and agrees to this fee schedule as the basis of payment and to all terms and conditions. We have also prepared and attached a budget estimate based upon previous project completed at this site.

If you have questions regarding the Proposal Agreement, please contact us at your convenience. We are looking forward to working with you on this project.

Attachments:           Unit Fee Schedule  
                              Budget Estimate  
                              General Conditions

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



## Midwest Engineering and Testing, Inc.

geotechnical - environmental - materials engineers

501 Mercury Drive  
Champaign, IL 61822-9649  
217-359-2128  
FAX 217-359-8446

### 2022 STANDARD FEE SCHEDULE CONSTRUCTION TESTING AND ENGINEERING FEES

#### FIELD TESTING SERVICES

Technical services for on-site monitoring and testing of construction materials, including concrete placement, field density testing for soil compaction, spread footing inspection, pile inspection, caisson inspection, asphalt placement, asphalt and concrete batch plant inspection, structural steel bolting, visual welding inspection, and roofing inspection.

Engineering Technician	\$ 55.00 Per Hour	Nuclear Density Gauge	\$ 50.00 Per Day
Senior Engineering, Technician	\$ 60.00 Per Hour	Concrete Coring Machine	\$ 75.00 Per Day
Field Engineer or Geologist	\$ 90.00 Per Hour	Floor Flatness Meter	\$125.00 Per Day
Certified Welding Inspector (CWI)	\$ 125.00 Per Hour	Concrete Maturity Meter	\$100.00 Per Day

#### ENGINEERING SERVICES

Engineering services for on-site monitoring and evaluation, construction materials testing, job site meetings, report preparation and review, and consultation.

Staff Engineer or Geologist	\$ 100.00 Hour	Principal Engineer	\$ 175.00 Hour
Project Engineer	\$ 135.00 Hour	Senior Geologist	\$ 150.00 Hour

#### LABORATORY TESTING SERVICES

Concrete Cylinder Compression Test	\$ 15.00 Each	Moisture Density Relationship:	
Concrete Beam Flexural Test	\$ 35.00 Each	Standard Proctor	\$ 150.00 Each
Grout Cube Compression Test	\$ 20.00 Each	Modified Proctor	\$ 175.00 Each
Grain size - Dry Sieve Analysis	\$ 75.00 Each	One Point Confirmation Test	\$ 75.00 Each
Grain size - Wash Test	\$ 50.00 Each		
Grain size - Hydrometer	\$ 125.00 Each	Concrete Relative Humidity Sensors	\$ 50.00 Each
Atterberg Limits	\$ 75.00 Each	Concrete Moisture Calcium Chloride	\$ 25.00 Each
Concrete Cylinder Molds	\$ 2.50 Each	Asphalt Core Density	\$ 25.00 Each
Maturity Meter Sensors	\$ 75.00 Each	Concrete Core Compression Tests	\$ 25.00 Each

**REMARKS** - Personnel charges will be based on a portal-to-portal basis; a minimum charge of 4 hours will apply for all Field Testing Services. A transportation charge of \$0.65 per mile will be added for travel to and from the site, and other job related travel for project locations outside of Champaign-Urbana. An overtime multiplier of 1.5 will be used for services performed on Saturday, Sunday or holidays; for work scheduled outside the hours of 7:00 a.m. to 5:00 p.m.; or for more than eight (8) hours per day. Services and fees not listed will be quoted upon request. The above prices include up to four (4) copies of the report distributed as requested. Payment for invoices will be due within 15 days of receipt of invoice. Interest will be added at a rate of 1 1/2% per month of delinquency.



**Midwest Engineering and Testing, Inc.**

501 Mercury Drive  
Champaign, IL 61822  
217-359-2128  
Fax 217-359-8446

Mr. Chad Osterbur, PE,  
Fehr Graham – Engineering & Environmental  
1610 Broadmoor Drive  
Champaign, Illinois 61821  
[costerbur@fehr-graham.com](mailto:costerbur@fehr-graham.com)

Proposal for Material Testing Services  
Crystal Lake Shared Use Path, Phase II  
Urbana, Illinois  
MET Proposal No. 21296  
December 9, 2021

**Budget Estimate**

<u>Scope of Work Manpower Assumptions</u>	Days	Density Gauge	Cylinders	Hours
Subgrade and Soils Inspection (6 days @ 6 hrs.)	6			36
Subbase and Foundation Backfill Testing (4 Days @ 8 hrs. per day)	4	4		32
Concrete Testing (10 days @ 6 hrs. and 1 set of cylinders per day)	10		50	60
<b>Total Cylinders and Field Time</b>	<b>20</b>	<b>4</b>	<b>50</b>	<b>128</b>

**ESTIMATE WORKSHEET**

	<u>Quantity</u>		<u>Unit Fee</u>	<u>Total</u>
Senior Engineering Technician, per hour	128	Hours	\$60.00	\$7,680.00
Cylinder Pick ups	10	Hours	\$60.00	\$600.00
Standard Proctor, per test	0	Test	\$150.00	\$0.00
Nuclear Density Gauge, per day	4	Days	\$50.00	\$200.00
Compressive Strength Tests	50	Test	\$15.00	\$750.00
Project Engineer, per hour (1 hrs. per tech day)	10	Hours	\$135.00	\$1,350.00
				<u>\$10,580.00</u>

**Recommended Budget Estimate \$10,580.00**

# GENERAL CONDITIONS

## Midwest Engineering and Testing, Inc. (MET)

### General Testing Services

**Item 1. Scope of work.** Midwest Engineering and Testing, Inc. (MET) shall perform services in accordance with an "agreement" made with the "client". The agreement consists of MET's proposal, Standard Fee Schedule, and these General Conditions. The "client" is defined as the person or entity requesting and/or authorizing the work, and in doing so, client represents and warrants that he is duly authorized in this role, even if performed on behalf of another party or entity, in which case the other party or entity is also considered as the client. The hiring of MET signifies the acceptance of this proposal and the terms of this agreement.

The fees for services rendered will be billed in accordance with the Standard Fee Schedule; unit rates for services not covered in the Fee Schedule or elsewhere in the agreement can be provided. Any cost estimates stated in this contract shall not be considered as a firm figure unless otherwise specifically stated in this contract. The standard prices proposed for the work are predicated upon the client's acceptance of the conditions and allocations of risks and obligations described in the agreement. The client agrees to impart the terms of this agreement to any third party to whom client releases any part of MET's work. MET shall have no obligations to any party other than those expressed in this agreement.

**Item 2. Site Access.** The client will provide for the right-of-access to the work site. In the event the work site is not owned by the Client, client represents to MET that all necessary permissions for MET to enter the site and conduct the work have been obtained. While MET shall exercise reasonable care to minimize damage to the property the client understands that some damage may occur during the normal course of work, that MET has not included in its fee the cost of restoration of damage, and that client will pay for such restoration costs.

**Item 3. Personnel Responsibility.** The presence of MET field representatives will be for the purpose of providing observation and field testing, and does not include supervision or direction of the actual work of the contractor, his employees or agents. The contractor(s) for this project should be so advised. The contractor should also be informed that neither the presence of, nor the observation and testing by MET personnel shall excuse the contractor in any way for defects discovered in his work. It is understood that MET will not be responsible for job or site safety of the project. Job and site safety will be the sole responsibility of the contractor unless contracted to others.

**Item 4. Observations and Tests.** The term "observation" implies only that MET would observe the applicable portions of the work we have agreed to be involved with and perform tests, from which to develop an opinion as to whether the work essentially complies with the job requirements. Client shall cause all tests and observation of the site, materials and work performed by MET or others to be timely and properly performed in accordance with the plans, specifications and contract documents, and MET's recommendations. No Claims for loss, damage or injury shall be brought against MET by client or any third party unless all tests and observations have been so performed and unless MET's recommendations have been followed.

**Item 5. Accuracy of Test Locations and Elevations.** The accuracy and proximity of provided survey control will affect the accuracy of in-situ test location and elevation determinations. Unless otherwise noted, the accuracy of test locations and elevations will be commensurate only with pacing and approximate measurements or estimates.

**Item 6. Degree of Certainty of Compliance.** With any manufactured product, there are statistical variations in its uniformity, and in the accuracy of tests used to measure its qualities. As compared with other manufactured products, field construction usually has wider fluctuations in both product and test results. Thus, even with very careful observations and testing, it cannot be said that all parts of the product comply with the job requirements. Our proposal is for the Scope of Services requested by our client and as scheduled by the client or client's representative. The degree of certainty for compliance with project specifications is much greater with full-time observation and testing than it is with intermittent observation and testing.

**Item 7. Hazardous Materials and Conditions.** Prior to the start of services, or at the earliest time such information is learned, it shall be the duty of the client, or other involved or contacted parties, to advise MET of any known or suspected undocumented fills, hazardous materials, by-products, or constituents, and any known environmental, geologic, and geotechnical conditions, which exist on or near any premises upon which work is to be performed by MET employees or subcontractors or which in any other way may be pertinent to MET's proposed services.

The discovery of unanticipated hazardous materials, or suspected hazardous materials, may require that special and immediate measures be exercised to protect the health and safety of MET site personnel and/or the public. MET may at its option and on the basis of its judgment and opinion, exercise such precautions to complete the project, or terminate further work on the project. In either case, the client will be notified as soon as practically possible, and the client agrees to bear all reasonable and equitable cost adjustments, if any, associated with such measures taken.

**Item 8. Reports and Ownership of Documents.** MET will furnish three copies of the report to the client. Additional copies will be furnished to the owner or others at the rate specified in the fee schedule. All reports, boring logs, field data, field notes, laboratory test data, calculations,

estimates, and other documents prepared by MET as instruments of service, shall remain the property of MET, unless there are other contractual agreements. MET will retain final reports relating to the services performed for a period of 5 years following submission of the report. Client agrees to return upon demand and will not use for any purpose whatsoever all reports and other work furnished to client or his agent which are not paid for.

**Item 9. Confidentiality.** MET shall hold Confidential the business and technical information obtained or generated in performance of services under this agreement and identified in writing by the client as "confidential". MET shall not disclose such information except if such disclosure is required by governmental statute, ordinance, or regulation; for compliance with professional standards of conduct for public safety, health, and welfare concerns, or for protection of MET against claims or liabilities arising from performance of its services.

The technical and pricing information contained in any report or proposal submitted by MET is to be considered confidential and proprietary, and shall not be released or otherwise made available to any third party without the express written consent of MET.

**Item 10. Standard of Care.** MET will perform the services under this agreement in accordance with generally accepted practice, in a manner consistent with that level of care and skill ordinarily exercised by members of this profession under similar circumstances. No other warranties implied or expressed, in fact or by law, are made or intended in this agreement. The client recognizes that subsurface soil, groundwater and other materials can vary between sampling and testing points and with time, and that the interpretation of data, and opinions and recommendations made by MET are based solely on obtained data. Such limitations can result in a redirection of conclusions and interpretations where new or changed information is obtained. MET will not be responsible for the interpretation by others, of data obtained by MET.

**Item 11. Limitations of Liability.** The client agrees to limit MET's liability to the client and all parties claiming through the client or otherwise claiming reliance on MET's services allegedly arising from MET's professional acts or errors and omissions, to a sum not to exceed MET's applicable insurance limits. In no event shall MET or any other party to this agreement, including parties which may have or claim to have a direct or indirect reliance on MET's services, be liable to the other parties for incidental, indirect, or consequential damages arising from any cause.

**Item 12. Insurance.** MET represents that the company maintains general liability and property damage insurance coverage considered adequate and comparable with coverage maintained by other similar firms, and that MET's employees are covered by Workman's Compensation Insurance. Certificates of insurance can be provided to the client upon written request. MET shall not be responsible for any loss, damage, or liability beyond the insurance limits and conditions.

**Item 13. Modifications.** This agreement and all attachments pursuant to this agreement represent the entire understanding between the parties, and neither the client nor MET may amend or modify any aspect of this contract unless such alterations are reduced to writing and property executed by the parties hereto. These terms and conditions shall supersede all prior or contemporaneous communications, representations, or agreements, and any provisions expressed or implied in the request for proposal, purchase order, authorization to proceed, or other contradictory provisions, whether written or oral.

**Item 14. Termination.** This agreement may be terminated by either party upon seven day's prior written notice. In the event of termination, MET shall be compensated by the client for all services performed up to and including the termination date, including reimbursable expenses, and for the completion of such services and records as are necessary to place MET's files in order and/or to protect its professional reputation.

**Item 15. Payment.** Invoices for performed work will be submitted monthly for services rendered the prior month and/or upon completion of said services, payable within 30 days of invoice date. The fees quoted are based upon an expected timely payment. An interest charge of 1.5% per month will be added to delinquent charges; however, MET at its option may terminate its services due to clients failure to pay when due. In the event of termination of services prior to completion, client shall compensate MET for all services performed prior to and for such termination.

**Item 16. Sample Disposal.** Unless otherwise agreed, test specimens or samples will be disposed immediately upon completion of the test. All drilling samples or specimens will be disposed of thirty (30) days after submission of MET's report.



# Local Public Agency Engineering Services Agreement



Using Federal Funds?  Yes  No

Agreement For:  Agreement Type:

### LOCAL PUBLIC AGENCY

Local Public Agency	County	Section Number	Job Number
Urbana Park District	Champaign	22-P4003-00-BT	D-95-016-22
Project Number	Contact Name	Phone Number	Email
KYDW(072)	Andy Rousseau	(217) 344-9583	ajrousseau@urbanaparks.org

### SECTION PROVISIONS

Local Street/Road Name	Key Route	Length	Structure Number
Broadway Avenue			N/A
Location Termini			<input type="button" value="Add Location"/>
Park Street to Stebbins Drive			<input type="button" value="Remove Location"/>

Project Description

Construction of a new shared use path, pedestrian bridge and related infrastructure.

Engineering Funding  Federal  MFT/TBP  State  Other

Anticipated Construction Funding  Federal  MFT/TBP  State  Other

### AGREEMENT FOR

Phase I - Preliminary Engineering  Phase II - Design Engineering

### CONSULTANT

Consultant (Firm) Name	Contact Name	Phone Number	Email
Fehr Graham	Chad Osterbur	(217) 352-7688	costerbur@fehrgraham.com
Address	City	State	Zip Code
1610 Broadmoor Drive	Champaign	IL	61821

THIS AGREEMENT IS MADE between the above Local Public Agency (LPA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the improvement of the above SECTION. Project funding allotted to the LPA by the State of Illinois under the general supervision of the State Department of Transportation, hereinafter called the "DEPARTMENT," will be used entirely or in part to finance ENGINEERING services as described under AGREEMENT PROVISIONS.

Since the services contemplated under the AGREEMENT are professional in nature, it is understood that the ENGINEER, acting as an individual, partnership, firm or legal entity, qualifies for professional status and will be governed by professional ethics in its relationship to the LPA and the DEPARTMENT. The LPA acknowledges the professional and ethical status of the ENGINEER by entering into an AGREEMENT on the basis of its qualifications and experience and determining its compensation by mutually satisfactory negotiations.

WHEREVER IN THIS AGREEMENT or attached exhibits the following terms are used, they shall be interpreted to mean:

- Regional Engineer: Deputy Director, Office of Highways Project Implementation, Regional Engineer, Department of Transportation
- Resident Construction Supervisor: Authorized representative of the LPA in immediate charge of the engineering details of the construction PROJECT
- In Responsible Charge Contractor: A full time LPA employee authorized to administer inherently governmental PROJECT activities Company or Companies to which the construction contract was awarded

## AGREEMENT EXHIBITS

The following EXHIBITS are attached hereto and made a part of hereof this AGREEMENT:

- EXHIBIT A: Scope of Services
- EXHIBIT B: Project Schedule
- EXHIBIT C: Direct Costs Check Sheet
- EXHIBIT D: Qualification Based Selection (QBS) Checklist
- EXHIBIT E: Cost Plus Fixed Fee Cost Estimate of Consultant Services Worksheet (BLR 05513 or BLR 05514 )
- Fehr Graham Proposal
- Subconsultant Proposal - Webb
- Subconsultant Proposal - MET

### I. THE ENGINEER AGREES,

1. To perform or be responsible for the performance of the Scope of Services presented in EXHIBIT A for the LPA in connection with the proposed improvements herein before described.
2. The Classifications of the employees used in the work shall be consistent with the employee classifications and estimated staff hours. If higher-salaried personnel of the firm, including the Principal Engineer, perform services that are to be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the payroll rate for the work performed.
3. That the ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections required as a result of the ENGINEER'S error, omissions or negligent acts without additional compensation. Acceptance of work by the LPA or DEPARTMENT will not relieve the ENGINEER of the responsibility to make subsequent correction of any such errors or omissions or the responsibility for clarifying ambiguities.
4. That the ENGINEER will comply with applicable Federal laws and regulations, State of Illinois Statutes, and the local laws or ordinances of the LPA.
5. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LPA.
6. To invoice the LPA for Preliminary and/or Design Engineering: The ENGINEER shall submit all invoices to the LPA within three months of the completion of the work called for in the AGREEMENT or any subsequent Amendment or Supplement.
7. To submit a completed BLR 05613, Engineering Payment Report, to the DEPARTMENT within three months of the completion of the work called for in this AGREEMENT or any subsequent Amendment or Supplement. The form shall be submitted with the final invoice.
8. The ENGINEER or subconsultant shall not discriminate on the basis of race, color, national origin or sex in the performance of this AGREEMENT. The ENGINEER shall carry out applicable requirements of 49 CFR part 26 in the administration of United States Department of Transportation (US DOT) assisted contract. Failure by the Engineer to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the LPA deems appropriate.
9. That none of the services to be furnished by the ENGINEER shall be sublet assigned or transferred to any other party or parties without written consent of the LPA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall be construed to relieve the ENGINEER of any responsibility for the fulfillment of this AGREEMENT.
10. For Preliminary Engineering Contracts:
  - (a) To attend meetings and visit the site of the proposed improvement when requested to do so by representatives of the LPA or the DEPARTMENT, as defined in Exhibit A (Scope of Services).
  - (b) That all plans and other documents furnished by the ENGINEER pursuant to the AGREEMENT will be endorsed by the ENGINEER and affix the ENGINEER's professional seal when such seal is required by law. Such endorsements must be made by a person, duly licensed or registered in the appropriate category by the Department of Professional Regulation of the State of Illinois. It will be the ENGINEER's responsibility to affix the proper seal as required by the Bureau of Local Roads and Streets manual published by the DEPARTMENT.
  - (c) That the ENGINEER is qualified technically and is thoroughly conversant with the design standards and policies applicable for the PROJECT; and that the ENGINEER has sufficient properly trained, organized and experienced personnel to perform the services enumerated in Exhibit A (Scope of Services).
11. That the engineering services shall include all equipment, instruments, supplies, transportation and personnel required to perform the duties of the ENGINEER in connection with this AGREEMENT (See Exhibit C).

### II. THE LPA AGREES,

1. To certify by execution of this AGREEMENT that the selection of the ENGINEER was performed in accordance with the following:
  - (a) Professional Services Selection Act (50 ILCS 510), The Brooks Act (40 USC 11), and the Procurement, Management, and Administration of Engineering, and Design Related Services (23 CFR part 172). Exhibit D is required to be completed with this AGREEMENT.
2. To furnish the ENGINEER all presently available survey data, plans, specifications, and project information.

3. To pay the ENGINEER:
  - (a) For progressive payments - Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to the value of the partially completed work minus all previous partial payments made to the ENGINEER.
  - (b) Final payment - Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and DEPARTMENT a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

4. To pay the ENGINEER as compensation for all services rendered in accordance with the AGREEMENT on the basis of the following compensation method as discussed in 5-5.10 of the BLR Manual.

Method of Compensation:

Lump Sum

Specific Rate

Cost plus Fixed Fee: Fixed

Total Compensation = DL + DC + OH + FF

Where:

DL is the total Direct Labor,

DC is the total Direct Cost,

OH is the firm's overhead rate applied to their DL and

FF is the Fixed Fee.

Where  $FF = (0.33 + R) DL + \%SubDL$ , where R is the advertised Complexity Factor and %SubDL is 10% profit allowed on the direct labor of the subconsultants.

The Fixed Fee cannot exceed 15% of the DL + OH.

5. The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any US DOT assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by US DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as violation of this AGREEMENT. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C 3801 et seq.).
6. To certify by execution of the AGREEMENT that the selection of the ENGINEER was performed in accordance with the Local Government Professional Services Selection Act 50 ILCS 510, the Brooks Act 40 USC 11, and Procurement, Management, and Administration of Engineering and Design related Services (23 CRF part 172). Exhibit C is required to be completed with this agreement.

### III. IT IS MUTUALLY AGREED,

1. No work shall be commenced by the ENGINEER prior to issuance by the IDOT of a written Notice to Proceed.
2. To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amount, recipients and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the contract shall be available for review and audit by the Auditor General, and the DEPARTMENT: the Federal Highways Administration (FHWA) or any authorized representative of the federal government, and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the DEPARTMENT for the recovery of any funds paid by the DEPARTMENT under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
3. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and save harmless the LPA, the DEPARTMENT, and their officers, agents, and employees from all suits, claims, actions or damage liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.  
The LPA will notify the ENGINEER of any error or omission believed by the LPA to be caused by the negligence of the ENGINEER as soon as practicable after the discovery. The LPA reserves the right to take immediate action to remedy any error or omission if notification is not successful; if the ENGINEER fails to reply to a notification; or if the conditions created by the error or omission are in need of urgent correction to avoid accumulation of additional construction costs or damages to property and reasonable notice is not practicable.
4. This AGREEMENT may be terminated by the LPA upon giving notice in writing to the ENGINEER at the ENGINEER's last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LPA all drawings, plats, surveys, reports, permits, agreements, soils and foundation analysis, provisions, specifications, partial and completed estimates and data, if any from soil survey and subsurface investigation with the understanding that all such material becomes the property of the LPA. The LPA will be responsible for reimbursement of all eligible expenses incurred under the terms of this AGREEMENT up to the date of the written notice of termination.
5. In the event that the DEPARTMENT stops payment to the LPA, the LPA may suspend work on the project. If this agreement is suspended by the LPA for more than thirty (30) calendar days, consecutive or in aggregate, over the term of this

AGREEMENT, the ENGINEER shall be compensated for all services performed and reimbursable expenses incurred as a result of the suspension and resumption of its services, and the ENGINEER's schedule and fees for the remainder of the project shall be equitably adjusted.

6. This AGREEMENT shall continue as an open contract and the obligations created herein shall remain in full force and effect until the completion of construction of any phase of professional services performed by others based upon the service provided herein. All obligations of the ENGINEER accepted under this AGREEMENT shall cease if construction or subsequent professional services are not commenced within 5 years after final payment by the LPA.
7. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and have harmless the LPA, the DEPARTMENT, and their officers, employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
8. The ENGINEER and LPA certify that their respective firm or agency:
  - (a) has not employed or retained for commission, percentage, brokerage, contingent fee or other considerations, any firm or person (other than a bona fide employee working solely for the LPA or the ENGINEER) to solicit or secure this AGREEMENT,
  - (b) has not agreed, as an express or implied condition for obtaining this AGREEMENT, to employ or retain the services of any firm or person in connection with carrying out the AGREEMENT or
  - (c) has not paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for the LPA or the ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
  - (d) that neither the ENGINEER nor the LPA is/are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency,
  - (e) has not within a three-year period preceding the AGREEMENT been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property,
  - (f) are not presently indicated for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph e and
  - (g) has not within a three-year period preceding this AGREEMENT had one or more public transaction (Federal, State or local) terminated for cause or default.

Where the ENGINEER or LPA is unable to certify to any of the above statements in this certification, an explanation shall be attached to this AGREEMENT.

9. In the event of delays due to unforeseeable causes beyond the control of and without fault or negligence of the ENGINEER no claim for damages shall be made by either party. Termination of the AGREEMENT or adjustment of the fee for the remaining services may be requested by either party if the overall delay from the unforeseen causes prevents completion of the work within six months after the specified completion date. Examples of unforeseen causes include but are not limited to: acts of God or a public enemy; act of the LPA, DEPARTMENT, or other approving party not resulting from the ENGINEER's unacceptable services; fire; strikes; and floods.

If delays occur due to any cause preventing compliance with the PROJECT SCHEDULE, the ENGINEER shall apply in writing to the LPA for an extension of time. If approved, the PROJECT SCHEDULE shall be revised accordingly.

10. This certification is required by the Drug Free Workplace Act (30 ILCS 580). The Drug Free Workplace Act requires that no grantee or contractor shall receive a grant or be considered for the purpose of being awarded a contract for the procurement of any property or service from the DEPARTMENT unless that grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to suspension of contract on grant payments, termination of a contract or grant and debarment of the contracting or grant opportunities with the DEPARTMENT for at least one (1) year but not more than (5) years.

For the purpose of this certification, "grantee" or "Contractor" means a corporation, partnership or an entity with twenty-five (25) or more employees at the time of issuing the grant or a department, division or other unit thereof, directly responsible for the specific performance under contract or grant of \$5,000 or more from the DEPARTMENT, as defined the Act.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

(a) Publishing a statement:

- (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
- (2) Specifying actions that will be taken against employees for violations of such prohibition.
- (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
  - (a) abide by the terms of the statement; and
  - (b) notify the employer of any criminal drug statue conviction for a violation occurring int he workplace no later than (5) days after such conviction.

(b) Establishing a drug free awareness program to inform employees about:

- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's or contractor's policy of maintain a drug free workplace;

- (3) Any available drug counseling, rehabilitation and employee assistance program; and
- (4) The penalties that may be imposed upon an employee for drug violations.
- (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- (d) Notifying the contracting, or granting agency within ten (10) days after receiving notice under part (b) of paragraph (3) of subsection (a) above from an employee or otherwise, receiving actual notice of such conviction.
- (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program.
- (f) Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.

Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act, the ENGINEER, LPA and the Department agree to meet the PROJECT SCHEDULE outlined in EXHIBIT B. Time is of the essence on this project and the ENGINEER's ability to meet the PROJECT SCHEDULE will be a factor in the LPA selecting the ENGINEER for future project. The ENGINEER will submit progress reports with each invoice showing work that was completed during the last reporting period and work they expect to accomplish during the following period.

- 11. Due to the physical location of the project, certain work classifications may be subject to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.).
- 12. For Preliminary Engineering Contracts:
  - (a) That tracing, plans, specifications, estimates, maps and other documents prepared by the ENGINEER in accordance with this AGREEMENT shall be delivered to and become the property of the LPA and that basic survey notes, sketches, charts, CADD files, related electronic files, and other data prepared or obtained in accordance with this AGREEMENT shall be made available, upon request to the LPA or to the DEPARTMENT, without restriction or limitation as to their use. Any re-use of these documents without the ENGINEER involvement shall be at the LPA's sole risk and will not impose liability upon the ENGINEER.
  - (b) That all reports, plans, estimates and special provisions furnished by the ENGINEER shall conform to the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Manual or any other applicable requirements of the DEPARTMENT, it being understood that all such furnished documents shall be approved by the LPA and the DEPARTMENT before final acceptance. During the performance of the engineering services herein provided for, the ENGINEER shall be responsible for any loss or damage to the documents herein enumerated while they are in the ENGINEER's possession and any such loss or damage shall be restored at the ENGINEER's expense.

**AGREEMENT SUMMARY**

Prime Consultant	TIN/FEIN/SS Number	Agreement Amount
Fehr Graham and Associates LLC	36-2780335	\$77,172.00
<b>Subconsultants</b>		
Subconsultants	TIN/FEIN/SS Number	Agreement Amount
- Webb Engineering Services, Inc.	43-1849428	\$10,000.00
- Midwest Engineering and Testing, Inc.	27-0764228	\$4,000.00
Subconsultant Total		\$14,000.00
Prime Consultant Total		\$77,172.00
Total for all work		\$91,172.00
Add Subconsultants		

**AGREEMENT SIGNATURES**

Executed by the LPA:

Attest: The  Local Public Agency Type of  Name of Local Public Agency  
 Urbana Park District

By (Signature & Date)

By (Signature & Date)

Name of Local Public Agency  Local Public Agency Type  Clerk  
 Urbana Park District

Title

(SEAL)

Executed by the ENGINEER:

Attest:  Consultant (Firm) Name  
 Fehr Graham

By (Signature & Date)

By (Signature & Date)

Title

Title

Local Public Agency	County	Section Number
Urbana Park District	Champaign	22-P4003-00-BT

**FOR FEDERAL PARTICIPATION PROJECTS**

**EXHIBIT A  
SCOPE OF SERVICES**

To perform or be responsible for the performance of the engineering services for the LPA, in connection with the PROJECT herein before described and enumerated below

Fehr Graham will provide Phase II Preliminary Engineering Services as described in the attached proposal.

Local Public Agency	County	Section Number
Urbana Park District	Champaign	22-P4003-00-BT

**EXHIBIT B  
PROJECT SCHEDULE**

The project has a letting date targeted for November 18, 2022.

Local Public Agency

County

Section Number

Urbana Park District

Champaign

22-P4003-00-BT

**Exhibit C  
Direct Costs Check Sheet**

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.

Item	Allowable	Quantity	Contract Rate	Total
<input type="checkbox"/> Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual cost (Up to state rate maximum)			
<input type="checkbox"/> Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost			
<input type="checkbox"/> Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			
<input type="checkbox"/> Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum			
<input type="checkbox"/> Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day			
<input type="checkbox"/> Vehicle Rental	Actual cost (Up to \$55/day)			
<input type="checkbox"/> Tolls	Actual cost			
<input type="checkbox"/> Parking	Actual cost			
<input type="checkbox"/> Overtime	Premium portion (Submit supporting documentation)			
<input type="checkbox"/> Shift Differential	Actual cost (Based on firm's policy)			
<input type="checkbox"/> Overnight Delivery/Postage/Courier Service	Actual cost (Submit supporting documentation)			
<input type="checkbox"/> Copies of Deliverables/Mylars (In-house)	Actual cost (Submit supporting documentation)			
<input type="checkbox"/> Copies of Deliverables/Mylars (Outside)	Actual cost (Submit supporting documentation)			
<input type="checkbox"/> Project Specific Insurance	Actual Cost			
<input type="checkbox"/> Monuments (Permanent)	Actual Cost			
<input type="checkbox"/> Photo Processing	Actual Cost			
<input type="checkbox"/> 2-Way Radio (Survey or Phase III Only)	Actual Cost			
<input type="checkbox"/> Telephone Usage (Traffic System Monitoring Only)	Actual Cost			
<input type="checkbox"/> CADD	Actual cost (Max \$15/hour)			
<input type="checkbox"/> Web Site	Actual cost (Submit supporting documentation)			
<input type="checkbox"/> Advertisements	Actual cost (Submit supporting documentation)			
<input type="checkbox"/> Public Meeting Facility Rental	Actual cost (Submit supporting documentation)			
<input type="checkbox"/> Public Meeting Exhibits/Renderings & Equipment	Actual cost (Submit supporting documentation)			
<input type="checkbox"/> Recording Fees	Actual Cost			
<input type="checkbox"/> Transcriptions (specific to project)	Actual Cost			
<input type="checkbox"/> Courthouse Fees	Actual Cost			
<input type="checkbox"/> Storm Sewer Cleaning and Televising	Actual cost (Requires 2-3 quotes with IDOT approval)			
<input type="checkbox"/> Traffic Control and Protection	Actual cost (Requires 2-3 quotes with IDOT approval)			
<input type="checkbox"/> Aerial Photography and Mapping	Actual cost (Requires 2-3 quotes with IDOT approval)			
<input type="checkbox"/> Utility Exploratory Trenching	Actual cost (Requires 2-3 quotes with IDOT approval)			
<input type="checkbox"/> Testing of Soil Samples	Actual Cost			
<input type="checkbox"/> Lab Services	Actual Cost (Provide breakdown of each cost)			
<input type="checkbox"/> Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			
<input type="checkbox"/>				
<b>Total Direct Costs</b>				

Local Public Agency	County	Section Number
Urbana Park District	Champaign	22-P4003-00-BT

**Exhibit D  
Qualification Based Selection (QBS) Checklist**

The LPA must complete Exhibit D. If the value meets or will exceed the threshold in 50 ILCS 510, QBS requirements must be followed. Under the threshold, QBS requirements do not apply. The threshold is adjusted annually. If the value is under the threshold with federal funds being used, federal small purchase guidelines must be followed.

Form Not Applicable (engineering services less than the threshold)

**Items 1-13 are required when using federal funds and QBS process is applicable. Items 14-16 are required when using State funds and the QBS process is applicable.**

		No	Yes
1	Do the written QBS policies and procedures discuss the initial administration (procurement, management and administration) concerning engineering and design related consultant services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Do the written QBS policies and procedures follow the requirements as outlined in Section 5-5 and specifically Section 5-5.06 (e) of the BLRS Manual?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Was the scope of services for this project clearly defined?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Was public notice given for this project?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes Due date of submittal

Method(s) used for advertisement and dates of advertisement

5	Do the written QBS policies and procedures cover conflicts of interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Do the written QBS policies and procedures use covered methods of verification for suspension and debarment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Do the written QBS policies and procedures discuss the methods of evaluation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Project Criteria	Weighting
- Technical Approach	15%
- Firm Experience	30%
- Staff Capabilities	25%
- Workload Capacity	20%
- DBE & Local Presence	10%
Add	

8	Do the written QBS policies and procedures discuss the method of selection?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Selection committee (titles) for this project

Top three consultants ranked for this project in order

1	Fehr-Graham
2	Farnsworth
3	MSA

9	Was an estimated cost of engineering for this project developed in-house prior to contract negotiation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Were negotiations for this project performed in accordance with federal requirements.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11	Were acceptable costs for this project verified?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12	Do the written QBS policies and procedures cover review and approving for payment, before forwarding the request for reimbursement to IDOT for further review and approval?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13	Do the written QBS policies and procedures cover ongoing and finalizing administration of the project (monitoring, evaluation, closing-out a contract, records retention, responsibility, remedies to violations or breaches to a contract, and resolution of disputes)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	QBS according to State requirements used?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Local Public Agency	County	Section Number
Urbana Park District	Champaign	22-P4003-00-BT
15 Existing relationship used in lieu of QBS process?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16 LPA is a home rule community (Exempt from QBS).	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Instructions for BLR 05530 - Page 1 of 3**  
Form instructions are not to be submitted with the form

This form shall be used for a Local Public Agency (LPA) to enter into an agreement with an Engineering firm in connection with a project funded with Federal, State, and/or Motor Fuel Tax (MFT) funds. Based on the selection of type of engineering agreement and funding type, the form will change. For more information refer to the Bureau of Local Roads and Streets Manual (BLRS) Chapter 5. For signature requirements refer to Chapter 2, Section 3.05(b) of the BLRS manual.

This form can also be used for structure inspections.

When filing out this form electronically, once a field is initially completed, fields requiring the same information will be auto-populated.

**Using Federal Funds?** The user must select yes or no. Based on the selection, a drop-down menu will appear. The language of the form changes based on the selection.  
Selecting yes indicates federal funds will be used to fund all or a portion of the engineering for this phase of this project.  
Selecting no indicates no federal funds will be used to fund any engineering for this phase of the project.

**Agreement For** If yes was selected for using Federal Funds, select Federal PE or Federal CE from the drop-down.  
If no was selected for using Federal Funds, select MFT PE, MFT CE, or MFT PE-CE.

**Agreement Type** From the drop down, select the type of agreement, types to choose from are: Original or Supplemental  
**Number** If the agreement is for a supplemental, insert the number of the supplemental using number 1 for the first supplemental, and increase the numbering as the supplementals increase.

**Local Public Agency**

**Name of Local Public Agency** Insert the name of the LPA.  
**County** Insert the name of the county in which the LPA is located.  
**Section Number** Insert the section number applied to this project without dashes, dashes are automatically inserted.  
**Job Number** Insert the job number assigned for the project, if applicable.  
**Project Number** Insert the project number assigned for this project, if applicable.  
**Contact Name** Insert the name of the LPA contact for this project.  
**Phone Number** Insert the phone for the LPA contact listed to the left without dashes.  
**Email** Insert the email for the LPA contact listed to the left.

**Section Provisions**

**Location** Use the add location button to add additional locations, if needed, for up to a total of five locations. If there are more than five locations, use various.  
**Local Street/Road Name** Insert the local street/road name.  
**Key Route** Insert the key route of the street/road listed to the left, if applicable.  
**Length** Insert the length in miles as it pertains to the location listed to the left. For a structure insert 0.01.  
**Existing Structure Number(s)** Insert the existing structure number(s) for this project.  
**Location Termini** Insert the beginning and ending termini as it pertains to this location for this project.  
**Add Location** Use this button to add additional locations  
**Project Description** Insert a description of the work to be accomplished by this project.  
**Engineering Funding** Check all boxes that apply, if type other is checked, insert the type of other funding in the box following "other." The form will change based on the box(es) checked.  
**Anticipated Construction Funding** Check all boxes that apply, if type other is checked, insert the type of other funding in the box following "other."

## Instructions for BLR 05530 - Page 2 of 3

Agreement For	Select the check box for the type of engineering the agreement is for. Phase I for Preliminary Engineering, Phase II for Design Engineering, Phase III for Construction Engineering. When Federal Funds are used, Phase I and Phase II can be selected when the agreement is for Federal PE. When Federal CE is selected, only Phase III can be selected. For MFT, the Phases can be selected based on the original selection at the top of the form for the agreement type.
Consultant	
Firm Name	Insert the name of the consultant firm.
Address	Insert the address of the firm listed to the left.
Contact Name	Insert the name of the contact for the firm listed to the left.
Phone Number	Insert the phone number for the contact listed to the left, without dashes.
Email	Insert the email of the contact listed to the left.
Agreement Exhibits	Check all that apply, for boxes checked that do not have a description, insert the name of the exhibit.
LPA Agrees	
Method of Compensation	Select the method of compensation for this agreement by checking the applicable box. If Percent is checked (this is only available when agreement is for MFT funds.), insert in the box the applicable percentage. If Lump Sum is checked, complete the box after lump sum showing the lump sum compensation amount. For agreements funded with federal funds the lump sum shall be determined by using the Cost Plus Fixed Fee formula. If Specific Rate is checked, insert the specific rate in the box. The specific rate cannot exceed \$150,000. For a federal project this is limited to testing services only. If Cost Plus Fixed Fee is checked, select the type of raise the agreement will use: Anniversary or Fixed. If this method is selected, BLR 05513 or BLR 05514 must be included in the exhibits.
Agreement Summary	
Prime	Insert the name of the Prime Consultant
TIN/FEIN/SS	Insert the Prime Consultant's Taxpayer Identification Number (TIN), Federal Employer Identification Number (FEIN) or Social Security Number (SS).
Agreement Amount	Insert the maximum agreement amount.
Subconsultant	As applicable, for each sub consultant listed, insert the name of the subconsultant
TIN/FEIN/SS	Insert the Subconsultant's Taxpayer Identification Number (TIN), Federal Employer Identification Number (FEIN) or Social Security Number (SS).
Agreement Amount	Insert the maximum agreement amount for the subconsultant listed to the left.
Add Subconsultant	If additional lines are needed for additional subconsultants, insert lines as needed and complete the required information.
Subconsultant Total	This field is automatically completed, it is the sum of all the agreement amounts for all subconsultants listed.
Prime Total	This field is automatically completed, it is the amount of the prime consultant fee as listed above.
Total for All	This field is automatically completed, it is the sum of the subconsultant and the prime total.

## Instructions for BLR 05530 - Page 3 of 3

### Agreement Signatures

#### Executed by LPA

Local Public Agency Type	From the drop down, select the type of LPA. Types to choose from are: City, County, Town, or Village.
Name of Local Public Agency	Insert the name of the LPA.
By	The LPA clerk will sign here.
By	The LPA official authorized to sign this agreement will sign and date here.
Name of Local Public Agency	Insert the name of the Local Public Agency.
Local Public Agency Type	Insert the type of LPA.
Seal of LPA	The LPA will seal the document here.
Title	Insert the title of the LPA official who signed above.

#### Executed by the Engineer

Engineering Firm Name	Insert the name of the engineering firm the agreement is with.
By	The person(s) authorized to sign this agreement from the engineering firm will sign and date here.
Title	Insert the title of the person signing above.

#### For Agreement using MFT or State Funds only:

Regional Engineer	Upon approval the Regional Engineer will sign and date here.
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Exhibit A	Insert the scope of services covered by this agreement for this project.
Exhibit B	Insert the project schedule that applies to this agreement.
Exhibit C	Insert Exhibit C, Direct Costs and complete the exhibit. Only items checked and completed will be allowed as a direct cost.
Exhibit D	Qualification Based Selection Checklist (QBS) process must be followed when the value of engineering will meet and/or exceed the threshold in 50 ILCS 510. If process does not apply, check the form not applicable box. If process applies and using federal funds, complete items 1 through 13. If applies and using state funds, complete items 14 through 16.
Exhibit E	Cost Plus Fixed Fee Estimate of Consultant Services Worksheet (BLR 05513 or BLR 05514). If the method of compensation was checked as Cost Plus Fixed Fee (Anniversary or Fixed Raise) in the agreement, then select this box and attach the correct BLR form: BLR 05514 for fixed raise, or BLR 05513 for Anniversary Raises.
Exhibit	Use the remaining boxes and lines to add additional exhibits as needed.

A minimum of four (4) signed originals must be submitted to the Regional Engineer's District office.

Following approval, distribution will be as follows:

- Central Office (only for Projects using State and/or Federal Funds)
- District
- Engineer (Municipal, Consultant or County)
- Local Public Agency Clerk



<b>Local Public Agency</b>	<b>County</b>	<b>Section Number</b>
Urbana Park District	Champaign	22-P4003-00-BT
<b>Consultant (Firm) Name</b>	<b>Prepared By</b>	<b>Date</b>
Fehr Graham and Associates LLC	Chad Osterbur	12/10/2021

**PAYROLL ESCALATION TABLE**

<b>CONTRACT TERM</b>	<b>MONTHS</b>	<b>OVERHEAD RATE</b>
11		153.56%
<b>START DATE</b>		<b>COMPLEXITY FACTOR</b>
12/31/2021		0
<b>RAISE DATE</b>		<b>% OF RAISE</b>
1/1/2022		2.00%
<b>END DATE</b>		
11/29/2022		

**ESCALATION PER YEAR**

Year	First Date	Last Date	Months	% of Contract
0	12/31/2021	1/1/2022	0	0.00%
1	1/2/2022	12/1/2022	11	102.00%

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The total escalation = 2.00%















# Local Public Agency Engineering Services Agreement



Using Federal Funds?  Yes  No

Agreement For:  Agreement Type:

### LOCAL PUBLIC AGENCY

Local Public Agency	County	Section Number	Job Number
Urbana Park District	Champaign	22-P4003-00-BT	C-95-001-23
Project Number	Contact Name	Phone Number	Email
PL10(830)	Andy Rousseau	(217) 344-9583	ajrousseau@urbanaparks.org

### SECTION PROVISIONS

Local Street/Road Name	Key Route	Length	Structure Number
Broadway Avenue			N/A
Location Termini			<input type="button" value="Add Location"/>
Park Street to Stebbins Drive			<input type="button" value="Remove Location"/>

Project Description

Construction of a new shared use path, pedestrian bridge and related infrastructure.

Engineering Funding  Federal  MFT/TBP  State  Other

Anticipated Construction Funding  Federal  MFT/TBP  State  Other

### AGREEMENT FOR

Phase I - Preliminary Engineering  Phase II - Design Engineering  Phase III - Construction Engineering

### CONSULTANT

Consultant (Firm) Name	Contact Name	Phone Number	Email
Fehr Graham	Chad Osterbur	(217) 352-7688	costerbur@fehrgraham.com
Address	City	State	Zip Code
1610 Broadmoor Drive	Champaign	IL	61821

THIS AGREEMENT IS MADE between the above Local Public Agency (LPA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the improvement of the above SECTION. Project funding allotted to the LPA by the State of Illinois under the general supervision of the State Department of Transportation, hereinafter called the "DEPARTMENT," will be used entirely or in part to finance ENGINEERING services as described under AGREEMENT PROVISIONS.

Since the services contemplated under the AGREEMENT are professional in nature, it is understood that the ENGINEER, acting as an individual, partnership, firm or legal entity, qualifies for professional status and will be governed by professional ethics in its relationship to the LPA and the DEPARTMENT. The LPA acknowledges the professional and ethical status of the ENGINEER by entering into an AGREEMENT on the basis of its qualifications and experience and determining its compensation by mutually satisfactory negotiations.

WHEREVER IN THIS AGREEMENT or attached exhibits the following terms are used, they shall be interpreted to mean:

- Regional Engineer: Deputy Director, Office of Highways Project Implementation, Regional Engineer, Department of Transportation
- Resident Construction Supervisor: Authorized representative of the LPA in immediate charge of the engineering details of the construction PROJECT
- In Responsible Charge Contractor: A full time LPA employee authorized to administer inherently governmental PROJECT activities Company or Companies to which the construction contract was awarded

## AGREEMENT EXHIBITS

The following EXHIBITS are attached hereto and made a part of hereof this AGREEMENT:

- EXHIBIT A: Scope of Services
- EXHIBIT B: Project Schedule
- EXHIBIT C: Direct Costs Check Sheet
- EXHIBIT D: Qualification Based Selection (QBS) Checklist
- EXHIBIT E: Cost Plus Fixed Fee Cost Estimate of Consultant Services Worksheet (BLR 05513 or BLR 05514 )
- Fehr Graham Proposal
- Sub-consultant Proposal - MET
- \_\_\_\_\_

### I. THE ENGINEER AGREES,

1. To perform or be responsible for the performance of the Scope of Services presented in EXHIBIT A for the LPA in connection with the proposed improvements herein before described.
2. The Classifications of the employees used in the work shall be consistent with the employee classifications and estimated staff hours. If higher-salaried personnel of the firm, including the Principal Engineer, perform services that are to be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the payroll rate for the work performed.
3. That the ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections required as a result of the ENGINEER'S error, omissions or negligent acts without additional compensation. Acceptance of work by the LPA or DEPARTMENT will not relieve the ENGINEER of the responsibility to make subsequent correction of any such errors or omissions or the responsibility for clarifying ambiguities.
4. That the ENGINEER will comply with applicable Federal laws and regulations, State of Illinois Statutes, and the local laws or ordinances of the LPA.
5. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LPA.
6. To invoice the LPA for Preliminary and/or Design Engineering: The ENGINEER shall submit all invoices to the LPA within three months of the completion of the work called for in the AGREEMENT or any subsequent Amendment or Supplement.
7. To submit a completed BLR 05613, Engineering Payment Report, to the DEPARTMENT within three months of the completion of the work called for in this AGREEMENT or any subsequent Amendment or Supplement. The form shall be submitted with the final invoice.
8. The ENGINEER or subconsultant shall not discriminate on the basis of race, color, national origin or sex in the performance of this AGREEMENT. The ENGINEER shall carry out applicable requirements of 49 CFR part 26 in the administration of US Department of Transportation (US DOT) assisted contract. Failure by the Engineer to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the LPA deems appropriate.
9. That none of the services to be furnished by the ENGINEER shall be sublet assigned or transferred to any other party or parties without written consent of the LPA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall be construed to relieve the ENGINEER of any responsibility for the fulfillment of this AGREEMENT.
10. For Construction Engineering Contracts:
  - (a) The ENGINEER shall be prequalified with the STATE in Construction Inspection. All employees of the ENGINEER serving as the onsite resident construction supervisor or providing construction inspection shall have a valid Documentation of Contract Quantities certification.
  - (b) For all projects where testing is required, the ENGINEER shall obtain samples according to the STATE Bureau of Materials. "Manual of Test Procedures for Materials," submit STATE Bureau of Materials inspection reports; and verify compliance with contract specifications.
11. That the engineering services shall include all equipment, instruments, supplies, transportation and personnel required to perform the duties of the ENGINEER in connection with this AGREEMENT See Exhibit C).

### II. THE LPA AGREES,

1. To certify by execution of this AGREEMENT that the selection of the ENGINEER was performed in accordance with the following:
  - (a) Professional Services Selection Act (50 ILCS 510), The Brooks Act (40 USC 11), and the Procurement, Management, and Administration of Engineering, and Design Related Services (23 CFR part 172). Exhibit D is required to be completed with this AGREEMENT.
2. To furnish the ENGINEER all presently available survey data, plans, specifications, and project information.
3. For Construction Engineering Contracts:
  - (a) To furnish a full time LPA employee to be In Responsible Charge authorized to administer inherently governmental PROJECT activities.
  - (b) To submit approved forms BC 775 and BC 776 to the DEPARTMENT when federal funds are utilized.
4. To pay the ENGINEER:

- (a) For progressive payments - Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- (b) Final Payment - Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by LPA and DEPARTMENT, a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

5. To pay the ENGINEER as compensation for all services rendered in accordance with the AGREEMENT on the basis of the following compensation method as discussed in 5-5.10 of the BLR Manual.

Method of Compensation:

Lump Sum

Specific Rate

Cost plus Fixed Fee: Fixed

Total Compensation = DL + DC + OH + FF

Where:

DL is the total Direct Labor,

DC is the total Direct Cost,

OH is the firm's overhead rate applied to their DL and

FF is the Fixed Fee.

Where FF = (0.33 + R) DL + %SubDL, where R is the advertised Complexity Factor and %SubDL is 10% profit allowed on the direct labor of the subconsultants.

The Fixed Fee cannot exceed 15% of the DL + OH.

**Field Office Overhead Rates:** Field rates must be used for construction engineering projects expected to exceed one year in duration or if the construction engineering contract exceeds \$1,000,000 for any project duration.

- 6. The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any US DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by US DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as violation of this AGREEMENT. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C 3801 et seq.).
- 7. To certify by execution of the AGREEMENT that the selection of the ENGINEER was performed in accordance with the Local Government Professional Services Selection Act 50 ILCS 510, the Brooks Act 40 USC 11, and Procurement, Management, and Administration of Engineering and Design related Services (23 CFR part 172). Exhibit C is required to be completed with this agreement.

### III. IT IS MUTUALLY AGREED,

- 1. No work shall be commenced by the ENGINEER prior to issuance by the IDOT of a written Notice to Proceed.
- 2. To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amount, recipients and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the contract shall be available for review and audit by the Auditor General, and the DEPARTMENT, the Federal Highways Administration (FHWA) or any authorized representative of the federal government, and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the DEPARTMENT for the recovery of any funds paid by the DEPARTMENT under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
- 3. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and save harmless the LPA, the DEPARTMENT, and their officers, agents, and employees from all suits, claims, actions or damage liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.  
The LPA will notify the ENGINEER of any error or omission believed by the LPA to be caused by the negligence of the ENGINEER as soon as practicable after the discovery. The LPA reserves the right to take immediate action to remedy any error or omission if notification is not successful; if the ENGINEER fails to reply to a notification; or if the conditions created by the error or omission are in need of urgent correction to avoid accumulation of additional construction costs or damages to property and reasonable notice is not practicable.
- 4. This AGREEMENT may be terminated by the LPA upon giving notice in writing to the ENGINEER at the ENGINEER's last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LPA all drawings, plats, surveys, reports, permits, agreements, soils and foundation analysis, provisions, specifications, partial and completed estimates and data, if any from soil survey and subsurface investigation with the understanding that all such material becomes the property of the LPA. The LPA will be responsible for reimbursement of all eligible expenses incurred under the terms of this AGREEMENT up to the date of the written notice of termination.

5. In the event that the DEPARTMENT stops payment to the LPA, the LPA may suspend work on the project. If this agreement is suspended by the LPA for more than thirty (30) calendar days, consecutive or in aggregate, over the term of this AGREEMENT, the ENGINEER shall be compensated for all services performed and reimbursable expenses incurred as a result of the suspension and resumption of its services, and the ENGINEER's schedule and fees for the remainder of the project shall be equitably adjusted.
6. This AGREEMENT shall continue as an open contract and the obligations created herein shall remain in full force and effect until the completion of construction of any phase of professional services performed by others based upon the service provided herein. All obligations of the ENGINEER accepted under this AGREEMENT shall cease if construction or subsequent professional services are not commenced within 5 years after final payment by the LPA.
7. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and have harmless the LPA, the DEPARTMENT, and their officers, employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
8. The ENGINEER and LPA certify that their respective firm or agency:
  - (a) has not employed or retained for commission, percentage, brokerage, contingent fee or other considerations, any firm or person (other than a bona fide employee working solely for the LPA or the ENGINEER) to solicit or secure this AGREEMENT,
  - (b) has not agreed, as an express or implied condition for obtaining this AGREEMENT, to employ or retain the services of any firm or person in connection with carrying out the AGREEMENT or
  - (c) has not paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for the LPA or the ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
  - (d) that neither the ENGINEER nor the LPA is/are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency,
  - (e) has not within a three-year period preceding the AGREEMENT been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property,
  - (f) are not presently indicated for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (e) and
  - (g) has not within a three-year period preceding this AGREEMENT had one or more public transaction (Federal, State or local) terminated for cause or default.

Where the ENGINEER or LPA is unable to certify to any of the above statements in this certification, an explanation shall be attached to this AGREEMENT.

9. In the event of delays due to unforeseeable causes beyond the control of and without fault or negligence of the ENGINEER no claim for damages shall be made by either party. Termination of the AGREEMENT or adjustment of the fee for the remaining services may be requested by either party if the overall delay from the unforeseen causes prevents completion of the work within six months after the specified completion date. Examples of unforeseen causes include but are not limited to: acts of God or a public enemy; act of the LPA, DEPARTMENT, or other approving party not resulting from the ENGINEER's unacceptable services; fire; strikes; and floods.

If delays occur due to any cause preventing compliance with the PROJECT SCHEDULE, the ENGINEER shall apply in writing to the LPA for an extension of time. If approved, the PROJECT SCHEDULE shall be revised accordingly.

10. This certification is required by the Drug Free Workplace Act (30 ILCS 580). The Drug Free Workplace Act requires that no grantee or contractor shall receive a grant or be considered for the purpose of being awarded a contract for the procurement of any property or service from the DEPARTMENT unless that grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited or suspension of contract on grant payments, termination of a contract or grant and debarment of the contracting or grant opportunities with the DEPARTMENT for at least one (1) year but not more than (5) years.

For the purpose of this certification, "grantee" or "Contractor" means a corporation, partnership or an entity with twenty-five (25) or more employees at the time of issuing the grant or a department, division or other unit thereof, directly responsible for the specific performance under contract or grant of \$5,000 or more from the DEPARTMENT, as defined the Act.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- (a) Publishing a statement:
  - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
  - (2) Specifying actions that will be taken against employees for violations of such prohibition.
  - (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
    - (a) abide by the terms of the statement; and
    - (b) notify the employer of any criminal drug statue conviction for a violation occurring in the workplace no later than (5) days after such conviction.
- (b) Establishing a drug free awareness program to inform employees about:



Name of Local Public Agency

Urbana Park District

Local Public Agency Type

Clerk

Title

(SEAL)

Executed by the ENGINEER:

Consultant (Firm) Name

Fehr Graham

Attest:

By (Signature & Date)

Title

By (Signature & Date)

Title

Local Public Agency

County

Section Number

Urbana Park District

Champaign

22-P4003-00-BT

**EXHIBIT A  
SCOPE OF SERVICES**

To perform or be responsible for the performance of the engineering services for the LPA, in connection with the PROJECT herein before described and enumerated below

Fehr Graham will provide Phase III Construction Engineering Services as described in the attached proposal.

Local Public Agency

County

Section Number

Urbana Park District

Champaign

22-P4003-00-BT

**EXHIBIT B  
PROJECT SCHEDULE**

The project letting date is targeted for November 18, 2022 with construction to begin in the spring of 2023 and completion in the summer of 2023.

Local Public Agency

County

Section Number

Urbana Park District

Champaign

22-P4003-00-BT

**Exhibit C  
Direct Costs Check Sheet**

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.

Item	Allowable	Quantity	Contract Rate	Total
<input type="checkbox"/> Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual cost (Up to state rate maximum)			
<input type="checkbox"/> Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost			
<input type="checkbox"/> Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			
<input type="checkbox"/> Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum			
<input type="checkbox"/> Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day			
<input type="checkbox"/> Vehicle Rental	Actual cost (Up to \$55/day)			
<input type="checkbox"/> Tolls	Actual cost			
<input type="checkbox"/> Parking	Actual cost			
<input type="checkbox"/> Overtime	Premium portion (Submit supporting documentation)			
<input type="checkbox"/> Shift Differential	Actual cost (Based on firm's policy)			
<input type="checkbox"/> Overnight Delivery/Postage/Courier Service	Actual cost (Submit supporting documentation)			
<input type="checkbox"/> Copies of Deliverables/Mylars (In-house)	Actual cost (Submit supporting documentation)			
<input type="checkbox"/> Copies of Deliverables/Mylars (Outside)	Actual cost (Submit supporting documentation)			
<input type="checkbox"/> Project Specific Insurance	Actual Cost			
<input type="checkbox"/> Monuments (Permanent)	Actual Cost			
<input type="checkbox"/> Photo Processing	Actual Cost			
<input type="checkbox"/> 2-Way Radio (Survey or Phase III Only)	Actual Cost			
<input type="checkbox"/> Telephone Usage (Traffic System Monitoring Only)	Actual Cost			
<input type="checkbox"/> CADD	Actual cost (Max \$15/hour)			
<input type="checkbox"/> Web Site	Actual cost (Submit supporting documentation)			
<input type="checkbox"/> Advertisements	Actual cost (Submit supporting documentation)			
<input type="checkbox"/> Public Meeting Facility Rental	Actual cost (Submit supporting documentation)			
<input type="checkbox"/> Public Meeting Exhibits/Renderings & Equipment	Actual cost (Submit supporting documentation)			
<input type="checkbox"/> Recording Fees	Actual Cost			
<input type="checkbox"/> Transcriptions (specific to project)	Actual Cost			
<input type="checkbox"/> Courthouse Fees	Actual Cost			
<input type="checkbox"/> Storm Sewer Cleaning and Televising	Actual cost (Requires 2-3 quotes with IDOT approval)			
<input type="checkbox"/> Traffic Control and Protection	Actual cost (Requires 2-3 quotes with IDOT approval)			
<input type="checkbox"/> Aerial Photography and Mapping	Actual cost (Requires 2-3 quotes with IDOT approval)			
<input type="checkbox"/> Utility Exploratory Trenching	Actual cost (Requires 2-3 quotes with IDOT approval)			
<input type="checkbox"/> Testing of Soil Samples	Actual Cost			
<input type="checkbox"/> Lab Services	Actual Cost (Provide breakdown of each cost)			
<input type="checkbox"/> Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			
<input type="checkbox"/>				
<b>Total Direct Costs</b>				

Local Public Agency Urbana Park District	County Champaign	Section Number 22-P4003-00-BT
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**Exhibit D  
Qualification Based Selection (QBS) Checklist**

The LPA must complete Exhibit D. If the value meets or will exceed the threshold in 50 ILCS 510, QBS requirements must be followed. Under the threshold, QBS requirements do not apply. The threshold is adjusted annually. If the value is under the threshold with federal funds being used, federal small purchase guidelines must be followed.

Form Not Applicable (engineering services less than the threshold)

**Items 1-13 are required when using federal funds and QBS process is applicable. Items 14-16 are required when using State funds and the QBS process is applicable.**

		No	Yes
1	Do the written QBS policies and procedures discuss the initial administration (procurement, management and administration) concerning engineering and design related consultant services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Do the written QBS policies and procedures follow the requirements as outlined in Section 5-5 and specifically Section 5-5.06 (e) of the BLRS Manual?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Was the scope of services for this project clearly defined?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Was public notice given for this project?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes Due date of submittal

Method(s) used for advertisement and dates of advertisement

5	Do the written QBS policies and procedures cover conflicts of interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Do the written QBS policies and procedures use covered methods of verification for suspension and debarment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Do the written QBS policies and procedures discuss the methods of evaluation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	Project Criteria	Weighting
-	Technical Approach	15%
-	Firm Experience	30%
-	Staff Capabilities	25%
-	Workload Capacity	20%
-	DBE & Local Presence	10%
	Add	

8	Do the written QBS policies and procedures discuss the method of selection?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Selection committee (titles) for this project

Top three consultants ranked for this project in order

1	Fehr-Graham
2	Farnsworth
3	MSA

9	Was an estimated cost of engineering for this project developed in-house prior to contract negotiation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Were negotiations for this project performed in accordance with federal requirements.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11	Were acceptable costs for this project verified?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12	Do the written QBS policies and procedures cover review and approving for payment, before forwarding the request for reimbursement to IDOT for further review and approval?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13	Do the written QBS policies and procedures cover ongoing and finalizing administration of the project (monitoring, evaluation, closing-out a contract, records retention, responsibility, remedies to violations or breaches to a contract, and resolution of disputes)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	QBS according to State requirements used?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Local Public Agency	County	Section Number		
Urbana Park District	Champaign	22-P4003-00-BT		
15	Existing relationship used in lieu of QBS process?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	LPA is a home rule community (Exempt from QBS).		<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Instructions for BLR 05530 - Page 1 of 3**  
Form instructions are not to be submitted with the form

This form shall be used for a Local Public Agency (LPA) to enter into an agreement with an Engineering firm in connection with a project funded with Federal, State, and/or Motor Fuel Tax (MFT) funds. Based on the selection of type of engineering agreement and funding type, the form will change. For more information refer to the Bureau of Local Roads and Streets Manual (BLRS) Chapter 5. For signature requirements refer to Chapter 2, Section 3.05(b) of the BLRS manual.

This form can also be used for structure inspections.

When filing out this form electronically, once a field is initially completed, fields requiring the same information will be auto-populated.

**Using Federal Funds?** The user must select yes or no. Based on the selection, a drop-down menu will appear. The language of the form changes based on the selection.  
Selecting yes indicates federal funds will be used to fund all or a portion of the engineering for this phase of this project.  
Selecting no indicates no federal funds will be used to fund any engineering for this phase of the project.

**Agreement For** If yes was selected for using Federal Funds, select Federal PE or Federal CE from the drop-down.  
If no was selected for using Federal Funds, select MFT PE, MFT CE, or MFT PE-CE.

**Agreement Type** From the drop down, select the type of agreement, types to choose from are: Original or Supplemental  
**Number** If the agreement is for a supplemental, insert the number of the supplemental using number 1 for the first supplemental, and increase the numbering as the supplementals increase.

**Local Public Agency**

**Name of Local Public Agency** Insert the name of the LPA.  
**County** Insert the name of the county in which the LPA is located.  
**Section Number** Insert the section number applied to this project without dashes, dashes are automatically inserted.  
**Job Number** Insert the job number assigned for the project, if applicable.  
**Project Number** Insert the project number assigned for this project, if applicable.  
**Contact Name** Insert the name of the LPA contact for this project.  
**Phone Number** Insert the phone for the LPA contact listed to the left without dashes.  
**Email** Insert the email for the LPA contact listed to the left.

**Section Provisions**

**Location** Use the add location button to add additional locations, if needed, for up to a total of five locations. If there are more than five locations, use various.  
**Local Street/Road Name** Insert the local street/road name.  
**Key Route** Insert the key route of the street/road listed to the left, if applicable.  
**Length** Insert the length in miles as it pertains to the location listed to the left. For a structure insert 0.01.  
**Existing Structure Number(s)** Insert the existing structure number(s) for this project.  
**Location Termini** Insert the beginning and ending termini as it pertains to this location for this project.  
**Add Location** Use this button to add additional locations  
**Project Description** Insert a description of the work to be accomplished by this project.  
**Engineering Funding** Check all boxes that apply, if type other is checked, insert the type of other funding in the box following "other." The form will change based on the box(es) checked.  
**Anticipated Construction Funding** Check all boxes that apply, if type other is checked, insert the type of other funding in the box following "other."

## Instructions for BLR 05530 - Page 2 of 3

Agreement For	Select the check box for the type of engineering the agreement is for. Phase I for Preliminary Engineering, Phase II for Design Engineering, Phase III for Construction Engineering. When Federal Funds are used, Phase I and Phase II can be selected when the agreement is for Federal PE. When Federal CE is selected, only Phase III can be selected. For MFT, the Phases can be selected based on the original selection at the top of the form for the agreement type.
Consultant	
Firm Name	Insert the name of the consultant firm.
Address	Insert the address of the firm listed to the left.
Contact Name	Insert the name of the contact for the firm listed to the left.
Phone Number	Insert the phone number for the contact listed to the left, without dashes.
Email	Insert the email of the contact listed to the left.
Agreement Exhibits	Check all that apply, for boxes checked that do not have a description, insert the name of the exhibit.
LPA Agrees	
Method of Compensation	Select the method of compensation for this agreement by checking the applicable box. If Percent is checked (this is only available when agreement is for MFT funds.), insert in the box the applicable percentage. If Lump Sum is checked, complete the box after lump sum showing the lump sum compensation amount. For agreements funded with federal funds the lump sum shall be determined by using the Cost Plus Fixed Fee formula. If Specific Rate is checked, insert the specific rate in the box. The specific rate cannot exceed \$150,000. For a federal project this is limited to testing services only. If Cost Plus Fixed Fee is checked, select the type of raise the agreement will use: Anniversary or Fixed. If this method is selected, BLR 05513 or BLR 05514 must be included in the exhibits.
Agreement Summary	
Prime	Insert the name of the Prime Consultant
TIN/FEIN/SS	Insert the Prime Consultant's Taxpayer Identification Number (TIN), Federal Employer Identification Number (FEIN) or Social Security Number (SS).
Agreement Amount	Insert the maximum agreement amount.
Subconsultant	As applicable, for each sub consultant listed, insert the name of the subconsultant
TIN/FEIN/SS	Insert the Subconsultant's Taxpayer Identification Number (TIN), Federal Employer Identification Number (FEIN) or Social Security Number (SS).
Agreement Amount	Insert the maximum agreement amount for the subconsultant listed to the left.
Add Subconsultant	If additional lines are needed for additional subconsultants, insert lines as needed and complete the required information.
Subconsultant Total	This field is automatically completed, it is the sum of all the agreement amounts for all subconsultants listed.
Prime Total	This field is automatically completed, it is the amount of the prime consultant fee as listed above.
Total for All	This field is automatically completed, it is the sum of the subconsultant and the prime total.

## Instructions for BLR 05530 - Page 3 of 3

### Agreement Signatures

#### Executed by LPA

Local Public Agency Type	From the drop down, select the type of LPA. Types to choose from are: City, County, Town, or Village.
Name of Local Public Agency	Insert the name of the LPA.
By	The LPA clerk will sign here.
By	The LPA official authorized to sign this agreement will sign and date here.
Name of Local Public Agency	Insert the name of the Local Public Agency.
Local Public Agency Type	Insert the type of LPA.
Seal of LPA	The LPA will seal the document here.
Title	Insert the title of the LPA official who signed above.

#### Executed by the Engineer

Engineering Firm Name	Insert the name of the engineering firm the agreement is with.
By	The person(s) authorized to sign this agreement from the engineering firm will sign and date here.
Title	Insert the title of the person signing above.

#### For Agreement using MFT or State Funds only:

Regional Engineer	Upon approval the Regional Engineer will sign and date here.
-------------------	--

Exhibit A	Insert the scope of services covered by this agreement for this project.
Exhibit B	Insert the project schedule that applies to this agreement.
Exhibit C	Insert Exhibit C, Direct Costs and complete the exhibit. Only items checked and completed will be allowed as a direct cost.
Exhibit D	Qualification Based Selection Checklist (QBS) process must be followed when the value of engineering will meet and/or exceed the threshold in 50 ILCS 510. If process does not apply, check the form not applicable box. If process applies and using federal funds, complete items 1 through 13. If applies and using state funds, complete items 14 through 16.
Exhibit E	Cost Plus Fixed Fee Estimate of Consultant Services Worksheet (BLR 05513 or BLR 05514). If the method of compensation was checked as Cost Plus Fixed Fee (Anniversary or Fixed Raise) in the agreement, then select this box and attach the correct BLR form: BLR 05514 for fixed raise, or BLR 05513 for Anniversary Raises.
Exhibit	Use the remaining boxes and lines to add additional exhibits as needed.

A minimum of four (4) signed originals must be submitted to the Regional Engineer's District office.

Following approval, distribution will be as follows:

- Central Office (only for Projects using State and/or Federal Funds)
- District
- Engineer (Municipal, Consultant or County)
- Local Public Agency Clerk



Local Public Agency Urbana Park District	County Champaign	Section Number 22-P4003-00-BT
Consultant (Firm) Name Fehr Graham and Associates LLC	Prepared By Chad Osterbur	Date 12/10/2021

**PAYROLL ESCALATION TABLE**

CONTRACT TERM 24	MONTHS	OVERHEAD RATE 153.56%
START DATE 12/31/2021		COMPLEXITY FACTOR 0
RAISE DATE 1/1/2022		% OF RAISE 2.00%
END DATE 12/30/2023		

**ESCALATION PER YEAR**

Year	First Date	Last Date	Months	% of Contract
0	12/31/2021	1/1/2022	0	0.00%
1	1/2/2022	1/1/2023	12	51.00%
2	1/2/2023	1/1/2024	12	52.02%

The total escalation = 3.02%









# Memo

**To: Urbana Park District Board of Commissioners**

**From: Derek Liebert, Superintendent of Planning and Operations**

**Copy: Tim Bartlett, Executive Director**  
**Andy Rousseau, Project Manager**

**Date: January 11, 2022**

**Re: Action to Approve Resolution 2022-01 and enter into Agreement with Sourcewell**

---

## **I. Statement of Situation**

The Urbana Park District has been a member of the National Joint Power Alliance (NJPA) dating back to 2011 when Grainger was awarded the bid for shelving and racking at the Planning and Operations Facility, and the most competitive pricing was recognized through NJPA's cooperative purchase pricing that Grainger applied to the bid. Since that time, NJPA has transitioned into the Sourcewell purchasing cooperative. Sourcewell is a government organization that is a partner of the Illinois Park and Recreation Association (IPRA) with over 170 accounts with park districts in Illinois, including the Champaign Park District, which entered into agreement with Sourcewell in November of 2020 and utilized their cooperative purchasing contracts for the purchase of Martens Center gym athletic equipment. Sourcewell is also listed as an approved cooperative agreement under the Illinois Chief Procurement Office at <https://www2.illinois.gov/cpo/general/Pages/Documents-Referenced-in-CPO-Notice-2018.04.aspx>

## **II. Statement of Work**

As staff prepared to bid a replacement brush chipper for the 2022 vehicle and equipment schedule, we learned of the possible advantages of using the Sourcewell Vermeer tree maintenance equipment bid and contract. Staff reviewed the process that Champaign Park District has had with the utilizing the cooperative and researched and confirmed the suitability of its application to purchasing our selected brush chipper through a previously bid Sourcewell contract. Through the Vermeer contact, the district is able to take advantage 2021 pricing and limit supply chain delays on the purchase. The Sourcewell Reference Guide as attached for additional background on the cooperative. The Sourcewell program may provide efficiencies and savings for the purchase of equipment for the new Health and Wellness Center as well as future equipment purchases.

## **III. Recommendation**

Staff recommend the Urbana Park District Board of Commissioners approve Resolution 2022-01 and enter into agreement with the Sourcewell purchasing cooperative.

# Cooperative Purchasing Reference Guide

Your guide for sourcing success



Together,  
we are  
Sourcewell

## Cooperative purchasing

Cooperative purchasing is procurement conducted by, or on behalf of, one or more government units for use by other government units.



### Compliant

- Our process can be trusted to satisfy your bid requirements
- We are a government agency that works like you
- Achievement of Excellence in Procurement recipient



### Competitive

- Buying power of 50,000 participating agencies
- Contracts offer ceiling-based pricing and volume discounts



### Convenient

- More than 400 quality suppliers holding competitively awarded contracts
- Full suite of options for a complete solution
- Easy, no-cost participation for public agencies



## Register as a participating agency

Participation is free. Just complete the online or paper registration form. A legal agreement is available if needed. After registering, you will receive a Sourcwell account ID number electronically and a welcome packet by mail.

- Online at: [sourcewell-mn.gov](https://sourcewell-mn.gov)
- Through hard copy participation agreement (download from our website)
- Through “Joint Exercise of Powers” or “Interlocal” agreements

## Make a purchase

Browse our catalog of nationally awarded suppliers online. Contact the supplier directly and inform them of your interest in using the Sourcwell contract, OR use our expertise — contact our client relations team. We want to be your guide.

For more information, contact our client relations team:

877-585-9706

[service@sourcewell-mn.gov](mailto:service@sourcewell-mn.gov)

# Our process

Cooperative purchasing connects buyers and sellers for efficiency and savings.

Our user-friendly process—the consistency of our documents, forms, and evaluation criteria—is among our greatest assets.

We continuously refine our efforts to meet the changing needs of our clients. They value our North American competitive procurement process, which satisfies local procurement requirements.

Our clients add value to these steps by understanding their local procurement requirements and assessing their ability to legally access and utilize Sourcewell contracts.

## Competitive procurement process

### 1. Scope of solicitation

We determine the scope of each competitive solicitation by identifying the needs of our public agency clients. This is accomplished through daily interactions and guidance from our clients.

### 2. Authorization from Sourcewell Board of Directors

Before initiating a solicitation, we seek permission from the publicly elected Sourcewell Board of Directors.

### 3. Public notice and advertising

Upon approval from the board, we issue a public notice and advertisement. Refer to [sourcewell-mn.gov/process](http://sourcewell-mn.gov/process) for specific advertising locations.

### 4. Proposal receipt and opening

We accept web-based, digital submissions through the Sourcewell Procurement Portal. Responses through the portal are secure and inaccessible until after the published due date and time. We conduct a public-proposal opening time, date, and place as specified in the RFP. Prior to April 1, 2019, physical submissions were accepted with a time and date stamp upon receipt at our office in Staples, Minn.

### 5. Objective evaluation

At the proposal opening, we evaluate the responsiveness of each proposal received. The evaluation committee then presents its recommendations to the chief procurement officer (CPO) for final review and approval.

### 6. Official award

Upon approval by the CPO and ratification by the Sourcewell Board of Directors, we award the recommended supplier(s) a four-year contract with the potential for a one-year extension. The Procurement Department sends a Notice of Award or Non-Award to all respondents via email.

### 7. Posting and review of approved contract documents

Sourcewell maintains a complete procurement file, and contract documentation is posted on our website. We periodically review all awarded contracts for compliance and effectiveness. In addition, Sourcewell may review and approve price and product changes at the supplier's request.



4-time recipient of the Achievement of Excellence in Procurement award.

# The Sourcewell advantage

Sourcewell is a self-sustaining government organization. We partner with government, education, and nonprofit entities to empower community success.

## You can confidently partner with Sourcewell because we:

### Value independence

- As a government agency authorized by the state of Minnesota, we can enter into contracts and operate as our own cooperative purchasing lead agency. (See enabling legislation on page 6)
  - We adhere to competitive solicitation requirements of the Uniform Municipal Contracting Law.
- We award most contracts corporately, but you purchase from local dealers and providers.
- Contract terms allow you to propose supplemental terms and conditions.

### Lead the way

- Choice of high-quality equipment/products/services—400 North American supplier contracts and more than 500 construction contracts.
- We eliminate low-bid, low-quality issues. You capture lifecycle-cost savings.
- Our contracts are tailored to you with solutions-based solicitations.
  - Basic to fully customized solutions available when you choose from a suite of options.

### Read the fine print

- Proven procurement process, refined over 40 years. (See prior page.)
- Contracts competitively solicited on your behalf and awarded by our CPO and elected board.
- The documentation you need is right at your fingertips—with a complete procurement file posted on our website [sourcewell-mn.gov](http://sourcewell-mn.gov).

### Make purchasing easy

- Browse our catalog of awarded suppliers online.
- Participating agencies can then contact the supplier directly and tell them you'd like to use the Sourcewell contract.
  - If not a participating agency, check out how easy it is to register on page 3.
- Tap into our expertise by contacting our client relations team: 877-585-9706 or [service@sourcewell-mn.gov](mailto:service@sourcewell-mn.gov).

# Frequently asked questions

**Q. Who is Sourcewell?**

A. Sourcewell is a local unit of government, a public corporation and agency under the Minnesota Constitution and its enabling law, Minnesota Statutes § 123A.21. Sourcewell employees are government employees.

**Q. What is Sourcewell's primary purpose?**

A. Sourcewell is a service cooperative created to provide programs and services to participating agencies in the government, education, and nonprofit sectors. Its statutory purpose is to assist these agencies in meeting specific needs which are more efficiently delivered cooperatively than by an entity individually. Minn. Stat. § 123A.21, subd. 2.

**Q. Is cooperative purchasing one of Sourcewell's authorized activities?**

A. Sourcewell is authorized to establish cooperative purchasing contracts on behalf of itself and participating agencies. Sourcewell follows the competitive contract law requirements under Minnesota Statutes § 471.345, to solicit, evaluate, and award these contracts.

**Q. How is Sourcewell governed?**

A. Sourcewell is governed by an eight-member Board of Directors made up of local elected officials including county commissioners, city council members, mayors, and school board members.

**Q. Who is eligible to participate, and how much does it cost?**

A. Participation is free and available to all government, education, and nonprofit entities.

**Q. How do we register?**

A. You can register to participate online at [sourcewell-mn.gov](https://sourcewell-mn.gov) or by submitting a paper agreement.

**Q. What specific statute gives my agency the authority to participate?**

A. Joint powers and cooperative purchasing laws authorize clients to access Sourcewell cooperative purchasing contracts. Sourcewell clients are responsible for ensuring compliance with state and local laws in their respective jurisdictions. A comprehensive list of state laws is included on the Sourcewell website on the "Compliance and Legal" page.

Sourcewell continuously monitors changing laws and regulations affecting cooperative purchasing. For questions about state-specific compliance or contract-use requirements, please contact [service@sourcewell-mn.gov](mailto:service@sourcewell-mn.gov).

**Q. Can my agency use Sourcewell contracts without issuing our own solicitation?**

A. Sourcewell contracts are competitively solicited on behalf of Sourcewell and our participating agencies. Individual agencies are free to determine whether the awarded contracts meet their needs.

# Frequently asked questions

Q. Does Sourcewell's procurement process meet federal procurement standards, including the Office of Management and Budget Uniform Guidance (2 CFR Part 200)?

A. Sourcewell's procurement process is continuously improved to ensure compliance with state and federal requirements affecting our clients' ability to use cooperative purchasing contracts. Standard federal terms and conditions are included in Sourcewell solicitations and contracts. For specific compliance questions, please contact [service@sourcewell-mn.gov](mailto:service@sourcewell-mn.gov).

Q. How do I obtain copies of the legal documents associated with each contract?

A. Contracts and solicitation documents are available under the "Contract Documentation" tab on each supplier's page on the Sourcewell website. Please follow the instructions under each supplier's "Pricing" tab to access pricing for specific contracts. Due to pricing complexity, some pricing is only available upon request. Procurement files are also available upon request.

Q. As a Sourcewell participating agency, are we able to buy from other contracts?

A. Sourcewell participation and contracts are nonexclusive with no obligation to purchase.

Q. How is Sourcewell funded?

A. Sourcewell is funded by administrative fees paid by suppliers. When Sourcewell awards a contract, that supplier realizes substantial efficiencies in the form of thousands of sales opportunities. Suppliers pay a percentage of those sales to Sourcewell to cover costs related to the procurement process and to offset general operating costs.

Material prepared and provided by Sourcewell is intended as informational and for reference purposes, but is not legal advice. We recognize your responsibility to ensure the Sourcewell procurement process complies with your local laws.



## Cooperative purchasing

Sourcewell creates cooperative contract purchasing solutions on behalf of participating public agencies. Cooperative contracts offer both time and money savings for users by consolidating the efforts of numerous individually prepared solicitations into one, cooperatively shared process—taking advantage of the volume pricing generated by 50,000 agencies across North America.

### Register and purchase

Visit [sourcewell-mn.gov/cooperative-purchasing](https://sourcewell-mn.gov/cooperative-purchasing) or turn to page 3 for more details.

### We want to be your guide.

Contact our client relations team:

877-585-9706

[service@sourcewell-mn.gov](mailto:service@sourcewell-mn.gov)

RESOLUTION 2022-01

WHEREAS, the Urbana Park District, is a public agency within the meaning of the Illinois Intergovernmental Cooperation Act (Act), 5 ILCS 220/2, and is authorized by such Act to exercise any power or powers, privileges, functions, or authority which may be exercised by a public agency of the State of Illinois in combination, transfer or joint enjoyment with any other public agency of the State of Illinois and jointly with any public agency of any other state or the United States to the extent that the laws of such other state or the United States do not prohibit joint exercise or enjoyment, and except where specifically and expressly prohibited by law. 5 ILCS 220/3; and

WHEREAS, the Urbana Park District, as such an authorized public agency, may from time to time be interested in entering into intergovernmental cooperative purchasing agreements through coordination with cooperative entities and with other suitable public agencies; and

WHEREAS, the Urbana Park District anticipates, expects and finds that by entering into intergovernmental cooperative purchasing agreements as it deems necessary for the public good and convenience, such agreements will be utilized to achieve efficiency and save taxpayer funds;

NOW, THEREFORE, BE IT RESOLVED that the Board of Park Commissioners of the Urbana Park District does hereby determine and find that it may from time to time enter into intergovernmental cooperative purchasing agreements as permitted by law, including without limitation, entering into agreements with lead and other public agencies whether within or outside the State of Illinois, such as Sourcewell. Entering into such agreements as it sees fit shall be for the public good, efficiency and best interests of the Urbana Park District; provided that, such agreements and actions are implemented and performed in compliance with the requirements of the Illinois Park District Code, Intergovernmental Cooperation Act and other applicable law.

PASSED and ADOPTED this 11th day of January 2022.

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MICHAEL WALKER, President,  
Urbana Park District, in  
Champaign County, Illinois

ATTEST:

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TIMOTHY BARTLETT, Secretary,  
Urbana Park District in  
Champaign County, Illinois



### SOURCEWELL AGREEMENT

This Agreement, made effective on the date hereof, by and between Sourcewell (formerly known as National Joint Powers Alliance) and Urbana Park District (hereinafter referred to as the "Member").

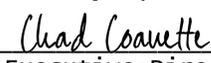
#### Agreement

1. Sourcewell, a public entity whose creation was authorized by Minn. Stat. § 123A.21, has followed procurement procedures for products and services offered by this Agreement in accordance with Minn. Stat. § 471.345. Sourcewell is permitted to engage in cooperative purchasing pursuant to Minn. Stat. § 123A.21 Subd. 7(23).
2. It is the sole responsibility of each Member to follow state and local procurement statutes and rules as it pertains to cooperative purchasing or joint power Agreements with in-state or out-of-state public agencies.
3. Sourcewell makes cooperative purchasing contracts available to Members "as is," and is under no obligation to revise the terms, conditions, scope, price, and/or any other conditions of the contract for the benefit of the Member. Members are permitted to negotiate and agree to additional terms and conditions with Vendors directly.
4. Each party shall be responsible for its acts and the results thereof, to the extent authorized by law, and will not be responsible for the acts of the other party and the results thereof. The Member will be responsible for all aspects of its purchase, including ordering its goods and/or services, inspecting and accepting the goods and/or services, and paying the Vendor who will have directly billed the Member placing the order.
5. The use of each contract by the Member will adhere to the terms and conditions of the Sourcewell contract.
6. Any dispute which may arise between the Member and the Vendor are to be resolved between the Member and the Vendor.
7. This Agreement incorporates all Agreements, covenants and understandings between Sourcewell and the Member. No prior Agreement or understanding, verbal or otherwise, by the parties or their agents, shall be valid or enforceable unless embodied in this Agreement. This Agreement shall not be altered, changed or amended except by written amendment executed by both parties.

#### Member Name

By \_\_\_\_\_  
 Its \_\_\_\_\_  
 TITLE  
 \_\_\_\_\_  
 DATE

#### Sourcewell

DocuSigned by:  
  
 \_\_\_\_\_  
 Executive Director/CEO  
 TITLE  
 1/4/2022 | 1:02 PM CST  
 \_\_\_\_\_  
 DATE

**MEMBER INFORMATION**

Indicate an address to which correspondence may be delivered.

Organization Name*	Urbana Park District
Address*	901 N Broadway Ave
City	Urbana
State/Province Code	IL ZIP code* 61801
Country	United States
Employer Identification Number	37-6000532
Website	
Contact person* (First, Last)	Derek Liebert
Job Title*	Superintendent
Job Role*	Administration
E-mail*	daliebert@urbanaparks.org
Phone*	217-344-9583

**Organization Type:****Government**

- Federal
- State
- County
- Municipality
- Tribal
- Township
- Special District

**Education**

- Pre-K
- Public K-12
- Private K-12
- Public Higher Ed
- Private Higher Ed



**Non-Profit (Please include documentation demonstrating non-profit status)**

- Church
- Medical Facility
- Other

**REFERRED BY**

- Advertisement
- Colleague/Friend
- Vendor Representative
- Conference/Trade Show \_\_\_\_\_
- Search Engine/Web Search

**RETURN COMPLETED AGREEMENT TO:**

Sourcewell  
202 12<sup>th</sup> Street NE  
P.O. Box 219  
Staples, MN 56479

877-585-9706  
[membership@sourcewell-mn.gov](mailto:membership@sourcewell-mn.gov)

*\*Denotes required information*

# Memo

**To:** Urbana Park District Board of Commissioners  
**From:** Andy Rousseau, Project Manager  
**Copy:** Tim Bartlett, Executive Director  
Derek Liebert, Superintendent of Planning and Operations  
**Date:** January 11, 2022  
**Re:** New Equipment Purchase – Brush Chipper

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## **I. Statement of Situation**

The UPD maintains and operates a fleet of vehicles and equipment for general park and recreation operations. The vehicles and equipment are on a replacement schedule based upon year, mileage, hours, and overall condition. The replacement is for one new brush chipper with a trade-in offered on the 2012 Vermeer BC1800A chipper. This piece of equipment is part of the 2022 equipment replacement schedule.

## **II. Statement of work**

Staff met with our area Vermeer dealer to review various models for replacement and select any options. During our review, we were notified that the preferred Vermeer model (BC 1800xl) was the awarded bid contract through the government cooperative purchasing organization, Sourcewell.

Sourcewell is a joint purchasing authority that is authorized to use by any governmental unit within Illinois. Sourcewell has also been a partner through IPRA and utilized for various purchasing for park and recreation organizations, as well as other municipal entities, throughout Illinois. The Vermeer chipper was awarded through bid contract 031721-VRM, and the Board will be asked to approve an agreement and resolution for purchasing through Sourcewell prior to the recommendation for the purchase of the brush chipper.

Purchasing through Sourcewell provides a 14% discount off the Vermeer retail pricing. The pricing will also lock in an earlier contract price, rather than pricing that would be dependent on any issues with lead-times and anticipated cost-increases.

### III. Budget

The 2022 capital budget includes a total of \$65,000 in funding for the replacement of the Vermeer Chipper.

Expenses:

Vermeer Chipper (BC1800xl)	\$ 97,132.00
Freight & Prep	\$ 1,280.00
<u>LESS Trade-in</u>	<u>\$ (34,000.00)</u>
Total Expenses	\$ 64,412.00

### V. Recommendation

Staff recommend the Board of Commissioners award the purchase of a new brush chipper, and trade-in of current model, in the amount of \$64,412.00 to Vermeer Midwest of Goodfield, IL.



120 E Martin Drive  
 Goodfield, IL 61742  
 309-965-3300  
[www.vermeermidwest.com](http://www.vermeermidwest.com)

**CONSUMER RETAIL PURCHASE ORDER AND SECURITY AGREEMENT**

**1/5/2022**

**Reference #: Q-08204-1**  
**PO #:**

Bill To:  
 URBANA PARK DISTRICT  
 Andy Rousseau  
 1011 E. Kerr  
 URBANA, IL 61801  
 217-344-9583 XOFF

Ship To:  
 URBANA PARK DISTRICT  
 Andy Rousseau  
 1011 E. Kerr  
 URBANA, IL 61801  
 217-344-9583 XOFF

**1 New Vermeer BC1800xl \$97,132.00**

- ~ 031721-VRM Vermeer Source Well Number
- ~ 173hp John Deere Tier 4 Final Turbo Charged Diesel Engine
- ~ 19" Capacity Drum Chipper with 20"x 24" Infeed Opening
- ~ Ecolde Engine Control system~Automatically lowers engine RPM if material is not being chipped. ~ Four sided square anvil/bedknife
- ~ High Coolant Temperature and Low Oil Pressure Automatic Shutdown
- ~ Hydraulic Winch System
- ~ Hydraulic Jack System
- ~ Hydraulic Discharge/Chip Chute (Rotation & Deflection)
- ~ Machine Weight: 9,960 lbs with winch
- ~ Transport Length 177", Width 78.5", Height 107"
- ~ 35 Gallon Fuel Tank, 12 Gallon Hydraulic Tank
- ~ Patented Vermeer Smartfeed System
- ~ Infeed Rate is 0~117 fpm
- ~ 10,000 lbs. Rubber Torsion Axle
- ~ LT235/75R17.5 Load Range J Standard Tires, Electric Brakes with Breakaway Switch
- ~ 13" Spring Loaded Autoclutch, Which Can only be Engaged at Low rpm
- ~ 36" Wide Cutter Drum with 4 ~ 5.5" x 10" Dual Edged Chipper Knives
- ~ Upper and lower feed stop bar for safety
- ~ 1 year/1,000 Hour Parts and Labor Standard Vermeer Warranty
- ~ 3 year/3,000 Hour Extended Limited Warranty on Chipping Drum
- ~ 2 year/2,000 Hour Parts and Labor Warranty on John Deere Diesel Engine

**1 Used 2012 Vermeer Brush Chipper, 1150 hours, SN# 1VRY131Z4C1003223 \$-34,000.00**

Untaxed Machine	\$97,132.00
Trade	\$-34,000.00
Freight and Prep	\$1,280.00
<b>Grand Total</b>	<b>\$64,412.00</b>
<hr style="border-top: 1px dashed black;"/>	
<b>Total Due</b>	<b>\$64,412.00</b>
<hr style="border-top: 1px dashed black;"/>	

Initials: \_\_\_\_\_

Quote #:Q-08204

**Note: Buyer certifies all Trade-Ins are free of encumbrances**

**Notice**

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds thereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder.

Until the seller is paid in full for said equipment, buyer shall obtain insurance naming seller as "additional insured" covering all risk of loss, theft or damage on equipment and in the event of any such loss, the proceeds of said insurance shall be paid to and assigned to seller. The buyer shall immediately deliver to the seller, a certificate of insurance indicating the same.

**Applicable items denoted below:**

- Sold new with: 1 Year / 1,000 Hours Parts and Labor Standard Vermeer Limited Warranty

All warranty repairs made under this agreement must be made in dealer's shop and buyer is responsible for hauling equipment for repair. All warranty parts must be returned within 30 days. No warranty is given by the dealer for tires, batteries or accessories, and the buyer is fully responsible for repairs necessitated by accident, misuse or negligence. This warranty is not transferable.

In the event the equipment described herein is unavailable for any reason beyond the seller's control, the seller shall not be liable for any damages caused to the buyer.

If any sales, use, excise or other tax is not stated correctly herein or is changed by an applicable government authority and effective to this purchase, the amount due hereunder shall be adjusted accordingly.

The equipment purchased herein is hereby pledged to seller as security until the entire purchase has been paid, buyer authorizes seller to file a U.C.C.-1

Financing Statement against the buyer for said equipment, until paid in full.

The parties agree that this is the entire agreement and that no oral representation or agreement has been made which would modify this agreement or be a condition precedent or subsequent to the enforcement of this agreement and that this agreement may not be modified except by a writing signed by each of the parties.

I hereby agree

to the conditions of this order, expressed in the foregoing, constituting a purchase order contract. I hereby certify that I am 21 years of age or older and acknowledge receipt of a copy of this order. In order to secure buyer's obligations under this agreement and any extension, renewal or modification thereof, buyer hereby grants to dealer a security interest in all of the goods described herein, and all accessions and additions thereto and all proceeds thereof.

Notice to the buyer:

Do not sign this contract before you read it or if it contains blank spaces. You are entitled to a copy of the contract you sign. You have the right to pay in advance the unpaid balance of this contract.

Buyer's signature: \_\_\_\_\_ Date: \_\_\_\_\_  
By signing this agreement the buyer agrees to above provisions

Salesman signature: \_\_\_\_\_ Date: \_\_\_\_\_

Initials: \_\_\_\_\_

Quote #:Q-08204