

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

April 8, 2020

REGULAR BOARD MEETING

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, April 8, 2019 at 7:00 p.m. remotely via teleconference pursuant to notice duly given. President Hays presided over the meeting. Citizens were given the opportunity to participate in the teleconference at the web address: [Uberconference.com/room/champaignparks](https://uberconference.com/room/champaignparks) or by calling 217-866-1188. Citizens were also offered the opportunity to submit comments or questions by email prior to the meeting. Those comments were to be announced by the Board President during the public comment portion of the meeting. Email submissions were solicited from the public through a notice of intent to speak or comment to be submitted by noon on Wednesday, April 8, 2020 to be sent to the Executive Director of the Park District at: joe.deluce@champaignparks.org. There were no email comments or questions submitted by citizens for consideration by the Board.

Present in person: President Craig Hay. Present electronically: Vice President Kevin Miller, Commissioners Barbara J. Kuhl, Jane L. Solon and Timothy P. McMahon, Treasurer Donna Lawson and Attorney Guy Hall.

Staff present in person: Joseph DeLuce, Executive Director, Cindy Harvey, Assistant to the Executive Director/Board Secretary, and Tammy Hoggatt, HR, IT and Risk Director. Staff present electronically: Andrea Wallace, Director of Finance, Dan Olson, Director of Operations, Jameel Jones, Director Recreation, Jimmy Gleason, Director of Revenue Facilities; Andrew Weiss, Director of Planning, Steven Bentz, Director Virginia Theatre, Chelsea Norton, Director of Marketing and Joe Kearfott, Risk Manager.

Other staff were in attendance electronically as well as Jean Flood, observer of the League of Women Voters.

Call to Order

President Hays called the meeting to order at 7:00 p.m.

Comments from the Public

There were no comments from the public either in attendance, by email or by uberconference.

Communications

No communications.

Treasurer's Report

Treasurer Lawson presented the Treasurer's Report for the month of March 2020. She stated the Park District's finances have been reviewed and found to be in appropriate order.

Commissioner Solon made a motion to accept the Treasurer's Report for the month of March 2020. The motion was seconded by Commissioner Kuhl. The motion passed 5-0.

Executive Director's Report

General Announcements

Mr. DeLuce thanked the department heads, Risk Manager Joe Kearfott and operations staff for doing a great job during these challenging times as a result of COVID-19.

Committee Reports

Champaign Parks Foundation

Vice President Miller reported that the Foundation Board had met this month. He stated that last month the Board discussed scheduling the date for Ties and Tennies. Vice President Miller reported that a new board member is on the agenda for appointment.

Report of Officers

Attorney's Report

Attorney Hall reported that he has been working on a wide array of issues involving employment, risk management, COVID-19 matters, the Virginia Theatre sound system project as well as other Park District matters.

President's Report

President Hays commended the Commissioners for their efforts on the emergency closing procedures, making staff aware of issues in parks, and allowing full time 1, full time 2 and part time employees to continue to be paid thus far.

Consent Agenda

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

1. Approval of Minutes of the Special Board Meeting, February 26, 2020
2. Approval of Minutes of the Regular Board Meeting, March 11, 2020
3. Approval of Minutes of the Executive Session, March 11, 2020
4. Approval of Minutes of the Special Emergency Board Meeting, March 14, 2020
5. Approval of the disbursement of \$5,000 for 2020 Executive Committee of the Champaign County Community Coalition membership dues
6. Approval of a Resolution appointing Jackson Aaberg to the Board of Director of the Champaign Parks Foundation to fill the remainder of the currently vacant two year term that expires in May 2021
7. Approval of an Agreement with Micro Systems International, Inc. for a three (3) year period
8. Approval of Ordinance No. 644, an ordinance providing for the disposal of personal property owned by the Champaign Park District of Champaign County, which will allow the disposal of items listed in Attachment A

Commissioner Solon made a motion to approve Consent Agenda Items. The motion was seconded by Vice President Miller. The motion passed 5-0.

New Business

Approval of Disbursements as of March 11, 2020

Staff recommends approval of disbursements for the period beginning March 11, 2020 and ending April 7, 2020.

Commissioner Kuhl made a motion to approve the list of disbursements for the period beginning March 11, 2020 and ending April 7, 2020. The motion was seconded by Vice President Miller. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner McMahon – yes; Vice President Miller – yes; Commissioner Kuhl – yes; and President Hays – yes. The motion passed 5-0.

Approval to Allow Formal Actions by Executive Director as a Result of COVID-19

Mr. DeLuce stated that he is requesting authority to continue making necessary decisions in consultation with President Hays as a result of COVI-19 during the Illinois Governor's Executive Order to Stay-At-Home. Discussion ensued about continuation of decision making authority during the Illinois Governor's declaration as a result of COVIC-19.

Commissioner Kuhl made a motion to authorize the Executive Director in consultation with President Hays to make operational decisions within the Park District's current purchasing guidelines as it relates to COVID-19 during the Governor's Executive Orders. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Mr. DeLuce reported on the draft emergency closure policy. He reported that the policy includes language clarifying overtime payment to full time 1 and full time 2 employees whether working in the office or working from home. Discussion ensued. Commissioner Kuhl clarified that on the table for consideration were two policies: short term normal closure and long term unusual closure. President Hays stated that the policy states that full time 1 and full time 2 employees will continued to be paid and that the Board will determine whether part time employees continue to be paid. President Hays noted that the Board provided feedback on the policy. He discussed payment of unemployment benefits to employees. Commissioner Solon questioned whether the unemployment was considered wages for IMRF. Ms. Hoggatt discussed the CARES Act. Commissioner Kuhl discussed the pros and cons of furloughing part time employees and the unemployment benefits they would be eligible to receive.

Ms. Hoggatt stated that an IMRF field representative advised that IMRF does not have any terms in the pension code regarding furloughs. She stated that IMRF's position is that if the Park District is not terminating an employee from IMRF, then it would not pay the IMRF because it is only paid based on wages to the employee. However, the employee may be able to receive service credit in order to continue to earn months of service. Ms. Hoggatt stated that there is a blanket resolution that the Board could pass that would give the authority to approve and sign protection leave application for the furloughed employees that would allow them to continue to receive service credit. Discussion ensued about the number of part time employee were eligible for IMRF, how part time wages are determined, and number of part time employees employed.

Commissioner Kuhl suggested that an effective date be added to the proposed long-term emergency policy and include in the last paragraph after the first sentence, "In the case of an extremely long closure, the Board will evaluate this policy after 60 days of the Governor's Executive Order".

Commissioner Kuhl made a motion to approve the long-term emergency closure policy as revised. The motion was seconded by Commissioner Solon. The motion passed 5-0. Mr. DeLuce clarified that the policy will be effective immediately.

Mr. DeLuce asked if part time staff should be paid through the end of April. Discussion ensued. Commissioner Kuhl questioned whether it was beneficial to furlough part time employees. Mr. DeLuce expressed concern about employees finding employment elsewhere. President Hays questions the length of time it would take an employee to begin receiving unemployment benefits. Commissioner Solon expressed concern about lack of taxes being deducted from unemployment benefits and the impact on the employee. Commissioners Kuhl and Solon stated that they would willing to continuing paying part time employees through April 30, 2020. Vice President Miller discussed paying part time employees through April 30, 2020 and make a determination on whether to continue at the April 22, 2020 meeting. Discussion ensued about projects for part time workers and providing updates to the Board of work being completed by part time and full time employees. Commissioner Solon requested the number of part time employees for payroll. Ms. Wallace will provide the information to the Board.

Vice President Miller made a motion to approve part time payroll through April 30, 2020. The motion was seconded Commissioner Solon. The motion passed 5-0.

Approval to Commit Additional Funds to Cover the Shop Expansion Project Overage

Ms. Wallace presented the report. Staff recommended approval of committing \$20,816 from the contingency budget for capital projects in fund 16-Capital Improvement Fund to fund the balance due for the shop expansion project.

Commissioner Solon made a motion to approve of committing \$20,816 from the contingency budget for capital projects in fund 16-Capital Improvement Fund to fund the balance due for the shop expansion project. The motion was seconded by Vice President Miller. The motion passed 5-0.

Approval of the FYE21 Capital Budget and the 2021-2026 Capital Improvement Plan

President Hays addressed the supplement to the Capital Budget. He stated that staff recommended approval of the FYE21 Capital Budget and 2021-2016 Capital Improvement Plan, with the exception of approximately \$1.3 million in projects listed in the supplement until the Park District has the opportunity to evaluate its revenues. Discussion ensued. Commissioner Solon noted that she did not receive the supplement. Mr. DeLuce reviewed the projects totaling approximately \$1.3 million that will be put on hold until a later date. Commissioner Solon questioned whether the Virginia Theatre sound system was included in the projects to be completed. Mr. DeLuce responded that it is included in the list of projects to be completed. President Hays asked if there were any objections to placing the items on hold and only completing the necessary projects. It was decided to include the items in the budget, but mark them with a notation to be completed at a later date. After discussion, it was determined that the supplement was not received by all Board members. It was suggested that the approval of this item be postponed until all Commissioners have received and reviewed the proposed supplement. Vice President Miller suggested proceeding with projects where grants have been awarded.

Vice President Miller made a motion to table approval of the FYE21 Capital Budget and 2021-2016 Capital Improvement Plan. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Old Business

None.

Discussion Items

President Hays discussed the obligation to pay off bonds for Sholem Pool with revenues from pool passes. He also discussed the impact of the Executive Order if it continues through May. Mr. DeLuce stated that staff has been discussing the impact the Executive Order will have on programs and trying to plan accordingly. President Hays encouraged the Board to forward any ideas or thoughts to staff. Mr. DeLuce discussed the closure of the dog park, soccer fields, and disc golf.

Comments from Commissioners

Commissioner Kuhl applauded Mr. DeLuce and staff for their efforts putting during this difficult time. Vice President Miller echoed Commissioner Kuhl's comments and stated that closing park amenities is difficult. Vice President Miller inquired about the flower sale. Mr. Olson reported that there are 100 flats of early season flowers that will be sold for \$13 per flat from the shop parking lot. There may be another sale for later season plants if certain programs remain closed. Discussion ensued about enlisting the help of individuals and organizations to help plant the flowers, and maintenance and upkeep required for the plants.

President Hays thanked the Commissioners again for their efforts in the last week and their help with the policies. He stated that this is all new to everyone, and thanked everyone for their hard work.

Adjourn

There being no further business to come before the Board, Vice President Miller made a motion to adjourn the meeting. The motion was seconded by Commissioner Solon. The motion passed 5-0 and the meeting was adjourned at 8:28 p.m.

Approved

Craig W. Hays, President

Guy C. Hall, Secretary