

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

May 27, 2020

The Champaign Park District Board of Commissioners held a Special Board Meeting on Wednesday, May 27, 2020 at 5:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to published notice duly given. President Hays presided over the meeting. The five individuals identified below were physically present at the meeting with appropriate social distancing. Citizens were given the opportunity to participate in the teleconference at the web address:

<https://us02web.zoom.us/j/89438812005?pwd=blVFtKtVYkZlV0cHk4bkhOS3hFK3N3dz09> or by calling 312-626-6799. Citizens were also offered the opportunity to submit comments or questions by email prior to the meeting. Those comments were to be announced by the President Hays 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, May 27, 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 W. Hays and Attorney Guy C. Hall.

Present electronically: Vice President Kevin J. Miller, Commissioners Barbara J. Kuhl, Jane L. Solon, Timothy P. McMahon and Treasurer Donna Lawson.

Staff present in person: Joseph DeLuce, Executive Director, Tammy Hoggatt, Director of HR, Risk and IT, and Jarrod Scheunemann, Assistant to the Executive Director.

Staff present electronically: Andrea Wallace, Director of Finance, Andrew Weiss, Director of Planning, Chelsea Norton, Director of Marketing and Communications, Dan Olson, Director of Operations, Jameel Jones, Director of Recreation, Jimmy Gleason, Director of Revenue Facilities, Amanda Carrington, Hays Recreation Center Receptionist, Bret Johnson, Grounds and Maintenance Supervisor, Brittany Fairfield, Aquatics and Fitness Manager, Cody Evans, Leonhard Recreation Center Facility Manager, Erin Dietmeier, Horticulture and Natural Areas Supervisor, Justice Miller, Sports Manager, Laura Auteberry, Development Director, Nathan Massey, Special Projects Supervisor, Remington Rock, Special Events and Volunteer Coordinator, Shannon Walter, Leonard Recreation Center Program Manager, Stacey Cornell, Tennis and Sports Concession Manager.

Call to Order

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

Comments from the Public

There were no comments from the public.

New Business

Approval of Budget Line Transfers

Ms. Wallace presented the report. She requested approval of routine transfers, which is a standard practice that is completed on a yearly basis to comply with the Park Code and also align expenditures with the actual budget. Ms. Wallace outlined the transfers totaling \$448,623 for FY20.

Vice President Miller made a motion to approve of line item transfers of the FY20 budget to be made within funds where line items will exceed their original budget. The motion was seconded by Commissioner McMahon. The motion passed 5-0.

Approval of Naming the Lobby at the Bresnan Meeting Center in Honor of Cindy Harvey

Commissioner Solon addressed this proposed action item. Ms. Solon requested the Board acknowledge Cindy Harvey's 17 years of service and commitment as the Assistant to the Executive Director and six years of service to the Board as Secretary by naming the Bresnan Meeting Center lobby in her honor. Ms. Hoggatt added that a plaque will be created and mounted in the lobby to signify the honor.

Commissioner Solon made a motion to approve the naming of the Bresnan Meeting Center lobby in honor of Cindy Harvey. The motion was seconded by Commissioner Kuhl. The motion passed 5-0.

Approval of Benefit Protection Leave Resolution authorizing the continuance of IMRF and insurance benefits for eligible employees who may be furloughed due to the COVID-19 crisis.

Mr. DeLuce reported that the Park District had not furloughed any staff at that time. However, this action would protect employee IMRF benefits should the need arise. Ms. Hoggatt explained the resolution.

Ms. Hoggatt explained that IMRF allows employee benefits to continue during unpaid leave under special circumstances. IMRF requires the Board to adopt the Benefit Protection Leave Resolution. The furloughed employee electing to do so continues paying the IMRF contribution while on unpaid leave. Such an employee is only allowed twelve months of unpaid leave IMRF benefit protection over their lifetime. Ms. Hoggatt added that this resolution would only apply to staff who would be furloughed due to the COVID-19 crisis. Discussion ensued.

Commissioner Solon requested clarification about the Park District's IMRF payments for furloughed employees under this resolution. Ms. Hoggatt responded that IMRF will calculate the Park District's averages over the next twelve months and include the Park District's portion of furloughed employee payments in the following year's rate. Mr. DeLuce also clarified that furloughed employees would not be allowed to use vacation or sick time, but various insurance plans would continue for furloughed employees who paid their standard contributions.

Commissioner Kuhl requested more information on the number of part-time staff who had been laid off and the break down of full-time employee classifications. Ms. Hoggatt responded that all but six of 138 part-time staff had been laid off and that out of 81 possible full-time positions, nine were considered to under the FTE-2 classification.

Mr. DeLuce also offered a broader picture of the Park District's current employment status and future plans in light of the COVID-19 crisis. He began by acknowledging that Jeff Headley, Virginia Theatre Front of House Coordinator, had submitted his resignation. Mr. DeLuce highlighted Park District strategies for Phase 3 of the Governor's Rebuild Illinois plan. He noted staff are looking into opportunities to reopen day camps with eight to ten children per camp. Staff were also developing outdoor fitness programs, individual tennis lessons, pottery classes, e-sports programs, shelter rentals, and youth sports within current state and local health official guidelines. Additionally, he reported that full-time staff would be converted to hourly. Staff who are unable to fulfill the 40 hours would be able to add hours in other departments, use vacation time to fill gaps, or be required to take furloughed leave.

There being no further discussion or questions, Commissioner Solon made a motion to approve the Benefit Protection Leave Resolution authorizing the continuance of IMRF benefits and insurance for employees who would be furloughed due to the COVID-19 crisis. The motion was seconded by Vice President Miller. The motion passed 5-0. Upon roll call vote, the vote was as follows: Commissioner Kuhl – yes; Commissioner McMahon – yes; Commissioner Solon – yes; Vice President Miller – yes; and President Hays – yes.

Approval of Resolutions to Commit Local Funds for the Rebuild Illinois Fast Track Public Infrastructure (FTPI) Grant Application

Mr. DeLuce reported about a recent grant program made available through the Rebuild Illinois program. He stated \$25 million dollars had been made available on a first-come, first-serve basis for shovel ready construction projects. Applications had a minimum request requirement of \$500,000 and a maximum of \$5,000,000. Mr. DeLuce highlighted the remodel for CUSR at the Bicentennial Center as the Park District's proposed project. He also stated that to request \$800,000 from this grant program for the aforementioned project, the Park District would need to commit \$800,000 for construction due to the potential grant award being released only upon reimbursement for associated expenses.

Mr. Hall described the need to approve two resolutions in one action for this resolution due to the granting agency requiring a templated resolution for their records and also for the Park District to be more consistent with Park District Code. Discussion ensued related to the approval of the resolutions, the approval of the application, and local match requirements.

Commissioner Kuhl made a motion to approve the resolutions to commit local funds for the Rebuild Illinois Fast Track Public Infrastructure (FTPI) Grant application. The motion was seconded by Vice President Miller. The motion passed 5-0.

Approval to Apply for the Rebuild Illinois Fast Track Public Infrastructure Grant

After discussing the grant program in the previous action item, the Board did not require further discussion or have additional questions for the approval to apply for the Rebuild Illinois Fast Track Public Infrastructure grant.

Vice President Miller made a motion to authorize staff to apply for Rebuild Illinois Fast Track Public Infrastructure Grant and obtain the Board President's signature on the applicable documents. Commissioner Solon seconded the motion. The motion passed 5-0.

Approval to apply for an Illinois Emergency Management Agency (IEMA) Public Assistance Grant

Ms. Wallace presented the report. The Park District had been encouraged to apply for this grant to support COVID-19 related expenditures not previously included in the budget. The Park District qualified to submit a full application for measures that would specifically impact the safety of the Park District staff and general public. Ms. Wallace also noted the Park District will be required to put forward a 25% match if awarded.

Commissioner Solon stated she would like to know if IT costs related to helping staff work from home during the COVID-19 crisis would apply. Ms. Wallace responded that this topic is still being considered, and she would let the Board know what the Park District would specifically apply for when the application is completed.

Commissioner Solon made a motion to authorize staff to complete the grant application through FEMA for COVID-19 Public Assistance funding and authorize the Executive Director to sign any documents necessary prior to submission. Commissioner Kuhl seconded the motion. The motion passed 5-0.

Old Business

None.

Discussion Items

Ms. Wallace reported on the current status of the Park District's cash flow and budget. Over \$98,000 in refunds had been recently processed. Discussion ensued. Mr. DeLuce stated the budget would be available for review on June 10th. Ms. Wallace also added the budget would be put forward for final approval at the Special Board Meeting on July 22nd. President Hays highlighted the importance of the Commissioners reviewing the budget draft and asking questions of Ms. Wallace and her staff prior to the Special Board Meeting.

Comments from Commissioners

Commissioner McMahon and Vice President Miller commended staff for keeping the parks looking nice in spite of increased use and reduced staff levels. Commissioner Solon concurred. She also noted an opportunity for the Park District to offer day camps within the 10-person group limitations and perhaps reach out to the Unit 4 School District to determine if it is willing to share space.

President Hays shared about the bid opening for the remodel of the Bicentennial Center. Preliminary results showed the bids may be under budget. Discussion ensued. Commissioner Kuhl requested clarification on the Rebuild Illinois Fast Track Public Infrastructure grant application total and if the bids would be accepted before the grant was awarded. Ms. Wallace noted that the bids could not be approved until the grants had been awarded. Discussion ensued to clarify if a match was required, if other project fees could be included in the grant application, and if the \$100,000 state capital plan money secured by Senator Bennett would apply to the overall project budget. The Commissioners then discussed other potential projects that could be shovel ready and meet the Fast Track grant application requirements.

Adjourn

There being no further business to come before the Board, Commissioner Solon made a motion to adjourn the meeting. The motion was seconded by Commissioner McMahon. The motion passed 5-0 and the meeting was adjourned at 6:07 p.m.

Approved:

Craig W. Hays, President

Guy C. Hall, Secretary