

AGENDA

Carbondale Park District

Monday, April 12, 2021

5:30 p.m.

VIA ZOOM ONLINE MEETING

<https://zoom.us/j/9031181650>

MEETING ID- 903 118 1650

PASSWORD-1650

- I. ROLL CALL
- II. APPROVAL OF AGENDA
- III. GENERAL ANNOUNCEMENTS
- IV. CITIZENS COMMENTS AND QUESTIONS - - If you wish to address the Board on a matter not covered by the printed AGENDA, please raise your hand and the President will recognize you.
- V. CONSENT AGENDA
 - A. Approval of Special Meeting Minutes of February 10, 2021 & Regular Meeting Monday March 8, 2021
 - B. Approval of Claims List 21-2.
 - C. Other Business
 - 1. Communications
 - 2. For Your Information
 - 3. Newspaper Articles
- VI. REPORTS OF PARK DISTRICT DIRECTOR AND DEPARTMENT HEADS
 - A. Director's Report
 - B. Superintendents' Report
- VII. UNFINISHED BUSINESS
 - A. Discussion/Approval Strategic Plan
 - B. Discussion/Approval Policy Manual
 - C. Discussion/Approval Friends of Carbondale Dog Parks Design Plan Change
- VIII. NEW BUSINESS
 - A. Discussion/Approval Kids Korner Lease.
 - B. Discussion/Approval Proposal from Carbondale City Council Regarding Merger

Options.

- C. Discussion/Approval Hickory Ridge Capital Development Fund
- D. Discussion/Surplus Property Sale
- E. Discussion/Approval Creation of a Bank Account for OSLAD Grant Monies for Mayberry Arboretum

IX. REPORT OF PARK DISTRICT CITIZEN ADVISORY COMMITTEES

- A. Administration & Finance Advisory Committee - - Steve Schauwecker, Chair; Carmen Suarez, Commissioner.
- B. Child Care Advisory Committee - -Jessica Sergeev, Commissioner.
- C. Golf Advisory Committee - - Chuck Vaught, Chair; Jane Adams, Commissioner.
- D. Grounds, Facilities & Recreation Advisory Committee - - Kirsten Trimble, Commissioner.

X. OTHER BUSINESS

- A. None.

XI. BOARD COMMENTS

XII. EXECUTIVE SESSION

XIII. CONSIDERATION TO RECONVENE TO PUBLIC SESSION OF MEETING

XIV. ADJOURNMENT

The next regularly scheduled meeting of the Board of Park Commissioner will be held:

Monday, April 12, 2021

Carbondale Park District's
Regularly Scheduled Board Meeting

VIA ZOOM ONLINE MEETING

<https://zoom.us/j/9031181650>

TELEPHONE ACCESS-312-626-6799

MEETING ID- 903 118 1650

PASSWORD-1650

5:30 P.M.

CARBONDALE PARK DISTRICT

REQUEST FOR BOARD ACTION

SUMMARY OF REQUESTED ACTION

AGENDA ITEM I - - ROLL CALL

Commissioners Present:

Staff Present:

Adams _____

Burns _____

Trimble _____

Anderson _____

Flowers _____

Melzer _____

Sergeev _____

Renfro _____

Suarez _____

Montgomery _____

Twomey _____

BOARD ACTION:

Motion By: _____ 2nd By: _____

ROLL CALL:

Adams _____

Flowers _____

Trimble _____

Sergeev _____

Suarez _____

CARBONDALE PARK DISTRICT

REQUEST FOR BOARD ACTION

SUMMARY OF REQUESTED ACTION

AGENDA ITEM II—APPROVAL OF AGENDA

BOARD ACTION:

Motion By:_____ 2nd By:_____

ROLL CALL:

Adams_____ Flowers_____ Trimble_____

Sergeev_____ Suarez_____

CARBONDALE PARK DISTRICT

REQUEST FOR BOARD ACTION

SUMMARY OF REQUESTED ACTION

AGENDA ITEM III - - GENERAL ANNOUNCEMENTS

BOARD ACTION:

Motion By: _____ 2nd By: _____

ROLL CALL:

Adams _____ Flowers _____ Trimble _____

Sergeev _____ Suarez _____

CARBONDALE PARK DISTRICT

REQUEST FOR BOARD ACTION

SUMMARY OF REQUESTED ACTION

AGENDA ITEM IV - - CITIZENS COMMENTS AND QUESTIONS

If you wish to address the Board on a matter not covered by the printed AGENDA, please raise your hand and the President will recognize you

BOARD ACTION:

Motion By: _____ 2nd By: _____

ROLL CALL:

Adams _____ Flowers _____ Trimble _____

Sergeev _____ Suarez _____

CARBONDALE PARK DISTRICT

REQUEST FOR BOARD ACTION

SUMMARY OF REQUESTED ACTION

AGENDA ITEM V - - CONSENT AGENDA

- A. Approval of Special Meeting Minutes February 10, 2021 & Regular Meeting Minutes of March 8, 2021
- B. Approval of Claims List 21-2 February 21' totaling \$97,083.27
- C. Other Business
 - 1. Communications
 - 2. For Your Information
 - 3. Newspaper Articles

BOARD ACTION:

Motion By: _____ 2nd By: _____

ROLL CALL:

Adams _____ Flowers _____ Trimble _____

Sergeev _____ Suarez _____

MINUTES

Carbondale Park District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF PARK COMMISSIONERS OF THE CARBONDALE PARK DISTRICT HELD WEDNESDAY FEBRUARY 10, 2021 AT 6:30 PM VIA ZOOM ONLINE MEETING.

ROLL CALL: Upon Roll Call, the following Commissioners were present: Trimble, Flowers, Suarez, and Sergeev. Commissioners Absent: Adams. Staff present; Renfro, and Legal Counsel, Mike Twomey. Staff Absent: None. Guests Present: none

APPROVAL OF AGENDA: Commissioner Suarez motions to move the agenda as presented, motion seconded by Commissioner Trimble. Upon roll call vote the following Commissioners voted aye: Trimble, Flowers, Suarez, and Sergeev. Commissioners Absent: Adams. President Flowers ordered the motion passed.

ACTION TAKEN: The Agenda was approved.

Commissioner Suarez motions to close open session, motion seconded by Commissioner Sergeev.

Upon roll call vote the following Commissioner's voted aye: Trimble, Flowers, Suarez, and Sergeev. Commissioner's Absent: Adams. President Flowers ordered the motion passed at 6:50pm

ACTION TAKEN: open session was closed.

Commissioner Trimble motions to convene in closed session to discuss:

The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against any employee to determine its validity.

And

The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.
motion seconded by Commissioner Sergeev.

ACTION TAKEN: Board opens Executive Session at 6:52 pm

Board discussed hiring practices as relates to employee retirement. Legal Counsel recommended that the process be move to open session. Commissioner Suarez motions to close executive session, seconded by Commissioner Trimble.

Upon roll call vote the following Commissioner's voted aye: Trimble, Flowers, Suarez, and Sergeev. Commissioner's Absent: Adams. President Flowers ordered the motion passed at 7:07pm.

ACTION TAKEN: Board closes Executive Session 7:07 pm.

Commissioner Trimble motions to reconvene in open session, motion seconded by Commissioner Sergeev.

Upon roll call vote the following Commissioner's voted aye: Trimble, Flowers, Suarez, and Sergeev. Commissioner's Absent: Adams. President Flowers ordered the motion passed at 7:07pm.

ACTION TAKEN: Board reconvenes in open session.

Commissioner Suarez recommends 3 items be implemented to support District staffing:

Discussion of the hiring process for the Superintendent of Recreation. Commissioner Suarez recommends that the top candidates be interviewed via Zoom by the President of the Board. The Board President would then convey to the Executive Director and the search committee an acceptable or unacceptable rating for each finalist. The finalist would also be required to hold a public forum, all attendees would then communicate an acceptable or unacceptable rating for each candidate to the Executive Director and the search committee. Commissioner Trimble expressed concern about changing the process mid-stream. She also expressed concern about infringing on the Executive Director's choices to select staff, as was discussed in the IAPD Commissioner training. Commissioner Trimble ask if this was in violation of the Park District's current policies? Mr. Twomey indicated that no policy change was required as long as the Executive Director retained the final authority to hire a Superintendent. Commissioner Sergeev inquired as to how many staff at the Superintendent level the Executive had hired. The Executive Director responded, 5. Commissioner Flowers stated that 3 of these were internal candidates. With all questions asked and answered the Board instructed the Executive Director to implement this new procedure.

ACTION TAKEN: None

Commissioner Adams arrives at 7:21 pm

Commissioner Suarez recommends that a temporary support person be hired part-time to assist the Recreation department with soccer, as the Carbondale Soccer Inc. is transitioning to administrative control of the Park District. Preference would be given to individuals who had previous experience with Carbondale Soccer Inc. Monies saved from vacant personnel positions could be allocated to cover this expense. The commissioners instructed the Executive Director to implement this change.

ACTION TAKEN: NONE

Commissioner Suarez recommends that a temporary part-time person be hired to assist the Administrative staff with finances and report preparation. The Executive Director expressed concern about office space and equipment. Commissioner Suarez shared this concern and recommends that a new computer be purchased to accommodate additional staff at Hickory Lodge.

Commissioner Sergeev agreed that this was a good idea but was concerned about additional costs. Commissioner Suarez volunteered to assist the Executive Director in preparing a budget for personnel & equipment, it will be presented to the Board at the February 22, 2021 meeting.

Action Taken: None.

Commissioner Sergeev made a motion to adjourn, motion seconded by Commissioner Suarez.

OTHER BUSINESS: None.

BOARD COMMENTS: Commissioner Suarez requested that the Park District Survey be posted on Next Door Neighbor.

ADJOURNMENT: There being no further business, it was moved by Commissioner Sergeev and seconded by Commissioner Suarez to adjourn the meeting. Upon roll call, the following Commissioners voted aye: Adams, Suarez, Trimble, Sergeev, and Flowers. Commissioners Absent: None. President Flowers ordered the motion passed. The meeting adjourned at 8:25 P.M.

MINUTES

Carbondale Park District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF PARK COMMISSIONERS OF THE CARBONDALE PARK DISTRICT HELD MONDAY, MARCH 8, 2021 AT 5:30 PM VIA ZOOM ONLINE MEETING.

ROLL CALL: Upon Roll Call, the following Commissioners were present: Adams, Trimble, Flowers, Suarez, and Sergeev. Commissioners Absent: None. Staff present; Renfro, Montgomery, Anderson, Burns, Melzer, and Legal Counsel, Mike Twomey. Staff Absent: None. Guests Present: Some guests were present including staff member Annie Webster, as well as Chuck Vaught and John Washburn from the Districts Golf Advisory Committee.

APPROVAL OF AGENDA: It was moved by Commissioner Sergeev and seconded by Commissioner Trimble to approve the agenda as presented. Upon roll call vote the following Commissioners voted aye: Adams, Trimble, Flowers, Suarez, and Sergeev. Commissioners Absent: None. President Flowers ordered the motion passed.

ACTION TAKEN: The agenda was approved as presented.

GENERAL ANNOUNCEMENTS: Commissioner Trimble announces that there is a City Council meeting tomorrow evening March 9th at 6:30.

CITIZENS COMMENTS AND QUESTIONS: None.

CONSENT AGENDA: It was moved by Commissioner Sergeev and seconded by Commissioner Trimble to approve the consent agenda as presented. Upon roll call vote the following Commissioner's voted aye: Adams, Trimble, Flowers, Suarez, and Sergeev. Commissioner's Absent: None. President Flowers ordered the motion passed.

ACTION TAKEN: Consent agenda was approved as presented.

REPORTS OF PARK DISTRICT DIRECTOR AND DEPARTMENTAL REPORTS:

Director's Report: Director Renfro reports that the District received 57 applications for the Superintendent of Recreation position. The search committee has selected 6 candidates to be interviewed on March 11, 2021

The audit for budget year 2020 began February 8, 2020. The audit will be done remotely, this required that all documents be sent via electronic mail.

The final draft of the strategic plan was completed in late February and will be presented tonight for approval.

The Park District received an award from IPARKS for being 30-year members. As you may recall, the District received an award in 2018 for implementing exemplary loss control measures. With the award came with a caveat that froze insurance rates for 3 years. IPARKS will extend this rate for an additional three years to assist the district with COVID-19 revenue losses.

Administrative staff attended a variety of meetings in February: JCHCC, Carbondale City Council, HOGS, Carbondale United, Neighborhood Alliance and a variety of citizen advisory meetings.

The administrative staff spent much of February assisting the auditors.

Superintendents' Reports:

SUPERINTENDENT OF RECREATION: Superintendent of Recreation candidate search underway, recreation report provided by Interim Superintendent Ashley included in board packet.

SUPERINTENDENT OF CHILDCARE: Superintendent Burns reports:

February 2021

School Year Enrollment/ Full Remote Learning: 12

February-Staff were able to get their first dose of the COVID 19 vaccines as they were under the 1b category.

February-Kids Korner is currently taking names and placing students on our list for the summer program. We are looking forward to providing full day summer care, Monday through Friday, for ages 5yrs-12yrs old. The children will have an hour dedicated to "Learning zone" each day where they can advance on educational skills and avoid the summer gap. But do not worry, there will be plenty of time for fun as there will be a field trip, clubs, and swimming at the Splash Park each week.

February 11th, 16th & 17th-Kids Korner was closed due to inclement weather.

February 15th-Kids Korner was closed for President's Day.

February 23rd-Staff attended a meeting with the SIU Aviation Department to collaborate on future summer programming. This program is not fully developed; however, it has been created to inspire students to further their interest in aviation at an earlier age. We are looking forward to working with SIU on this project and potentially offering virtual programs with them this summer for our summer program.

February 26th-Guardians at Kids Korner were told of our plans to return to in-person learning. Kids Korner will operate with District 95 and provide half day care on Monday, Tuesday, Thursday, and Friday. And will provide full day care for remote learning on Wednesday's.

Kids Korner lease: Kathy Renfro and Katy Burns have explored alternate spaces for Kids Korner. Here is a list of the places that we have discovered:

1. District 95-Nothing available at this time, they will keep us posted.
2. Office of Economic Development-205 N. Illinois Ave./ Needs major rehabilitation.
3. Brehm Option-No response yet.
4. Erma C. Hayes-Will meet with Mr. Wills soon to discuss rates.
5. LIFE Community Center
6. Desmond Center-Will meet with Mr. Lee to give a walk through soon.
7. Carbondale Park District (Red House)

SUPERINTENDENT OF PARK MAINTENANCE: Superintendent Montgomery shares that routine maintenance continues at all parks/ facilities as well as trash pickup. Sump pumps were checked regularly at the Super Splash Park. Staff replaced ceiling tiles in the Life Community Centers basement and replaced a door on the east side of the building. The District Mechanic has serviced the ballfield rakes as well as the greens mower for the golf course. Staff also repaired a leaking waterline inside the concession stand at the Superblock Sports Complex.

Superintendent Montgomery also shared a spreadsheet of Park Maintenance expenses for the 2020 fiscal year.

SUPERINTENDENT OF GOLF MAINTENANCE/OPERATIONS: Superintendent Anderson reports:

- Bunker Project on #1 green.
- Course Spraying
- Course opening February 24th
- Sand Pro/Senior League
- Clubhouse work
- KGF
 - **Feb Rounds '21-244** **Feb Rounds '20-282**
 - **Feb Revenue '21-23,232.88** **Feb Revenue '20-21,084.61**

UNFINISHED BUSINESS:

DISCUSSION/APPROVAL STRATEGIC PLAN: Board and Staff are joined by Mr. John Washburn who has been assisting the District during the strategic planning process. After reviewing the plan and making a few suggestions, it was then moved by Commissioner Suarez and seconded by Commissioner Trimble to approve the strategic plan pending final edits discussed. Upon roll call vote the following Commissioners voted aye: Adams, Trimble, Flowers, Suarez, and Sergeev. Commissioners Absent: None. President Flowers ordered the motion passed.

ACTION TAKEN: Strategic Plan approved pending final edits discussed.

DISCUSSION/APPROVAL LIFE CENTER VIRTUAL TOUR: Superintendent Montgomery presents the virtual Life Center tour, explaining issues and needed repairs. Commissioners discuss tour and possible next steps such as feasibility study, grant funding for planning, and tear down pricing for the building. Commissioners agree that there are major maintenance issues to address with this facility. Commissioners ask staff to explore grant funding, item will be discussed further at the April 12th Board meeting.

ACTION TAKEN: Staff to gather requested information, item will be further discussed at the April 12th Board meeting.

NEW BUSINESS:

DISCUSSION/APPROVAL 2021 MIDWEST POOLS CONTRACT: Commissioners discuss the Midwest contract, they would like two amendments added to the contract, an out clause regarding possible COVID-19 unforeseen closures and also a District provided 1 day training for Midwest Staff to be educated on Carbondale Park District policy and procedures regarding customer service. After much discussion, it was moved by Commissioner Suarez and seconded by Commissioner Sergeev to approve the contract with said amendments. Upon roll call vote the following Commissioners voted aye: Adams, Trimble, Flowers, Sergeev, and Suarez. Commissioners Absent: None. President Flowers ordered the motion passed.

ACTION TAKEN: 2021 Midwest Pools Contract approved with discussed revisions.

REPORTS OF PARK DISTRICT CITIZEN ADVISORY COMMITTEES:

Administration and Finance Advisory Committee - - Commissioner Suarez reports that the Admin & Finance meeting was pushed backed to next Monday so does not yet have an update from the Committee.

Child Care Advisory Committee - - Vice-President Sergeev reports that there were 2 teachers and 1 parent at the meeting this month. The Committee discussed alternate sites and recruitment.

Golf Advisory Committee- - Commissioner Adams reports that Golf Advisory topics included HRGC Capital Improvement Fund, Café, and clubhouse improvement.

Grounds, Facilities & Recreation Advisory Committee - - Commissioner Trimble shares that the committee did not have a quorum however attendees were updated on the Mayberry Arboretum Grant as well as soccer updates.

ITEMS FOR FUTURE AGENDAS:

- 1. Strategic Planning**
- 2. Merger Proposal**
- 3. Policy Manual**

OTHER BUSINESS: None.

BOARD COMMENTS: Commissioner Suarez suggests the Director announce any newly hired staff as well as current job openings in the monthly Directors report, in addition Commissioners would also like to implement diversity training annually for all Board and Staff members. Commissioners also began discussing the recent proposal offered by the Carbondale City Council. This item will be further discussed at the April 12th Board meeting.

ADJOURNMENT: There being no further business, it was moved by Commissioner Trimble and seconded by Commissioner Adams to adjourn the meeting. Upon roll call, the following Commissioners voted aye: Adams, Trimble, Suarez, Sergeev, and Flowers. Commissioners Absent: None. President Flowers ordered the motion passed. The meeting adjourned at 8:06 P.M.

**CARBONDALE PARK DISTRICT
CLAIMS LIST 21-2
FEBRUARY '21**

ADMINISTRATION

B & J Computers Inc	ADMINISTRATION	50.00
B & J Computers Inc	ADMINISTRATION	37.50
Carbondale Times	ADMINISTRATION	107.25
Carbondale Water & S	ADMINISTRATION	39.50
Card Service Center	ADMINISTRATION	22.30
Card Service Center	ADMINISTRATION	37.98
Card Services	ADMINISTRATION	7.98
Constellation NewEne	ADMINISTRATION	179.09
DE LAGE LANDEN FIN	ADMINISTRATION	45.71
Egyptian Electric Coop	ADMINISTRATION	64.62
Frontier	ADMINISTRATION	49.09
Kathy Renfro	ADMINISTRATION	16.75
Lowe's	ADMINISTRATION	56.94
Morgan & Guthman, L	ADMINISTRATION	700.00
Pownet	ADMINISTRATION	25.34
PURCHASE POWER	Postage/Freight	ADMINISTRATION 104.49
Sam's Mastercard	Bank Charges	ADMINISTRATION 77.75
Sam's Mastercard	Dues and Subscriptions	ADMINISTRATION 14.99
Staples Credit Plan	Office Equipment	ADMINISTRATION 199.99
Staples Credit Plan	Office Supplies	ADMINISTRATION 360.34
STILES OFFICE SOLUTIONS, INC	Contractor Fees	ADMINISTRATION 383.13
Terminix International	Maintenance Contracts	ADMINISTRATION 69.00
Verizon Wireless	Telephone Expense	ADMINISTRATION 54.01
Wages & Benefits	February '21	ADMINISTRATION 14,119.67
Walmart Community	Bank Charges	ADMINISTRATION 0.34
Walmart Community	Janitorial Supplies	ADMINISTRATION 5.12
Walmart Community	Office Supplies	ADMINISTRATION 53.87
		\$ 16,882.75

ATHLETIC FIELD MAINTENANCE

AMEREN	Electric Utilities	ATHLETIC FIELD MAINTENANCE	362.22
Carbondale Water & Sewer	Water Utilities	ATHLETIC FIELD MAINTENANCE	52.93
Card Service Center	Equipment Parts/Repairs	ATHLETIC FIELD MAINTENANCE	85.20
Egyptian Electric Cooperative Association	Electric Utilities	ATHLETIC FIELD MAINTENANCE	559.98
GAMETIME	Building Repairs/Maintenance	ATHLETIC FIELD MAINTENANCE	4,904.14
Home Depot Pro	Janitorial Supplies	ATHLETIC FIELD MAINTENANCE	103.08
Murdale Ace Hardware	Building Repairs/Maintenance	ATHLETIC FIELD MAINTENANCE	2.39
Murdale Ace Hardware	Shop Supplies/Small Tools	ATHLETIC FIELD MAINTENANCE	7.99
NAPA AUTO PARTS	Equipment Parts/Repairs	ATHLETIC FIELD MAINTENANCE	103.69
NAPA AUTO PARTS	Shop Supplies/Small Tools	ATHLETIC FIELD MAINTENANCE	12.89
RURAL KING	Janitorial Supplies	ATHLETIC FIELD MAINTENANCE	16.99
RURAL KING	Shop Supplies/Small Tools	ATHLETIC FIELD MAINTENANCE	49.98

**CARBONDALE PARK DISTRICT
CLAIMS LIST 21-2
FEBRUARY '21**

ATHLETIC FIELD MAINTENANCE CONTINUED

RURAL KING	Vehicle Parts/Repairs	ATHLETIC FIELD MAINTENANCE	59.94
Wages & Benefits	February '21	ATHLETIC FIELD MAINTENANCE	8,893.13
		\$	15,214.55

COMMUNITY SERVICE

Wages & Benefits	February '21	COMMUNITY SERVICE	653.96
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GOLF MAINTENANCE

Carbondale Water & Sewer	Water Utilities	GOLF MAINTENANCE	52.99
Coleman Lawn Equipment	Vehicle Parts/Repairs	GOLF MAINTENANCE	68.42
Constellation NewEnergy-Gas Division, LLC	Gas Utilities	GOLF MAINTENANCE	93.34
Egyptian Electric Cooperative Association	Electric Utilities	GOLF MAINTENANCE	1,123.74
GCSAA	Dues and Subscriptions	GOLF MAINTENANCE	60.00
Lowe's	Building Repairs/Maintenance	GOLF MAINTENANCE	27.32
Murdale Ace Hardware	Vehicle Parts/Repairs	GOLF MAINTENANCE	1.31
NAPA AUTO PARTS	Vehicle Parts/Repairs	GOLF MAINTENANCE	107.82
Ready Mix Solutions LLC	Landscaping Supplies	GOLF MAINTENANCE	139.50
Republic Services #732	Maintenance Contracts	GOLF MAINTENANCE	141.65
RURAL KING	Shop Supplies/Small Tools	GOLF MAINTENANCE	2.79
RURAL KING	Vehicle Parts/Repairs	GOLF MAINTENANCE	18.95
Sam's Mastercard	Building Repairs/Maintenance	GOLF MAINTENANCE	546.51
Sam's Mastercard	Dues and Subscriptions	GOLF MAINTENANCE	190.00
Sam's Mastercard	Food/Provisions	GOLF MAINTENANCE	21.06
Sam's Mastercard	Office Supplies	GOLF MAINTENANCE	67.37
Sam's Mastercard	Vehicle Parts/Repairs	GOLF MAINTENANCE	147.95
Wages & Benefits	February '21	GOLF MAINTENANCE	14,684.05
		\$	17,494.77

GOLF OPERATIONS

Air Tech	Building Repairs/Maintenance	GOLF OPERATIONS	204.00
Carbondale Water & Sewer	Water Utilities	GOLF OPERATIONS	22.64
Card Service Center	Licenses	GOLF OPERATIONS	102.25
Constellation NewEnergy-Gas Division, LLC	Gas Utilities	GOLF OPERATIONS	71.29
CountyTele	Maintenance Contracts	GOLF OPERATIONS	45.00
Egyptian Electric Cooperative Association	Electric Utilities	GOLF OPERATIONS	611.93
EZ Rental	Building Repairs/Maintenance	GOLF OPERATIONS	139.97
Illinois Department of Revenue	Sales Tax Expense	GOLF OPERATIONS	20.00
Johnstone Supply	Building Repairs/Maintenance	GOLF OPERATIONS	56.16
Metropolitan Amateur Golf Association	Computer Equipment/Software	GOLF OPERATIONS	400.00
Murdale Ace Hardware	Building Repairs/Maintenance	GOLF OPERATIONS	102.64
Pepsi MidAmerica	Concession Supplies	GOLF OPERATIONS	201.60
Powernet	Telephone Expense	GOLF OPERATIONS	20.13
PURCHASE POWER	Postage/Freight	GOLF OPERATIONS	20.90
Republic Services #733	Maintenance Contracts	GOLF OPERATIONS	138.82

**CARBONDALE PARK DISTRICT
CLAIMS LIST 21-2
FEBRUARY '21**

GOLF OPERATIONS CONTINUED

RURAL KING	Building Repairs/Maintenance	GOLF OPERATIONS	16.96
Sam's Mastercard	Building Repairs/Maintenance	GOLF OPERATIONS	161.48
Sam's Mastercard	Dues and Subscriptions	GOLF OPERATIONS	190.00
Sam's Mastercard	Shop Supplies/Small Tools	GOLF OPERATIONS	136.69
Terminix International	Maintenance Contracts	GOLF OPERATIONS	81.00
THOMAS BROOKE	Building Repairs/Maintenance	GOLF OPERATIONS	8.49
Verizon Wireless	Telephone Expense	GOLF OPERATIONS	1.78
Wages & Benefits	February '21	GOLF OPERATIONS	4,284.37
Wright Building & Design	Building Repairs/Maintenance	GOLF OPERATIONS	199.92
			\$ 7,238.02

KIDS KORNER

AMEREN	Gas Utilities	KIDS KORNER	157.16
Carbondale Water & Sewer	Water Utilities	KIDS KORNER	323.50
Card Service Center	Dues and Subscriptions	KIDS KORNER	32.00
Card Service Center	Food/Provisions	KIDS KORNER	94.42
Card Service Center	Program Supplies	KIDS KORNER	142.60
Card Service Center	Training and Travel	KIDS KORNER	35.00
Constellation NewEnergy-Gas Division, LLC	Gas Utilities	KIDS KORNER	157.74
DE LAGE LANDEN FINANCIAL SERVICES, INC.	Leases	KIDS KORNER	45.71
Frontier	Telephone Expense	KIDS KORNER	41.60
Home Depot Pro	Building Repairs/Maintenance	KIDS KORNER	299.85
Home Depot Pro	Janitorial Supplies	KIDS KORNER	164.38
Humm's Garage	Vehicle Parts/Repairs	KIDS KORNER	385.51
MID AMERICA SERVICE	Building Repairs/Maintenance	KIDS KORNER	220.39
Powernet	Telephone Expense	KIDS KORNER	18.38
PURCHASE POWER	Postage/Freight	KIDS KORNER	20.90
Terminix International	Maintenance Contracts	KIDS KORNER	66.00
Tuition Express Fees	Bank Charges	KIDS KORNER	25.75
Verizon Wireless	Telephone Expense	KIDS KORNER	76.08
Wages & Benefits	February '21	KIDS KORNER	11,869.27
Walmart Community	Food/Provisions	KIDS KORNER	689.62
Walmart Community	Program Supplies	KIDS KORNER	28.87
			\$ 14,894.73

LEARNING TREE

AMEREN	Electric Utilities	LEARNING TREE	184.67
Card Service Center	Program Supplies	LEARNING TREE	212.29
Constellation NewEnergy-Gas Division, LLC	Gas Utilities	LEARNING TREE	311.87
CountyTele	Maintenance Contracts	LEARNING TREE	30.00
DE LAGE LANDEN FINANCIAL SERVICES, INC.	Leases	LEARNING TREE	45.71
Ed Burris Disposal Service LLC	Maintenance Contracts	LEARNING TREE	38.50
Lowe's	Building Repairs/Maintenance	LEARNING TREE	284.05
NATALIE K. MELZER	AWECC REINBURSEMENT	LEARNING TREE	471.00

**CARBONDALE PARK DISTRICT
CLAIMS LIST 21-2
FEBRUARY '21**

LEARNING TREE CONTINUED

PURCHASE POWER	Postage/Freight	LEARNING TREE	20.90
RURAL KING	Program Supplies	LEARNING TREE	5.99
Terminix International	Maintenance Contracts	LEARNING TREE	46.50
Wages & Benefits	February '21	LEARNING TREE	2,997.26
			\$ 4,648.74

PARK MAINTENANCE

Constellation NewEnergy-Gas Division, LLC	Gas Utilities	PARK MAINTENANCE	214.57
CountyTele	Maintenance Contracts	PARK MAINTENANCE	40.44
Direct Energy Business	Electric Utilities	PARK MAINTENANCE	228.86
Powernet	Telephone Expense	PARK MAINTENANCE	25.26
Republic Services #734	Maintenance Contracts	PARK MAINTENANCE	193.85
Wages & Benefits	February '21	PARK MAINTENANCE	10,931.70
			\$ 11,634.68

RECREATION

Active Network LLC	Bank Charges	RECREATION	7.16
AMEREN	Electric Utilities	RECREATION	184.67
B & J Computers Inc	Maintenance Contracts	RECREATION	37.50
Carbondale Times	Advertising/Promotion	RECREATION	44.00
CARBONDALE UNITARIAN FELLOWSHIP	Contractor Fees	RECREATION	250.00
Carbondale Water & Sewer	Water Utilities	RECREATION	12.18
Card Service Center	Dues and Subscriptions	RECREATION	15.93
Constellation NewEnergy-Gas Division, LLC	Gas Utilities	RECREATION	311.86
CountyTele	Maintenance Contracts	RECREATION	30.00
DE LAGE LANDEN FINANCIAL SERVICES, INC.	Leases	RECREATION	45.70
Ed Burris Disposal Service LLC	Maintenance Contracts	RECREATION	38.50
Card Services	Office Supplies	RECREATION	6.99
ELIZABETH THOMPSON	Aquatic Fees	RECREATION	48.96
JAN LUECKING	Aquatic Fees	RECREATION	23.04
JENNY PAPE	Aquatic Fees	RECREATION	62.56
PURCHASE POWER	Postage/Freight	RECREATION	20.90
SHARRON GRISWOLD	Aquatic Fees	RECREATION	34.56
Lowe's	Building Repairs/Maintenance	RECREATION	284.05
Murdale Ace Hardware	Building Repairs/Maintenance	RECREATION	26.99
Murdale Ace Hardware	Program Supplies	RECREATION	4.76
PURCHASE POWER	Postage/Freight	RECREATION	20.90
Terminix International	Maintenance Contracts	RECREATION	46.50
Wages & Benefits	February '21	RECREATION	6,521.56
Walmart Community	Program Supplies	RECREATION	38.58
			\$ 8,117.85

**CARBONDALE PARK DISTRICT
CLAIMS LIST 21-2
FEBRUARY '21**

SUPER SPLASH PARK

AMEREN	Electric Utilities	SUPER SPLASH PARK	206.19
AMEREN	Gas Utilities	SUPER SPLASH PARK	57.29
VERIZON WIRELESS	Telephone Expense	SUPER SPLASH PARK	39.74
			<u>\$ 303.22</u>

**CLAIMS LIST 21-2
SUMMARY**

ADMINISTRATION	16,882.75
ATHLETIC FIELDS	15,214.55
COMMUNITY SERVICE	653.96
GOLF MAINTENANCE	17,494.77
GOLF OPERATIONS	7,238.02
KIDS KORNER	14,894.73
LEARNING TREE	4,648.74
PARK MAINTENANCE	11,634.68
RECREATION	8,117.85
SUPER SPLASH PARK	<u>303.22</u>
	<u>\$ 97,083.27</u>

Carbondale City Council weighs in on park merger

ISAAC SMITH
The Southern

CARBONDALE — As part of its years-long discussion on the matter, the city council will weigh in Tuesday on a proposed merger with the city's Park District.

A newly released internal city document highlights the pros and cons of such a merger, which is expected to be the subject of

discussion during the Carbondale City Council's next meeting at 6 p.m. Tuesday.

Among the benefits include a reduction in duplicative services, the elimination of the park district's taxing body altogether, and cash flow improvements because of the city's financial standing.

Proponents of a merger have said creating a parks department

within the city would allow the city to develop a more robust park system. However, the city's proposal was upfront about potential risks: While there may be advantages to a merger on paper, external factors out of the city's control could cause the initiative to fail, the document said.

Discussions of a potential merger of the two taxing bodies began in 2017 as officials consid-

ered whether to renew the leases of Turley Park, Tatum Heights Park, and Pyles Fork Creek Greenway with the Carbondale Park District.

The understanding was that CPKD would continue to maintain them. However, park properties continued to fall victim to deferred maintenance, leaving

Please see **PARK**, Page A4

Park

From A1

crumbling conditions in some, which prompted the Carbondale City Council to add a ballot referendum question in 2019 asking if a merger should happen. The result was 71% of voters saying yes.

The park district's depleted resources are complicated but a big source of lost revenue is an ever-decreasing tax base. The CPKD has reached its ceiling for how much it can levy from property taxes, one of its chief sources of income.

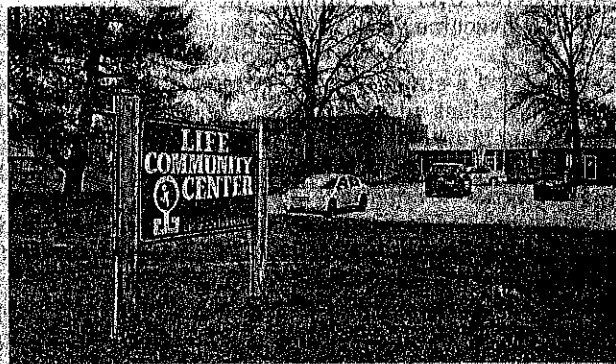
There's been little movement on the merger since the ballot question, aside from a meeting or two that mostly saw both sides engage in heated discussions without many results.

The Carbondale Park District has operated for the last five years with deficit budgets and has nearly depleted all of its fund balance, according to the proposed merger documents released Friday by the city.

The district's fund balance was \$246,916 at the end of 2018, and an additional \$135,403 cash on hand, the document stated.

Additionally, the district's long-term debt at the end of 2018 was \$4.2 million. After refinancing its debt in 2019, the district's debt was \$4.18 million at the end of 2019, according to the city's analysis.

Through a text message Monday, Carbondale City Manager Gary Williams said the proposal doesn't present new ideas but is a collection of previous thoughts and



THE SOUTHERN FILE PHOTO

The Life Community Center is pictured in 2018. The Carbondale Park District is considering the future of the community center's pool after plumbing and roof problems were discovered in the facility.

suggestions from council.

The document presents two possible scenarios for council to consider, the first being things staying the way they are.

"Steps are being taken which seem to indicate that CPKD is comfortable moving forward with their same operational style but with the addition of a long-term strategic plan to guide future policy decisions," the proposal document states.

It added that the CPKD has outlined several potential initiatives and projects in its most recent strategic plan, including enclosing the

competition pool at the Super Splash Park, developing a new community center to replace the Life Center, and building a short course at Hickory Ridge Golf Course.

"It's unclear, and we are unsure how these improvements will be funded," the proposal said. It said that without added revenue streams or without the elimination of programs or other facilities "these items will remain unfunded and limit CPKD's ability to achieve the

goals defined in the strategic plan, and if funded will cause additional cash flow issues."

A merger could also pose more problems than solutions, the document states, suggesting that future costs may escalate higher than expected, facilities could be in more need of capital than forecasted, existing revenue streams could dry up, political change could undo efforts, or the city could lose home rule authority which would limit benefits.

Home rule authority gives the city the ability to levy its own taxes.

The Carbondale City Council will discuss the possible merger at its 6 p.m. Tuesday meeting.

To attend by phone, residents can dial 1-631-992-3221 and use the dial-in access code 167-379-728. Those wishing to attend via video are encouraged to find instructions on the city's website, explorecarbondale.com, or email isaac.smith@thesouthern.com or call 618-351-5823. On Twitter, @ismithreports

The
Southern
March 9th

The Southern Times March 11th

CARBONDALE

City closer to park merger

Council votes to send proposal to District board

ISAAC SMITH
The Southern

CARBONDALE — The Carbon-
dale City Council voted Tuesday
to send its merger proposal to the
city's Park District, nearly two
years after voters approved the

city exploring merging operations.
Discussions of a potential
merger of the two taxing bodies
began in 2017 as officials consid-
ered whether to renew the leases
of Turley Park, Latum Heights
Park, and Pyles Fork Creek Gre-
enway with the Carbondale Park
District.

A 2019 ballot referendum
showed 71% of voters approved
of the city exploring a potential
merger.

One of the Park District's re-
venue streams is a property tax
levy, which has been consistently
shrinking.

This, among other issues, has
put the district on bad financial
footing.

As they have debated a poten-
tial merger, city council members
have criticized the park district,
particularly when it comes to park
maintenance and its scheduling of
events.

Councilpersons, and Carbon-
dale Mayor Mike Henry, were also
critical of the way the district has
handled money for the last few
decades.

'This gets us here'

During its regular Tues-
day meeting, council members
weighed in on a recently released
city merger proposal.

The proposal was created using
the council's previous comments

about what it would like a poten-
tial merger to look like and an ex-
ternal financial analysis.

"Part of the problem we've had
here is that there's never been a
proposal on the table," Council-
person Adam Loos said Tuesday.

He said what few meetings and
discussions council previously
had, both internally and with the
park district, have led to several

Please see **PARK**, Page A6.

Park

From A1

ideas, but not many of them actionable.

"This gets us there," Loos said of the merger proposal.

Park district offended?

Park District Board President Carl Flowers spoke during Tuesday's virtual council meeting and was given the chance to speak to the council.

He said the first he heard of the proposal document was Monday. Flowers said he was concerned the proposal made it appear both the council and the park district had met to discuss the merger specifically.

"From the park district perspective, the only times we have met have been at the suggestion of the park district regarding the leases on Turley Park, Evergreen Park etc.," he said.

Further, he said, he tried multiple times to speak with Henry to set up such a talk but had no luck.

Flowers said it was unreasonable to assume the two parties had discussed the merger specifically when the

only talks had been about leases. He said the city putting forth this idea was "disrespectful" to the district.

"I can't understand why the park (district) would be offended," Loos said of the merger proposal. He also said it didn't make sense to have a bunch of meetings about hypotheticals — nothing would get resolved. He said the proposal presented Tuesday was a step in the right direction.

When asked by Henry if the district would consider the proposal, Flowers said the park district board would.

The merger document presents two possible scenarios for council to consider: a merger of the two taxing bodies, or keeping things the way they are now.

Among the benefits include a reduction in duplicative services, the elimination of the park district's taxing body altogether, and cash flow improvements because of the city's financial standing.

Proponents of a merger have said creating a parks department within the city would allow the city to develop a more robust park system. However, the city's proposal was uproot about potential risks. While there may be advantages to

a merger on paper, external factors out of the city's control could cause the initiative to fail, the document said.

New day for dialogue

Before the council voted unanimously Tuesday to send the proposal to the park district, Henry suggested the proposal marked a new day for dialogue between the park district and the city.

"Let's see if we can kind of forget about the past here and try to move forward and try to be positive," Henry said.

In speaking with The Southern on Wednesday, Flowers was diplomatic in his response to the council vote Tuesday. He said his board will discuss the proposal during its April 12 board meeting.

Reacting to Henry's suggestion that council and board members "try to move forward," Flowers said if you forget the past, you tend to make the same mistakes. He suggested trust building moving forward.

"Trust is something we need to have in each other," Flowers said.

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On Twitter: @ismithreports

The Flower
Southern March
Thurs 11

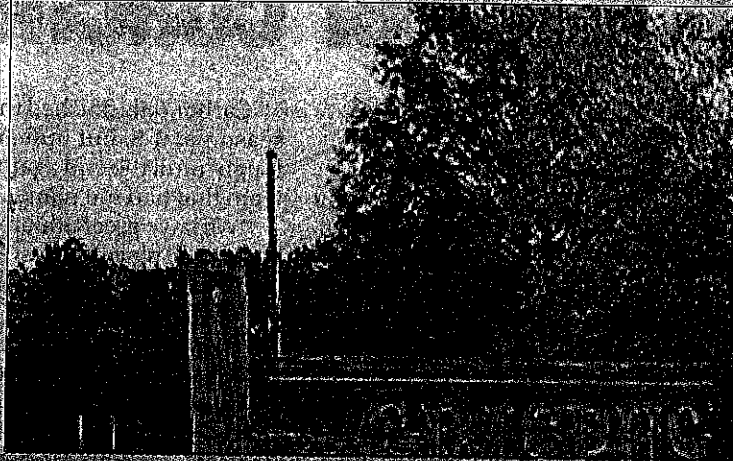
The Southern
Friday, March 12th

CARBONDALE PARK DISTRICT
FOR PARK DISTRICT COMMISSIONER
(VOTE FOR NOT MORE THAN TWO)

CARL R. FLOWERS
CARMEN SUAREZ

PHOTO SCAVENGER HUNT

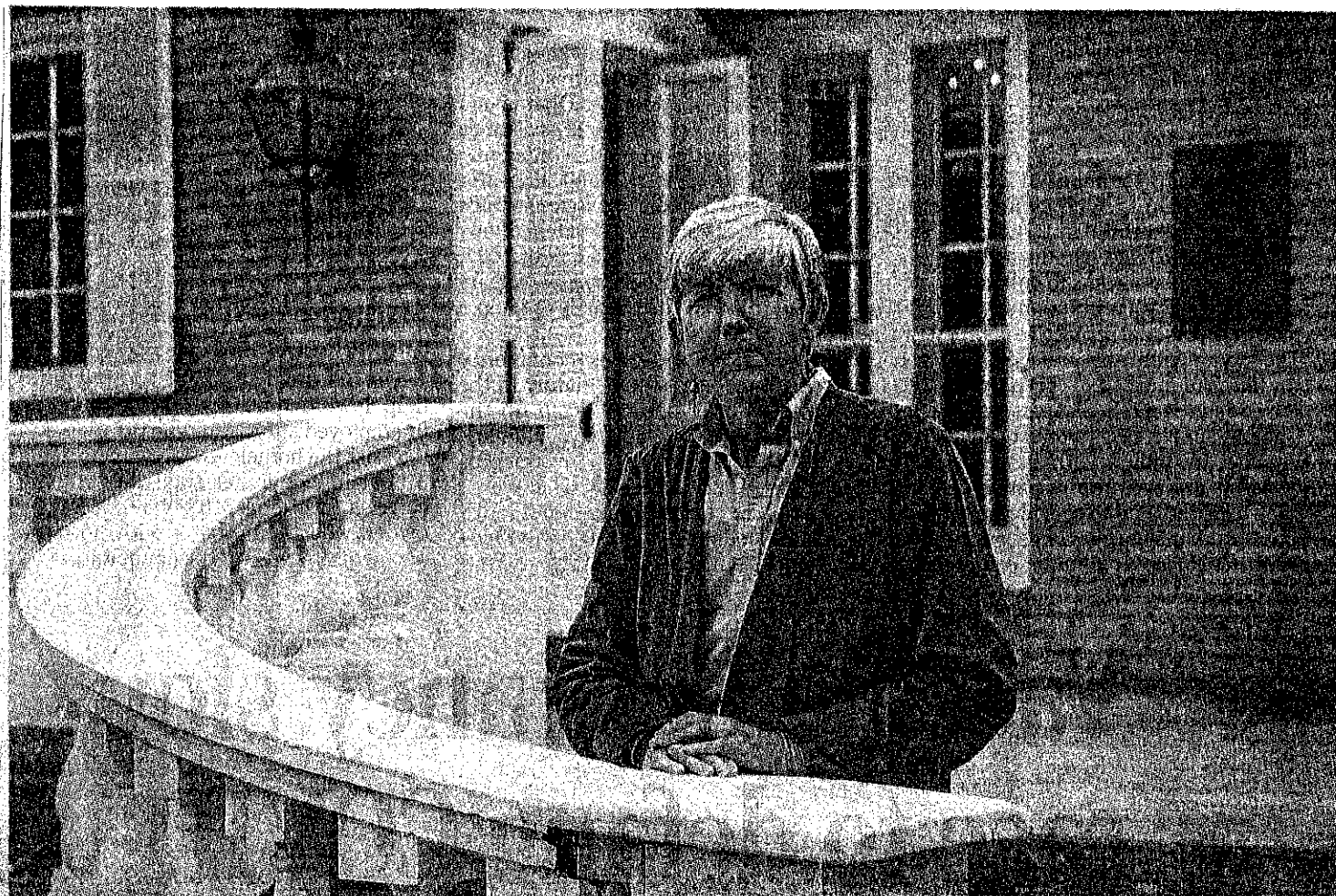
Can you identify the location pictured below?
See the answer in next week's *Carbondale Times*.



This week's winner will receive
1 FREE MEDIUM, SINGLE INGREDIENT PIZZA
FROM ITALIAN VILLAGE

Carbondale Times

Carbondale Times
March 12th



BYRON HETZLER, THE SOUTHERN

Kathy Renfro will be retiring as executive director of the Carbondale Park District after 12 years.

A hard act to follow

Carbondale parks director Kathy Renfro announces retirement

ISAAC SMITH
The Southern

CARBONDALE — After working most of her life in recreation, Kathy Renfro will retire from her post as the Park District's executive director at the end of May.

Renfro's retirement was announced Monday during the Park District Board's Monday meeting.

Board President Carl Flowers said Thursday that the board hopes to interview interim director candidates in the next two weeks and begin a formal search for Renfro's replacement by early fall.

Renfro, who became director in 2008, said she actually started

working in her first park at the age of 14. As well as administrative roles, Renfro said she also worked in maintenance and development for parks and as a lifeguard on Lake Michigan.

Renfro has worked for the Carbondale Park District in some capacity for more than 20 years. She worked from 1994 until 2001 at Hickory Ridge Golf Course in Carbondale and left the district in 2001 to work in West Frankfort to develop its aquatic center before returning in 2007.

"It was a bit like coming home," she said.

Reflecting on her time in parks, she said her work in recreation came from her interest in public land.

"I entered in this field because of the importance of public land and open space," she said.

She said recreation is a way to encourage the public to interact

with these spaces.

In her time managing Carbondale's parks, Renfro said she also began to realize the connection between public health and public land. Renfro said this opened up the possibility of offering health-care and vaccination opportunities through the district.

Renfro said one of the biggest things parks offer is a way to build community connections. Through programming Renfro said people are able to break out of their small social circles and meet new friends but also possibly learn about themselves, too.

She paraphrased philosopher Plato, saying that one can learn more about a person from an hour of play than they can from a lifetime of conversation.

Zenetta McDaniel Coleman, who was a park district commissioner from 2015 to 2019, thinks highly of Renfro in their

time working together. Coleman said she saw deep commitment in Renfro.

"If you give all that you have into something that you love you can't go wrong," Coleman said.

Flowers said he's known Renfro since her time at the golf course and has enjoyed working with her as the district's executive director.

"She makes wise decisions," Flowers said.

Flowers pointed to the development of Carbondale's Super Splash Park as one of Renfro's biggest achievements for the district.

"If it had not been for Kathy ... it probably wouldn't have gotten done," Flowers said.

He said that the next director will have big shoes to fill and will be coming to the district at a time

Renfro

From A1

of change.

Discussions began in 2017 with Carbondale officials about the city absorbing some of the park district's operations. There was recently a proposal sent to the district from the city council with ideas about how this would work. Flowers said navigating this and the district's other challenges will be among the chief duties of Renfro's replacement.

Looking ahead, Renfro looks forward to engaging what she described as her inner-eight-year-old during retirement. When asked if she will find it hard being on the sidelines, she said she won't be.

She looks forward to planning her days around the offerings the district has.



BYRON HETZLER, THE SOUTHERN

Carbondale Park District Executive Director Kathy Renfro discusses some of the features of historic Hickory Lodge, which houses the district's administrative offices, in 2017.

"I think it's actually an opportunity to be more engaged," Renfro said.

Renfro offered advice to her successor.

"Be a good listener and stay true to yourself," she said.

But, above all else she said, "know your community."

Those interested in applying for the interim executive director's position are asked to contact Flowers at cflowers@carbondaleparkdistrict.com.

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618-351-5823|

On Twitter: [@ismithreports](https://twitter.com/ismithreports)

Native tree and shrub sale set for April 3

Keep Carbondale Beautiful will be selling native trees and shrubs from 9 a.m. to 2 p.m. Saturday, April 3, at the Town Square Pavilion in downtown Carbondale.

Social distancing and masks are requested. A virtual Zoom event will be open to the public from 4 to 5:30 p.m. Thursday, March 25. Local grower Jason Tabor will be on hand to help answer questions. Also, plant pre-orders can be made during the Zoom event. Registration information, as well as a listing of plants available at this year's sale, can be found at at.keepcb.org.

Proceeds benefit Keep Carbondale Beautiful programs of litter control, beautification, waste reduction and education in the city. For more information, call 618-325-5525, or email keepcb1326@gmail.com.

CARBONDALE
TIMES
FRIDAY MARCH 19

LETTER TO THE EDITOR

WTF? Carbondale podcasts highlight local candidates

To the editor: Last week the Carbondale Times published an article encouraging you to take stake in local elections by getting to know the candidates for seats both contested and uncontested on the ballot this April 6.

It's not common to see a candidate in a race that has created a platform that could be shared with fellow candidates, but that's what I have, and that's what WTF? Carbondale has been used for this local election season.

Eleven candidates from Carbondale's most local races, Carbondale City Council and Carbondale Elementary District 95 School Board, have been featured on the podcast.

Seven of nine council candidates and four of five school board candidates are featured in these interviews and can be easily accessed as video or audio-only media. Youtube.com/wtCarbondale features the collection of videos, and spotify.com/wtCarbondale features the audio-only versions.

This idea to provide a portfolio of digital media for voters was necessitated by COVID, but fulfilled by the candidates.

As rewarding a project as this was to be part of the real reward occurs on April 6, when a few more voters go to the polls with just a little bit more understanding of the folks they're voting for.

I hope you'll use the WTF? Carbondale podcast to find that little bit more understanding.

Nathan Colombo
Carbondale



405 S. WASHINGTON ST. CARBONDALE • 618-457-0212 OR 618-457-6559

PIZZA • PASTA
SALADS
SANDWICHES
OUTSIDE DINING
GAMES
FULL SERVICE BAR

Hours

Sun-Thurs 11AM-10PM

Fri & Sat 11AM-11PM

ONE WINNER WILL
BE CHOSEN AT
RANDOM EACH
WEEK FROM THE
CORRECT ANSWERS
NO PHONE CALLS
PLEASE



LAST ISSUE'S WINNER:

Dave Alvis

LAST ISSUE'S ANSWER:

Grispoli Arwicks Park

Send your name, address and guess to: Carbondale Times, 2015 W. Main Street,
Carbondale, IL 62901 or email: news@carbondaletimes.com

The Southern
Tuesday, March 30th

ELECTION 2021

Six seek to replace incumbents

Challengers running in Carbondale City Council race face off next week

ISAAC SMITH
The Southern

CARBONDALE — Six challengers will square off next week against three incumbents hoping to retain their seats in Carbondale's city council race.

The three winners from next week's municipal election will have several key issues to tackle with their term in office.

Ongoing discussions between the city and the Carbondale Park District regarding a potential merger or sharing of responsibilities will be at the top of that list, as well as helping the struggling local economy recover from a year under COVID-19 restrictions.

The candidates hoping to return to the council are Jeff Doherty, Jessica Bradshaw and Carolin Harvey.

They face Nicholas Smaligo, Melvin "Pepper" Holder, Ginger Rye Sanders, Nathan Columbo, Tyrone Talig Montgomery, Joshua Flechty.

The consolidated election is April 6.

Jeff Doherty

Doherty, previously Carbondale's city manager for 16 years, has lived in Carbondale more than 50 years and has served one term on the council.

In an email to The Southern, Doherty said if elected to a second term, he hopes to continue to reduce the city's property taxes by encouraging businesses to come to town. "This would increase the tax base for the city and allow it to reduce property taxes. He said

he also wants to encourage homeownership especially in the city's core.

"I want to continue serving on the City Council during these times to lend my experience and trusted leadership in moving Carbondale forward," Doherty wrote.

Carolin Harvey

Harvey has served eight years on Carbondale's council and said with another term, she would like to further explore the city absorbing some or all of the Carbondale Park District's operations. "This is something that has been in

discussion for the better part of two years. In 2019, about 75% of voters said the city should explore merging operations with the taxing body.

Harvey also said she wants to develop a program that would convert vacant rental properties into owner-occupied homes for the homeless and lower-to-middle income households. "My desire is to speak and be a voice for those who feel they are not heard," she said.

Please see ELECTION, Page A4

The Carbondale Park District is accepting applications for a school-age teacher, a cook and a seasonal park caretaker. To see full job descriptions and print a job application, head online to cpkd.org/employment, or pick up a paper job application at the LIFE Community Center.

Carbondale
Times
Friday, March 26th

The Southern
Tuesday, March 30th

Election

From A1

Jessica Bradshaw



Doherty



Harvey



Bradshaw

Bradshaw is also vying to keep her seat. She has served on the council since she was first elected in 2012. Bradshaw also unsuccessfully ran for Jackson County Clerk last year.

Nicholas Smaligo is known by many throughout Carbondale as one of the forces behind the political action and community organizing group The Carbondale Spring. Starting in 2019, The Carbondale Spring, a loose collective of like-minded organizers, pushed for food autonomy in the city, criminal justice reform and other social justice issues. Specifically, the group, with Smaligo at the helm, has pushed to reduce funding for Carbondale's police force in favor of creating a new program focused on mental health intervention.

Smaligo told The Southern that if elected he would do his best to advance The Carbondale Spring's platform.



Smaligo



Sanders



Columbo



Holder

"Carbondale is on a precipice, and we need an urgent shift in direction to lay the foundation for a new era in our city's history," he wrote in an email.

Ginger Rye Sanders

Ginger Rye Sanders is known to many in Carbondale, and certainly those currently serving on the council, as a community organizer who founded and leads the Women for Change group.

With her time in office Sanders said she would strive to build new strategies for business development. She also said a goal will be to create community police reform by embracing new relationships with mental health professionals.

She said she would accomplish this by real-locating funds the city already has to these new programs. She also wants to create guidelines and incentives "for industries and businesses to build environmentally friendly infrastructures."

"I was called to run for City Council, and am asking for a seat at the table where systemic change can be enacted," Sanders wrote.

Nathan Columbo

Columbo, who is hardly a new face to city election races, is also running to

unseat one of the incumbents.

In 2019, Columbo ran a close but unsuccessful mayoral campaign against Mayor Mike Henry. Columbo is an active community member, working with local institutions such as The Varsity Center for the Arts and is a regular attendee at council meetings.

According to his website, one of Columbo's goals is to embrace Black businesses and consciously construct a support system for up-and-coming Black entrepreneurs.

Melvin "Pepper"

Holder

Holder is trying for a second time to win a seat on Carbondale's council. He said Monday fresh vision is needed to push the city forward. He pointed to words of hope spoken by current and former council members without a lot of noticeable change.

Holder said he would like to see an open-air market concept. He said think St. Louis' Souard Market adopted by the city for part of Washington Street -- as one way to revitalize part of the city's economy.

Montgomery not Liechty could not be reached for comment by deadline.

isaac.smith@thesouthern.com
618-351-5823
On Twitter: @lsmithreports



Carbondale Park District is currently seeking qualified applicants for the following three positions:
School Age Teacher, Cook, and Seasonal Park Caretaker.

Must be available for work no later than April 19, 2021 and able to work in all weather conditions. Salary is to be commensurate with experience. See full job descriptions and print job application at <https://cpkd.org/employment> or to pick up a paper job application go to LIFE Community Center at 2500 West Sunset Drive, Carbondale, Illinois.
Monday-Friday 12:00-7:00pm 618-549-4222

To apply, send completed application packet (resume, job application, and two letters of reference) to P.O. Box 1326 Carbondale, IL 62903-1326 or email to info@cpkd.org. Completed application packet must be received no later than April 14, 2021.

Carbondale Park District is an equal opportunity employer.

*Carbondale Times
Friday, April 2nd*

The Carbondale Park District is accepting applications for a school-age teacher, a cook and a seasonal park caretaker. To see full job descriptions and print a job application, head online to cpkd.org/employment or pick up a paper job application at the LIFE Community Center.

Carbondale
Times
Friday, April 2nd

Carbondale: At this point we don't know what the final proposal will look like. However, I think a possible merger of some services would be beneficial.

Snaligo: The referendum was vague in its wording, and is being used in a misleading way. We overwhelmingly voted to "explore" merging, and who could be opposed to "exploring"? But exploring an idea is not the same thing as going forward with it, and the referendum is being spun as a mandate to merge. Frankly, I've seen very little actual "exploration" of what is motivating this proposed merger, and what its consequences may be down the line. I'm reminded of the moment a decade ago when a city manager told the council that it was an urgent economic necessity for the Burma C Hayes Center funding to be cut. This money then went back into the general fund and there was a corresponding increase in the police budget. If the park district is merged with the city, will that money go into the general fund? Is there any guarantee that it will continue to be used for parks? For example, what stops funds that would have gone to parks from being diverted into paying for rising police, pension costs of an oversized department? These are some of the questions that I would like to see actually explored.

merger of services, programming infrastructure, revenues, and employees can occur. I do support the merger.

Liechty: I completely support the merger and the city has already proven that they can successfully manage green spaces environmentally and economically. Merging two tax paying entities is a big move but I have yet to hear any arguments against the merger. I alone any that I would agree with.

The Carbondale City Council recently sent a proposal to the Carbondale Park District regarding a possible merger of the two bodies — a topic that has been under discussion since voters overwhelmingly asked the two to begin talks of a possible merger nearly two years ago. What role do you see the city playing in the future administration of our parks, and do you support the merger?

Harvey: I think the city will have a more significant role in maintaining more of the parks in

Colombo: The city will absorb the park district over a period of time while the park district refines its services and programming and uses its existing authority to complete service on the debt of select infrastructure, so a full

Doherty: The idea of merging the city of Carbondale and the Carbondale Park District has been suggested for over two decades. Throughout my current term on the City Council, there have been concerns expressed about the poor condition of parks in Carbondale. This led to the City Council placing an advisory referendum on the April 2019 ballot asking whether the City and the Park District should explore the merging of operations and 71% of the voters said yes. The exploration of merging operations has been slow for various reasons. Recently, the city sent the Park District a proposal containing alternatives for moving forward in providing the citizens of Carbondale the best possible parks and recreation facilities and programs. I supported the proposal. However, in order to move forward, there must be a mutual agreement between the two parties and I support working with the park district to achieve that agreement. The primary problem for the Carbondale Park District to

Council

Continued from Page 4B

continue operating the parks and recreation facilities is financial; it relies on property taxes for operations and that source of income is limited. In addition, a large part of its property tax revenues goes toward debt payments for outstanding bonds. The park district cannot sustain its current programs as its cash reserves continue to dwindle. Already the park district has turned over operations and maintenance of Hurley Park, Laramie Heights Park and the Drainways/Greenways Bikeway to the city in order to reduce operating costs. The city immediately addressed deferred maintenance issues and made improvements to those facilities. It is expected that in the near future the city will assume Evergreen Park and the Superblock as well. The city has various revenue sources that can be used to operate the parks and recreational facilities, whereas the park district is limited to property taxes. The creation of a parks department within the city's organization with a director reporting to the city manager would ensure that parks and recreational facilities would be a top priority of the city and would be supported financially. My goal is to provide the Carbondale community with well maintained parks and recreational facilities. From a financial viewpoint, I can only see that happening through the resources of the city.

CARBONDALE PARK DISTRICT

REQUEST FOR BOARD ACTION

SUMMARY OF REQUESTED ACTION

AGENDA ITEM VI- - REPORTS OF PARK DISTRICT DIRECTOR & DEPARTMENT HEADS

- A. Directors Report
- B. Superintendents' Report

BOARD ACTION:

Motion By: _____ 2nd By: _____

ROLL CALL:

Adams _____ Flowers _____ Trimble _____

Sergeev _____ Suarez _____

Golf Course Superintendents Report

- Bunker Restoration Project
- Seedhead suppression application
- Power washing
- Youth on Course
- Mechanic

	March 2020	March 2021		
Rounds	382	1,118		
Revenue	\$23,349.25	\$41,481.06		

March 2021 Board Report

Superintendent of Recreation

- \$8013.98 in revenue between program fees, facility rentals, and Super Splash Park passes.
- In person programming has resumed. Family Campfire, Art and ABC's, T-Ball, Intermediate Karate, Strength Training, and Functional Fitness and Strength Training all began in March.
- Recreation staff hosted Zoom yoga class March 3.
- Continued to promote upcoming spring and summer programming.
- Worked with Carbondale Soccer liaisons to plan weekend soccer clinics that will take place April 10, 17, and 24.
- Began Scotts Field Refurbishment Grant Application due April 9.
- New Superintendent of Recreation was hired. She begins April 26.

Learning Tree

March was an exciting month at The Learning Tree!

We began offering in-person programming on March 17 with "Art and ABC's". This class for 3-5 year olds meets 3 times per week for an hour and a half. We do an art project each day, and also have been incorporating music, gross motor activities, and circle time. The weather has been cooperating, so we have been able to do a lot of activities outside. There are currently 5 children enrolled in the class. "Art and ABC's" will end on April 12, and we will transition into our next in-person program "Pre-k learn and play", which will begin on April 14.

We have also been continuing our virtual programming. March's videos included the work out station and park at the Superblock, and some fun St. Patrick's Day activities. We also did a spring "take and make" activity including seed starter kits for growing marigolds. Kits are available at the Life Center for \$5.

Aquatics

- Planned May and June calendar to be published beginning of March.
- Aquatics calendar for programming at SSP published Monday April 5th with registration ongoing.
- Aquatics staff have continued to explore external options for Lifeguard certification courses to be ran pre-season 2021
- Private event pricing for rentals at SSP were calculated to factor new pay rates through Midwest Pool Management for 2021 contract year.
- Carbondale area school principals were contacted to promote private rentals for end-of-year parties to take place May 10-28
- Attended meeting with RREEP
- Planned with Cyclones leaders and Coaches for start of 2021 season
 - Communication with Southern Illinois Swim League for meet calendar for summer 21
- REC 425 class with Dr Kim toured SSP
- Began plans for a semi-permanent structure at SSP to be used as outdoor tube corral

Kids Korner

School Year Enrollment/ Full Remote Learning: 13

March 2021

March 8th-12th-Spring Break:

- Monday-Golfing at Hickory Ridge. The children absolutely loved riding in the golf carts and practicing their swings. Thank you to the golf crew for getting that together for us.
- Tuesday-Bowling at SI Bowl.
- Wednesday-Rolling Oak Alpaca Farms in Makanda.
- Thursday-Fish Tales in Herrin. The children were able to paint a ceramic piece which was then fired and returned. Then we went to Herrin park to play at their playgrounds.
- Friday-Project Human X. The children painted on canvas in a black lighted environment. It was a blast!

March 15th-Children returned to the hybrid learning schedule:

- Hours of Operation changed to:
 - M,T,Th,F-12:00PM-6:00PM
 - Wednesdays (full remote learning days) 7:30AM-6:00PM

March 16th-Katy Burns attended a webinar for the Childcare Restoration Grant. Fortunately, we received 3 more months of funding for January, February and March (80% of what we received in the first round).

March 19th-Had a meeting with the U of I Extension about our "Growing Together Illinois Garden Project"

- Kids Korner will be partnering with the U of I Extension to grow food for the Good Samaritan house here in Carbondale.
- The children will also be able to grow foods for our garden and cooking club.

March 25th-Katy Burns met with the For Kids' Sake group to partner together on a summer project for the For Kids' Sake art show. We are attempting to get a grant from the Carbondale Community Arts (CCA) to provide art workshops that will be held at different locations including some of the Carbondale Park District parks.

Superintendent Report

Board Meeting

Park Operations

March 2021

Super Splash Park	The sump pumps were regularly checked for proper operation. I met with Media Com to set up internet in the building.
Kids Korner	The Crew unclogged the kitchen drain going into the grease trap.
LCC	The building was flooded due to a large amount of water from a storm surge. Eric, Charles, Darren, and I spent a day cleaning it up. The playground area was cleaned up. We resided the storage shed and trimmed bushes and removed leaves.
Evergreen	Bathrooms were de-winterized, and we readied them to open when temperatures kept above freezing. Eric dragged JC field.
Attucks	Bathrooms were readied to be open.
Shop	Mike has installed the decks back on the mowers and is currently repairing a zero-turn mower.
Superblock	All ball fields were dragged and mowed for the upcoming season. The Soccer fields were rolled and mowed.

Trash has been routinely picked up at the parks.

CARBONDALE PARK DISTRICT

REQUEST FOR BOARD ACTION

SUMMARY OF REQUESTED ACTION

AGENDA ITEM VII - - UNFINISHED BUSINESS

A. Discussion/Approval Strategic Plan

BOARD ACTION:

Motion By: _____ 2nd By: _____

ROLL CALL:

Adams _____ Flowers _____ Trimble _____

Sergeev _____ Suarez _____

PROPOSED CHANGES TO THE STRATGIC PLAN

APRIL 2021

p. 4 - A 2010 strategic plan is referenced. However, this document was not made available to the Board and had no role in the development of this Plan. Unless the Board has the opportunity to review this document and determine its relevance to this one, I ask that reference to it be removed.

Staff Response: This was sent to the Board April 8, 2021.

p. 7 - listing of parks. This list appears to be organized in the order in which they were acquired. However, Oakdale Park was acquired in 1968 and should, therefore, appear after Attucks Park and before Hickory Lodge.

Staff Response: Ok

second line of Hickory Ridge Golf Course: Either delete the semicolon or delete "and". I prefer to keep the semicolon and delete the and, but your call.

Life Community Center: The Center no longer includes a daycare facility. Revise perhaps: "includes classroom space, a former daycare facility, multipurpose rooms..."

p. 8 Parrish Park: Line 3 - Change donated to designated.

Evergreen Park - The portion of the park with the ball field and resident-made BMX park should be noted with date of acquisition. Include in the section of CPKD owned land.

In this section (p. 8), delete the comma after entrances.

p. 9 Super Splash Park - "3.4-million-dollar facility was funded by a Build Illinois (?-correct title?) and an Illinois Tourism (? correct title?) grants, Park District General Obligation Bonds, and almost one million dollars..."

Staff Response: The Super Splash Park was funded by a PARC Development Grant, Tourism Attraction Grant, and nine hundred thousand dollars in contributions.

p. 16 - Park District revenue includes property tax revenue for the bond fund. It should be included as it is part of the District's property tax revenues. And repayment of the rollover bond should show up in the Expenses (p. 17). Lots of people know how much the Park District gets from its property tax levy; I've been questioned in the past about the figure that applies only to the General Fund. We need to be fully transparent about our total funding and where it goes.

p. 21 - line 3 the importance of SUPERVISED and unstructured play. [Supervised and unstructured play is like having playground supervisors; what people have repeatedly asked for are sites like a skate park, bike trails, etc. that are *unsupervised*. I don't think we plan to provide "supervised, unstructured play" except at Kids Korner.

Staff Response: The common description is supervised unstructured play. The concept being that the program is supervised but the outcome is not prescribed. IE. A lifeguard is supervising people but not directing them toward an activity.

p. 32, item 3, Sort-Range Activities - unsupervised

p. 40 - Item 5 - I believe this is reversed: Golf course expenses over revenues run about \$125,000 a year (or more).

Staff Response: This is correct

CARBONDALE PARK DISTRICT

REQUEST FOR BOARD ACTION

SUMMARY OF REQUESTED ACTION

AGENDA ITEM VII - - UNFINISHED BUSINESS

B. Discussion/Approval Policy Manual

BOARD ACTION:

Motion By: _____ 2nd By: _____

ROLL CALL:

Adams _____ Flowers _____ Trimble _____

Sergeev _____ Suarez _____

CHAPTER 6 – Personnel Policy**6.01 – Statement of Purpose, Philosophy and Contract Disclaimer**

This manual has been established to clearly set forth current personnel policy and bring a higher degree of understanding, cooperation, efficiency, and effectiveness among all Carbondale Park District personnel. It should be noted that these are established as basic parameters from which personnel are expected to function. However, circumstances out of the ordinary may arise and give cause for discretionary judgment and action on the part of the Director [and/or Board of Commissioners](#).

Carbondale Park District reserves the right to terminate any employee at any time and for any reason.

THE CARBONDALE PARK DISTRICT AND ITS EMPLOYEES AGREE THAT THE EMPLOYMENT RELATIONSHIP IS "AT WILL." AS SUCH, EITHER PARTY MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITHOUT PRIOR NOTICE AND FOR ANY REASON.

NOTHING IN THESE POLICIES IS INTENDED TO CREATE A CONTRACT OR OBLIGATION OF ANY SORT ON THE PART OF THE CARBONDALE PARK DISTRICT OR ANY OF ITS EMPLOYEES, OFFICERS, BOARD OF COMMISSIONERS OR AGENTS.

The policies and procedures described in this manual may be amended, revoked or suspended at any time at the discretion of the Carbondale Park District Board of Commissioners.

6.02 – Employment Policies

Salaried Employee - Salary personnel include those individuals who are paid on a bi-weekly basis and are expected to work an uncertain number of hours sufficient to complete their job tasks. These positions are exempt from payment of over-time wages but may accumulate compensatory time off which must be used within the same pay period it was accrued in. The Director shall approve all compensatory leave.

- A. Hourly Employee - An employee whose rate of pay is based on the number of hours worked and at a stated rate. An hourly employee may be either a full-time employee or a part-time employee.
- B. Full-Time Employee - Full-time personnel include those individuals who have been employed in a full-time job classification anticipated to require a minimum of thirty-seven and one-half (37 ½) hours per week for a period of twelve months.
- C. Part-Time Employees - A part time employee is an employee of the District on a basis of less than a regular schedule of 37 ½ hours per week.

EMPLOYEE SELECTION

It is the policy of the Carbondale Park District to use a uniform and thorough selection process to promote equal employment opportunities in the hiring of qualified employees.

The Carbondale Park District is committed to promoting hiring practices and a work environment at all sites that value, promote, and lead with diversity, equity and inclusion (DEI) principles and practices that make concrete a diverse and culturally competent work force.

PROCEDURES

The employee selection procedures apply to the filling of all positions except for the temporary reassignment of job duties or consolidation of job duties or functions.

The Director has authority to define staffing needs and job skill requirements needed to efficiently complete department work tasks.

The Director will communicate to the Board of Commissioners when a part time or staffing vacancy is to be filled, prior to advertising, the following:

Position to be advertised

Budget information

Job description and salary range

Hiring plan including diverse candidate pool building actions, hiring administrator, advertising plan, and selection committee if any.

The Board of Commissioners directs and conducts the Executive Director search when needed.

Superintendent positions, the next level of senior management after the Executive Director, are the key administrators charged with direct management of all Carbondale Park

District functions. As such, in keeping with best practices of inclusion in particular, key stakeholders must always be offered a role in the superintendent interview process. This includes open forums for community members, park district committee members, and at a minimum, an interview time for the Board of Commissioner President or designee.

The Board and Executive Director may direct a search be extended in order to achieve a robust and diverse applicant pool.

The Director will provide updates on searches in the monthly Board report.

Job applicants must complete a Carbondale Park District Employment Application. The selection process may include interviews by the supervisor of the department in which the prospective employee will be working. The individual responsible for recruiting ~~may~~ elect to will conduct reference checks, pre-approved skill tests, or other similar procedures designed to aid in the selection of qualified employees. All selection criteria shall be based upon job-related factors, and selection decisions shall be made in a nondiscriminatory manner.

All new employees are subject to the following standards of employment:

They must be legal resident of the United States as evidenced by submitting appropriate identity and employment authorization documents.

They must be physically and mentally fit to perform assigned job duties. Prospective employees may be required, as a condition of employment, to ~~to~~ undergo a physical examination by a licensed physician with the exam cost paid by the District.

They must possess a valid driver's license appropriate for any vehicle that may be operated in the course of performing job duties.

Other, specific, standards may be imposed based on the position being filled. These standards may include appropriate and pre-approved by Board of Commissioners, testing for required job skills, police background checks or other standards relevant to the job being filled.

The communication of the job offer is done by the Director, or designee, through written or verbal communication. A job offer and pre-requisites ~~pre-requisitions~~ should specify start date, starting pay (in hourly, weekly, or monthly terms), and position.

NEW EMPLOYEE ORIENTATION

It is the policy of the Carbondale Park District to orient new employees to district policies and benefits during the first month of employment.

EMPLOYEE EVALUATION

An evaluation of each employee shall be conducted not less than once each year as part of the annual budget process. The evaluation of the Director shall be conducted by the Board of Commissioners or by someone appointed by the Board for such purpose. The evaluation of all other employees shall be conducted by the Director or by someone appointed by the Director for such purpose.

All newly hired or rehired employees shall have performance evaluations conducted at the end of the first month of employment and at the end of the first year of employment. Results of employee evaluations will be used to determine merit pay increases and support recommendations for promotion.

JOB DESCRIPTION

The Director or designee shall prepare Job descriptions for each position. Job descriptions will be updated as necessary and will normally be reviewed annually. [Job descriptions will be presented to the Board of Directors annually.](#)

EQUAL EMPLOYMENT OPPORTUNITY

The Carbondale Park District is firmly committed to equal opportunity in employment. The District provides employment, training, compensation, promotion and other conditions of employment without regard to race, color, disability, religion, sex, national origin, ancestry, age, marital status, discharge status from military service, and any other class as protected by state and/or federal law.

SEXUAL HARASSMENT

The Carbondale Park District reaffirms the principle that its employees have right to be free from sex discrimination in the form of sexual harassment. When the authority and power inherent in supervisor/subordinate relationships, whether overtly, implicitly, or through misinterpretation are abused in this way, there is potentially great damage to individual employees and to the employment climate of the Carbondale Park District.

DEFINITION OF SEXUAL HARASSMENT

According to the Illinois Human Rights Act, sexual harassment is defined as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.

Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or

Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991.

Once such example is a case where a qualified individual is denied employment opportunities and benefits that are, instead, awarded to an individual who submits (voluntarily or under coercion) to sexual advances or sexual favors. Another example is where an individual must submit to unwelcome sexual conduct in order to receive an employment opportunity.

Other conduct commonly considered to be sexual harassment includes:

Verbal – Sexual innuendoes, suggestive comments, insults, humor and jokes about sex, anatomy – or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.

Non-Verbal – Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls," "smacking," or "kissing" noises.

Visual – Posters, signs, pin-ups, or slogans of a sexual nature.

Physical – Touching, unwelcome hugging or kissing, pinching, brushing the body, coerced sexual intercourse, or actual assault.

COMPLAINTS

Specifically, a supervisor must address an observed incident of sexual harassment or a complaint, with seriousness, take prompt action to investigate it, report it and end it,

implement appropriate disciplinary action, and observe strict confidentiality. This also applies to cases where an employee tells the supervisor about behavior considered sexual harassment but does not want to make a formal complaint.

In addition, supervisors must ensure that no retaliation will result against an employee making sexual harassment complaint.

PROCEDURES FOR FILING A COMPLAINT

An employee who either observes or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the supervisor and offending employee. It is not necessary for sexual harassment to be directed at the person making the complaint.

The following steps may also be taken: document or record each incident (what was said or done, the date, the time, and the place). Documentation can be strengthened by written records such as letters, notes, memos, and telephone messages.

No one making a complaint will be retaliated against even if the complaint made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

The process for making a complaint about sexual harassment falls into several stages:

Direct Communication – If there is sexually harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.

Contact with Supervisory Personnel – At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor. If the harasser is the immediate supervisor, the problem should be reported to the next level of supervision or the Director.

Formal Written Complaint – An employee may also report incidents of sexual harassment directly to the supervisor. The supervisor will counsel the reporting employee and be available to assist with filing a formal complaint. The department will fully investigate

the complaint and advise the complainant and the alleged harasser of the results of the investigation.

Resolution Outside Department – It is hoped that most sexual harassment complaints and incidents can be resolved within the agency. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense, **or as otherwise provided by law.** *A complaint with the EEOC must be filed within 300 days????*

An employee who is suddenly transferred to a lower-paying job or passed over for promotion, after filing a complaint with the IDHR or the EEOC, may file a retaliation charge, also due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

OPEN DOOR POLICY

The Carbondale Park District encourages employees' ideas or suggestions and tries to resolve any employee complaints or problems in order to promote a cooperative working environment. If an employee has a question, suggestion, idea for work, or problem, the employee is encouraged to speak with their supervisor.

An employee may request to speak with the Director in situations that involve the direct supervisor, or in the absence of the supervisor.

Any employee who is of the opinion that the benefits, policies, practices, or procedures as set forth in this manual have been improperly or inequitably applied, or who has other complaints against the employer may seek the following:

The employee shall verbally present and discuss the problem with the Department Superintendent/Manager. In the case of a complaint from a Superintendent or Manager it shall be discussed with the Director.

If the action taken by the Superintendent/Manager does not satisfy the employee, the employee may submit a written appeal to the Superintendent/Manager, who will transmit the appeal to the Director for review and advice. In the case of a written appeal coming

from a Superintendent/Manager, it shall be submitted to the Director, who shall transmit same to the President of the Board of Commissioners for review and advice.

After the Director has reviewed the facts of the appeal and given advice, the Superintendent/Manager shall take appropriate action and advise the employee of the disposition of the appeal. In the case of a written appeal coming from a Superintendent/Manager, after the President has reviewed the facts of the appeal and given advice, the Director shall take appropriate action and advise the employee of the disposition of the appeal. The action of the Superintendent, manager or Director under this procedure shall be considered final.

SUBSTANCE ABUSE

It is the policy of the Carbondale Park District to maintain a drug-free workplace for the safety of all employees and to comply with the Drug-Free Workplace Act.

PERSONNEL RECORDS

Every employee, or their designated representative, shall have access to their own employee record during regular office hours per the Illinois Personnel Record Review Act. Records may be copied, at nominal cost, but may not be removed from the Park District main office without the approval of the Director.

SEPARATION OF EMPLOYMENT

Upon separation of employment, all employees must surrender to the Director or their designee all district property which they may have in their possession (e.g., uniforms, employee identification card, keys, vehicles, credit cards, tools, etc.). All property must be surrendered before an employee will receive their final salary settlement.

ANTI-NEPOTISM

An individual may not be employed in an area of responsibility supervised by a relative without the approval of the Director. Supervisors may not sign a relative's time sheet. For purposes of this restriction, a relative is defined as a spouse, child, step-child, parent, step-parent, grandchild, grandparent, brother, sister, half-brother, half-sister, nephew, niece, cousin, aunt, or uncle or anyone living in the employee's household.

6.03 – Compensation Policies

PERFORMANCE REVIEWS

The Carbondale Park District has developed a policy in which an evaluation of each full-time employee will be conducted not less than once each year. The evaluation of the Director shall be conducted by the Board of Commissioners.

The evaluation of all other employees shall be conducted by the Director or their designee. Evaluations will become part of the employee's personnel records.

WAGE AND SALARY

The District has adopted a salary and salary range for each position. All salary ranges will be reviewed and adjusted periodically by the Director and Board.

OVERTIME PAY

Overtime pay will be paid to all eligible non-exempt employees who have over forty working hours in a pay week. The rate at which over time will be paid is one and one-half times the employee's regular rate of pay.

Employees who are entitled to paid holidays, and are scheduled to work a paid holiday, will receive eight hours of holiday pay in addition to payment for their hours worked at the regular rate. Holidays, vacation and sick leave will not be counted in the calculations toward over-time hours.

TIMESHEETS and TIMECARDS

Timesheets and Timecards must be filled out and signed by the appropriate department head. All Payroll information is due on alternating Fridays by 10:00 a.m.

6.04 Attendance Policies

RECORDS OF SICK DAYS, VACATION DAYS AND PERSONAL DAYS

Forms are to be filled out by the employee when they are ill, or when staff requests vacation or personal days. All vacation and sick time forms must be initialed by the Department Head in order to be processed. The forms are turned in to the Director when necessary.

As outlined in the personnel policies, vacation and sick days are accumulated monthly, based on an employee's anniversary date. The record keeping of the additions, deletions or changes to vacation and sick time are the responsibility of the Administrative Assistant.

Question: what is the role of the director? And how are vacation, etc, approved
WORK WEEK

Normal office hours of the District are from 8:00 a.m. to 4:30 p.m., Monday through Friday.

Other departments within the district will operate on schedules according to the services they provide and such hours may vary from those of the Administrative Office.

The working hours and work week of all employees of the District are subject to the financial and staffing requirements of the District and will be set at the discretion of the Director.

The workweek varies for some employees but is generally 40 hours for full-time employees. Part-time employees are not guaranteed specific or a fixed amount of hours per week.

PUNCTUALITY

Employees will report promptly and be prepared to start working at the designated starting time. Tardiness will lead to discipline, up to and including termination. In the event that an employee is not able to report to work, it is their responsibility to inform their supervisor not later than 15 minutes after their scheduled starting time. Failure to inform their supervisor may lead to discipline action.

JURY DUTY

Any full-time employee shall be given the necessary time off, without loss of pay, when performing jury duty not to exceed twenty (20) days. All fees received by such employee for jury service, other than those for meals and travel shall be returned to the District.

Any part-time employee shall be given the necessary time off, when performing jury duty, but shall receive no pay from the District during the absence for such service. All fees received for jury duty shall be the property of said part-time employee.

LEAVE WITHOUT PAY

The Director may grant any full-time employee leave without pay not to exceed one month when it is in the interest of the District to do so. Any leave without pay exceeding a period of thirty days may be granted by the Board of Commissioners and under such terms as they

may adopt as conditions precedent thereto. Approved leave without pay shall not constitute a break in employment service.

INJURY LEAVE

If an employee is injured in the performance of their assigned duties, they must report such injury immediately to the supervisor. The district will not be liable for payment of expenses due to injury if the employee does not go to the licensed physician. However, in the case of an emergency, the employee may go to the nearest hospital emergency room and notify their supervisor, or the Director of the action taken.

The immediate supervisor will immediately notify the Park District office and give all particulars regarding the incident, such as but not limited to:

- Time and place of accident
- Exact cause and circumstances of injury
- Witnesses
- Nature and location of injury
- Name and address of attending physician

The District office will prepare the appropriate forms and report to the carrier of the Park District Worker's Compensation coverage.

If the physician finds it impossible for the injured person to resume their normal duties after the first thirty days and it is determined by the physician that it will be a period of some length before normal duties can be resumed by the injured, the Park District may ask the injured to apply for disability benefits with the Illinois Municipal Retirement Fund, which, if granted will pay a portion of the normal salary for the duration of the incapacitating injury. When the approved physician determines that the employee is able to return to normal duty, the employee shall so notify the District in writing whereupon the employee will resume their normal rate of pay.

Necessary time off for an employee injured in the performance of assigned duties will not be charged against their "sick leave."

6.05 – Benefits

HEALTH INSURANCE

All salaried and full-time hourly employees shall be entitled to receive the benefits of the Districts current Health and Life Insurance programs.

IMRF

All District full-time employees shall be required to participate in the Illinois Municipal Retirement Fund. The District shall contribute to the fund as provided by law. All other employees will be required to participate in the Illinois Municipal Retirement Fund if their positions usually require 1,000 hours or more per year.

VACATION

It is the policy of the Carbondale Park District that the vacation year shall be based on the anniversary date of employment.

- A. Paid vacations shall be granted to full-time employees in accordance with the following schedule:
 - 1. After one full year of employment -two weeks (10 days)
 - 2. After four years of employment -three weeks (15 days)
 - 3. After twelve years of employment - four weeks (20 days)
 - 4. After twenty years of employment - five weeks (25 days)
- B. When a holiday falls during an employee's vacation leave and the employee is regularly entitled to said holiday, it will not be counted as part of the vacation leave.
- C. Vacations must be approved by the Director at least 14 days in advance. Exceptions, on a case-by-case basis, may be granted by the Director.
- D. Vacation shall be earned only at the end of the work year and shall be granted to full-time employees once each year on the anniversary date of employment. Unless otherwise approved by the Board of Commissioners, the employee shall take all vacation during the next succeeding twelve months following the anniversary date of employment on which the vacation was granted. Except, 40 hours of vacation may be carried over, to be used during the next succeeding twelve months. No vacation time may be accrued beyond the annual schedule plus one-week.
- E. All vacation must be taken in increments of not less than four (4) hours and at such time as approved by the Director or designee.
- F. Employees separating from the District shall be paid for all vacation time due and not taken.

BEREAVEMENT LEAVE

All full-time employees are entitled to not more than three consecutive days leave with pay to attend the funeral of a spouse, child, parent, brother, sister, grandparent or grandchild and in-laws. Additional Funeral Leave may be granted, on a case-by-case basis, by application to the Director.

All part time employees are entitled to leave without pay to attend the funeral of a spouse, child parent, brother, sister, grandparent or grandchild and in-laws.

HOLIDAYS

It is the policy of the Carbondale Park District that all full-time employees enjoy the same number of holidays with full pay each year.

The holidays to be observed by the District are as follows:

- New Year's Day
- Martin Luther King Jr. Birthday
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day and the following Friday
- Christmas Eve
- Christmas Day

For the purpose of the rules and regulations set out herein, holidays will be observed on the day designated by the State of Illinois. If a District holiday falls on a Saturday or Sunday, the nearest working day will be observed as the holiday. In all other cases, district holidays shall fall on such days as may be designated by the district.

In order to receive holiday pay for an observed District holiday, an employee must not have been absent without leave on the scheduled workday before and after the holiday.

SICK LEAVE

Full-time employees are eligible for sick leave with pay after one month of continuous full-time employment. Sick leave with pay may be granted because of the personal illness and/or physical incapacity of the employee, resulting from causes beyond the control of the employee, or because of the illness of a member of the employee's family residing in the employee's household that requires the personal care and attention of the employee.

Sick leave shall be earned only by full-time employees at the rate of one working day for each month of continuous full-time employment. Sick leave need not be used within any specified time, but may be accumulated indefinitely, up to and including 240 working days.

- a. An employee requesting sick leave shall, prior to the time of the employee is otherwise required to report for work, or as soon thereafter as is practicable, notify the Director (or such other person as he may from time to time direct) of the request for the absence. Failure to do so, excepting under extenuating circumstances approved by the Director, shall constitute cause for denial of the requested sick leave, in whole or in part.
- b. An employee receiving sick leave with pay and at the same time receiving compensation for the same absence under any worker's compensation law or similar law, shall receive only that portion of the employee's pay which, when added to the aforesaid compensation, equals the regular pay of the employee.
- c. When employment with the District is terminated, no compensation shall be paid to the employee for accumulated unused sick leave days.

LEAVE AVAILABLE FOR MEDICAL PURPOSES / FAMILY MEDICAL LEAVE ACT.

Full-time employees only shall have the following leaves available to them in the order such employees shall designate:

All accrued, unused sick leave days, with pay.

All earned and unused vacation days with pay.

Leave without pay (not to exceed thirty days unless otherwise approved by the Board).

In the event the employee shall not designate the order in which the leaves aforesaid shall be taken, then the same shall be taken in the order listed.

REASONABLE ACCOMMODATION

It is the policy of the Carbondale Park District to comply with the requirements of applicable laws requiring it to provide "reasonable accommodation" to qualified individuals with disabilities who can otherwise perform the involved jobs essential functions.

PARK DISTRICT VEHICLES – ASSIGNMENT AND USE

Park District vehicles will be assigned for staff and commissioners to use on official Park District business and may be assigned for such other uses as approved by the Board of Park Commissioners and the Director.

Commissioners and staff operating Park District or personal vehicles on District business will:

Provide the Administrative Office with a copy of their valid driver's license.

Report all accidents to the Administrative Office within 24 hours.

Be held personally responsible for tickets, citations, etc.

Always wear vehicle seat belts as required by law and require all passengers to do the same; follow all other rules of the road.

TRAVEL

Any employee traveling in the interest of the District must first receive authorization from the Director in order for such travel and associated expenses to be eligible for reimbursement.

- a. Travel funds may be advanced for an approved trip upon request.
- b. All travel expenses shall be recorded on a travel expense form available at the District's Main Office. The travel expense form together with receipts and remaining funds from any travel funds advanced shall be submitted to the Director upon completion of the trip for review, approval and reimbursement, when appropriate.
- c. Travel expenses that are typically eligible for reimbursement include, but may not be limited to, airfare or other transportation, lodging, meals, cab fare and gratuities.
- d. Reimbursement for meal expenses will be by actual cost not to exceed forty dollars (\$40.00) per day. In no case shall a reimbursement exceed the actual amount of expenses incurred.

- e. Special adjustments in allowances may be approved by the Director on a case-by-case basis.

CONFERENCES AND MEMBERSHIPS

The District may, at the Director's discretion pay membership for department supervisors in one professional association of their choosing in a field related to their job duties within the District. Within budgetary constraints, and to encourage continued education, selected staff will be permitted to attend the annual conference of the Illinois Association of Park Districts/Illinois Parks and Recreation Association. The cost of the conference will be paid for by the District as monies allow.

CONTINUING EDUCATION

It is the policy of the Park District to encourage all employees to further their education. In addition, the district recognizes the value of employees taking advantage of continuing education opportunities to enhance their knowledge in areas related to their park district responsibilities. Within budgetary constraints, and to encourage continuing education efforts, all full-time staff will be permitted to apply to the Director for authorization to attend educational programs at district expense. Educational programs may include local, regional, statewide or national workshops seminars, retreats or conferences on topics relevant to current or planned Park District operations as well as topics, which will enhance the employee's knowledge, skills and abilities to the advantage of the district.

All full-time employees may apply to the Director for reimbursement of ½ the costs for classes taken through accredited educational institutions (university, community college, etc.). These classes may be part of a curriculum leading to a degree, however, that is not a requirement. To be eligible for reimbursement, classes must be topic areas, which will enhance the employee's knowledge, skills, and abilities to the advantage of the District. Costs, which are eligible for reimbursement include tuition.

Requests for reimbursement must be made to the Director prior to enrollment.

Reimbursement will be approved upon presentation by the employee of evidence of a passing grade in the class and a receipt for payment of the expenses being reimbursed.

The Board of Commissioners will arrange, at a minimum annual, DEI related training, separate from the annual retreat, for all staff and board members.

EMPLOYEE PARTICIPATION IN PARK DISTRICT PROGRAMS AND FACILITIES

Fees otherwise payable by a Park District employee (an employee in good standing who has been employed for not less than thirty consecutive days), or a currently serving Park District Commissioner, for the use of Park District facilities and for participation in Park District programs are waived.

The waiver of fees provided for in this policy statement shall apply to a dependent relative of a full-time employee (such employee's spouse and the relatives of either of them, providing such relatives are under 21 years of age, are members of the employee's household and may be claimed as a dependent on the federal income tax return of the employee); excepting, however, only one-half of the resident fee shall be waived for participation in Park District programs by the dependent relative.

Notwithstanding anything otherwise contained herein, no fees shall be waived for childcare programs, private lessons, the additional cost of materials, equipment or staffing required for any use or participation. Furthermore, no fees shall be waived if the requested use of participation could conflict with the use of participation by the public.

It is intended that the fee waivers hereby established be gratuitous and without

consideration and not be deemed employment compensation of any kind whatsoever.

It is therefore provided that any waiver of fees shall be terminable at the will of the Board of Commissioners. Furthermore, any waiver of fees may be temporarily suspended (but not permanently terminated) by the Director or by any Superintendent.

There is a concern that there are tax implications, I believe that because this is a condition of employment there is no tax applied.

This Policy Statement may be amended or may be terminated by the Board of Commissioners.

6.06 – Conditions of Employment

PAY PERIOD

The district pay period for all employees is bi-weekly with twenty-six (26) pay periods per calendar year.

DRESS AND APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the District presents to customers and visitors. During business hours or when representing the District, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted business standards.

Your Supervisor or Department Director is responsible for administering the dress code identified for your position. If your Supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Consult your Supervisor if you have questions as to what constitutes appropriate appearance.

Special accommodations or exceptions may be made and approved by Supervisors. If you require a reasonable accommodation to this policy, please submit a written request to your Supervisor.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Shoes shall provide safe, secure footing, and offer protection against hazards. Aquatic Crocs and flip flops are not allowed unless permitted by job duties.
- All apparel shall be clean and neat and free from stains, rips, and tears.
- All clothing must be appropriate for the assigned task. If position assignments change throughout the day, attire should change as well.
- Department specific logo apparel shall be worn only by department staff and in the manner it is intended. Example: Pool staff shall not wear a Maintenance shirt during a work shift.
- Tying off, rolling, cutting / altering of issued staff apparel is not permitted. No midriff skin or intimate undergarments should be showing at any time.
- Bottoms may be appropriate pants, jeans, capris, shorts, or skirts.
- Bottoms shall be properly fitted and worn at the natural waistline.
- Tank, tube, or halter-tops may not be worn under any circumstances.
- Offensive body odor and poor personal hygiene is not professionally acceptable.
- Please use perfume, cologne, or fragrances, etc., in moderation and consideration of the employee's position, work environment and interaction with internal staff and external visitors. Due to allergies or sensitivity to fragrance staff or instructors are expected to limit their use upon request.
- Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
- Visible tattoos, piercings and similar body art shall be appropriate for public display. If the body art is potentially offensive to others or presents a safety issue to the employee or others, a supervisor may request that the offending body art be covered.
- No alcohol, tobacco or firearms logos, or other deemed inappropriate logos, derogatory, explicit, or inappropriate print will be allowed.

6.07 – Safety

It is the intention of the Board of the Carbondale Park District to develop, implement, and administer a comprehensive loss prevention program. The District maintains that the public and its employees are their most important assets. Therefore, public and employee safety is our greatest responsibility. In all of our assignments, the health and safety of all should be the utmost consideration. Department heads and supervisory personnel at all levels of the District workforce are directed to make safety a matter of continuing concern, equal in importance with all other operational considerations. This program is established to emphasize that effective loss prevention is an integral part of management procedures designed to fully utilize the District's capital and personnel.

Within the operational activities of any endeavor, there may be exposure to personal injury or property damage that may be unintentionally hidden. Reviews of operations could include consideration of problems and/or errors which could occur as it relates to the environment, equipment, job procedures, and personnel. Accidents are unplanned events. Proper planning can control accidents. Most accidents are preventable. Loss prevention is to initiate such preplanning as is necessary to minimize unsafe acts, contain environmental hazards and control unsafe conditions.

Continual emphasis on loss prevention techniques, the refinement of work procedures, and safe working conditions has been shown to significantly reduce injuries, property damage, and work interruption.

Every employee is charged with the responsibility of supporting and cooperating with the loss prevention program outlined in the safety manual. All employees are expected, as a condition of employment, to adopt the concept that the safe way to perform a task is the most efficient and the only acceptable way to perform it. Safety adherence and performance will be considered an important measure of supervisory and employee performance evaluations at the Carbondale Park District.

6.08 - Communicable Disease Policy

Suggestion: rewrite entire section to reflect more current diseases.

STATEMENT OF INTENT

These guidelines are established with the recognition that it is the district's responsibility to exercise appropriate measures to prevent the spread of communicable disease as well as for the safety of the agency staff, volunteers, participants, and the general public. The following guidelines shall address such items as definitions, purpose, employees, participants, confidentiality, communication, training, and hygienic procedures.

DEFINITIONS

Communicable disease – A disease that is passed from one individual to another through contact.

Chronic disease – A disease that is constantly present, long in duration and frequently recurring.

Acquired Immune Deficiency Syndrome (AIDS) – A disease that results in the deterioration of the body's immune system.

Human T-Cell Symphotropic Virus Type III (HTLV-III) – The virus which causes AIDS.

AIDS Related Complex (ARC) – A condition resulting from infection by the HTLV-III virus manifesting itself through several symptoms.

Body fluids – Blood, urine, feces, vomitus, semen, vaginal secretions, mucus, saliva, tears, and breast milk.

INTRODUCTION AND PURPOSE

Communicable diseases by definition can include the common cold and chicken pox to Hepatitis B and AIDS. It is the purpose of the following guidelines to address those communicable diseases which are not transmitted through casual contact and/or which are serious or threatening in nature.

PARTICIPATION OF PERSONS WITH A COMMUNICABLE DISEASE IN PARK DISTRICT PROGRAMS

Decisions regarding participation shall be considered on a case-by-case basis and be individualized to the person and setting as would be done with any participant with a special health problem.

These decisions are best made using a review team approach which may include the affected person or in the case of a child, his/her parent or legal guardian, the person's physician,

public health personnel, appropriate district personnel, and a physician appointed by the district.

In each case, the risks and benefits to both the participant and others in the setting shall be weighed. Factors to be considered may include the type of communicable disease and probably duration of carriage, the participant's behavior, neurological development, the physical condition of the participant and the type of interaction he/she will have with others in the setting, and control of body functions.

The Director can restrict or temporarily exclude the infected person from participation after consultation with the review team, if he/she is a hemophiliac, has open or weeping lesions which cannot be covered, has a rash that cannot be covered, or is incapable of controlling body functions.

Infected persons exhibiting lack of bowel or bladder control, whose behavior includes biting, scratching, or spitting, or conditions such as diarrhea or vomiting exist shall also be subject to restriction or exclusion from programs.

If the review team determines that no change is warranted in the person's participation, he/she may continue in that program. The review team may determine that the person's condition and behavior be monitored. The review team may re-evaluate the person's participation at any time.

If the review team determines that I **poses possess** a significant risk of communicating a communicable disease, **he/she** will be removed from the program and return of program fees dealt with in compliance with the district's refund policy.

CONFIDENTIALITY

An infected person's (employee or participant) right to privacy shall be respected including the maintenance of confidential records.

The identity of an infected person shall not be revealed by any district employee or official to anyone except as authorized in writing by the Director.

COMMUNICATION

The district may consider advising the general public of the participation of an infected person or employee in its program without reference to name or sex identification or specific program identification. The process may include communication of current information regarding the communicable disease and address public questions and comments.

All inquiries from the public concerning the participation of persons with communicable disease shall be directed to the Director or his/her designate. No other person associated with the District shall divulge any information concerning the participation of infected persons.

All meetings held and decisions made regarding any communicable disease case must be adequately documented.

TRAINING

All staff and volunteers will be provided in service training as to the district's policies and procedures regarding communicable disease.

EMPLOYMENT OF PERSONS WITH A COMMUNICABLE DISEASE

Current Employees - The Carbondale Park District recognizes that employees with life-threatening communicable diseases may wish to continue to engage in as many of their normal pursuits as their condition allows, including work.

1. As long as these employees are able to meet acceptable performance standards, and medical evidence indicates their condition is not a threat to themselves or others, the employee should be considered otherwise qualified for the job. Supervisors should be sensitive to their condition and ensure that they are treated the same as other employees are treated.
2. If the Director has reasonable ground to believe that the infected employee is unable to perform the essential functions of the job, or at the request of the infected employee himself, the district shall consider whether any "reasonable accommodation" will enable the person to perform those functions. Accommodation is not considered reasonable if it poses undue financial or administrative burden on the District, considering the probabilities that the disease will be transmitted and will cause varying degrees of harm.
3. An employee who poses a significant risk of communication of the disease to others will not be considered otherwise qualified to continue in their position if reasonable accommodation will not eliminate that risk.
4. During routine monitoring of the workplace, should any employee be observed not following precautionary guidelines, the District shall note such incidents. To the extent monitoring reveals a failure to follow recommended precautions, further

education of the employee involved shall be provided, and if such non-compliance is of a nature that poses a threat to the health or safety of other employees or the public, disciplinary action shall be taken.

Prospective Employees

1. Job applicants may not be asked nor required to respond to the question of whether they are infected with a communicable disease.
2. The District uniformly asks whether an applicant has any condition, which would interfere with his ability to perform the particular job for which he/she is applying. If such inquiry discloses a communicable disease infection the following provisions shall apply:
3. The probabilities that the disease will be transmitted and will cause varying degrees of harm will be considered.
4. An employee who poses a significant risk of communication of the disease to others will not be considered otherwise qualified to continue in their position if reasonable accommodation will not eliminate that risk.
5. During routine monitoring of the workplace, should any employee be observed not following precautionary guidelines, the District shall note such incidents. To the extent monitoring reveals a failure to follow recommended precautions, further education of the employee involved shall be provided, and if such non-compliance is of a nature that poses a threat to the health or safety of other employees or the public, disciplinary action shall be taken.

POLICES FOR BOARD CONSIDERATION:

1.Should the Board formally approve all permanent, full time employees, as well as promotions into Superintendent positions? Is this legal?

2.Personnel policy: following the section on dress and appearance. New sections:

- a. social Media policy needed -addressing both at-work and personal use of social media relevant to employees' work.**
- b. Policy regarding employees speaking publicly- at the workplace, as employees in other venues, to press, and as individuals outside of work-about policy issues facing the Board of Commissioners.**

C. Lessons conducted on District property

CARBONDALE PARK DISTRICT

REQUEST FOR BOARD ACTION

SUMMARY OF REQUESTED ACTION

AGENDA ITEM VII- - UNFINISHED BUSINESS

C. Discussion/Approval Friends of Carbondale Dog Parks Design Plan Change

Staff Recommends Approval

BOARD ACTION:

Motion By: _____ 2nd By: _____

ROLL CALL:

Adams _____ Flowers _____ Trimble _____

Sergeev _____ Suarez _____



Friends Of Carbondale Dog Parks
Parrish Park Dog Park
2500 W Sunset Dr, Carbondale, IL 62901
June 4, 2018

CARBONDALE PARK DISTRICT

REQUEST FOR BOARD ACTION

SUMMARY OF REQUESTED ACTION

AGENDA ITEM VIII - - NEW BUSINESS

A. Discussion/Approval Kids Korner Lease

Staff Recommends Lease Extension through December 2021

BOARD ACTION:

Motion By: _____ 2nd By: _____

ROLL CALL:

Adams _____ Flowers _____ Trimble _____

Sergeev _____ Suarez _____

KIDS' CORNER SITES

PROPERTY	DCS	CLASSROOMS	AVAILABILITY	PLAYGROUND	RENT	BUSSING
112 WILLIAMS ST (RED HOUSE)	Will need to be approved	3	Needs renovations	Green Space	\$0	Yes
LIFE COMMUNITY CENTER	Will need to be approved	3	Needs renovations	Yes	\$0	Yes
205 N ILLINOIS AVE	Will need to be approved	0	Needs renovations	no	?	no
BREHM OPTIONS BUILDING	Will need to be approved	?	?	?	?	?
OLD 13 PROPERTY	Will need to be approved	3	Needs renovations	No/ Some Green	?	Yes
880 HIGH ST/ DENTMON CENTER	Will need to be approved	4		Green Space	?	Yes
ERMA HAYES CENTER	Will need to be approved	4		Yes	75 Per Sq Ft	Yes
101 N. GLENVIEW DR. (CURRENT)	Approved through 2024	4		Yes	\$1	Yes

Hi Katie. In relocation of a day care facility the following needs to be completed and/or considered:

1. New application for Address Change (407.50e)2).
2. Radon testing(within 3 years), water lead testing.
3. Inspection and clearance from Office State Fire Marshal, state plumbing inspection, Public Health inspection of kitchen.

Standard 407.65, regarding permits is a good reference point for Address Change. Also, Appendix C, inventory for school age children will need submitted for review.

If considering the Life Community Building for Kid's Korner, the adult restrooms located outside the day care area cannot be used for day care children. (407.370b - The building or portion of the building to which children from the center have access shall be used only for a program of child care during the hours that the center is in operation. The space used for child care may be shared by other groups or persons outside of the hours of operation).

The child size toilets located in the day care area cannot be used for school age children. And: Toilet and hand-washing areas for school-age children shall be enclosed to provide for privacy(407.340m).

The indoor day care space will be measured to ensure 35 square feet per child(407.370d).

Outdoor area will be measured to ensure compliance with standards.

(407.390c & d -The outdoor play area shall accommodate 25 percent of the licensed capacity at any one time.

d) There shall be a minimum of 75 square feet of safe outdoor area per child for the total number of children using the area at any one time. Children under the age of 24 months shall not use a common outdoor play area at the same time as children ages three or older).

In summary, the physical plant will be thoroughly assessed and inspected to ensure compliance with plumbing, OSFM, sanitation, square footage for capacity both indoor and outdoor and inventory. The daily programming aspect (daily schedule) and staffing of the program will be reviewed as needed.

Hope this is helpful. Please call or email with questions/concerns. Thanks LE

Laura Elliott

Day Care Licensing Representative II

Department of Children and Family Services

2309 W. Main St., Ste 108

Marion, IL 62959

Desk phone:618-993-7116

Cell phone:217-606-9374

Fax:618-993-5467



CARBONDALE
All Ways Open

LEASE

This Indenture dated this the 18th day of September, 2020, Witnesseth That: THE CITY OF CARBONDALE, ILLINOIS, a municipal corporation, hereinafter referred to as "Lessor", leases to the Carbondale Park District, hereinafter referred to as "Lessee", and Lessee accepts that certain portion described as approximately 3,000 sq. ft. in the Turley Park Old Post Office Building located at 101 N. Glenview Drive, Carbondale, IL 62902, herein and hereby made a part hereof, shall; hereinafter be referred to as "Premises", from the 1st day of July 2020.

In Consideration hereof, the Lessor and Lessee covenant and agree as set forth herein, and as set forth in Rider "A", if said Rider is attached hereto:

I. RENT

Lessee agrees to and shall pay to Lessor as rent for the premises \$1.00 for the term of the lease..

II. TERM OF LEASE

This lease shall commence on the day and year noted above and shall terminate on June 30, 2021.

III. MAINTENANCE OF PREMISES

Lessee will be responsible for providing:

- A. All services, equipment, machinery and materials necessary for the maintenance of said premises shall be purchased, maintained, repaired, replaced and stored by the Lessee, at Lessee's sole expense. These services include refuse disposal, water and sewer, recycling, cleaning, mowing, landscaping, and other services necessary to maintain the premises in good working order.
- B. Furnish and install replacements of fluorescent lamps and/or light bulbs for standard building lighting fixtures.
- C. Any exterior signs upon approval of such by the City of Carbondale Planning Department.

Lessor will be responsible for:

- A. Maintenance of parking lots.
- B. Removal of snow from parking lots and public sidewalks.

IV. CERTAIN RIGHTS RESERVED BY LESSOR

Lessor reserves and may exercise without affecting Lessee's obligations hereunder, the following rights:

- A. To name or change the building's name or street address.
- B. To show the premises to prospective tenants at reasonable hours during the leaseterm and, if vacated during such year, to prepare the premises for re-occupancy.
- C. To retain at all times, and to use in appropriate instances, keys to all doors and locked spaces within and into the premises, exclusive of Lessee's vaults and safes.
- D. To have and retain a paramount title to the premises free and clear of any act of Lessee purporting to burden or encumber it.
- E. To perform six month walk-through inspection of the property with a representative of the Park District.

V. WAIVER OF CLAIMS

Except as otherwise provided herein, Lessee represents that it has inspected the Property, accepts the condition "as-is" and fully assumes any and all risks incidental to the use thereof. Lessor shall not be liable to Lessee, its agents, employees, subcontractors or independent contractors for any personal injury or property damage suffered by them which may result from hidden, latent or other dangerous conditions in, on, upon or within the Property unknown to the Lessor, its officers, agents or employees. Lessee agrees that to the extent not expressly prohibited by law, the Lessor, its officers, agents and employees, shall not be liable for any damage either to person or property, sustained by the Lessee or by other persons due to the building or any part thereof or any appurtenances thereof becoming out of repair, or due to the happening of any accident in or about said building, or of any other person. This provision shall apply especially (but not exclusively) to damage caused by water, snow, frost, steam, sewage, gas or odors, or by the bursting or leaking of pipes or plumbing works or the failure of any appurtenances or equipment, and shall apply equally whether such damage be caused by the act or neglect of other tenants, occupants, employees, or janitors of said building, or any other persons, and whether such damage be caused or occasioned by anything or circumstance above mentioned or referred to, or by any other thing or circumstance, whether of a like

nature or of a wholly different nature. If any such damage shall be caused by the acts or neglect of the Lessee, the Lessor, may, at its option, repair such damage, whether caused to the building and the Lessee shall thereupon reimburse the Lessor for the total cost of such damage to the building except to the extent that Lessor shall be reimbursed for such damage through insurance carried by Lessor. The Lessee further agrees that all personal property upon the demised premises shall be at the risk of the Lessee only and that the Lessor shall not be liable for

VI. COVENANTS OF LESSEE

The Lessee shall at its own cost and expense:

- A. Take good care of the demised premises and shall suffer no waste.
- B. Comply with all sanitary laws, ordinances, rules and order of appropriate governmental authorities affecting the cleanliness, occupancy, and preservation of the demised premises.

VII. CARE AND MAINTENANCE

The taking of possession by Lessee shall be conclusive evidence as against Lessee that the Premises were in good order and satisfactory condition when Lessee took possession. Lessee shall be responsible for all damage done to the Premises or to the building by Lessee or by Lessee's employees, agents, invitees or customers and Lessee shall promptly on demand by Lessor reimburse Lessor for the full cost of repair of all such damage except to the extent the Lessor shall be reimbursed for such damage through insurance carried by Lessor.

VIII. SURRENDER OF PREMISES

Upon any termination of this lease, by expiration or otherwise:

- A. Lessee shall immediately vacate the premises and surrender possession thereof, including all keys as herein required, to Lessor.
- B. Lessee shall surrender the premises in as good condition as when Lessee took possession, except for reasonable wear and tear and damage by any casualty not caused by Lessee.
- C. Lessee grants to Lessor full authority and license to enter the premises and take possession in the event of any such termination.

IX. POSSESSION AFTER EXPIRATION

If Lessee remains in possession of the premises, or any part thereof, after the termination of this lease, whether by expiration or otherwise, Lessee shall pay all damages sustained by Lessor on account thereof. Lessee agrees that after the expiration of the term of this lease, at the option of Lessor expressed in a written notice to Lessee while Lessee so remains in possession of the premises or any part thereof, such holding over shall not constitute a renewal of this lease. The receipt by Lessor of rent after expiration of the term shall not waive the covenants and agreements of the paragraph.

X. ESTOPPEL OF CERTIFICATE BY LESSEE

The Lessee agrees that from time to time upon not less than ten (10) days prior request by Lessor, and Lessee will deliver to the Lessor a statement in writing certifying (a) that this lease is unmodified and in full force and effect (or if there have been modifications that the same is in full force and effect as modified and identifying the modifications, (b) the dates to which the rent and other charges have been paid, and (c) that so far as the person making the certificate knows, the Lessor is not in default under any provision of this lease.

XI. ASSIGNMENT AND SUBLETTING

The Lessee shall not (a) assign, convey or mortgage this lease or any interest under it, (b) allow any transfer thereof or any lien upon the Lessee's interest by operation of law, (c) sublet the premises or any part thereof, or (d) permit the use of occupancy of the premises or any part thereof by anyone other than the Lessee.

XII. ALTERATIONS

Lessee shall not make alterations in or additions to the premises or puncture or otherwise make any openings in the walls or doors of the premises without Lessor's prior written consent, and, if such consent be given, Lessee shall comply strictly with all conditions contained in such consent. Alterations and additions to the premises so made by Lessee shall upon installation be and remain the property of Lessor without reimbursement of Lessee.

XIII. LIABILITY AND INSURANCE

- A. Lessee agrees to the extent not expressly prohibited by law, the City its officers, agents and employees, shall not be liable for any damages either to persons or property, sustained by the Lessee or by any other persons on the property. The Lessee shall be solely responsible for maintaining liability insurance on the property and shall carry bodily injury and property damage liability insurance on the property which shall protect the City in the following amounts:

Bodily Injury	\$1,000,000.00
Property Damage	\$100,000.00

- B. If the insurance required by this Section is not kept in force and effect during the entire term of this Lease Agreement, or an extension thereof, the City, at its option, may procure the necessary insurance and pay the premium thereof. The Lessee shall then repay to the City this premium as additional rent for the year following the date on which premiums were paid by the City. In the alternative, the City may terminate this Lease Agreement fifteen (15) days after the Lessee has refused or failed to either provide coverage to the City pursuant to this Lease, or failed to provide the City with a copy of the certificate of insurance.
- C. Waiver of Subrogation: The parties hereto agree to use good faith efforts to have

any and all fire, extended coverage or any and all material damage insurance which may be carried endorsed with the following subrogation clause: "This insurance shall not be invalidated should the insured waive in writing prior to a loss any or all right of recovery against any party for loss occurring to the property described herein;" and each party hereto waives all claims for recovery from the other party for any loss or damage to any of its property insured under valid and collectible insurance policies to the extent of any recovery collectible under such insurance, subject to the limitation that this waiver shall apply only when it is either permitted or by the use of such good faith efforts could have been so permitted by the applicable policy of insurance.

XIV. DAMAGE BY FIRE OR OTHER CASUALTY

If the premises or the building are made substantially untenable by fire or other casualty not due to negligence of the Lessee, Lessor may elect (a) to terminate this lease as of the date of the fire or casualty by notice to the Lessee within thirty (30) days after that date, or (b) to repair, restore or rehabilitate the building or the premises at the Lessor's expense within ninety (90) days or within such longer time as may be due to strikes, inability to obtain materials or equipment, or other cause beyond reasonable control of Lessor, after the Lessor is enabled to take possession of the damaged premises and undertake reconstruction or repairs, in which latter event this lease shall not terminate but rent shall be abated on a per diem basis while the premises are untenable; or if due to act or neglect of Lessee, Lessor shall have such rights at Lessee's cost and expense. If the Lessor elects so to repair, restore or rehabilitate the building or the premises and, and in cases not due to act of neglect of the Lessee, does not substantially complete the work within the foregoing period, either party can terminate this lease as of the date of such fire or casualty by notice to the other party not later than thirty (30) days after the expiration of such period. In the event of termination of the Lessee pursuant to this Paragraph, rent shall be apportioned on a per diem basis and be paid to the date of the fire or casualty.

XV. RULES

Lessee agrees to observe the reservations to Lessor in Paragraph IV hereof and to comply with the following rules and regulations and with such reasonable modifications thereof and additions thereto as Lessor may make for the building:

- A. Any sign which is permanently installed in the premises shall be installed at Lessee's cost and in such manner, character and style as Lessor may approve in writing.
- B. Lessee shall not obstruct sidewalks, entrances, passages, corridors, vestibules, halls, and in and about the building. Lessee shall not place objects against glass partitions or doors or windows which would be unsightly from the building exterior.
- C. Lessee shall assure that Lessee's vehicles and vehicles owned or used by Lessee's employees shall park in parking lots and parking spaces designated by Lessor.
- D. Lessee shall not affix additional locks on doors and shall purchase duplicate keys only with Lessor's consent. When the lease is terminated, Lessee shall return all

keys to Lessor and will disclose to Lessor the combination of any safes, cabinets, or vaults left in the premises.

- E. Lessee assumes full responsibility for protecting its space from theft, robbery, and pilferage which include keeping doors locked and windows and other means of entry to the premises closed.
- F. Lessee shall not overload floors and Lessor must give advance written approval as to size, maximum weights, routing and location of business machines, safes, and heavy objects. Lessee shall not install and operate machinery or any mechanical devices of a nature not directly related to Lessee's ordinary use of the premises without the written permission of Lessor.
- H. Lessee shall comply with all applicable Federal, State and Municipal laws, ordinances and regulations and shall not directly or indirectly make any use of the premises which may be prohibited by any thereof or which shall be dangerous to person or property or shall increase the cost of insurance or require additional coverage.
- I. Lessee shall be responsible for the observance of all of the foregoing rules by Lessee's employees, agents, clients, customers, invitees and guests.

XVI. INDEMNIFICATION

INDEMNIFICATION AND HOLD HARMLESS: Lessors and Lessee (each an "Indemnitor") shall indemnify and hold harmless the other (each an "Indemnitee") from any damage or injury to any third person or persons either as to their person or property resulting from any negligent or careless act or omission of the Indemnitor or from any willful or wanton or intentional act(s) or omission(s) of the Indemnitor in any manner relating to the occupancy or possession of the Premises.

XVII. DEFAULTS OF LESSEE

Upon the happening of any of the following:

- A. If Lessee fails either (i) to pay any installment of rent or of adjusted rent when due, or (ii) to perform or observe any other agreement or covenant or provision of this lease; or
- B. If Lessee becomes insolvent or is dissolved by any mechanism of law this lease shall be terminated.

XVIII. STORAGE OF LESSEE'S PROPERTY

If, on termination of this lease by expiration or otherwise, or on abandonment of the premises, Lessee shall fail to remove any of Lessee's property from the premises, Lessee hereby authorizes Lessor, at Lessor's option, to cause such property to be removed and placed in storage for the account of and at the expense of Lessee, or on such termination,

to sell such property at public or private sale, with ten (10) days' notice, and to apply the proceeds thereof, after payment of all expense of removal, storage and sale, to the indebtedness, if any, of the Lessee to Lessor, the over plus, if any, to be paid to Lessee upon demand.

XIX. NO DISCRIMINATION

The District, for itself, its personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agrees as a covenant running with the land, that no person, on the ground of race, color, sex, national origin, or gender identity shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the use of said premises and furnishing of services thereon, no discrimination shall be practiced in the selection of employees and contractors, by contractors in selection and retention of first-tier subcontractors, and that such discrimination shall not be practiced against the public in their access to and use of the facilities and services provided for public accommodations. In the event of breach of any of the above nondiscrimination covenants, City shall have the right to immediately terminate the Lease Agreement, and to re-enter and repossess said premises, and hold the same as if said Lease Agreement had never been made or issued.

XX. TAXES AND UTILITIES

- A. The Lessee shall be responsible for the payment of all real property taxes assessed against the Premises, at all times while the Lessee has possession, enjoyment and use of said Premises.
- B. The Lessee shall be responsible for the payment of all utility costs incurred upon the Premises for the consumption and /or use of water, sanitary sewer disposal, electricity (except for electricity used for street and parking lot lighting, which shall be paid for by the City), gas, refuse disposal, internet, and telephone.

XXI. COVENANT OF QUIET ENJOYMENT

Lessor represents and warrants that it has authority to execute this lease and create the leasehold estate in Lessee which this lease purports to create, and Lessor further agrees that Lessee, upon paying the rent and keeping the agreements of this lease on its part to be kept and performed, shall have peaceful and quiet possession of the premises during the term hereof.

XXII. NOTICES

Notices shall be in writing. They shall be effectively served by Lessor upon Lessee in any of the following manners:

- A. By delivery to Lessee, or a representative of Lessee; or
- B. By forwarding through Certified or Registered Mail, postage prepaid, to Lessee at

the premises, in which case the time of mailing shall be the time of notice; or

- C. By leaving a copy at the premises.

Notices shall be effectively served by Lessee upon Lessor when addressed to Lessor and served either:

- A. Upon the City Clerk of the City of Carbondale at City Hall; or
- B. By forwarding through Certified or Registered Mail, postage prepaid, to Lessor at the building, or if notified of another address by Lessor, at such latter address.

XXII. MISCELLANEOUS

- A. A receipt of money by Lessor from Lessee after any default by Lessee or after the termination of this lease, or after the service of any notice or after the commencement of any suit, or after final judgment for possession of the premises shall not waive such default or reinstate, continue or extend the term of this lease or affect any such notice or suit, as the case may be.
- B. No waiver of any default of Lessee hereunder shall be implied from omission by Lessor to take any action on account of such default, and no express waiver shall affect any default other than the default specified in the express waiver and that only for the time and to the extent therein stated.
- C. Each provision of the lease shall extend to and shall bind and inure to the benefit not only of the Lessor and Lessee, but also of their respective heirs, legal representatives, successors, and assigns.
- D. Submission of this instrument for examination does not constitute a reservation of or option for the premises.

XXIII. TERMINATION PRIOR TO THE END OF THE LEASE

Lessee may terminate the lease at any time without cause by providing the Lessor with 30 days notice. In the event of a catastrophic damages or needed repairs that would make the property unuseable for Lessee's purposes, then the Lessee may terminate immediately with contemporaneous notice to the Lessor.

XXIV. ALCOHOLIC LIQUOR

The Lessee covenants and agrees that it shall not sell or dispense or allow the sale or dispensation of any alcoholic liquor of any kind or nature on the demised premises during the term of this agreement.

XXV. CAPTIONS AND LEASE EFFECT

RIDER "A"

The Lessor agrees that the Lessee may terminate this Lease Agreement without penalty, if the Tenant should be dissolved or should lose its funding resources such that it is unable to pay the rental payments required herein. Provided, however, that if Tenant should be dissolved, or should the Tenant receive insufficient funds so that it is unable to pay the rental payments required herein, the landlord shall receive a payment from the Tenant prorated with other debts and obligations of the Tenant. Should the Tenant lose a major part of its funding resources during the term of this Lease, the Tenant shall be able to negotiate with the landlord to rent less space for the term of this Lease. Nothing in this paragraph shall require the landlord to continue leasing the demised premises to the Tenant should the Tenant be unable to pay.

Captions used herein are for identification only and not a part of the lease; and all agreements of Lessor and Lessee as to the premises are contained in this lease.

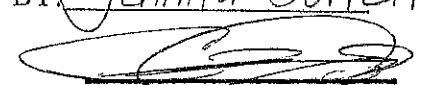
IN WITNESS WHEREOF, Lessor and Lessee have caused this instrument to be duly executed
this 18th day of September, 2020.

LESSOR:

THE CITY OF CARBONDALE, ILLINOIS

ATTEST:


CITY MANAGER

BY: Jennifer Sorrell

Signed by Deputy City Clerk

LESSEE:

THE CARBONDALE PARK DISTRICT

LESSEE:


Executive Director

ATTEST:



BY: CPM

CARBONDALE PARK DISTRICT

REQUEST FOR BOARD ACTION

SUMMARY OF REQUESTED ACTION

AGENDA ITEM VIII - - NEW BUSINESS

- B. Discussion/Approval Proposal from Carbondale City Council Regarding
Merger options

BOARD ACTION:

Motion By: _____ 2nd By: _____

ROLL CALL:

Adams _____ Flowers _____ Trimble _____

Sergeev _____ Suarez _____

Proposal to the Carbondale Park District Board of Commissioners



From the Carbondale City Council

March 9, 2021

Introduction – How did we get here?

In 2017, the City of Carbondale (City) and the Carbondale Park District (CPKD) began conversations to renew leases of Turley Park, Tatum Heights Park, and Pyles Fork Creek Greenway so the CPKD could continue operating and maintaining them as public parks. Conversations and meetings ensued throughout 2017 and 2018. In December, 2018, and due to a lack of resolution of the leases, the City Council took official action to add an advisory referendum to the April 2019 municipal election which asked voters “should the City of Carbondale and the Carbondale Park District consider merging operations?” The result was that 71% of the voters said that we should and as such, the City began the process of compiling information and data from CPKD to develop a proposal of what a potential merger could look like.

The prospect of the City and CPKD merging operations is an important public policy decision that should only be considered following careful thought and review. It’s also important to know that conversations regarding the City and CPKD potentially merging are not new and have actually been talked about sporadically for many years. For example, during the planning stages of Hickory Ridge Golf Course in the late 1980’s and following a failed bond referendum in 1990 to finance the golf course, conversations of “the City taking over the park district” ensued. In 1997, the City Council sought a feasibility study to analyze a City/Park District merger. In 2004, a City Council member urged the CPKD to consider merging with the City due to concerns regarding additional debt needed to build a clubhouse at Hickory Ridge. Finally, and as a result of lease discussions that began in 2017, the idea was renewed. Anecdotally, the topic has been discussed more frequently than the examples cited, so this is an issue that’s been on the mind of voters and elected officials for some time.

In response to the 2019 advisory referendum, we the City Council believe that it’s important that we perform our due diligence and honor the wishes of our residents. The following proposal is our good faith effort to present ideas to the CPKD that will hopefully facilitate future cooperation.

Existing Conditions – Basis of Analysis

Our opinions are the result of our analysis of financial records provided by CPKD. In addition to City staff’s internal review, we tasked our auditor (Kerber, Eck, and Braeckel (KEB)) to provide an independent analysis. To do this, the City requested 5 years of financial, operational, and organizational data; our analysis is included as exhibits at the end of this proposal. Exhibit A-1 is a comprehensive review of CPKD revenues and expenditures for the 5-years of information that we requested. This analysis also assumes post-COVID operations where program revenues are normalized and doesn’t include any changes in programming or operations.

Our analysis shows that during this 5-year time frame CPKD has been operating with deficit budgets and has nearly depleted all of its fund balance which was \$246,916 at the end of 2018. CPKD also had an additional \$135,403 of cash. In addition, CPKD long-term debt at the end of 2018 was \$4.2 million. In 2019 CPKD refinanced their debt and our analysis shows that their debt at the end of calendar year 2019 was \$4.18 million (see “Exhibit B”).

Our analysis further reveals that assuming no changes in current operations and no reduction in services, CPKD will continue to operate in a deficit and will likely exhaust all cash reserves in the next few years. CPKD's biggest liability is that it's constrained by its ability to raise new revenues. The CPKD relies on property tax and program revenue to fund its operations. As a property tax extension law limit (PTELL) county, the CPKD can only raise their property tax levy by no more than 4.99% or the consumer price index, whichever is less. If CPKD wants to exceed 4.99% then approval must be granted from voters via referendum. We believe that getting approval from voters to raise their property taxes for parks and recreation is unlikely in our current economic climate and increasing program revenues will require more users or higher fees, or a combination thereof. It should be noted though that CPKD has already reduced operations by declining the option to renew the leases at Turley Park and Tatum Heights Park in August 2020, and at Pyles Fork Greenway in 2017. Doing so should reduce CPKD costs as those expenses have been transferred to the City.

Our analysis also finds that CPKD's biggest expenditures are personnel and debt service. CPKD reduced their annual debt service slightly through reissuing bonds in 2019, however the maturity date was extended so it will now take longer to fully retire the debt. Considering interest rates are at a historic low, it's unlikely that CPKD will be able to reduce their debt service significantly unless they extend the maturity date even further. Doing so will increase the overall obligation to CPKD, and taxpayers, and would seem to be an unlikely option. The only other option to enhance their finances would be to reduce personnel costs. In our analysis, we don't see much opportunity in this as it appears that CPKD is already operating at minimum staffing levels which is likely contributing to ongoing issues with maintaining existing assets.

A final important note to also consider relates to needed capital investment. We reviewed CPKD's most recent budget and included capital needs in the attached "Exhibit C" which total \$571,400. The Turley Park gazebo roof and HVAC improvements at Kids Korner were excluded from the total as the City made repairs to the roof in 2020 and due to the short-term nature of the existing Kids Korner lease, we assume that the HVAC repairs won't be completed. It's our understanding that deferred capital maintenance has been another long-standing issue which has resulted in the declining condition of facilities, some which may be beyond repair. We encourage the CPKD to truly assess its ability to fund these improvements. Continuing to defer maintenance is a strategy that will lead to bigger and more expensive problems in the future.

Option #1 - Maintaining the Status Quo

While merging with the City or sharing services with other governmental entities may be options, CPKD can also choose to maintain status quo and operate the same as they always have. Steps are being taken which seem to indicate that CPKD is comfortable moving forward with their same operational style but with the addition of a long-term strategic plan to guide future policy decisions. In 2020, CPKD embarked on the creation of a new strategic plan and although only a draft at this point, there are numerous aspirational goals in the plan that we too support in concept, and that include:

- Enclosing the competition pool at the Super Splash Park

- Developing a new community center to replace the Life Center
- Building a band shell at Evergreen Park
- Constructing a skate park/dirt bike park
- Building a short course at Hickory Ridge
- Building a multi-use “pole barn type” building
- Adding staff for marketing, grant writing, and a business manager

In addition to these programming goals, the draft strategic plan lists numerous items to enhance organizational efficiency and effectiveness. These include:

- Updating the policies and procedures manual
- Reviewing and revising the organizational chart; updating job descriptions
- Developing training plans
- Develop an emergency action plan
- Create a capital improvement plan
- Including budget and audit information on the website
- Provide a comprehensive list of assets

We commend CPKD for these efforts as we believe all of these improvements will enhance organizational effectiveness; the City already has all of the listed systems in place and find them necessary to maintain an administration that is transparent and accountable to the City Council. However, it’s unclear, and we are unsure, how these improvements will be funded. It would appear that without additional revenue streams, or the shedding of programs or facilities, these items will remain unfunded and limit CPKD’s ability to achieve the goals defined in the strategic plan, and if funded will cause additional cash flow issues.

Option #2 – Merge with City of Carbondale

This option assumes that the CPKD Board and the City Council agree to terms to merge, with the park district becoming a City department. There would be no reduction in services, programs, or closing of facilities in this example. We did include the following assumptions in our analysis (Exhibit A-2):

- Earmarking some cannabis tax revenue for parks
- Redirecting a portion of the package liquor tax to parks
- Reducing CPKD administrative costs by 40% due to improved efficiencies and reduction of duplicative services/costs
- No new debt obligations to fund operations
- Minimum wage increases are included

We estimate that a merger in this scenario would cause a deficit of (\$818,123). The main reason for this is the elimination of “other financing sources” revenue which are proceeds from issuance or reissuance of long-term debt. The City would not utilize this tactic as we have ample

fund balances and/or existing revenue streams that would preclude the need to. So, even with some additional revenue to fund parks and a projected administrative savings as a result of improved efficiencies, a merger under these conditions will still result in a deficit budget.

Potential Benefits of a Merger

The 71% approval of Carbondale voters to explore merging operations is a strong indicator of the community's desire for substantive discussions and action. If a merger occurred, our vision would be that the current Carbondale Park District operations would become a Parks and Recreation Department under city operations with its own department head (See Exhibit "D"). Following our analysis, we see numerous possible benefits of merging the two bodies:

- Reduce duplication of services and enhance efficiencies. Current CPKD costs such as administrative overhead, legal fees, website maintenance, accounting and finance, annual audit, and others.
- Less dependence on property tax to fund services. The City relies mainly on sales taxes to generate income which allows costs to be spread over a much bigger area and among non-residents, many of which utilize CPKD programs (See Exhibit "E").
- Eliminate one taxing body.
- Take advantage of an established Community Investment Program with dedicated revenue streams to begin immediately programming projects and replacing equipment.
- Create a possibility to lower real estate tax burdens to residents. The City's home rule authority provides additional funding streams that could offset the CPKD's reliance on real estate taxes.
- Improved cash flow. The City's financial position would eliminate the need to use tax anticipation warrants to generate cash flow. This reduces costs which could be better utilized on maintaining parks.
- Easy transition for CPKD employees due to IMRF.
- Equal or better health insurance benefits for employees.
- Greater certainty that current CPKD programs will be sustainable.

Risks/Disadvantages of Merging

We're cognizant of the fact that there are risks associated with embarking on such an ambitious change like merging operations. It's important to consider these risks to help evaluate decisions and make the best choices for our residents. Following are some risks that were obvious to us and there may be more.

- This may not work. Conceptually, there may be many advantages to merging but we must be realistic and realize that there are external factors that could affect the outcome. Those could be that future costs escalate higher than expected, facilities are in more need of capital than forecasted, existing revenue streams could dry up, political change could undo our efforts, or the City could lose home rule authority which would limit benefits.

- The Parks Department would become part of a bigger organization that provides many services. The organizational function would no longer be exclusive to parks and recreation. There is likely concern among some people that this could limit the attention that parks and recreation deserves.
- Eliminating the CPKD board will be perceived by some as a loss of power.

Merger Options

Although there has been considerable talk about the idea of a merger, there has been little discussion of the actual feasibility of one. As you are surely aware, there are multiple ways of dissolving a park district, however there is less direction on how to merge organizations. As such, it's important to first outline the various options and tools available to CPKD if the decision is made to merge in the future. Local government law firm Ancel Glink provided the following information regarding processes that can be used to dissolve a park district under the Park District Code.

As mentioned, there are several options to dissolve a park district. They include processes via petition and referendum (13-1 (70 ILCS 1205/13-1)), through dissolution when located in a single municipality (13-8 (70 ILCS 1205/13-8)), or when a district fails to perform its duties (13-9a (70 ILCS 1205/13-9a)). It's up to CPKD to determine if any of these procedures may be an option in the future, although our hope is that these processes don't have to be exercised.

There is another option available if the CPKD and City were open to exploring whether a merger would provide benefit to each organization and our residents. That option would be to merge through intergovernmental agreement (IGA). Executing an IGA would require cooperation between both organizations but would provide the most flexibility in how responsibilities and assets could be transferred or shared. An executed IGA could include the following:

1. All CPKD property could be transferred to the City via the Intergovernmental Transfer Act with the requirement that the property continue to be used as parks.
2. CPKD/City would agree on how programs would be managed.
3. CPKD/City would agree on how employees would be reassigned. Currently, both organization's employees participate in the Illinois Municipal Retirement Fund so there would be no issues with existing pensions. Also, each organization's pension is fully funded so there would be no unfunded liabilities to be concerned about.
4. The CPKD/City would have to agree on how the CPKD property tax is levied. In a merger via IGA, the CPKD board would levy an annual real estate tax with the amount being determined by both boards.
5. The CPKD would remain in place until at least all CPKD debt is retired. Following this, a referendum would still have to occur to dissolve the CPKD board.

This option could be executed if both the City Council and CPKD Board were open to working together. We would propose exploring this option if CPKD were ever interested in merging.

Closing

In conclusion, the City and CPKD began discussions in 2017 and in 2018, CPKD initiated the possibility of merging. In April 2019, the question was offered to the voters who overwhelmingly supported the idea of exploring what a merger would look like. The analysis we're providing is intended to be a first step toward that.

Throughout this process we've focused our decisions on what would be best for our residents. We believe that if the CPKD and the City Council embarked on a cooperative effort to make the most fiscally responsible and sustainable decisions for its residents, we may find that merging is the best solution for all parties involved; on the other hand, we may find that it's not the best course of action. Our analysis indicates that there may be more potential benefit to merging than not. However, we won't know that unless we work together to explore all the possibilities. We hope you accept this proposal as an invitation to do that.

We would welcome questions that you may have regarding this proposal and invite you to meet with us in the future to more thoroughly review this opportunity.

CARBONDALE PARK DISTRICT

REQUEST FOR BOARD ACTION

SUMMARY OF REQUESTED ACTION

AGENDA ITEM VIII - - NEW BUSINESS

C. Discussion/Approval Hickory Ridge Capital Improvement Fund

Staff recommends approval

BOARD ACTION:

Motion By: _____ 2nd By: _____

ROLL CALL:

Adams _____ Flowers _____ Trimble _____

Sergeev _____ Suarez _____

CARBONDALE PARK DISTRICT

REQUEST FOR BOARD ACTION

SUMMARY OF REQUESTED ACTION

AGENDA ITEM VIII - - NEW BUSINESS

D. Discussion/Approval Surplus Property Sale

Staff Recommends Approval of Surplus Property Sale Held in
Conjunction with Illinois Statute 70 ILCS 1205/8-22

BOARD ACTION:

Motion By: _____ 2nd By: _____

ROLL CALL:

Adams _____ Flowers _____ Trimble _____

Sergeev _____ Suarez _____

(70 ILCS 1205/8-22)

Sec. 8-22. Whenever a park district owns any personal property that in the opinion of three-fifths of the members of the board then holding office is no longer necessary, useful to, or for the best interests of the park district, three-fifths of the park board then holding office, at any regular meeting or at any special meeting called for that purpose, by ordinance, may authorize the conveyance or sale of that personal property in any manner that they may designate, with or without advertising the sale.

(Source: P.A. 88-426.)

CARBONDALE PARK DISTRICT

REQUEST FOR BOARD ACTION

SUMMARY OF REQUESTED ACTION

AGENDA ITEM VIII - - NEW BUSINESS

D. Discussion/Approval Creation of a Bank Account for OSLAD
Grant Monies for Marberry Arboretum

BOARD ACTION:

Motion By:_____ 2nd By:_____

ROLL CALL:

Adams_____ Flowers_____ Trimble_____

Sergeev_____ Suarez_____

GRANT AGREEMENT



BETWEEN
THE STATE OF ILLINOIS, DEPARTMENT OF NATURAL RESOURCES
AND
CARBONDALE PARK DISTRICT

The Illinois Department of Natural Resources (Grantor), with its principal office at
One Natural Resources Way, Springfield, IL 62702-1271
and Carbondale Park District (Grantee), with its principal office at
1115 W. Sycamore ST., P.O. Box 1326, Carbondale, IL 62903
and payment address (if different than principal office) at _____
hereby enter into this Grant Agreement (Agreement). Grantor and Grantee are collectively referred to herein as "Parties"
or individually as a "Party."

PART ONE - THE UNIFORM TERMS

RECITALS

WHEREAS, it is the intent of the Parties to perform consistent with all Exhibits and attachments hereto and pursuant to the duties and responsibilities imposed by Grantor under the laws of the state of Illinois and in accordance with the terms, conditions and provisions hereof,

NOW, THEREFORE, in consideration of the foregoing and the mutual agreements contained herein, and for other good and valuable consideration, the value, receipt and sufficiency of which are acknowledged, the Parties hereto agree as follows:

ARTICLE I

AWARD AND GRANTEE SPECIFIC INFORMATION AND CERTIFICATION

1.1 DUNS Number: SAM Registration; Nature of Entity. Under penalties of perjury, Grantee certifies that 096732573 is Grantee's correct DUNS number, that n/a is Grantee's correct UEL, if applicable, that 376001080 is Grantee's correct FEIN or Social Security Number, and that Grantee has an active State registration and SAM registration. Grantee is doing business as a (check one):

- | | |
|--|---|
| ☐ Individual | ☐ Pharmacy (Non-Corporate) |
| ☐ Sole Proprietorship | ☐ Pharmacy/Funeral Home/Cemetery Corp. |
| ☐ Partnership | ☐ Tax Exempt |
| ☐ Corporation (Includes Not for Profit) | ☐ Limited Liability Company (select applicable tax classification) |
| ☐ Medical Corporation | ☐ P = partnership |
| ☒ Governmental Unit | ☐ C = corporation |
| ☐ Estate or Trust | |

If Grantee has not received a payment from the state of Illinois in the last two years, Grantee must submit a W-9 tax form with this Agreement.

1.2 Amount of Agreement. Grant Funds (check one) ☒ shall not exceed or ☐ are estimated to be \$380,000 of which \$0.00 are federal funds. Grantee agrees to accept Grantor's payment as specified in the Exhibits and attachments incorporated herein as part of this Agreement.

1.3 Identification Numbers. If applicable, the Federal Award Identification Number (FAIN) is N/A the federal awarding agency is N/A and the Federal Award date is N/A. If applicable, the Catalog of Federal Domestic Assistance (CFDA) Name is N/A and Number is N/A. The Catalog of State Financial Assistance (CSFA) Number is 422-11-0970. The State Award Identification Number is n/a.

1.4 Term. This Agreement shall be effective Upon full execution and shall expire on 24 months after execution unless terminated pursuant to this Agreement.

1.5 Certification. Grantee certifies under oath that (1) all representations made in this Agreement are true and correct and (2) all Grant Funds awarded pursuant to this Agreement shall be used only for the purpose(s) described herein. Grantee acknowledges that the Award is made solely upon this certification and that any false statements, misrepresentations, or material omissions shall be the basis for immediate termination of this Agreement and repayment of all Grant Funds.

1.6 Signatures. In witness whereof, the Parties hereto have caused this Agreement to be executed by their duly authorized representatives.

Illinois Department of Natural Resources

Carbondale Park District

By: [Signature]
Signature of Director of IDNR

By: [Signature]
Signature of Authorized Representative

By: _____
Signature of Designee

Date: 10/12/20
Printed Name: Kathleen Benton

Date: 3-25-21
Printed Name: Colleen Callahan

Printed Title: Executive Director
E-mail: Krebtre@carbondaleparkdistrict.com

Printed Title: _____
Designee

By: [Signature]
Signature of Chief Financial Officer

Date: 3.25.2021
Printed Name: Brad Colantino

By: [Signature]
Signature of Chief Counsel

Date: 3/24/2021
Printed Name: Renee Snow

APPROVED FOR EXECUTION

Date: 3/24/2021

Legal Counsel: Nicole Thomas / K

From: "Bauer, Judy K." <Judy.K.Bauer@illinois.gov>

Date: April 7, 2021 at 3:08:36 PM CDT

To: "Erin Dickson (edickson_99@yahoo.com)" <edickson_99@yahoo.com>, Erin Dickson <edickson@carbondaleparkdistrict.com>

Subject: Validated OS 20-2075 Carbondale PD

Attached to this email you will find a copy of your fully executed Project Agreement authorizing advance payment of 50% of the grant award. This amount must be kept in a separate interest-bearing account with a federal or Illinois regulated financial institution that is insured by the Federal Deposit Insurance Corporation (FDIC). Please note all Special Conditions and CERP requirements. If the park district has not already agreed with the terms of the CERP conditions email me that the park district will follow the instruction or the follow up of the CERP.

As you proceed with your project, refer to the Implementation and Billing Requirements instruction packet previously provided for guidance, a copy of which is attached to this email as well. You will be receiving an advance payment that will be 50% of your awarded grant amount. No further funds can be requested until the initial advance payment has been expended along with the required matching funds. Further information regarding billings can be found on page 5 of the packet.

Initial 50% payment for the above referenced grant has been process in the amount of \$180,000. A voucher for that amount is being processed and a warrant from the State Comptroller's office should be forwarded to your agency within the next 60 days.

****IMPORTANT** All unused grant funds must be returned to the Department no later than April 29, 2023 (45 days) per the Grant Funds Recovery Act along with the project billing documents. No extensions of this date will be allowed. The Department will then audit the billings to determine if the amount received was correct.**

All change orders of \$10,000 or more must have prior written approval of this Department. Failure to comply with specified guidelines and to notify this office of project changes could jeopardize further grant reimbursement and future eligibility for grants.

As a reminder, Project Status Reports are required each January 1st, April 1st, July 1st, and October 1st throughout the duration of the project. New reports are being required by GATA. Those will be sent to you shortly.

I would like to wish you the best of luck with this project. If you have any questions, please feel free to contact me.

Judy Bauer
Senior Grant Administrator III
Dept. of Natural Resources
Office of Grant Management and Assistance
One Natural Resources Way
Springfield, IL 62702-1271
(217) 785-9082
Office Hours: M-F 7:30-3:30

CARBONDALE PARK DISTRICT

REQUEST FOR BOARD ACTION

SUMMARY OF REQUESTED ACTION

AGENDA ITEM IX- - REPORT OF PARK DISTRICT CITIZEN ADVISORY COMMITTEES

- A. Administration & Finance Advisory Committee - - Steve Schauwecker, Chair;
Carmen Suarez, Commissioner.
- B. Child Care Advisory Committee - -Jessica Sergeev, Commissioner.
- C. Golf Advisory Committee - - Chuck Vaught, Chair; Jane Adams, Commissioner.
- D. Grounds, Facilities & Recreation Advisory Committee - - Kirsten Trimble,
Commissioner.

BOARD ACTION:

Motion By:_____ 2nd By:_____

ROLL CALL:

Adams_____ Flowers_____ Trimble_____
Sergeev_____ Suarez_____

CARBONDALE PARK DISTRICT

REQUEST FOR BOARD ACTION

SUMMARY OF REQUESTED ACTION

AGENDA ITEM X- - OTHER BUSINESS

BOARD ACTION:

Motion By:_____ 2nd By:_____

ROLL CALL:

Adams_____ Flowers_____ Trimble_____

Sergeev_____ Suarez_____

CARBONDALE PARK DISTRICT

REQUEST FOR BOARD ACTION

SUMMARY OF REQUESTED ACTION

AGENDA ITEM XI- - BOARD COMMENTS

BOARD ACTION:

Motion By: _____ 2nd By: _____

ROLL CALL:

Adams _____ Flowers _____ Trimble _____

Sergeev _____ Suarez _____

CARBONDALE PARK DISTRICT

REQUEST FOR BOARD ACTION

SUMMARY OF REQUESTED ACTION

AGENDA ITEM XII- - EXECUTIVE SESSION

It is requested that the Board recess the meeting to go into Executive Session in accordance with 5 ILCS 120/2

- (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity.

- (5) The Purchase or lease of real property for the use of the public body, including meetings held for purpose of discussing whether a particular parcel should be acquired.

BOARD ACTION:

Motion By: _____ 2nd By: _____

ROLL CALL:

Adams _____ Flowers _____ Trimble _____

Sergeev _____ Suarez _____

CARBONDALE PARK DISTRICT

REQUEST FOR BOARD ACTION

SUMMARY OF REQUESTED ACTION

AGENDA ITEM XIII - - CONSIDERATION TO RECONEVE TO PUBLIC SESSION OF MEETING

BOARD ACTION:

Motion By: _____ 2nd By: _____

ROLL CALL:

Adams _____ Flowers _____ Trimble _____

Sergeev _____ Suarez _____

CARBONDALE PARK DISTRICT

REQUEST FOR BOARD ACTION

SUMMARY OF REQUESTED ACTION

AGENDA ITEM XIV - - ADJOURNMENT

The next regularly scheduled meeting of the Board of Park Commissioner will be held:

Monday, May 10, 2021

Carbondale Park District's
Regularly Scheduled Board Meeting

VIA ZOOM ONLINE MEETING

<https://zoom.us/j/9031181650>

TELEPHONE ACCESS-312-626-6799

MEETING ID- 903 118 1650

PASSWORD-1650

5:30 P.M.

BOARD ACTION:

Motion By: _____ 2nd By: _____

ROLL CALL:

Adams _____ Flowers _____ Trimble _____

Sergeev _____ Suarez _____