

MINUTES

Carbondale Park District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF PARK COMMISSIONERS OF THE CARBONDALE PARK DISTRICT HELD MONDAY, MAY 11, 2020 AT 5:30 PM VIA ZOOM ONLINE MEETING.

ROLL CALL: Upon Roll Call, the following Commissioners' were present: Adams, Trimble, Flowers, Suarez, and Sergeev. Commissioner Absent: None. Staff present: Renfro, Montgomery, Anderson, Melzer and Legal Counsel, Mike Twomey. Staff Absent: Childers, Burns, and Day excused from the May meeting. Guests Present: Some guests were present.

APPROVAL OF AGENDA: Commissioner Adams would like to amend the printed agenda, to add an item D to new business allowing Commissioners' to discuss the possibility of all board packets and other pertinent information being archived on our website. It was then moved by Commissioner Suarez and seconded by Commissioner Sergeev to approve the amended agenda. Upon roll call vote the following Commissioners voted aye: Adams, Trimble, Flowers, Suarez, and Sergeev. Commissioner Absent: None. President Flowers ordered the motion passed.

ACTION TAKEN: The Agenda was approved with amendment.

GENERAL ANNOUNCEMENTS: Commissioner Adams expresses her appreciation for the staff as well as advisory committees'.

CITIZENS COMMENTS AND QUESTIONS: None.

REPORTS OF PARK DISTRICT CITIZEN ADVISORY COMMITTEES AND DEPARTMENT REPORTS:

Administration and Finance Advisory Committee - - Commissioner Suarez states that the Administration & Finance Committee reviewed budget adjustment scenarios and reviewed financials.

Child Care Advisory Committee - - Vice-President Sergeev reports the Committee discussed re-opening guidelines for the centers as well as what is needed to prepare and assure compliance with DHS and CDC guidelines. The Committee also discussed an emergency fund to assist in future times of need. Staff has also continued to host zoom calls with students and post activities online.

Golf Advisory Committee - - Commissioner Adams reports that golf course was closed for the month of April due to the pandemic. The Golf Committee discussed their re-opening guidelines for the course and how to effectively navigate regulations will still generating revenue.

Grounds, Facilities & Recreation Advisory Committee - - Commissioner Trimble reports that there were no actionable items at the meeting.

Treasurer's Report: None.

Directors Report: Director Renfro reports that there are no updates on the OSLAD grant, The Illinois Department of Natural Resources have closed their offices in response to the COVID 19 Pandemic. Area leaders continue to conduct a conference call on Monday mornings. Preliminary conversations with Jackson County indicate the first tax collection in 2020 will be delayed by 30 days and the second payment due sixty days later. The 2020 Sunset concert series has been canceled. There will be a Zoom meeting later this week to explore hosting Thursday Night Concerts at the Varsity Theatre and broadcasting them over YouTube. All Park District Events scheduled for April were canceled. The All Species Puppet Parade hosted a virtual parade. As of May 8 ,2020, \$200,000 worth of Tax warrants have been issued. The Administrative staff has been working closely with the Administration and Finance committee on cash flow projections. The revised budget will be presented later tonight for your review. Staff will be prepared 2 additional budget scenarios to be presented Monday May 18 to the committee for review. Golf May 1 – May 10,2020 2 part time staff are covering the pro-shop total revenue \$4359; Tee signs \$1,000, Passes \$3337, Fees \$871, Carts \$22.

Superintendents' Reports:

SUPERINTENDENT OF RECREATION: Superintendent report is included in the board packet.

SUPERINTENDENT OF CHILDCARE: Superintendent report is included in the board packet.

SUPERINTENDENT OF PARK MAINTENANCE: Superintendent Montgomery reports that Mowing of the parks and trash pickup are being completed routinely, as well as mowing in all parks. Caution tape is being replaced at playgrounds when needed. At Hickory Lodge air conditioning units were installed in the upper level and a lock was repaired on the lower level floor. A fundraising sign was installed at Turley for the Friends of Carbondale Dog Parks. The Mechanic replaced a gearbox on the zero-turn mower and has also serviced our fleet of mowers.

SUPERINTENDENT OF GOLF MAINTENANCE: Superintendent Anderson reports that the golf course opened for public play on May 1 with new regulations for golfers. The highlights are tee times spaced 15 minutes apart, twosomes only, no cart rental unless handicapped or unable to walk the course, and practice areas including the driving range are closed. Course Maintenance is reducing touch points for golfers by adding foam to the cup area that will not let the ball fall into the cup reducing the need to take the flag out, and also removing tees and bunker rakes to avoid multiple touch points. During the last budget adjustment part-time labor was lowered for the month of June after the previous reductions in April and May. We are currently operating at 25% capacity of our budgeted part-time labor. Full-time staff will start mandatory reduction in hours totaling 5 full days each position from May 8-June 8. We have severely reduced hours and are doing what is possible to keep up with scheduled maintenance. I appreciate all the staff is doing by pulling together in this challenging time. I will be attending a webinar on May 7th from IAPD titled "Golf is Back" about Illinois Park District golf and the re-opening of the sport at municipal courses.

SUPERINTENDENT OF GOLF OPERATIONS: Superintendent report is included in the board packet.

CONSENT AGENDA: Commissioner Adams would like to amend the April 13th minutes regarding the SIU Golf contract. It was then moved by Commissioner Adams and seconded by Commissioner Trimble to approve the amended consent agenda. Upon roll call vote, the following Commissioner voted aye: Adams, Trimble, Flowers, Sergeev and Suarez. Commissioners Absent: None. President Flowers ordered the motion passed.

ACTION TAKEN: The consent agenda was approved with amendment to April 13 minutes.

UNFINISHED BUSINESS:

DISCUSSION/APPROVAL RESPONSE LETTER TO THE CITY OF CARBONDALE REGARDING TURLEY & TATUM HEIGHTS PARK: Staff has reviewed and recommends that the letter regarding park leases be submitted to the City of Carbondale. After some discussion Commissioners recommend non-renewal of the park leases adding that this ultimate decision was not made lightly. The District will continue to maintain both parks through August 30th to give the city ample notice. The District will also request a lease prepared for the continued lease of the Kids Korner building. 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: Response letter to the City of Carbondale regarding Turley & Tatum Heights Park was approved.

NEW BUSINESS:

DISCUSSION/APPROVAL 2019 AUDIT PRESENTATION BY ATLAS CPA'S We are joined by representatives from Atlas Karla Byrk & Jalene Luckett, after presenting the audit report and answering all questions, Commissioners decide to review the audit in more depth and bring this item back for approval at the June 8th Board Meeting.

ACTION TAKEN: Board Commissioners will review audit copies and item will be on June 8th Board Meeting agenda for approval.

DISCUSSION/APPROVAL OF CITIZENS ADVISORY COMMITTEE MEETING GUIDELINES FOR MAY 2020: After much discussion Commissioners decided that it is important for Advisory Committee's to continue to meet via the Zoom portal in order to continue to discuss and plan for the coming months.

ACTION TAKEN: Citizens Advisory Committees' will continue to meet monthly via Zoom online meetings.

DISCUSSION/APPROVAL 2020 BUDGET ADJUSTMENTS: After much discussion, Commissioners directed staff to make adjustments that were mentioned and bring this item back for approval at the June Board Meeting.

ACTION TAKEN: Staff will make discussed changes and bring this item back for approval at the June 8th Board Meeting.

DISCUSSION/APPROVAL 2020 SUMMER SCHEDULE AQUATICS: Staff recommended that the Super Splash Park remain closed for the 2020 season & the Julie Illner Memorial Pool remain closed until the CDC guidelines for swimming pools are redefined. Commissioners were provided with copies of updated CDC guidelines for pools. After questions were all asked and answered, it was moved by Commissioner Suarez and seconded by Commissioner Trimble for the Super Splash Park remain closed for the 2020 swim season. 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 Super Splash Park will remain closed for the 2020 season.

ITEMS FOR FUTURE AGENDAS:

- 1. Strategic Planning**
- 2. Asaturian-Eaton & Associates Contract**
- 3. Policy Manual**
- 4. Friends of Carbondale Dog Parks plan for Naming Rights.**

BOARD COMMENTS: Commissioner Sergeev asks if there is a plan for the relocation of the playground equipment at Turley Park, wonders about its durability during the move, and asks if there have been any discussions about where it will be moved to.

ADJOURNMENT: There being no further business it was moved by Commissioner Trimble and seconded by Commissioner Sergeev 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 8:27 p.m.