MINUTES
Carbondale Park District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF PARK COMMISSIONERS OF THE CARBONDALE PARK DISTRICT HELD MONDAY, FEBRUARY 10, 2020 AT 5:30 PM AT THE CARBONDALE CIVIC CENTER

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

APPROVAL OF AGENDA: Commissioner Suarez made a motion to amend the printed agenda, to move item 8C to follow item 4. It was then seconded by Commissioner Adams to approve the amended agenda. Upon roll call vote the following Commissioners voted aye: Adams, Trimble, Flowers, Suarez, and Sergeev. Commissioner Absent: None. It was then moved by Commissioner Trimble and seconded by Commissioner Adams to approve the agenda as amended. Upon roll call vote the following Commissioners voted aye: Adams, Trimble, Flowers, Suarez, and Sergeev. President Flowers ordered the motion passed.

ACTION TAKEN: The Agenda was approved with amendment.

GENERAL ANNOUNCEMENTS: Director Renfro reports that the annual Carbondale Chamber Banquet will be held on Friday, February 21st. President Flowers as well as Trey Anderson will be there to represent the District. Commissioner Suarez announced that April 1st is the census day kickoff with times to be announced at a later date.

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 has not yet met this month but will Wednesday, February 12, 2020.

Child Care Advisory Committee - - Vice-President Sergeev reports the Committee met last Tuesday, February 4th and discussed alternate childcare locations, upcoming programs, and enrollment.

Golf Advisory Committee - - No Meeting, will meet again in May of 2020.

Grounds, Facilities & Recreation Advisory Committee - - Commissioner Trimble reports the committee discussed the OSLAD Grant and Food Forest Project.

Treasurer's Report: Commissioner Suarez congratulates the District on the OSLAD grant award at Marberry Arboretum and mentions that another large grant has been submitted for the Life Community Center. Commissioner Suarez also speaks of the District working on financial awareness.

Directors Report: Director Renfro reports the Administrative staff attended a variety of meetings during the month of January: Jackson County Healthy Communities Coalition, Healthy Living Action Team, Lights Fantastic, Fresh Fitness, Bike Month Event planning, Carbondale City Council, the Kiwanis Club, Carbondale and the CPKD Grounds, Facilities and Recreation, and Administration and Finance committees. Work on the policy manual continues, the first four chapters will be presented to admin and Finance on February 12, 2020. These documents are also included in your packet. On December 19,2019 a tax anticipation warrant in the amount of $50,000, Was issued by First Southern Bank. This was budgeted in the 2019 budget. This warrant was paid off upon receipt of a $220,000 payment from Jackson County. The Administrative staff has been in touch with Representative Terri Bryant reading the short fall in the reimbursements for construction of the Super Splash Park. The Parc Grant # 11-03 will not be reopened by the Illinois Department of Natural resources. Ms. Bryant is exploring other funding sources for the disbursement. The District received a tax assessment appeal form the Jackson County Board of Review on January 1, 2019. This was provided in your packet. In the past members of the Heads of Government committee have joined forces to explore these appeals as a group. An outside attorney has been engaged, each taxing body contributing a portion of the attorney's fees. The contribution is calculated on a sliding scale, based on the amount of tax dollars that taxing unit receives.

Superintendent's Reports:

SUPERINTENDENT OF RECREATION: Superintendent Childers reports on the Aquatic and Recreation revenue during January. She also reported on the January programming and learn to swim classes.

SUPERINTENDENT OF CHILDCARE: Superintendent Burns reports that Alice Wright currently has 24 children enrolled 14 full-time and 10 part-time. At Kids Korner staff is preparing for the annual DCFS visit coming up in February as well as an in service training day for current and new staff on January 15.

SUPERINTENDENT OF PARK MAINTENANCE: Superintendent Montgomery reports that Mowing of the parks and trash pickup are being completed routinely. Floors at Kids Korner have been buffed and waxed. The key pad at AWECC was repaired and new battery installed and boiler treatment was added to the boiler system at the Life Community Center.

SUPERINTENDENT OF GOLF MAINTENANCE: Superintendent Anderson reports that on January 14 & 15 he attended Illinois Department of Agriculture pesticide license testing and training. The maintenance crew at the golf course is touching up clubhouse furniture and other maintenance in preparation of the 2020 golf season.

SUPERINTENDENT OF GOLF OPERATIONS: Superintendent Day reported on rounds in the month of January and 2019 comparisons. Superintendent Day also mentioned that a letter to season passholder's was mailed out February 10, 2020.

CONSENT AGENDA: It was then moved by Commissioner Suarez and seconded by Commissioner Adams to approve the consent agenda as printed. 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.

UNFINISHED BUSINESS:

DISCUSSION/BOARD/STAFF RETREAT HELD ON JANUARY 6, 2020: Board and Staff were provided with the Board Retreat results and summary for review. After some discussion the Board directs staff to implement the goals set forth at the retreat.

NEW BUSINESS:

DISCUSSION/APPROVAL STARTEGIC PLANNING PROCESS, DATE, & TIME: After some discussion, the board decides to discuss this item further at the March Board Meeting to gather more information.

ACTION TAKEN: Item to be discussed at the March Board Meeting.

DISCUSSION/APPROVAL APPOINTMENT OF COMMITTEE MEMBERS TO GROUNDS, FACILITIES, & RECREATION ADVISORY COMMITTEE: Staff recommends appointment of Megan Cole and Karen Martin to the Grounds, Facilities, & Recreation Advisory Committee. It was then moved by Commissioner Sergeev and seconded by Commissioner Adams to approve the appointment of said members. 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: New Committee members Megan Cole and Karen Martin Appointed to the Grounds, Facilities, & Recreation Advisory Committee.

DISCUSSION/APPROVAL 2020 PAY PLAN: After review and discussion, the Board would like to see grades 9 & 10 identified as salaried and over-time exempt positions. It was then moved by Commissioner Suarez and seconded by Commissioner Trimble to approve the 2020 Pay Plan with said amendment. 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: 2020 Pay Plan approved.

DISCUSSION/APPROVAL POLICY MANUAL CHAPTERS 1-4: After much discussion the Board directed staff to work specifically on any sections having to do with Advisory Committee descriptions, FOIA, and Open Meetings Act.

ACTION TAKEN: Item to be further discussed at March Board Meeting.

DISCUSSION/ILLINOIS DEPARTMENT OF NATURAL RESOURCES (IDNR) GRANT: Director Renfro informs the Board that the grant award letter was received on Friday, February 7th. Plans include fishing pier, restrooms, 1.3 miles of paved trail, and education station.

ACTION TAKEN: Informational item.

DISCUSSION/APPROVAL FRIENDS OF CARBONDALE DOG PARK PROPOSED STRUCTURE PLANS: Representatives from Friends of Carbondale Dog Parks as well as Marty Merrill from Friends of Carbondale Dog Park Committee were in the audience to answer any questions. After some discussion it was moved by Commissioner Sergeev and seconded by Commissioner Suarez to approve the proposed structure plans and sidewalks, this work will be done by the John A. Logan Building & Trades Class. 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: Friends of Carbondale Dog Park Proposed structure plans approved.

ITEMS FOR FUTURE AGENDAS:

1. **Policy Manual**
   - **A. FOIA**
   - **B. Open Meetings Act**
   - **C. Advisory Committee structure.**

2. **Budget Adjustment**

BOARD COMMENTS: Commissioner Suarez announces that the US Census will be kicking off and would like to see the Park District be part of process with literature available at our buildings for patron convenience.

EXECUTIVE SESSION : It was then moved by Commissioner Adams and seconded by Commissioner Trimble that the board recess to go into executive session. Upon roll call vote the following Commissioners voted aye: Trimble, Flowers, Suarez, an Sergeev. President Flowers ordered the motion passed at 7:39 p.m.

MOTION TO RECONVENE TO OPEN SESSION: It was then moved by Commissioner Suarez and seconded by Commissioner Adams to reconvene in open session at 7:54.

ADJOURNMENT: There being no further business it was moved by Commissioner Suarez and seconded by Commissioner Adams 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 7:54 pm.