



CHAMPAIGN PARK DISTRICT

AGENDA

ANNUAL MEETING IMMEDIATELY FOLLOWED BY REGULAR BOARD MEETING

Location: REMOTE MEETING HELD VIA TELECONFERENCE

(As permitted by Governor Pritzker's Executive Order 2020-07 and 2020-33)

Citizens may participate in the zoom meeting by going to the following web address:

<https://us02web.zoom.us/j/81614984748?pwd=UWdudUFGck90QW9ySFNMVHFLWw0dz09>

Meeting ID: 816 1498 4748

Password: 739667

One tap mobile or Dial by your location:

+13126266799,,81614984748#,1#,739667# US (Chicago)

+13017158592,,81614984748#,1#,739667# US (Germantown)

Citizens will be offered an opportunity to speak to the Board during the public comment portion. To facilitate this and not have individuals speaking over one another, the Park District kindly requests that individuals wishing to address the Board via the conference line during public comment notify the Park District via email, as noted below, of their intent to address the Board. Alternatively, citizens may submit public comments by email prior to the Board meeting, to be announced by the Park Board President during the public comment portion of the meeting. Email submissions (notice of intent to speak or comment via email) should be submitted by Noon on Wednesday, May 13, 2020, and sent to joe.deluce@champaignparks.org.

**May 13, 2020
7:00 p.m.**

A. CALL TO ORDER

B. ELECTION OF OFFICERS

1. Election of President
2. Election of Vice President

C. APPOINTMENT OF OFFICERS *(Oath Required)*

1. Administer Oath for Secretary
2. Appointment of Assistant Secretary
3. Appointment of Treasurer

D. APPOINTMENT OF BOARD MEMBER TO BOARDS AND COMMITTEES

1. Appointment to Champaign Parks Foundation Board

E. ADJOURN

REGULAR BOARD MEETING

A. CALL TO ORDER

B. PRESENTATIONS

1. Human Kinetics Park Design Presentation, Hitchcock Architects

The mission of the Champaign Park District is to enhance our community's quality of life through positive experiences in parks, recreation, and cultural arts.

C. COMMENTS FROM THE PUBLIC *Comments limited to not more than three (3) minutes.*

D. COMMUNICATIONS

E. TREASURER'S REPORT

1. Consideration of Acceptance of the Treasurer's Report for the Month of April 2020

F. EXECUTIVE DIRECTOR'S REPORT

1. General Announcements

G. COMMITTEE AND LIAISON REPORTS

1. Champaign Parks Foundation

H. REPORT OF OFFICERS

1. Attorney's Report
2. President's Report

I. CONSENT AGENDA

All items appearing below are considered routine by the Board and shall be enacted by one motion. If discussion is desired, that item shall be removed and discussed separately.

1. Approval of Minutes of the Regular Board Meeting, April 8, 2020
2. Approval of Minutes of the Special Board Meeting, April 22, 2020

J. NEW BUSINESS

1. Approval of Disbursements as of April 8, 2020
Staff requests approval of the list of disbursements for the period beginning April 8, 2020 and ending May 12, 2020. **(Roll Call Vote)**
2. Approval of FY20-21 Garment Bids
Staff recommends accepting bids for garments from the lowest responsible bidder for each item that meets specifications as follows in the amount of \$33,557.31 as follows: Will Enterprise in the amount of \$14,227.40; Winning Streak in the amount of \$8,088; Sunburst Sportswear in the amount of \$7,481.91; and The Lifeguard Store in the amount of \$3,760.
3. Approval to Apply for an Open Space Land Acquisition and Development (OSLAD) Grant
Staff recommends approval to proceed with an OSLAD grant for one of the potential projects as shown in attachment 1, and authorization and signature of *Grant Program Resolution of Authorization* due to IDNR by July 31, 2020.
4. Approval of Formal Action Related to the COVID-19 Virus
Staff requests approval of facility and programming next steps in response to Governor Pritzker's Five Phase Plan announcement.

K. OLD BUSINESS

L. DISCUSSION ITEMS

M. COMMENTS FROM COMMISSIONERS

N. ADJOURN

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

April 8, 2020

REGULAR BOARD MEETING

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

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

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

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

Call to Order

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

Comments from the Public

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

Communications

No communications.

Treasurer's Report

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

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

Executive Director's Report

General Announcements

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

Committee Reports

Champaign Parks Foundation

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

Report of Officers

Attorney's Report

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

President's Report

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

Consent Agenda

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

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

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

New Business

Approval of Disbursements as of March 11, 2020

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Old Business

None.

Discussion Items

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

Comments from Commissioners

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

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

Adjourn

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

Approved

Craig W. Hays, President

Guy C. Hall, Secretary

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

April 22, 2020

The Champaign Park District Board of Commissioners held a Special Board Meeting on Wednesday, April 22, 2020 at 5:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to published notice duly given. President Hays presided over the meeting. The five individuals identified below were physically present at the meeting with appropriate social distancing. Citizens were given the opportunity to participate in the teleconference at the web address: [Uberconference.com/room/champaignparks](https://uberconference.com/room/champaignparks) or by calling 217-866-1188. Citizens were also offered the opportunity to submit comments or questions by email prior to the meeting. Those comments were to be announced by the Board President during the public comment portion of the meeting. Email submissions were solicited from the public through a notice of intent to speak or comment to be submitted by noon on Wednesday, April 22, 2020 to be sent to the Executive Director of the Park District at: joe.deluce@champaignparks.org. There were no email comments or questions submitted by citizens for consideration by the Board.

Present in person: President Craig W. Hays and Attorney Guy C. Hall.

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

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

Staff present electronically: Andrea Wallace, Director of Finance, Dan Olson, Director of Operations, Jameel Jones, Director of Recreation, Jimmy Gleason, Director of Revenue Facilities, and Steven Bentz, Director of the Virginia Theatre, Brett Johnson, Grounds and Maintenance Supervisor, Cody Evans, Leonhard Center Facility Manager, Jeff Headley, Virginia Theatre Front-of-House Coordinator, Kevin Weaver, Network Administrator, Nathan Massey, Special Projects Supervisor, Shannon Walter, Leonard Recreation Center Program Manager, and Stacey Cornell, Tennis & Sports Concession Manager.

Ryan Hinz and Ed Scopel of Ratio Architects were also electronically in attendance.

Call to Order

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

Presentations

Martens Center Project, RATIO

President Hays introduced Ryan Hinz from RATIO Architects to present the schematic design for the Martens Center.

Mr. Hinz succinctly highlighted various aspects of the Martens Center's schematic design, including, but not limited to the following: site location, visitor parking and traffic flow, unique landscaping features, artistic renderings of the facility from different angles, the square footage of space allocated to the Park District and Head Start program, recreational amenities by level, latinesque influenced internal and external design elements, and roofing possibilities.

At the close of the presentation, Mr. DeLuce requested the delivery date for the cost estimates. Mr. Hinz replied that RATIO would be receiving the cost estimates for the project on April 24, 2020.

President Hays asked if any board members had any questions and then opened the floor to Ed Scopel, Principal of RATIO Architects to see if he had any additional comments to share. Mr. Scopel shared his gratitude for working with the Park District. He noted how the hard work, collaboration, and cooperation of multiple organizations throughout Champaign have led to a wonderful enhancement for the community.

Commissioner Kuhl commended RATIO for a job well done and thanked them for their hard work. President Hays concurred that the project has come together exceptionally well and looks forward to seeing the cost estimates. He added his thanks to Brian Holding and Human Kinetics as well as the Don Moyer Boys and Girls Club.

Mr. DeLuce also mentioned that the schematic designs had been shared with the Martens Family and that they are receptive to the plan. Messrs. Scopel and Hinz then departed the meeting.

Comments from the Public

President Hays called for comments from the public. There were no comments from the public.

New Business

Approval of Appointment of Board Secretary and Assistant Secretary

Commissioner Solon made a motion to appoint Attorney Hall as board secretary and Mr. DeLuce as assistant secretary. Vice President Miller seconded the motion. Discussion ensued. Commissioner Kuhl expressed concerns about fees associated with this role for Attorney Hall and requested the definition of the role of the board secretary. Commissioner Solon stated the importance of maintaining consistency and continuity in this transition and throughout the COVID crisis and that it would be easier for Mr. Scheunemann to observe and learn in this scenario. Commissioner Hays called for a motion to amend Attorney Hall's secretary appointment to six months and table the reappointment of Mr. DeLuce to assistant secretary until the annual meeting on May 13, 2020. Commissioner Solon amended her motion as noted with the second by Vice President Miller and the motion passed 5-0.

Approval of entering into an Agreement for Dental and Life Insurance Benefits

Ms. Hoggatt presented the report. She discussed how the Park District selected a new broker this year and after negotiations and a competitive bidding process received quotes for dental and life insurance for employees. She indicated that Mutual of Omaha submitted the lowest quote that meets the Park District's needs. Life insurance rates remained the same and dental insurance increased by 5% from last year totaling \$1,186 in additional costs. She recommended that the Board approve the one-year agreement with Mutual of Omaha from June 1, 2020 through May 31, 2021.

Commissioner Solon made a motion to enter into a one-year agreement with Mutual of Omaha for dental and life insurance benefits from June 1, 2020 through May 31, 2021. The motion was seconded by Commissioner Kuhl. The motion passed 5-0.

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

Mr. DeLuce summarized a report that had been prepared to highlight the Park District's capital needs. A number of projects were highlighted as above the red line to draw attention to their priority. Mr. DeLuce stressed the importance of the Virginia Theatre Sound System project. This project recently received approval to proceed from IDNR. The IDNR Public Museum Capital Grant award in support of this project had been placed on hold since 2014. Mr. DeLuce also offered to place the connection path for the Greenbelt Bikeway below the red line if it would encourage support for the Virginia Theatre Sound System project.

Commissioner Kuhl questioned why the Dodd's Park 3-Plex Restroom project was above the red line. Mr. DeLuce offered to move it if necessary, due to staff identifying it as a borderline option.

President Hays called for additional questions and entertained a motion. Commissioner Kuhl made a motion to approve FYE21 Capital Budget and the 2021-26 Capital Improvement Plan. No second motion was made at that time and discussion ensued.

Commissioner Solon expressed her concern about the state possibly holding or sweeping all non-disbursed funds. She also requested the reopen date of the Virginia Theatre for when the stay at home order is lifted. Discussion ensued about planning for social distancing, event capacity at the Virginia Theatre, and when the

state will lift the stay at home order. Ms. Wallace shared details on how Park District funds can be spent and the process for reimbursement from IDNR for the Public Museum Capital Grant award at the Virginia Theatre.

President Hays commented that the budget and plan could be approved with the stipulation that all projects receive board approval on the list, no matter the cost.

Commissioner Kuhl mentioned there was a motion on the floor to approve the list. Commissioner Solon seconded the motion with an amendment for staff to seek approval from the board for all projects on the capital improvement plan list, no matter the dollar amount. Discussion ensued.

Vice President Miller asked for clarification on the connection path for the Greenbelt Bikeway moving below the red line. Mr. DeLuce responded that this was a possibility if it would encourage the approval of the Virginia Theatre Sound System project. Commissioner Kuhl noted the current state of affairs put all projects in question for the future.

President Hays called for a vote on the motion to approve the FYE21 Capital Budget and the 2021-2026 Capital Improvement Plan with the amendment that all projects, no matter the dollar amount, are subject to board approval. The motion passed 5-0.

Approval of Bid for Virginia Theatre Sound System

Mr. DeLuce invited Mr. Bentz to share about the proposed bid. Mr. Bentz then explained about the process of working with BLDD Architects to develop a base bid with five alternates. Three bids were received with Grunloh Construction being the lowest responsible bidder. Mr. Bentz recommended the board accept the base bid plus alternate three (a new sound console for the front of house). Taken altogether, the base bid, alternate three, a construction contingency, and what is owed to BLDD Architects equals \$726,000.

President Hays called for a motion, and Commissioner Kuhl requested the opportunity to ask a question about alternate preferences. She desired more information on the choice of alternate three because she felt alternate five to fix the catwalk was a higher priority due to safety concerns. Mr. Bentz replied that the attic catwalk was included in the base bid. Alternate 5 allowed contractors to substitute a different solution to the catwalk specified in the base bid, bringing in a pre-fab unit instead of building one onsite. BLDD said there was no real benefit in switching to the prefab unit, so staff elected to go with the catwalk in the base bid spec.

Commissioner Kuhl made a motion to approve total project expenses equal to \$726,000 for the Virginia Theatre Sound System. Vice President Miller seconded the motion. The motion passed 5-0.

Approval of a Resolution Establishing Authority for the Executive Director to Execute Change Orders

Mr. DeLuce presented the report. He reported that staff recommends approval of a resolution establishing the Executive Director's authority to execute contracts, including change orders, amendments, and/or time extensions as it relates to specific projects approved by the Board for FY20-21. Discussion ensued.

Commissioner Solon made a motion to approve a resolution establishing the Executive Director's authority to execute contracts, including change orders, amendments, and/or time extensions as it relates to specific projects approved by the Board for FY20-21. The motion was seconded by Vice President Miller. The motion passed 5-0.

Old Business

Mr. DeLuce revisited the plan to pay part-time staff during the stay at home order due to the COVID-19 crisis. Under the current plan, part-time staff would continue to receive pay through April 30th, however, the stay at home order might be extended and staff desired clarification if the board would support laying off part-time staff or continuing to pay them beyond April 30, 2020.

Ms. Hoggatt was asked to comment on the arguments for and against laying off part-time employees. She addressed the concerns for the staff who would be laid off. She also noted that unemployment payments will encompass 47% of the laid off employees' wages, and with an additional \$600 payment from the federal government, most part-time staff may receive more money during the layoff period than if they were employed.

Therefore, it was the recommendation of staff to begin layoffs of part-time staff after April 30th if the stay at home order was extended. Discussion ensued.

President Hays shared his concern about the extra federal unemployment benefits ending in July, but was satisfied with staff's recommendation. Commissioner Kuhl questioned if any staff who would be laid off would receive less than their current salary despite the additional \$600 received from the federal government. Ms. Hoggatt responded no.

Commissioner Solon requested a list of all essential part-time staff and that she was not ready to make a decision until she had seen that list. Mr. DeLuce and staff noted a number of essential part-time employees and that staff would provide a list to the board the following day. Commissioner Solon stressed the importance of knowing details about the essential employees, and President Hays concurred due to concerns over how long laid off employees may have to wait for payment from the federal government. Discussion ensued about the impact on the Park District's services due to the potential lay off of part-time employees. Pursuant to prior action, all commissioners agreed to continue allowing President Hays and Mr. DeLuce to make the final decision about laying off part-time staff per recommendations from staff for the period in question.

Discussion Items

None.

Comments from Commissioners

Commissioner Solon expressed her gratitude for the Park District staff's work during this difficult time, especially the continued upkeep of parks and facilities. Vice President Miller echoed these sentiments and added the parks are busy and yet the dog bag dispensers have still been kept full by staff. Commissioner McMahon agreed and mentioned he has visited many parks in the last few weeks and appreciates the work of staff. President Hays agreed and noted the increased park usage and the importance of 8-foot pathways and trails standards.

Adjourn

There being no further business to come before the Board, Commissioner Solon made a motion to adjourn the meeting. The motion was seconded by Commissioner McMahon. The motion passed 5-0 and the meeting was adjourned at 6:46 p.m.

Approved:

Craig W. Hays, President

Guy Hall, Secretary



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: May 6, 2020

SUBJECT: FY20-21 Garment Bids

Background

In order to be fiscally responsible with taxpayer money, staff requests bids for garment needs each year. Items requested each year in the garment bid include staff uniforms, staff garments, volunteer shirts, program awards, and participant garments.

Prior Board Action

At the March 13, 2019 Regular Board meeting, the Board approved awarding the FY19-20 garment bids to various vendors in the amount of \$34,623.73. Over the course of the fiscal year a total of \$27,605.39 was spent on the approved garment orders.

Bid Results

The invitation to bid was published in the News-Gazette. Bids were sent to 19 vendors, including 7 in Champaign County. We received seven back, two of which were local. The bids were opened and acknowledged as being received on April 22, 2020. Staff requested bids for 62 items. The bids were awarded based on the lowest responsible bid per item. The bid totals below represent the cumulative bid amounts for all items in which that bidder was the lowest responsible bid.

Bidder	Bid Total
Will Enterprise, Milwaukee, WI	\$14,227.40
Winning Streak, Mokena, IL	\$8,088.00
Sunburst Sportswear, Glendale Heights, IL	\$7,481.91
The Lifeguard Store, Normal, IL	\$3,760.00
Total:	\$33,557.31

Budget Impact

A large portion of the above total will not be spent due to staff reductions, cancelled programs, and closed facilities due to COVID-19. Budgets will reflect to the best of staff ability in these uncertain times.

Recommended Action

Staff recommends accepting bids for garments from the lowest responsible bidder for each item that meets specifications in the amount of \$33,557.31. The quantities bid are approximations only. Additionally, not all items will be purchased based on closures and cancellations. The purchase order quantity will cover the actual needs of the District at the time the order was placed and final prices may change, but the companies awarded provided the lowest responsible bid should we chose to order.

Prepared by:

Jimmy Gleason
Director of Revenue Facilities

Reviewed by:

Joe DeLuce
Executive Director



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: May 7, 2020

SUBJECT: OSLAD Grant Application Discussion

Background

The Illinois Department of Natural Resources (IDNR) will accept applications for the Open Space Land Acquisition and Development (OSLAD) grant between from June 1 to July 31 this year. OSLAD funding is limited to outdoor recreation amenities. Applications including a diversity of amenities are typically the most competitive, but a wide variety of project types are awarded. The grant is a 50% matching grant with the maximum award/reimbursement of \$400,000. The time frame for completing an OSLAD grant funded project is normally three years from the time of award.

Budget Impact

The Park District is responsible for funding an entire project—typically up to \$800,000—and under the OSLAD program would be reimbursed 50% (up to \$400,000) from the program.

Discussion

If the District chooses to apply for an OSLAD grant this year, an appropriate project at a suitable park needs to be determined. Staff's suggestions include:

- Kaufman Park—replace existing boathouse with new shelter and restrooms
- Prairie Farm—build new education/program shelter with public restrooms

Staff is seeking Board consensus and direction on which venue to pursue the OSLAD grant application—with that consideration, Planning Staff will present a detailed project scope for the potential OSLAD application at the June 10 Regular Board Meeting.

Prepared by:

Andrew Weiss
Director of Planning

Reviewed by:

Joe DeLuce, CPRP
Executive Director