

**Bloomington Park District
Board of Commissioners Meeting
May 18, 2020, 7:00 P.M.
Via WebEx Video Conference**

(This meeting was conducted by video conference without a physically present quorum of the Bloomington Park District (BPD) Board of Commissioners because of a disaster declaration related to COVID-19 public health concerns affecting the jurisdiction of the Park District. The public was asked to submit questions and/or comments in advance.)

Meeting Called to Order

President Burke called the meeting to order at 7:00 p.m. In attendance were Commissioners Jerry Marshall, Karen Johns, Mike Vogl, and Andre Burke and staff members Joe Potts, June Fergus, Sandy Vangundy, Josh Hendricks, and Jackie Tithof Steere.

President Burke announced that Commissioner Puccio will be attending the meeting later.

Recognition of Visitors

No visitors were present to acknowledge, and no questions or comments were submitted in advance.

Approval of Minutes

Commissioner Johns moved, seconded by Commissioner Vogl, to approve the minutes of April 20, 2020. On roll call vote the motion was approved 4-0.

Aye:	Johns, Vogl, Marshall, Burke
Nay:	None
Absent:	Puccio

Commissioner Marshall moved, seconded by Commissioner Vogl, to approve the minutes of May 11, 2020. On roll call vote the motion was approved 4-0.

Aye:	Marshall, Vogl, Johns, Burke
Nay:	None
Absent:	Puccio

Staff Reports

The Board was impressed with Tania Rodriguez's list of tasks performed while working from home. Also discussed were survey results from residents on willingness to pay for virtual programming.

New Business

Presentation of FY 2020-2021 Annual Working Budget Draft

Director of Finance June Fergus began her budget presentation by thanking staff for their input into the budget process. The challenge of developing a budget during this time of crisis has resulted in the creation of two budgets – a proposed scenario and a worst-case scenario – that will likely lead to a third “hybrid” budget. Budget scenarios will result in a

fund balance in the \$3.4 million range or 48-50%. If necessary, the Park District may amend the budget one time after six months.

Staff has cut expenses everywhere it could, including salaries, office and maintenance supplies, utilities, insurance and benefits, building and landscaping, and programming and capital expenses. Certain expenditures, however, have increased: custodial services, cleaning and safety supplies, minimum wage increases, technology needs, staffing levels for some programs, and marketing and scholarship expenses. For the first year, operating expenditures might exceed operating revenues in FY20-21.

(Commissioner Puccio entered the meeting at 7:28 p.m.)

Corporate Fund highlights in the hybrid budget scenario included a decrease of \$14,642 in revenue and a decrease of \$128,470 in expenses. Covered in the Recreation Fund highlights were decreased expenses where possible; an additional recreation position; increases in the minimum wage, necessary scholarships, and unemployment costs; and the anticipation of welcome back programming. Other fund highlights covered the shared safety coordinator's move back to the BPD payroll, new audit services with Selden Fox, a proposed drop in Illinois Municipal Retirement Fund (IMRF) rate to 12.58%, Working Cash Fund interest transfer to Corporate Fund of \$80,000, and ADA Transition Costs of \$80,000 budgeted with Western DuPage Special Recreation Association (WDSRA) funding. Staff will follow up with WDSRA to determine how budgets will be affected by COVID-19.

Capital Expenditures, staff said, have been kept low but include two larger projects that are part of the Capital Bill initiative – the JRC roof for \$175,000 and Westlake Pedestrian Bridge for \$100,000. Details on Debt were covered as was the Budget and Appropriations (B&A) Ordinance, the agency's legal spending limit, including a recommendation to increase the B&A by 20% over the budget, rather than the typical best practice of 15%, due to more uncertainty. Staff also reviewed the Fund Balance (excluding Capital Projects) and 10-year Capital Project Fund balance projections.

In summary, the Park District is in a good position to weather a temporary downturn and expects to end with a strong fund balance. The budget allows opportunities for cost savings and changes. Since Capital Projects historically have been funded through program revenue dollars, they will be pared down until the revenue stream improves.

Staff answered questions and addressed concerns from the Board regarding JRC enhancements, the curb appeal of the District with flower reductions, social distancing requiring lower occupancy rates, fund balances, and the status of Capital Asset Replacement Plan (CARP). The Board thanked June for bringing clarity to the budget.

Staffing Scenarios and Compensation During Phases 2-3 of Restore Illinois Plan

With staff at the forefront - being very important to the Park District, along with a desire to continue a high level of customer service, staff recommended Option #2 as a staffing and compensation scenario during Phases 2 and 3 of Governor Pritzker's Restore Illinois plan. This scenario allows for all current full time salaries with a potential 1.5% merit pool increase effective 12/1/2020; a replacement for the director of parks and planning; additional positions for part time marketing help, programming requiring decreased class sizes, and a full time recreation professional; no Oasis staffing, delayed start to Summer Camp, two minimum wage increases and 2% merit pool increases to part time staff not eligible for those increases; and minimal part time parks and front counter staffing.

Following questions on online and outdoor classes and charging fees for such classes beginning June 1, the Board gave its consensus on Scenario #2.

Old Business

Approval of Revised 2020-2021 Budget Schedule

A change of Board Meeting date from August 17 to August 24, 2020, as proposed by staff, will allow for the display of the budget for the necessary 30 days prior to final Board approval of the Budget and Appropriations Ordinance. This timeframe will also still allow staff the time needed to deliver the Ordinance to the County.

Commissioner Johns moved, seconded by Commissioner Vogl, to approve the revised 2020-2021 Budget Schedule allowing for a draft to be displayed starting July 20, 2020, with an approval date of August 24, 2020. On roll call vote the motion was approve 5-0.

Aye: Johns, Vogl, Puccio, Marshall, Burke
Nay: None
Absent: None

Other Items to be Brought Before the Board

Rebuild Illinois Grant Program

Executive Director Potts briefed the Board on a Department of Commerce and Economic Opportunity (DCEO) webinar he attended recently on criteria for the \$25 million Rebuild Illinois Fast-Track Public Infrastructure Program. Potential shovel-ready projects of the Park District include the Splash Pad at Old Town Park and a pedestrian bridge. The non-matching grant requires prepayment by the District and a 90-day project turnaround. Staff will continue to learn more about the grant process along with the likelihood of receiving one and keep the Board posted.

Bloomington Baseball and Softball Association (BBSA)

Thus far, BBSA has not cancelled their season. The organization did request forgiveness on expenses from the 2019 season due to a lack of income in the 2020 season. Thanks to Commissioner Vogl for proposing a deferment of payment in lieu of forgiveness, an idea that was well received.

Job Opening – Director of Parks and Planning

Staff is completing the new job description for Executive Director Potts' former position, director of parks and planning, but may postpone posting an ad for the position.

Tennis Courts

The Board inquired about the status of the Tennis Courts. One on one lessons are allowed under the current phase and appropriate signs will be posted. Staff will work on positive phrasing for what the public can do, perhaps a list of permissible activities.

Motorized Scooters

Reports of fast paced motorized scooters and bikes on walking paths have been received. Staff will check into how the subject is handled in Park District and Village Ordinances and report back to the Board.

Future Staff Reports

Less detailed Board Reports of the past will be welcomed again by the Board going forward.

Acceptance of Financial Report

Commissioner Vogl moved, seconded by Commissioner Puccio, to accept the Financial Report dated April 2020. On roll call vote the motion was approved 5-0.

Aye: Vogl, Puccio, Marshall, Johns, Burke
Nay: None
Absent: None

Approval of Directive to Pay

Commissioner Johns moved, seconded by Commissioner Marshall, to approve the Directive to Pay dated May 18, 2020. On roll call vote the motion was approved 5-0.

Aye: Johns, Marshall, Puccio, Vogl, Burke
Nay: None
Absent: None

Executive Session

Commissioner Johns moved, seconded by Commissioner Vogl, to not enter into Executive Session. On roll call vote the motion was approved 5-0.

Aye: Johns, Vogl, Puccio, Marshall, Burke
Nay: None
Absent: None

Adjournment

Commissioner Johns moved, seconded by Commissioner Puccio, to adjourn the meeting at 9:08 p.m. On roll call vote the motion was approved 5-0.

Aye: Johns, Puccio, Marshall, Vogl, Burke
Nay: None
Absent: None

Respectfully submitted,

Jackie Tithof Steere
Board Assistant Secretary