

MINUTES
St. Charles Park District Board Meeting
March 24, 2020

Call to Order

The St. Charles Park District Board met for a Regular Meeting at Pottawatomie Community Center via a phone conference call on March 24, 2020. At 6:30 p.m. President Brian Charles called the meeting to order.

Roll Call

Administrative Assistant Jenny Santos called the roll.

Commissioners present via phone: Bob Carne, Brian Charles, Jim Cooke, Mike Hoscheit, Peggy McCarthy and Bob Thomson

Commissioners absent: Karrsten Goettel

Administrative staff present at Pottawatomie Community Center: Director of Parks and Recreation Holly Cabel, Superintendent of Recreation Mike Kies.

Administrative staff present via phone: Superintendent of Parks and Planning, Deputy Director Laura Rudow, Superintendent of Finance and Administration Cathy Camm, and Administrative Assistant Jenny Santos

Consent Agenda

Mr. Cooke motioned and Ms. McCarthy seconded that the St. Charles Park District Board approve the following Consent Agenda items, including the following:

- Approval of Minutes from February 25, 2020 and March 10, 2020
- Approval of Bills as of February 29, 2020

<u>Accounts</u>	<u>Amounts</u>
Corporate Fund	\$237,265.57
Recreation Fund	\$62,233.80
Liability Fund	\$108.00
Special Recreation	\$1,370.46
Revenue Facilities	\$15,881.71
Norris Rec Center	\$220,348.64
Sportsplex	\$9,568.18
Capital	\$366,246.42
<u>TOTAL</u>	<u>\$913,022.78</u>

- Approval of Cash and Investment Report as of February 29, 2020
- Approval of Revenue and Expense Reports as of February 29, 2020

A roll call vote was taken. Aye: Carne, Cooke, Hoscheit, McCarthy, Thomson and Charles. Nay: none. The motion carried.

Public Appearances

None

Administration and Finance**2020 Sculpture in the Park Approval**

Director of Parks and Recreation Holly Cabel presented the SITP Committee's selection of 16 sculptures from 14 different artists. Sadly, Mr. Seward Johnson, a very popular artist who has been featured in past installations, passed away last week. His sculpture, "Holier Than Thou," is one of the selections for this year's SITP installation. Mr. Charles commended the SITP committee for their work on making selections.

Mr. Thomson motioned and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners accept the Sculpture in the Park Committee's selection of sculptures for the 2020 season. A voice vote was taken and the motion carried unanimously.

Community Attitude and Interest Survey

Ms. Cabel explained that staff received nine proposals in response to the RFP for the Community Attitude and Interest Survey. Of those companies, three were interviewed and staff chose aQity Research & Insights, Inc to develop and conduct the survey. Mr. Charles asked if the other two companies were comparable to aQity and Ms. Cabel said yes; however, aQity's ability to collect and present data is more aligned to what staff is looking for in the survey.

Mr. Cooke motioned and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners direct staff to negotiate a contract with aQity Research & Insights, Inc. to conduct a Community Attitude & Interest Survey for 2020. A voice vote was taken and the motion carried unanimously.

Indoor Space Study

Superintendent of Recreation Mike Kies presented an agreement with BerryDunn to conduct a Comprehensive Indoor Space Needs Study. This study is part of the Comprehensive Master Plan and has been budgeted for 2020. Mr. Kies said the study will cost \$5,000 more than budgeted (\$45,000), but has all the components of a study to make it useful.

Mr. Carne began the discussion by asking that this expenditure be tabled until the April 14 Board meeting. He is concerned about spending money during this time of great uncertainty due to the Covid-19 outbreak. He believes that the Board needs to be diligent stewards of tax payer money while navigating these uncharted times. Ms. Cabel responded with a general overview of the District's current financial position.

Mr. Charles asked if Phase I of the study would be impacted by the restrictions put in place (facilities closed). He sees the project moving forward so long as there is an agreement to adjust the timeline of the study, if needed, due to closures. Ms. McCarthy agreed with Mr. Carne to be conscious of the current circumstances and would like to wait two weeks before making a decision. Mr. Cooke stated that since this study is already a budgeted item, he does not foresee anything happening in the next two weeks that should affect the Board's approval. Superintendent of Parks and Planning, Laura Rudow, explained that right now is an ideal time for certain projects to move forward because of the availability of contractors and closures of areas allow for projects to occur when facilities are not in use.

Mr. Cooke motioned and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve the agreement with BerryDunn to conduct a Comprehensive Indoor

Space Needs Study. Aye: Cooke, Hoscheit, Thomson and Charles. Nay: Carne and McCarthy. The motion carried.

IAPD Legislative Conference Attendance Approval

Holly Cabel, Mike Kies and Laura Rudow requested Board approval to attend the 2020 Legislative Conference in Springfield, IL on April 28-29, 2020. This is a budgeted expense. Mr. Carne asked if it has been canceled. Ms. Cabel responded that it has not been canceled at this time.

Ms. McCarthy motioned and Mr. Cooke seconded that the St. Charles Park District Board of Commissioners approve Holly Cabel, Mike Kies and Laura Rudow's attendance at the 2020 Legislative Conference on April 28-29, 2020. A voice vote was taken and the motion carried unanimously.

Personnel Policy 3.25: Emergency Closing

Staff presented the new Personnel Policy 3.25: Emergency Closing that describes the actions the District will take in the event of short-term and long-term emergency closings.

Mr. Cooke motioned and Mr. Carne seconded that the St. Charles Park District Board of Commissioners approve the Personnel Policy 3.25: Emergency Closing. A voice vote was taken and the motion carried unanimously.

Amendment to Personnel Policy 3.09: Sick Leave

Staff presented the amended Personnel Policy 3.09: Sick Leave. The policy was amended to include the conditions of emergency-related paid leave.

Mr. Cooke motioned and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the Personnel Policy 3.09: Sick Leave. A voice vote was taken and the motion carried unanimously.

Recreation

No business

Parks, Planning, and Facilities

Capital Equipment Purchase

Ms. Rudow suggested the Board could table the purchase of a backhoe that was specified and located through the Sourcewell Cooperative Purchase Program, formally known as NJPA, contract #32119 in the amount of \$112,780, less a \$15,000 credit from the trade-in of the 1998 Case backhoe, for a total expenditure of \$97,780.

Mr. Carne motioned and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners table the approval of the purchase of the backhoe until the April 14, 2020 meeting. A voice vote was taken and the motion carried unanimously.

Langum Park LED Light Retrofit

Ms. Rudow requested the Board approve the purchase and installation of LED lights for the Langum Park athletic field retrofit project. The lights were specified and located through the Sourcewell cooperative purchasing program, formally NJPA, contract # 071619-MSL in the

amount of \$113,800 payable to Musco Sports Lighting, LLC. Ms. Rudow stated that this is good time for the project to occur so that when the parks are re-open and the baseball & softball season starts, the lights will be installed.

Mr. Carne motioned and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the purchase and installation of LED lights for the Langum Park athletic field retrofit project in the amount of \$113,800. A roll call vote was taken. Aye: Carne, Cooke, Hoscheit, McCarthy, Thomson and Charles. Nay: none. The motion carried.

Lincoln Park Playground Purchase

Ms. Rudow requested the Board table the purchase of a playground for Lincoln Park that is sole sourced from Little Tikes Commercial in the amount of \$74,447 payable to Parkreation, Inc. She stated that the approval for this purchase could be deferred to a later meeting.

Mr. Cooke motioned and Mr. Carnes seconded that the St. Charles Park District Board of Commissioners table the approval of the purchase of the playground until the April 14, 2020 meeting. A voice vote was taken and the motion carried unanimously.

Ferson Creek Boat Rack

Ms. Rudow shared that bids were solicited for excavation, a concrete pad, asphalt pathway, and the installation of the paddle sport boat rack. There was one bidder and the cost was significantly higher than budgeted. She requested that the Board consider rejecting the bid from Hacienda Landscape, Inc., Minooka, IL, in the amount of \$44,526.

Mr. McCarthy motioned and Mr. Cooke seconded that the St. Charles Park District Board of Commissioners reject the bid from Hacienda Landscape in the amount of \$44,526. A roll call vote was taken. Aye: Carne, Cooke, Hoscheit, McCarthy, Thomson and Charles. Nay: none. The motion carried.

Primrose House License Agreement

Staff asked the Board to consider a renewal of the license agreement at 5N520 Crane Road to Timothy Timberlake for a monthly rent of \$520 per month.

Mr. Cooke motioned and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners renew the Primrose House License Agreement with Timothy Timberlake for one year. A voice vote was taken and the motion carried unanimously.

Change Order to the Golf Course Shoreline Project

Ms. Rudow requested that the Board consider a change order to Laub, Inc. in the amount of \$99,062 to purchase the steel beams added to the design. The steel beams will be installed every 7 feet and the additional cost includes the installation. Mr. Charles asked about the timeline of the project and Ms. Rudow responded that the company that Laub has hired to install the beams has a rig ready for the project. If the Board approves the change order, she believes work can get started by the end of this week.

Mr. Cooke motioned and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve the change order to Laub, Inc. in the amount of \$99,062 to purchase the steel beams needed for the project. A roll call vote was taken. Aye: Carne, Cooke, Hoscheit, McCarthy, Thomson and Charles. Nay: none. The motion carried.

Request for Use of Facilities

Ms. Rudow requested that the Board approve the use of River Bend Community Park by the VHPA (Vishwa Hindu Parishad of America) for the purpose of hosting a Kite Flying event on May 31, 2020. She believes this event is expected to have less than 50 people.

Mr. Cooke motioned and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve use of River Bend Community Park by the VHPA (Vishwa Hindu Parishad of America) for the purpose of hosting a Kite Flying event on May 31, 2020. A voice vote was taken and the motion carried unanimously.

Special Reports

Fox Valley Special Recreation

Mr. Thomson shared that FVSRA programs are closed and the planned budget meeting has been postponed. He commented that FVSRA is hosting classes online through technology like Zoom and wondered if the Park District is doing anything similar. Mr. Kies said that there are a variety of classes focusing on mind, body and spirit for our Norris Recreation Center patrons. He added that the preschools are looking to use technology to connect with their students and other departments are finding new ways to reach out to patrons through social media. Mr. Thomson also shared the good news of the birth of the FVSRA director's son.

History Museum

Mr. Hoscheit shared that the History Museum is closed until April 7th and programs have been postponed.

St. Charles Park Foundation

Mr. Cooke did not have a report except to say that the Foundation did not meet in March due to the closures.

St. Charles Arts Council

Ms. Cabel shared that SCAC annual Student Art Show was canceled due to Covid-19 related closures. The SCAC is still planning the Amanda Browder fabric installation for August.

St. Charles Business Alliance

Ms. Cabel shared that the SCBA canceled the St. Patrick's Day Parade due to Covid-19 concerns. The SCBA is still planning on hosting the Fine Arts Show in May at this time.

St. Charles Housing Commission

No report

St. Charles River Corridor Foundation

Ms. McCarthy shared that all education sessions have been postponed because of Covid-19 related closures. The Board did meet virtually and are planning to add more education sessions next year. Additionally, the board voted to cancel this year's Heart of the Fox event which is their annual fundraising event held in Pottawatomie Park in June.

Baker Community Center

Mr. Charles did not have a report.

Correspondence

None

Director's Report

Ms. Cabel stated that she can reiterate any of the notifications that she has been sending out on COVID-19 if needed. She will be focusing on keeping these board meetings streamlined with board actionable items and deferring other update information.

Commissioners' Comments

Bob Carne: Mr. Carne began his comments giving kudos to the staff for the virtual videos that they are sharing with the community. He specifically mentioned the Norris Rec Center for the conditioning workouts and added that a neighbor had commented on a goat video that Emily from Primrose Farm made that delighted his neighbor's family. He also thanked the administration for their leadership during these unprecedented times. He said this is an opportune time to take customers and make them loyal customers, as well as move loyal customers to advocates during these unprecedented times. Mr. Carne shared the following ideas: Use Facebook Live to live stream a cruise of the Fox River from the Paddlewheel Boat; use technology to keep the Baker Station kids connected to each other; share Go Pro rides of the bike trails; video tour of the Golf Course; encourage people to walk the trails; photo shows of our parks to music; on-line seminars about birds and animals in our parks; staff of Sportsplex (including trainer) make videos of soccer drills and training tips and a video tour of Sportsplex; host a blood drive in PCC to leverage our space and provide a much needed community service.

Brian Charles: Thank you to administration and staff for the continuing messaging to the community. He is interested in attending the IAPD webinar focused on employment issues during the coronavirus pandemic.

Jim Cooke: Wished everyone the best of health.

Karrsten Goettel: Absent

Mike Hoscheit: Mr. Hoscheit asked if Parks is disinfecting the playground. Ms. Cabel responded that the playground have been closed as of Saturday, March 21 at 5:00 p.m. (in line with the governor's "stay at home" order). Disinfecting playgrounds does not work because the cleaning only last until the first child who plays on the structure. The Parks Department made 2 signs per playground indicating that playgrounds are closed and installed them on Monday. The Park District and D303 have amped up messaging about the closures through social media.

Margaret "Peggy" McCarthy: Ms. McCarthy thanked staff for all the updates on the website. She likes Mr. Carne's ideas for outreach to our patrons during the closures.

Bob Thomson: Mr. Thomson shared that he noticed the signs on the playgrounds during his bike ride today. He asked about using yellow caution tape on the playgrounds to show that they are closed. Ms. Rudow said she and her staff had considered that idea; however, they thought that the tape would just become something for patrons to tear down and as a result, become litter in our parks.

Executive Session

Mr. Carne motioned and Mr. Thomson seconded that the St. Charles Park District Board temporarily adjourn to a closed session for the purpose of considering the following subjects, per the Open Meetings Act, 5 ILCS 120/2(c) exceptions: (1) litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal; (2) discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06; and (3) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

A roll call vote was taken. Aye: Carne, Cooke, Hoscheit, McCarthy, Thomson and Charles. Nay: none. The motion carried. At 7:28 p.m. the Board temporarily adjourned to proceed to the Executive Session.

Other Business

At 8:04 p.m., Mr. Charles called the meeting back to order. All Commissioners were in attendance. Staff present were Holly Cabel and Cathy Camm.

Executive Session Review of Closed Meeting Minutes

Mr. Cooke motioned and Mr. Thomson seconded that the need for confidentiality continues to exist for the closed meeting minutes, and they shall not be released. A roll call vote was taken. Aye: Carne, Cooke, Goettel, Hoscheit, McCarthy, Thomson and Charles. Nay: none. The motion carried.

Personnel: Action on Merit Increases for Eligible Full-Time Employees for 2020-2021

Mr. Cooke motioned and Mr. Thomson seconded to approve the employee merit adjustments for 2020-2021 as presented and recommended. Discussion – Bob Carne desired to table action on this item due to unknown impacts of COVID-19. Mike Hoscheit stated he understands this is for work completed in 2019 and feels that COVID-19 impact needs to be addressed in 2020 recommendations. A roll call vote was taken. Aye: Cooke, Goettel, Hoscheit, McCarthy, Thomson and Charles. Nay: Carne. The motion carried.

Personnel: Action on the Superintendent of Parks and Planning Contract

Mr. Cooke motioned and Mr. Hoscheit seconded to approve the 2020 contract and evaluation for Laura Rudow as presented and recommended. Discussion – Bob Carne requested this be tabled to the April 14 board meeting due to unknown impacts of COVID-19. A roll call vote was taken. Aye: Cooke, Goettel, Hoscheit, McCarthy, Thomson and Charles. Nay: Carne. The motion carried.

Adjournment

There being no further or other business, Mr. Cooke motioned and Mr. Thomson seconded to adjourn the meeting. A voice vote was taken, unanimous affirmative votes were cast, and the motion carried. The meeting adjourned at 8:11 p.m.