

**MINUTES**  
**St. Charles Park District Board Meeting**  
**April 14, 2020**

**Call to Order**

The St. Charles Park District Board met for a Regular Meeting at Pottawatomie Community Center via online conferencing on April 14, 2020. At 6:36 p.m. President Brian Charles called the meeting to order.

**Roll Call**

Administrative Assistant Jenny Santos called the roll.

**Commissioners present via online conferencing:** Bob Carne, Brian Charles, Jim Cooke, Karrsten Goettel, Mike Hoscheit, Peggy McCarthy and Bob Thomson

**Commissioners absent:**

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

**Administrative staff present via online conferencing:** Superintendent of Parks and Planning, Deputy Director Laura Rudow, Superintendent of Finance and Administration Cathy Camm, Golf Course Manager and PGA Golf Pro Ron Skubisz and Administrative Assistant Jenny Santos

**Consent Agenda**

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

- Approval of Minutes from March 24, 2020

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

**Public Appearances**

None

**Administration and Finance**

**Covid-19 Update**

Staff updated the Board regarding the impact the Governor's Stay-at-Home order has had on Park District operations and capital projects. Director Holly Cabel began by stating that all programs, leagues, birthday parties and associate agreement indoor usage activities are cancelled through April 30. Additionally, Baker Station, Before the Bell and Preschool will not be held when CUSD 303 is not in regular session.

Ms. Cabel added that large special events through May have been cancelled. The exceptions to these cancellations are Daddy Daughter Dance, Amazing Race, AAC Open House, Community Garage Sale and Turtle Racing & Brew Tasting, which have been rescheduled for later in the year.

All building facilities are closed to the public until April 30. Amenities that are closed include sport courts, boat launch, disk golf, playgrounds, skate parks, sled hills, outdoor fitness stations and outdoor restrooms. These closures are due to them having high touch surfaces and/or restricting large group gathering. High touch surfaces and expectations of keeping sanitized was discussed.

Ms. Camm presented the financial impact of Covid-19 on the Park District's financial health. The unaudited fund balance for 12/31/2019 was presented for all funds. The focus was on the General, Recreation and Capital Funds because they have the most flexibility for expensing or transferring. The General, Recreation and Capital Funds 12/31/19 ending fund balances are \$3.7, \$1.7 and \$5.8 million respectively.

Per the Board Policy regarding fund balance carryover requirements, both General and Recreation funds have above board policy requirement.

Financial Impact to the 2020 budget was shown due to the State's shutdown through April 30<sup>th</sup>. This represents almost \$800,000 in net loss due to revenue loss. If programs, events are cancelled in May as well, the financial impact to the 2020 budget is an estimate of \$1.2 million.

Property Tax revenue was presented for 2019 actual, 2020 budget and the impact on 2020 actual due to potential for delays in receipt by the county by at least one month.

Debt service payments due in June are minimal. The primary payments are due in December.

Mr. Charles asked if the models for potential losses are matched up with the associated expenses and Ms. Camm confirmed that the model takes into consideration the trimmed expenses. Mr. Carne asked if there are additional expenses that aren't taken into account and Ms. Camm said that unemployment payments are an unknown expense. The Park District does not pay into unemployment insurance but rather pays claims when they are filed. Ms. Camm shared that PDRMA issued a 10% refund on the Park District's insurance policy, which equated to about \$30,000. This money can be used to assist unemployment claims.

Ms. Rudow spoke to the capital projects that could be deferred while still meeting the community expectations for improvements. She shared the 2020 Capital budget quarter-by-quarter and the projects that she suggest could be deferred. The budgets of these deferred projects add up to \$1,562,000 out of a \$4.9 million budget.

Mr. Charles commented that he believes this plan is a healthy approach to saving money right now. Mr. Carne expressed concern that the \$1.5 million might not be enough and Ms. Rudow stated that there are some projects that might be helped up due to circumstances not under the Park District's control and those could potentially save another one million dollars this year.

Mr. Charles thanked the staff for their hard work on developing a plan to be fiscally responsible, but asked that they please review the capital list again and see what else might be deferred. He also acknowledged that the fund balance is healthy and that is good news for the Park District. Mr. Carne asked if the District is taking advantage of any programs available to businesses during this time and Ms. Camm responded that she will investigate potential selling of bonds and what borrowing capabilities the District has.

**Recreation****Kale Agreement**

Mr. Kies presented the license agreement with Kale Training, LLC. This agreement allows Kale to use Sportsplex to offer sport performance training programs for \$40,000 per year, payable to the Park District on a monthly basis. Mr. Kies stated that the District has a good working relationship with Kale and that he provides a valuable service to the community. Mr. Kies asked that the Board renew the contract for another two years beginning June 1, 2020.

Mr. Carne suggested we table the renewal of this agreement until the District has a better idea of future plans for Sportsplex and current conditions that exist with epidemic. Mr. Hoscheit asked if we are collecting rent from him during the shutdown and Mr. Kies said that the District is not. Ms. McCarthy asked for clarification that this is just a renewal of a contract and Mr. Kies confirmed that it is.

Mr. Cooke motioned and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the license agreement with Kale Training, LLC to provide sport performance training at Sportsplex for a period of two years beginning June 1, 2020. A roll call vote was taken. Aye: Cooke, Goettel, Hoscheit, McCarthy, Thomson and Charles. Nay: Carne. The motion carried.

**Parks, Planning, and Facilities**

No business.

**Correspondence**

None

**Director's Report**

Ms. Cabel shared that she and Commissioners Cooke and Carne participated in teleconference presentation today by the Board members of the Basketball Hall of Fame. The organization is interested in finding a home potentially in St. Charles. Mr. Carne shared that he was impressed by the organization and thinks that this is a project worth pursuing. Mr. Cooke was also impressed by the group's organization, but wonders if the square footage the Hall of Fame is pursuing precludes it from being part of a Park District building. He questions what the advantage to the Park District would be to pursue a partnership with the organization. Ms. Cabel will await direction as to bring this as a future agenda item for board to discuss with more detail.

Ms. Cabel shared that staff have been working hard on providing new programs in the form of eActivities and eLearning. Staff has been collaborating with other groups to provide web-based activities to the community. The success of this engagement will be a stepping stone to providing fee-based programming in the future. Staff at Hickory Knolls is working with D303 to develop curriculum that students can access online in replacement of wetland field trips and other onsite learning.

Ms. Cabel reminded the Board that at the next meeting (April 28), Mr. Charles will need to appoint a nominating committee who will then bring back a slate of candidates for the officer positions for the next year. That slate will then be voted on at the annual meeting which is the second Board meeting in May.

Ms. Cabel shared that staff is proactively working on creating different models for summer programs that consider possible restrictions due to Covid-19. There are many unknowns but the staff are thinking about the micro-details to keep patrons safe once programs resume and facilities re-open. She will bring back an update on plans to the next meeting.

### Commissioners' Comments

**Bob Carne:** Mr. Carne began his comments by commending the staff for the virtual videos that they are sharing with the community. He specifically mentioned the Norris Rec Center for the workouts, but suggested that perhaps the Park District could provide a more professional looking background for the videos. He stated that it is really important the District continue communicating with the community about closures and plans to re-open. He suggested that the District use snail mail and/or email in addition to social media because not everyone, especially older patrons, use social media. Mr. Carne would like to restart the Aquatic Committee meetings to collaborate on programming ideas to make the summer pool season a success. One suggestion he has is to provide Senior nights at the pools for those graduating seniors from both high schools. He shared that he saw pictures of pump tracks and thought they would be a very cool amenity in future park developments, specifically the land on Rte 38. Another suggestion for the summer is that the District develop internships in marketing to help with social media outreach. He also brought up an idea he shared previously about floating greens for a pitch and putt experience that could be set up in a park where there is a pond. Lastly, he said he appreciates Ms. Rudow's work on the Capital plans/budget and would like Administration to ask employees for their ideas on how to save money.

**Brian Charles:** He mentioned that he noticed people walking onto the PGC greens and wondered how we could prevent damage to the course.

**Jim Cooke:** Wished everyone the best of health.

**Karrsten Goettel:** Mr. Goettel said he was happy to see everyone's faces, even it is virtually. He thanked Mr. Carne and Mr. Charles for their comments. He appreciates the efforts of the Board and staff over the past years to develop trails and natural areas that are being used during the Stay-at-Home order.

**Mike Hoscheit:** Mr. Hoscheit said he hopes everyone is doing well and thanked the Staff for their hard work and added that hopefully this will all be over soon.

**Margaret "Peggy" McCarthy:** Ms. McCarthy thanked the staff for their hard work and appreciated their forward thinking in planning for the future. She wished for everyone to stay healthy.

**Bob Thomson:** Mr. Thomson also extended his appreciation to the staff for all that they've done during the past month. He said he really like the videos from the Farm and even shared them with his grandkids. He is concerned about the kids that are using the rotating gate as a ladder to get into the skate park.

**Executive Session**

Mr. Cooke 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) exception: the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

A roll call vote was taken. Aye: Carne, Cooke, Goettel, Hoscheit, McCarthy, Thomson and Charles. Nay: none. The motion carried. At 7:46 p.m. the Board temporarily adjourned to proceed to the Executive Session.

**Other Business**

At 8:04 p.m., Mr. Charles called the Board meeting back in to Open Session.

**Adjournment**

There being no further or other business, Mr. Cooke motioned and Mr. Hoscheit seconded to adjourn the meeting. A voice vote was taken, unanimous affirmative votes were cast, and the motion carried. The meeting adjourned at 8:04 p.m.