

MINUTES
St. Charles Park District Board Meeting
April 28, 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 6:31 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 & Recreation Holly Cabel, Superintendent of Recreation Mike Kies.

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

Other Staff Present: Information Technology Manager Jeff Essig

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 April 14, 2020
- Approval of Bills as of March 31, 2020

<u>Accounts</u>	<u>Amounts</u>
Corporate Fund	\$260,968.94
Recreation Fund	\$94,558.83
Audit	\$850.00
Liability Fund	\$459.00
Special Recreation	\$2,694.06
Revenue Facilities	\$39,124.26
Norris Rec Center	\$7,943.82
Sportsplex	\$13,199.68
Capital	\$379,455.14
TOTAL	\$799,253.73

- Approval of Cash and Investment Report as of March 31, 2020
- Approval of Revenue and Expense Reports as of March 31, 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**Nominating Committee Appointment for Park Board Officers**

President Brian Charles appointed Commissioners Hoscheit and McCarthy to present a slate of officers at the May 12, 2020 Board meeting. Mr. Cooke recommended that Mr. Hoscheit and Ms. McCarthy talk to each Board member to assess each member's interest in the different positions.

Community Attitude and Interest Survey

Ms. Cabel reminded the Board that on March 24, 2020, the Board gave staff the direction to negotiate an agreement with aQity Research & Insights, Inc. to develop and execute a Community Attitude & Interest Survey. The Letter of Agreement was presented for a cost of \$27,400.

Ms. Young explained that every 3-4 years the Park District conducts a survey to learn about what issues are important to the residents. Ms. Young said that the Covid-19 pandemic has pushed the timeline back, so now the survey would be conducted in September instead of June and the report would be presented in December. Ms. Young reviewed both pros and cons of conducting community survey at this time.

Mr. Carne expressed concern that a survey in September would result in skewed results because of the Covid-19 pandemic. The economy is sketchy, people are stressed and residents might be dissatisfied with the Park District's decisions in response to Covid-19. Mr. Charles said that although residents might have more time now to respond to the survey, he agreed with Mr. Carne that the results might be skewed. Mr. Goettel said he would like to defer the decision to approve until a later date because he is also concerned about inconsistent results.

Mr. Cooke motioned and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners defer the vote on approving the Letter of Agreement with aQity Research & Insights, Inc. to conduct a Community Attitude & Interest Survey for 2020 until the second meeting in June. A voice vote was taken and the motion carried unanimously.

COVID-19 Impact

Ms. Cabel said that Mr. Kies will update the Board on the impact of COVID-19 on facilities, programs and special events and Ms. Rudow will present a revised capital plan for 2020.

Ms. Cabel summarized the Governor's newest executive orders and explained the protocol staff are using to determine which programs and events will run as planned, be modified to run within new safety guidelines or be cancelled. She shared a planning template staff used to determine changes. Mr. Kies discussed the potential modifications to the Concerts in the Park series and the July 4th Celebration. Mr. Kies said that the staff are working within CDC and IDPH guidelines and these parameters might change. Ms. McCarthy commented that the proposed venue change for Concerts in the Park to Pottawatomie might prove to be a better venue. Mr. Kies added that the Park District tries to make sure larger events occur in each of the parks and not just one.

Mr. Skubisz reviewed plans for opening Pottawatomie Golf Course on May 1st. He shared the Governor's orders that list very strict guidelines under which the golf course may open. These restrictions will be listed on PGC's website. Mr. Carne asked if people are asking for refunds on their passes and Mr. Skubisz responded no, that in fact, he sold \$2500 in passes on Monday and all of the available tee times for Friday-Sunday are already booked. Mr. Skubisz explained that the restrictions mean the PGC will operate at only a 25% capacity. Mr. Carne added that with these restrictions also comes some savings in expenses. Mr. Skubisz shared the things he and his staff are doing to reduce expenses and added that this is a good time for the shoreline stabilization project to be occurring. Ms. McCarthy asked about private lessons and Mr. Skubisz responded that the Governor's orders don't allow for lessons. Ms. McCarthy also asked about how people are booking the tee times and Mr. Skubisz said that a lot of patrons use the Golf Now app as a search engine for available tee times then call the PGC to book the time. Mr. Thomson asked if there was any preference given to residents and he said that the vast majority of pass holders are residents.

Mr. Kies shared the facility opening process for River View Miniature Golf as they decided to plan for it to open on June 1st. In a typical year, RVMG is only open on weekends in May, so delaying the opening until June 1st will have a minimal impact on revenue while adhering to the Governor's restrictions.

Mr. Kies shared the similar process for opening Paddlewheel Riverboats. He stated that the Park District is still receiving requests for booking charter cruises. Staff determined that safe physical distancing can be maintained if guests per cruise is limited to 60 passengers (as opposed to capacity of 100). All general public cruises were recommended to cancel through June and will reopen on July 1st. First charter cruise will be planned for June 20th. Each cruise will break even financially if there are 22 passengers. Ms. McCarthy sought clarification on how we could only allow 250 people into Pottawatomie Park for concerts, but 60 passengers on a boat. Mr. Kies explained that the 250 people limit in the park has to do with the restrictions for large groups.

Mr. Kies then moved on to share a proposed operating plan for aquatics facilities this summer. Staff proposed the following be considered:

- All purchased aquatic passes will be refunded.
- Swanson Pool will remain closed.
- No swim lessons, specialty classes or swim team will be offered.
- All swim activity registrants will receive a household credit or refund.
- No aquatic special events will be offered.
- No slides, diving boards, basketball hoop or lazy river will be offered.
- No concessions will be available, including self-vending options.
- No lap swim; only our group/camp visits will be offered.
- A maximum of 250 guests (increasing as the Governor allows) will be allowed in 2.5 hour shifts.
- Resident guests will be required to pre-purchase entry tickets on TicketLeap for \$5 per guest. This removes all cash/card handling from admissions.
- Per Board policy on resident/non-resident fee differentials, there would be a non-resident rate of \$8 per guest.

Mr. Kies explained the many barriers to opening the aquatics facilities, including the difficulty in getting lifeguards certified. He also stated that the IDPH has publicly shared concerns about the

virus and community pools. Additionally, PDRMA or IDPH has not released their recommendations on how to safely train lifeguards or open community pools within the COVID-19 related constraints.

Commissioners had questions about the recommendations for operating Otter Cove. One question was about eliminating passes and Ms. Cabel responded that the passes were meant to serve as a way for pass holders to get early access to the pools. However, if we limit the number of guests allowed in the facility and pass holders get priority, non-pass holders would most likely get very little chance to visit the pools. This is a social equity concern and the \$5 entrance fee allows the district to open the facility to patrons more equitably. Ms. McCarthy expressed concern about only opening Otter Cove as well as no lap swimming options and Mr. Carne and Mr. Charles shared those concerns.

Ms. Cabel said that staff will be attending a webinar by the IAPD this week through which she hopes there will be more clarity in what direction IDPH is leaning as far as allowing for pools to open this summer. She addressed the Commissioners' concerns about only opening one pool by reiterating the major barriers to operating both. Staff and Board agreed that a decision did not need to be made tonight and further research on operating both pools including financial models will be completed. There was an understanding that any plan will be dependent on IDPH, CDC and Governor guidelines and/or restrictions.

Ms. Rudow shared an updated 2020 Capital plan with additional projects that are able to be deferred bringing the total deferred capital to 2.1 million.

Ms. Rudow also shared plans to reopen Boy Scout Island on May 1st but with additional signage and Park ambassadors to assist with implementing the stated restrictions. Ms. Rudow also shared plans for the reopening of Disc golf and Dog Parks.

Internet Service Agreement and PRI Circuits Agreement

IT Manager Jeff Essig asked the Board to approve two new contracts with Comcast, one for an increase in bandwidth (50Mbps to 500Mbps) for \$60,055.20 and the second for PRI Circuits for \$20,526.20. Each contract is a three-year agreement and will allow for a needed increase in bandwidth due to increased use of cloud-based services. The increased contract cost will be mostly offset by the reduction in monthly charge relating to the PRI Circuits agreement, which has a savings of \$14,400 over current costs.

Mr. Charles commended Mr. Essig's continued diligence in finding solutions to consolidating services and saving taxpayer money. Mr. Carne motioned and Mr. Hoscheit seconded that the St. Charles Park District Board of Commissioners approve the two three-year contracts with Comcast: one for \$60,055.20 for increased bandwidth and the second for PRI Circuits for \$20,526.20. A roll call vote was taken. Aye: Carne, Cooke, Goettel, Hoscheit, McCarthy, Thomson and Charles. Nay: none. The motion carried.

Recreation

No business

Parks, Planning, and Facilities**Pottawatomie Pavilion and Collins Tower Painting Bid**

Per the 2020 Capital Plan, bids were solicited for the above mentioned project and opened on April 14, 2020. Ms. Rudow recommended that the Board formally reject the one bid received from American Painting, Inc. in the amount of \$11,750 because the work performed by the company for the Park District in the past has not met the standard of quality expected.

Mr. Cooke motioned and Mr. Hoscheit seconded that the St. Charles Park District Board of Commissioners reject the bid received from American Painting, Inc. for the Pottawatomie Pavilion and Collins Tower Painting project. A voice vote was taken and the motion carried unanimously.

Otter Cove Exterior Staining

Per the 2020 Capital Plan, bids were solicited for the above mentioned project and opened on April 14, 2020. Ms. Rudow recommended that the Board approve the bid from BP&T Construction, Mt. Prospect, IL in the amount of \$24,700, as they were the lowest responsible bidder.

Mr. Cooke motioned and Mr. Hoscheit seconded that the St. Charles Park District Board of Commissioners approve the approve the bid from BP&T Construction, Mt. Prospect, IL in the amount of \$24,700 for the Otter Cove Exterior Staining project. A roll call vote was taken. Aye: Carne, Cooke, Goettel, 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 Lincoln Park by The St. Charles Brewery Foundation for a Craft Brew Festival on September 26, 2020. She explained that this September date is different from the July 25, 2020 date indicated on the agenda because the organizers of the event felt it would be safer to host it later in the year.

Mr. Goettel motioned and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve use of Lincoln Park by The St. Charles Brewery Foundation for a Craft Brew Festival on September 26, 2020. A voice vote was taken and the motion carried unanimously.

Special Reports**Fox Valley Special Recreation**

Mr. Thomson shared that FVSRA programs are still closed but they are running virtual programs that seem to be receiving high marks from participants and other SRAs that are seeking their guidance on virtually programming. FVSRA has furloughed 65 part-time employees, of which 35 have filed for unemployment. 148 programs have been cancelled and the STARS program is losing \$6,000 per month. The FVSRA hosted a virtual Friday night dance party that was a big hit. The FVSRA is delaying summer camp program registrations and would reach out to its member districts that might run camp programs. The FVSRA Board did approve the FMLA leave expansion but has delayed approval of the next year's Budget. Mr. Thomson shared what other member districts are doing in response to Covid-19 closures in terms of furloughing staff and closing facilities.

History Museum

Mr. Hoscheit shared that the History Museum hired Lindsay Judd as the new Executive Director. She is a lifelong resident of St. Charles who once interned at the museum before working at the Mount Prospect history museum. The museum is trying to raise money during the Covid-19 shutdown because it is funded by donations. The campaign is Save Our History and they are asking for historical items for an upcoming window display.

St. Charles Park Foundation

Mr. Cooke did not have a report due to the Foundation not meeting in April due to the closures.

St. Charles Arts Council

Ms. Cabel shared that the Amanda Browder fabric installation has been postponed until 2021 due to the Covid-19 pandemic. The actual fabric covering required large groups of people to work closely together, which is not possible with current restrictions. The grant money has been approved to carry over into next year.

St. Charles Business Alliance

Ms. Cabel shared that the City of St. Charles approved funding for the SCBA. The SCBA is looking for ways to assist businesses during the Covid-19 pandemic, such as helping business file for Federal aid, as well as how to use social media effectively during this time. Mr. Carne shared that he was impressed with their efforts in using technology to assist their members.

St. Charles Housing Commission

No report

St. Charles River Corridor Foundation

Ms. McCarthy shared that the River Corridor Foundation hosted a virtual webinar today about the wildlife on the Fox River, for which 120 people registered, but only 100 could attend because of technology restrictions. Ms. Young added that the Park District's Outreach Ambassador, Pam Otto, was the host of the webinar and the Park District will share the link to the recording on its website.

Baker Community Center

Mr. Charles said that the Baker Board's annual meeting is scheduled for May 21, 2020. More information will be forthcoming.

Correspondence

None

Director's Report

Ms. Cabel shared that the Illinois Association of Park Districts and the National Recreation & Parks Association are working together to make sure that the next Federal relief package includes aid for special districts like the SCPD.

Ms. Cabel reminded the Board that the annual meeting is the second meeting in May and at that meeting, Commissioners will be assigned their committees for the year.

Ms. Cabel shared that mandatory safety training is continuing virtually for Park District staff. She shared that it has been a priority of the Safety Committee, led by Mike Kies, that ongoing safety training not be forgotten while we focus on implementing new safety guidelines related to Covid-19.

Commissioners' Comments

Bob Carne: Mr. Carne began his comments by thanking the staff for the thought and work put into the implications of the Covid-19 pandemic on Park District programs and operations. He said this is the time that staff need to stay focused and think outside the box when thinking about how to reschedule special events and programs. For example, July 4th fireworks might be postponed for a September 11th Patriot Day celebration or a back-to-school event. He asked that at the next meeting that staff present a cost analysis of what the Park District is losing and what it is saving. He said that hearing from Mr. Thomson what other park districts are doing in response to the Covid-19 crisis reflects that hard choices are going to need to be made regarding Park District operations in order to mitigate a projected \$1.2 million loss. He also added that moving forward, technology is going to be a key. Staff should be thinking about how cashless systems can be put into use and how new sources of revenue can be accessed through virtual programming. How will the preschool programs operate in the future now that families have experienced stay-at-home programming? NRC is doing a great job with the videos they are sharing, but staff needs to professionalize the programming if the Park District wants to move into revenue-generating virtual programs. For example, a background screen with the Park District logo should be a part of NRC videos. Another idea Mr. Carne shared was using the specialized services of our partners at larger events. For example, we could partner with Delnor to do screenings before patrons attend an event. Regarding pools, perhaps they should remain open on the weekends through September if we have a later opening date. Mr. Carne said good job to the team.

Brian Charles: No comments.

Jim Cooke: Mr. Cooke told everyone to stay safe.

Karrsten Goettel: Mr. Goettel echoed Bob's comments of thanks to the staff and wished for everyone to stay safe and healthy.

Mike Hoscheit: No comments.

Margaret "Peggy" McCarthy: Ms. McCarthy thanked staff for their hard work and hoped that facilities and programs can open for the summer.

Bob Thomson: Mr. Thomson thanked the staff and shared that he saw an interesting new technology by Samsung that is a watch that buzzes if you get closer than 6 feet to another person. This technology would be particularly helpful in the workplace. He also shared a story as related to dogs and COVID19 to look into as we plan our process of reopening dog parks.

Executive Session

Mr. Cooke motioned and Mr. Hoscheit seconded that the St. Charles Park District Board temporarily adjourn to a closed session for the purpose of considering the following subject, 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 discussion 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 8:18 p.m., the Board temporarily adjourned to proceed to the Executive Session.

Other Business

At 8:23 p.m., Mr. Charles called the meeting back to order. No other business was conducted.

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 8:23 p.m.