

MINUTES
St. Charles Park District Board Meeting
May 26, 2020

Call to Order

The St. Charles Park District Board met for a Regular Meeting at Pottawatomie Community Center via online conferencing on May 26, 2020. At 6:32 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 via online conferencing: Jeff Essig, Ande Masoncup, Katie Miller, Melissa Caine and Rosie Edwards

Consent Agenda

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

- Approval of Minutes from May 12, 2020
- Approval of Bills as of April 30, 2020

| <u>Accounts</u> | <u>Amounts</u> |
|--------------------|---------------------|
| Corporate Fund | \$181,178.15 |
| Recreation Fund | \$35,105.34 |
| Liability Fund | \$55.00 |
| Special Recreation | \$1,831.77 |
| Debt Service Fund | 475.00 |
| Revenue Facilities | \$24,568.05 |
| Norris Rec Center | \$13,295.86 |
| Sportsplex | \$9,730.96 |
| Capital | \$113,148.14 |
| TOTAL | \$379,388.27 |

- Approval of Cash and Investment Report as of April 30, 2020
- Approval of Revenue and Expense Reports as of April 30, 2020

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

Public Appearances

Ms. Camm introduced Christina Janes, Human Resources and Risk Manager who began employment with the Park District on May 11.

Administration and Finance

Election of Officers

The Board unanimously approved the election of officers for the upcoming year:

| | |
|---------------------|------------------|
| President | James F. Cooke |
| Vice-President | Karrsten Goettel |
| Secretary | Bob Carne |
| Assistant Secretary | Peggy McCarthy |
| Treasurer | Mike Hoscheit |
| Assistant Treasurer | Robert Thomson |
| Commissioner | Brian Charles |

Appointment of Committees by Board President

Mr. Cooke appointed Commissioners to the following committees for the upcoming year:

| | |
|---|------------------|
| Baker Community Center Board | Brian Charles |
| St. Charles Business Alliance | Mike Hoscheit |
| Fox Valley Special Recreation Association | Bob Thomson |
| Intergovernmental Monthly Meetings | Bob Thomson |
| St. Charles History Museum | Bob Carne |
| St. Charles Park Foundation | Jim Cooke |
| St. Charles Arts Council | Holly Cabel |
| St. Charles Housing Commission | Karrsten Goettel |
| St. Charles River Corridor Foundation | Peggy McCarthy |

COVID-19 Phase 3 Plan for Facilities, Aquatics and Parks

Ms. Cabel said that Mr. Kies will present the Phase 3 plan for facilities and aquatics and Ms. Rudow will present the plan for park amenities.

Ms. Cabel briefly reviewed Phase 3 guidelines of the Restore Illinois plan which begins Friday, May 29. Mr. Kies, Ms. Rudow, and Mr. Skubisz then reviewed the plans for Phase 3 only for each of the following facilities: Sportsplex, Pottawatomie Golf Course, River View Miniature Golf, Paddlewheel Riverboats, Norris Recreation Center, Pottawatomie Community Center, Baker Community Center, Hickory Knolls Discovery Center, Primrose Farm and Haines Gymnasium. The golf course is already open and operating under DCEO guidelines but will be able to implement foursomes, cart rentals, push cart rentals, and shorter time in between tee times. River View Miniature Golf will open June 1st with restrictions. Paddlewheel Riverboats will remain closed during Phase 3. Norris Recreation Center will remain closed to drop-in guests; however, 1 on 1 training and outdoor classes for members will be allowed. Indoor tennis will also be allowed, with restrictions. Mr. Carne asked if a current member were to take a class, would that “start the clock” on their membership. Mr. Kies responded that memberships are on hold still, but members will have to pay for classes.

Pottawatomie Community Center will open, as it is a cooling facility. However, there will not be any programs or parties. Rentals may be allowed on a case-by-case basis with COVID-19 restrictions. Similarly, Baker Community Center will open for public inquiries, but only limited rentals will be allowed. The Keg and STCU will remain closed. Hickory Knolls Discovery Center will open from 10-4 (closed 1-2 for cleaning) for public to enjoy the Exhibit Hall and animals. Primrose Farm's main barn will be open, but all other buildings will be closed and no programs will be held. Rentals may happen on a case-by-case basis. The Farm Stand began operations in early May and is exercising all precautions to keep volunteers and patrons safe. Lastly, Haines Gymnasium will open for 1 on 1 personal training, rentals on a case-by-case basis and single play pickleball.

Mr. Kies reviewed the CDC guidelines related to public pools and reiterated that there has not been guidance from the IDPH, about pools. He outlined the challenges to operating aquatics, including lifeguard recertification, staffing schedules, cleaning and PPE requirements. An additional challenge is the customer service side of providing equitable aquatic experiences without frustrating patrons.

Mr. Kies restated that there will not be any aquatic operations allowed during Phase 3. He reviewed Phase 4 plans and budgets for Otter Cove Aquatic Park and Swanson Pool that were presented at the last Board meeting. If the pools were to open under Phase 4, all season passes and aquatic program registrations would be refunded and a daily admission rate of \$5 per person for a 2.5 hour visit would apply. He also shared that the industry suspects that any guidance that is given about pools may allow for lap swimming—structured swimming versus recreation swimming. If that were the case, the District would like to use Norris Recreation Center's pool to offer lap swim lanes as well as Swanson Pool is viable for this option as soon as allowed by IDPH and executive orders.

If Phase 4 begins at the beginning of July, there are two options the Board could consider:

Option 1:

- Close Otter Cove for the season and delay Swanson pool opening until IDPH restrictions are modified and preseason work can be completed
- Use Norris Recreation Center for summer aquatic programs as IDPH restrictions are lifted
- Open Splash Park at Otter Cove only if playground restrictions are lifted

Option 2:

- Close both outdoor pool facilities
- Use Norris Recreation Center for summer aquatic programs as IDPH restrictions are lifted
- Open the Splash Park at Otter Cove if playground restrictions are lifted

The Board members discussed the pros and cons of each of these options. Commissioners expressed concern over the consequences to the community and staff if the pools did not open and of not making a decision tonight. Mr. Cooke opined that it would be best to make the decision to close the pools for the summer and if guidelines change, the District could always reverse its decision and reopen one pool or Otter Cove Splash Park in a timely manner. There was discussion about what other communities had already made a decision to close pools and

which are still waiting. Mr. Charles spoke to the cost-benefit of opening at least one pool and providing some semblance of a summer to patrons, albeit short and less than ideal.

Mr. Carne moved and Mr. Goettel seconded that the St. Charles Board of Commissioners recommend option one that closes Otter Cove Aquatic Park for the season, but allows the opportunity to potentially open the large pool at Swanson Pool and Otter Cove Splash Park if future guidelines are provided by the IDPH or DCEO to safely operate. All season passes will be refunded. A roll call vote was taken. Aye: Carne, Charles, Goettel, Hoscheit, McCarthy and Thomson. Nay: Cooke. The motion carried.

COVID-19 Impact on Policy 6020

Ms. Camm explained that the District's current registration system cannot be used for certain programming that requires on-line ticketing. The Paddlewheel Riverboats uses Ticket Leap, which allows for a user-friendly and real-time ticket purchase. This system, however, does not allow for a non-resident option. Ms. Camm asked the Board to consider allowing temporary flexibility in assessing fees for programs and events during the COVID-19 pandemic. Mr. Carne asked if the District would use it for pools. Ms. Cabel said that is the plan to use this system for both pools and mini-golf; however, staff will create a procedure in the ticket process to allow residents a priority.

Mr. Charles moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners allow temporary flexibility on Policy 6020 so Ticket Leap can be used to collect fees from patrons without assessing a non-resident fee. A voice vote was taken and the motion carried unanimously.

Review of Restore Illinois Plan

Ms. Cabel reviewed the five phases of the Restore Illinois plan and the map of the 4 regions into which Illinois is divided. She encouraged the Board to have a discussion about any action they might want to take regarding the plan. Mr. Carne stated that at the last meeting, he said he wanted the Board to write a letter to Governor Pritzker to urge him to remove the District from Region 1. The Board members discussed the advantages and disadvantages of sending such a letter. Mr. Goettel asked if any of the staff had reached out to other districts in the Fox Valley about this issue, as he believes a coalition of districts united would be more effective. Ms. Cabel said she had not, but would be willing to reach out. Mr. Cooke polled each commissioner on their thoughts. Based on feedback received, Ms. Cabel will reach out to other districts to ascertain their interest in the issue before the next Board meeting.

Recreation

No business

Parks, Planning, and Facilities

Grant Resolution

Ms. Rudow asked the Board to consider Resolution 2020-05-01 which authorizes staff to submit an application for the 2020 Rebuild Illinois Fast Track Public Infrastructure Grant cycle. The grant money will be used to create an all-inclusive play experience and sensory garden at Pottawatomie Park.

Mr. Charles moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve Resolution 2020-05-01. A voice vote was taken and the motion carried unanimously.

Special Reports

Fox Valley Special Recreation Association

Mr. Thomson shared that although FVSRA is closed for programs, staff are creating boxes of activities for patrons and doing wellness checks on their clients. The Foundation is working on new ideas for fundraising, as the annual picnic was cancelled. At their monthly Board meeting, the FVSRA presented their budget assumptions based on the closures, which includes refunds to park districts for their contributions. The FVSRA also presented a staffing update that includes different options for reducing staff as a result of the shutdown.

History Museum

Mr. Hoscheit shared that Executive Director Lindsay Judd wrote an interesting article about the Spanish flu that is published on the museum's website.

St. Charles Park Foundation

Mr. Cooke did not have a report because the Foundation did not meet in May due to the closures.

St. Charles Arts Council

Ms. Cabel shared that the SCAC met last week and are reviewing their membership levels. The SCAC is also going to host a virtual student art show this fall to replace the live art show that was cancelled this spring.

St. Charles Business Alliance

Ms. Cabel shared that the SCBA is working with the City of St. Charles, on behalf of restaurants, to create a permit process for outdoor seating so that restaurants can reopen safely within the established guidelines.

St. Charles Housing Commission

No report

St. Charles River Corridor Foundation

Ms. McCarthy shared that the River Corridor Foundation volunteers will plant daffodil bulbs (which represent resurrection) in Mt. St. Mary Park. The full proposal will come to the park board in June. The Foundation presented a talk about the Fox River Dam and how different communities have seen an ecological benefit from its removal. The Foundation also elected a new board.

Baker Community Center

Mr. Charles said that the Baker Board's annual meeting was not held in person, but rather through mail. Ms. Cabel added that Board members are submitting their votes for new trustees and other matters via mail, including a capital budget for improvements to the Baker Community Center.

Correspondence

Ms. Cabel shared the emails received this past week, urging board to reopen parks and facilities.

Director's Report

Ms. Cabel shared that OSLAD grant money was preserved in the state budget, which is good news for the District, as the District has been a recipient of this grant many times in the past. Ms. Cabel said although the District was not selected as a Gold Medal Finalist through NRPA, our application improved by 23 points over last year's. Lastly, the marketing department is working on an 8-page newsletter featuring summer programs and events to be mailed to residents the first week of June. Given the importance of print in staying connected with residents, the plan is to mail an updated newsletter now and then again in August for fall programming. The plan is to continue with these smaller print newsletter of programs in replacement of a large Fall Activity Guide. The plan is to go back to normal activity guides in winter.

Commissioners' Comments

Bob Thomson: Mr. Thomson said he is very impressed with the staff and the hard work they have put into summer programming.

Margaret "Peggy" McCarthy: Ms. McCarthy also thanked the staff, saying they have done a great job being flexible and thinking about what is best for the community.

Mike Hoscheit: Mr. Hoscheit agreed with Mr. Thomson and Ms. McCarthy and added that he is glad to see that the District is taking the guidelines seriously while trying to use our facilities the best it can. He encouraged staff to continue to use print to communicate with the residents.

Karrsten Goettel: Mr. Goettel shared the sentiments of Mr. Thomson, Ms. McCarthy and Mr. Hoscheit.

Brian Charles: Mr. Charles commended the staff for working with the best of intentions under the array of new guidelines, which he believes are tough to navigate.

Bob Carne: Mr. Carne began his comments by thanking Mr. Charles for the fun, professionalism and comradery he brought to the Board as President the past two years. He wished Mr. Cooke luck as the new President. Mr. Carne said he was out in the parks a lot this weekend and saw how much the community appreciates and uses the parks. He asked about decisions about Concerts in the Park and July 4th Celebration and Ms. Cabel said that the Board had directed staff to bring those items for discussion at the first meeting in June. He suggested that staff work on a job shadowing program for college students since there are so many kids who can't get jobs this summer. He also suggested that the staff create programs like outdoor movie nights like other park districts host. He pictures a drive-in movie set up at James O. Breen Community Park like Mr. Thomson had suggested at a previous meeting. He complimented the Aquatics Committee for a very well-run meeting last week that was reflected in tonight's presentation. He would like to see a return to the committees of the past to get Board and community feedback to help staff make decisions. He said the backdrop for the NRC videos looks great. He also complimented the videos being produced at Primrose Farm as he has received several comments from neighbors whose kids are watching them. He asked if outdoor programming can happen, how will staff use Hickory Knolls Discovery Center and other

facilities for summer camps to maximize revenues within guidelines? He also urged the staff to hire more trainers for one-on-one training at both NRC and Sportsplex.

Jim Cooke: No comments.

Executive Session

Mr. Thomson moved and Mr. Goettel 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, Charles, Goettel, Hoscheit, McCarthy, Thomson and Cooke. Nay: none. The motion carried. At 8:30 p.m., the Board temporarily adjourned to proceed to the Executive Session.

Ms. Young, Ms. Caine, Ms. Miller, Ms. Masoncup and Ms. Edwards left the meeting at 8:30 p.m.

Other Business

At 8:35 p.m., Mr. Cooke called the meeting back to order. No other business was conducted.

Adjournment

There being no further or other business, Ms. McCarthy moved 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 8:35 p.m.