

MINUTES
St. Charles Park District Board Meeting
July 14, 2020

Call to Order

The St. Charles Park District Board met for a Regular Meeting at Pottawatomie Community Center on July 14, 2020. At 6:32 p.m. President Jim Cooke called the meeting to order.

Roll Call

Administrative Assistant Jenny Santos called the roll.

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

Commissioners absent:

Administrative staff present: Director of Parks & Recreation Holly Cabel, Superintendent of Parks & Planning, Deputy Director Laura Rudow, Superintendent of Recreation Mike Kies, Superintendent of Finance & Administration Cathy Camm and Administrative Assistant Jenny Santos

Other Staff Present: Partnership & Sponsorship Supervisor Carina Graham

Consent Agenda

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

- Approval of Minutes from June 23, 2020

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

Public Appearances

None

Administration and Finance

Partnership & Sponsorship Update

Partnership & Sponsorship Supervisor Carina Graham presented an overview of donations received and the sponsorships developed for the first two quarters of 2020. Because many of the programs and events that had sponsorships were either canceled or postponed due to COVID19, Ms. Graham will extend annual sponsorships into the first half of 2021 to make up for this year's loss. \$3,700 from larger sponsors of the Adult Activity Center have not been fulfilled. Ms. Graham kept in contact weekly with all sponsors to find other outlets for their paid sponsorships in 2020. This includes sponsoring some of the new virtual programs and upcoming events for the remainder of the year. She has not issued any refunds to date.

Ms. Graham updated the Board on how she worked toward increasing visibility of the Park District programs during the pandemic. In addition to managing the District's Facebook and Twitter accounts, she created the Park District Proud Facebook program to promote local businesses who then provided gift cards that are used as prizes for some of our contests. She also expanded the District's partnership with the Daily Herald for events such as the Fittest Loser, Fall in St. Charles and The Great Puzzle Challenge. She's formed partnerships with 25 new businesses this year. The total value of in-kind donations, gift card donations, Park Foundation support and cash donations is \$59,607.80.

Mr. Carne strongly suggested that the District look to big retailers for sponsorship & partnership opportunities. He also suggested approaching the Heisley Family Foundation. Other ideas Mr. Carne shared are offering exclusivity to a car dealership for a sponsorship package and building relationships with local dentists and pediatricians.

Mr. Charles asked about the expectation of the next 6 months and Carina responded to continue to match sponsors to smaller events that fit Covid-19 restricted capacity/gathering size. Ms. McCarthy stated the importance of working with smaller businesses be flexible and consider trade of advertising.

Ms. Graham exited the meeting at 6:46 p.m.

Managed IT Services

Ms. Camm recommended renewing a three year Managed IT Services Agreement with Teqworks for \$80,172. She indicated that the staff have been very happy with Teqworks services and the company was very helpful when the District was without an IT manager. She added that this contract does not include a cost increase.

Mr. Charles moved and Mr. Goettel seconded that the St. Charles Park District Board approve the Managed IT Services Agreement with Teqworks for \$80,172. A roll call vote was taken. Aye: Charles, Goettel, Hoscheit, McCarthy, Thomson and Cooke. Nay: none. Mr. Carne abstained. The motion carried.

Pay-off IMRF's Early Retirement Incentive

Ms. Camm recommended that the District pay off the IMRF's Early Retirement Incentive obligation in 2020 in order to reduce interest charges and the projected increased 2021 employer rate. If the Board agrees to pay off the current \$285,833 obligation before December 31, 2020, the District could save \$319,000. The money is available in the District's IMRF fund and would still leave a balance of about \$100,000 in the fund for future IMRF obligations.

Mr. Charles moved and Mr. Goettel seconded that the St. Charles Board of Commissioners approve that the District pay off its IMRF Early Retirement Incentive obligation of \$285,333 by the end of 2020. A roll call vote was taken. Aye: Carne, Charles, Goettel, Hoscheit, McCarthy, Thomson and Cooke. Nay: none. The motion carried.

Recreation

No business

Parks, Planning, and Facilities

Comprehensive Master Plan and Capital Update

Superintendent of Parks and Planning Laura Rudow reviewed the projects included in the 2018 Comprehensive Master Plan. She reminded the Board that these plans were reviewed at the Capital Workshop last September and that some of the projects are either being deferred until next year or put on hold indefinitely. Ms. Rudow shared a revised Capital budget that reflects projects deferred until next year and those that staff feels are affordable and necessary for the District to move forward with this year. Those projects include steel door replacements at Sporstplex, replacing some signs in the parks and the court renovations at James O. Breen that

would include 4 new pickleball courts. Potential savings by deferring other planned projects could be as much as \$1.8 million.

Mr. Thomson moved and Mr. Hoscheit seconded that the St. Charles Park District Board of Commissioners approve the capital expenses of \$22,000 for steel door replacements and caulking at Sportsplex, \$20,000 for signage, and replacement of signs and \$275,000 for the court renovation project at James O. Breen Community Park. A roll call vote was taken. Aye: Carne, Charles, Goettel, Hoscheit, McCarthy, Thomson and Cooke. Nay: none. The motion carried.

Plaque Installation Request

Ms. Rudow presented a request from St. Charles Travel Baseball to hang a plaque in dugout #6 at East Side Sports Center to commemorate the achievements of its 2017 team. Ms. Rudow reminded the Board that it amended Board Policy Administrative Regulations 6015 to allow for the hanging of plaques upon Board approval on a case-by-case basis.

Mr. Thomson moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the plaque presented by the St. Charles Travel Baseball to be hung on dugout #6 at East Side Sports Center. A voice vote was taken and the motion passed unanimously.

Mr. Cooke said that it is very important that when a commissioner is approached by a member of the general public or an associated group that the commissioner defer the question to the appropriate staff member. He believes that questions or concerns from associate groups need to be addressed by staff and/or Ms. Cabel to avoid any misunderstandings about policies or decisions that the Board has made. Commissioners agreed that now is a good time to evaluate and work toward strengthening the District's relationships with associate groups.

Correspondence

No correspondence this week.

Director's Report

Ms. Cabel explained to the Board the difference between the recent CARES Act and the CURE Act and the implications for the District. The CARES Act does not mandate financial relief to special districts such as the SCPD. However, the CURE Act could potentially provide some financial relief to the SCPD and staff is submitting the appropriate application to seek federal assistance from both programs.

Ms. Cabel shared she hopes to bring District counsel's legal opinion to the Board at the next meeting. This opinion will provide guidance to the District regarding protests in the parks and First Amendment rights of citizens.

Ms. Cabel said that she would like to create a Diversity, Equity and Inclusion committee to assist in developing efforts to improve inclusive practices. She reviewed the District's current Inclusion policy and that will be utilized within this committee. Goals and objectives will also be created to improve and positively impact programs, services, facility and staff operations.

Ms. Cabel said that CUD303 released their plans for the school year at last night's board meeting. Staff are working toward staffing Baker Station from 1:40-6:00 p.m. every day to provide child care for elementary students. Mr. Kies added that he and his team are working with

the school district to determine the feasibility of providing Before the Bell. The challenge with the before school program is that CUSD303 cannot provide transportation for multiple routes. Ms. Cabel remarked that there may be interest for programs for middle school students to attend on the days they are not in school. Park District staff are exploring program options, but it would be a separate program from Baker Station

Ms. Cabel shared that the reimagined Concert in the Park series—Drive-In Concerts—starts this Thursday night and 109 tickets out of 150 available have already been sold.

Commissioners' Comments

Bob Carne: Mr. Carne said kudos to the staff for making the Drive-In Concerts happen. He also said that the Park District support CUSD303 as much as possible to fill the voids left because of limited school hours. He also said that he liked the creative use of Paddlewheel Riverboats for new programs such as the pirate adventure program and yoga. He also said kudos to the pool staff for opening Swanson Pool and the Splash Park as he has heard nothing but positive comments from patrons. Mr. Carne would like the Park District to seriously consider honoring the police department and first responders with an evening at Swanson Pool for their families. He also would like the District to embrace the power of recognition and move forward with honoring people with naming of parks/trails after them while they are still around.

Brian Charles: Mr. Charles said hole #3 on the golf course looks great!

Karrsten Goettel: No comments

Mike Hoscheit: No comments

Margaret “Peggy” McCarthy: Ms. McCarthy commented on how beautiful the parks look on her early morning bike rides. She is continually impressed by the beauty of the river and how well maintained the parks are.

Jim Cooke: No comments

Bob Thomson: Mr. Thomson asked Ms. Cabel about the outcome of a patron’s email to the Board regarding her concerns that Otter Cove was not being opened this summer. Ms. Cabel relayed that she responded to the patron regarding the details that led to that decision. A main issue is that she is having a difficult time getting into lap swim as she is a non-resident. Additionally, staff was also able to assist her with additional class registration questions. Mr. Thomson also asked for clarification regarding the process of how the District will handle confirmed cases of Covid-19 in programs and facilities. Ms. Cabel reiterated the District’s plan and that it is continually being refined to be consistent with county and state health department guidelines.

Executive Session

Mr. Charles moved and Ms. McCarthy 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 7:56 p.m., the Board temporarily adjourned to proceed to the Executive Session.

Other Business

At 8:03 p.m., Mr. Cooke called the meeting back to order. No other business was conducted.

Adjournment

There being no further or other business, Mr. Carne moved and Ms. McCarthy seconded to adjourn the meeting. A voice vote was taken, unanimous affirmative votes were cast, and the motion carried. The meeting adjourned at 8:03 p.m.