

MINUTES
St. Charles Park District Board Meeting
July 28, 2020

Call to Order

The St. Charles Park District Board met for a Regular Meeting at Pottawatomie Community Center on June 23, 2020. At 6:34 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 (arrived 6:38pm), 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, Golf Course Manager & PGA Golf Pro Ron Skubisz, Public Relations & Marketing Manager Erika Young and Administrative Assistant Jenny Santos

Other Staff Present:

Consent Agenda

Mr. Thomson 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 July 14, 2020
- Approval of Bills as of June 30, 2020

<u>Accounts</u>	<u>Amounts</u>
Corporate Fund	\$329,575.58
Recreation Fund	\$29,227.93
Audit	\$1,840.00
Special Recreation	\$1,562.08
Debt Service Fund	\$395,450.01
Revenue Facilities	\$39,921.73
Norris Rec Center	\$9,764.19
Sportsplex	\$5,307.74
Capital	\$165,876.57
TOTAL	\$978,525.83

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

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

Public Appearances

None

Administration and Finance**Mid-Year Financial Report**

Cathy Camm presented the 2020 Mid-Year Report. In the report, Ms. Camm compared 2020 mid-year revenues and expenses to those of 2019, including an overview of the revenue and expenses of each of the following Funds: General, Recreation, Revenue Facilities, Norris Recreation, Sportsplex, and Capital. Ms. Camm highlighted differences between 2019 and 2020 figures, many of which are due to the impact of COVID-19 on programs, facilities and events.

Ms. Camm reported that operation revenues are down \$2.2 million and expenses are down \$1.1 million compared to 2019 mid-year. As she reviewed the revenue and expenses of each of the funds, she also highlighted the new programs that staff created during the pandemic to safely meet the recreational needs of the community.

Ms. Camm shared the proposed amended budget for FY2020 based on Covid impact. Ms. Cabel shared that staff will review with the board updated impacts and projected budgets every other month until December. As of July 28, Ms. Camm projects the Park District's net revenue at the end of 2020 will be a loss of \$2,690,329.

Diversity, Equity and Inclusion Update

Ms. Cabel sought input from Commissioners on their thoughts regarding the goals and objectives of a Diversity, Equity and Inclusion committee. Mr. Charles suggested staff start with a gap analysis of policies and procedures to determine areas, if any, that need to be addressed. He believes the Park District needs to determine how well it is reflecting its customer base. Also, he suggested that we create benchmarks. Mr. Carne, Mr. Hoscheit and Mr. Cooke addressed changes needed in the goal and desired it to be rewritten.

Mr. Carne added that he feels it is important to look at how the Park District is serving patrons in the lower socioeconomic population. Mr. Cooke agreed that the Park District should evaluate how it serves people who are racially and economically diverse. Ms. McCarthy suggested that the Park District reviews how it employs people, including the job application. She inquired if the Park District offers bilingual classes, which it currently does not. Mr. Cooke suggested that staff rethink the wording of the goal of the committee and bring it back to the Board at a later meeting.

Recreation**River View Miniature Golf Monthly Usage Report**

Mike Kies reminded the Board that although RVMG did not open in May, it was one of the only facilities that was able to open in June. June hours were 11 am-7pm and was mostly staffed by full-time recreation staff in order to reduce costs and limit staff exposure. Despite the limited hours and late opening date, RVMG is only down 10% in admissions compared to June 2019. Mr. Kies said admissions started on Ticketleap with restrictions for the number of people playing a round, but July saw some restrictions lifted and now anyone who would like to play can come to the ticket window instead of reserving online. Mr. Kies reported that the peddle wheel boat rentals did not start until June 13 because of high river conditions, but rentals are much higher this year compared to 2019 due to less river closures.

Parks, Planning, and FacilitiesChange Order for Golf Course Shoreline

Ms. Rudow asked the Board to consider a change order to Laub, Inc. in the amount of \$9,053 for extra topsoil, a larger sodded area and preservation of an established Memorial Tree.

Mr. Thomson moved and Mr. Goettel seconded that the St. Charles Park District Board of Commissioners approved a change order to Laub, Inc. in the amount of \$9,053. A roll call vote was taken. Aye: Carne, Charles, Goettel, Hoscheit, McCarthy, Thomson and Cooke. Nay: none. The motion carried.

Lincoln Park Playground Project

Ms. Rudow asked the Board to consider Hacienda Landscape, Minooka, IL as the lowest responsible bidder in the amount of \$133,774.50 to replace the playground equipment at Lincoln Park.

Mr. Charles moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners accept the bid from Hacienda Landscape in the amount of \$133,774.50 to replace the playground equipment at Lincoln Park. A roll call vote was taken. Aye: Carne, Charles, Goettel, Hoscheit, McCarthy, Thomson and Cooke. Nay: none. The motion carried.

Anthem Heights Park

Ms. Rudow shared the results of a survey that was conducted of residents living in Anthem Heights subdivision that solicited feedback about the types of park amenities the community desired. The survey was emailed to the database provided by the HOA and a link to the survey was shared on the Anthem Heights neighborhood Facebook page.

The survey revealed that although the residents are aware of the 4 other playgrounds within walking distance of Anthem Park, residents desire a playground in their neighborhood. Other amenities that are a priority to residents are benches and picnic tables, half-court basketball, challenge fitness course and nature exploration/gardens. Ms. Rudow said that the park is one acre which can accommodate 3-4 amenities. The Parks and Planning Department will bring a concept plan to the residents for review this fall.

Ms. Rudow asked the commissioners for feedback on naming the park. Mr. Carne had mentioned in a previous meeting that he would like to see parks/trails/amenities renamed for important people in the community, so Ms. Rudow suggested this could be an opportunity to do just that. Mr. Hoscheit asked if the District had a list of names to draw off of and Ms. Cabel responded that she does not, but could put one together if desired. Mr. Carne suggested naming the park "Presidents Park" after Obama and Reagan, since they are both from Illinois. There was a suggestion that staff look into the history of the land on which the development was built and perhaps give it a name that reflects its history. Ms. Rudow agreed to do research and come back to the Board with some suggestions at a later meeting.

Golf Monthly Usage Report

Pottawatomie Golf Course Manager & PGA Golf Pro, Ron Skubisz, reviewed the golf course usage report for June. Restrictions eased a bit in June to allow for foursomes, tee times every ten minutes and limited cart use. Pass holder rounds were comparable to previous Junes and punch card sales have improved. Mr. Skubisz reiterated that junior pass sales are up and that the younger

golfers are bringing their parents along to play, which is driving pass and punch card sales and reestablishing golf as a family sport. Mr. Carne inquired whether Mr. Skubisz felt he might be able to close the gap of the projected \$109,000 loss this year. Mr. Skubisz stated that maintenance costs are 3% lower than last year and there has been some savings in wages.

Special Reports

Fox Valley Special Recreation Association

Mr. Thomson shared that the FVSRA Board has resumed in person meetings. The agency is trying to resume programs in the fall and is looking for additional facility space to accommodate physical distancing guidelines. The Board approved then next fiscal year's budget and there will be an audit in August. FVSRA posted a nice dedication of library to Dr. Bill Kelly on its Facebook page. The Batavia Park District Board President suggested a challenge among member boards to raise \$1,000 each for FVSRA. More information to come.

History Museum

Ms. Cabel reported that the History Museum had an event on the Paddlewheel Riverboat that was well attended. This is a continued partnership celebrating the Riverboat's 75th Anniversary.

St. Charles Park Foundation

No report this month.

St. Charles Arts Council

No report this month.

St. Charles Business Alliance

No report as Mr. Hoscheit indicated that they postponed his attendance until September.

St. Charles Housing Commission

No report this month.

St. Charles River Corridor Foundation

Ms. Cabel said the river clean-up event is set for September 19th.

Baker Community Center

No report this month.

Correspondence

No correspondence this week.

Director's Report

Ms. Cabel congratulated Erika Young and the St. Charles Park Foundation for being awarded a \$10,000 grant for the 2021 Sculpture in the Park exhibit from the City's Visitor Cultural Commission.

The Park District will receive approximately \$700 through the CARES Act from DuPage County. Staff will bring an agreement to a future meeting.

Ms. Cabel and Ms. Camm have met with the District's financial advisor to explore the possibility of purchasing private bonds instead of a public bond issuance this fall to support capital expenses over the next 3 years. The advisor believes there will be little financial difference between the two, but believes there could be added qualitative benefits to a private sale.

Ms. Cabel addressed a recent newspaper article that reported the Park District asked CUSD 303 for rent relief for Haines Gymnasium due to the facility being closed 3 months during the "Stay at Home" executive order. This is a request that went through the school district's Business Services Committee meeting

Commissioners' Comments

Bob Carne: Mr. Carne stated that the Park District does not want to miss the opportunity to partner with CUSD 303 to provide programs and services that complement the new school schedules. Mr. Kies said staff is diligently working at looking at spaces and places to provide programs like study halls for middle school students and athletic programs for the approximately 1200 students who will be homeschooling this year. Mr. Carne said kudos to Mr. Kies' recreation staff for pitching in where needed, like the mini-golf course, to keep wages down and to prevent full-time staff cuts or furloughs. Mr. Carne said he has only heard positive feedback from his neighbors about Swanson Pool and the Splash Park being opened. He also commended the Parks department for the great job they do in keeping the parks and trails looking so beautiful. He also said that his friends and neighbors love the Drive-in Concerts.

Brian Charles: Mr. Charles asked Ms. Camm to congratulate Jeff Essig, IT Supervisor, for the recently announced award from GMIS. He said this is a major accomplishment.

Karrsten Goettel: No comments

Mike Hoscheit: No comments

Margaret "Peggy" McCarthy: Ms. McCarthy shared an experience she had this weekend at Pottawatomie Golf Course. She was very impressed with how attentive Mr. Bill Ogiego, Assistant Golf Course Manager, was to golfers' safety on the very hot and humid day.

Jim Cooke: No comments

Bob Thomson: Mr. Thomson complimented Ms. Young for the Park District's submission to the IAPD video, "Our Parks in the Pandemic." He wondered if the Park District was allowing people to attend the concerts by just sitting on the lawn. He expressed concern that he has seen out-of-town baseball teams in restaurants downtown that don't seem to be following the face mask guidelines and wondered if there was something the Park District could do to communicate these rules through the associate groups. Mr. Thomson ended his comments by complimenting the entire Park District staff for its creativity in designing new programming during the pandemic.

Executive Session

Mr. Thomson moved and Mr. Charles 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) 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 and (2) 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, Charles, Goettel, Hoscheit, McCarthy, Thomson and Cooke. Nay: none. The motion carried. At 8:10 p.m., the Board temporarily adjourned to proceed to the Executive Session.

Ms. Young left the meeting at 8:10 p.m.

Other Business

At 8:40 p.m., Mr. Cooke called the meeting back to order.

Annual Review of Superintendent of Recreation

Mr. Goettel moved and Mr. Hoscheit seconded to approve merit increase as presented and recommended by Director Cabel. The motion carried by the following roll call vote: Ayes: Cooke, Goettel, Carne, Thomson, Charles, McCarthy and Hoscheit. Nays: none.

Annual Review and Contract Renewal of Superintendent of Administration and Finance

Mr. Goettel moved and Ms. McCarthy seconded to approve the contract for Superintendent of Finance and Administration as presented and recommended by Director Cabel. The motion carried by the following roll call vote: Ayes: Cooke, Goettel, Carne, Thomson, Charles, McCarthy and Hoscheit. Nays: none.

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 8:41 p.m.