

MINUTES
St. Charles Park District Board Meeting
August 11, 2020

Call to Order

The St. Charles Park District Board met for a Regular Meeting at Pottawatomie Community Center on July 14, 2020. At 6:35 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 6:37 pm), 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, Pottawatomie Golf Course Manager & PGA Golf Pro Ron Skubisz and Administrative Assistant Jenny Santos

Other Staff Present: Information Technology Manager Jeff Essig

Consent Agenda

Mr. Carne 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 28, 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

NRPA Agency Performance Review

Director Holly Cabel presented data gathered from NRPA's Agency Performance Review. Ms. Cabel first shared the District's performance goals that came out of last year's review:

- Programming Goal: *Now that our success rate is 70%, we need to focus again on finding and/or creating new and innovative programs to meet the needs of our community.* The district met this goal by creating 235 new programs that were offered Fall 2019 to Summer 2020, including 24 new AAC trips, Turtle Racing & Brew Tasting, Drive-in Concerts and a variety of Paddlewheel Riverboat Cruises.
- Volunteerism Goal: *We've seen a decrease of volunteer hours in the past year. We would like to focus on increasing these hours to 4,000 yearly.* Although the total number of volunteers decreased in 2019, the number of hours each volunteer donated increased. The district will continue to work toward engaging volunteers in events and projects.
- Cost Recovery Goal: *We would like to increase our cost recovery expectations for rental and memberships as the District has done with programming.* Although cost recovery did not increase in 2019, there was a 7% increase from 2017 to 2018/19, due to increase in membership at Norris Recreation Center, as well as an increase in Sportsplex rentals and pavilion rentals.

Ms. Cabel compared data from key metrics to five comparable park districts: Downers Grove, Elmhurst, Lombard, Oswegoland and Wheaton:

- Funding: To gauge adequate funding, Ms. Cabel looked at operating expenditures per capita and park operating expenditures per acre of parkland. The data suggests that SCPD's operating expenditures fall in the middle of the comparable districts and that we have slightly decreased operating expenses.
- Parkland: The "acres of parkland per 1,000 population" metric helps determine whether a community has enough parkland. The data suggest that at 28.49 acres per 1,000 residents, SCPD has done a good job of acquiring land as its acreage is double the acreage of most of the comparable agencies.
- Direct Revenue: SCPD's cost recovery of 36.6% (revenue from non-tax sources) is higher than the national data, but lower than some of our targeted comparisons. Districts with higher total revenue to total operating expenditures have more year-round revenue producing facilities.
- Staffing: NRPA data shows that for agencies with 50 or more parks, the median FTE is 221.2 in comparison to SCPD's 174, which suggests that we are efficiently using our workforce.
- Programming: The number of programs SCPD offered was comparable to other local agencies and we met our goal of a 70% success rate of recreation programs that ran compared to those that were offered.

Ms. Cabel said that this performance review warrants the next step of creating goals that are tied to the 2021 budget. Mr. Charles agreed that these goals need to be tied to our overall agency goals. Mr. Carne said that this data points to opportunities to generate revenue through different types of memberships the Park District might offer. Mr. Cooke asked when the goals will be ready for Board review; Ms. Cabel responded that she will present them in November/December.

Legal Opinion

Ms. Cabel shared the legal opinion from District counsel that the Board requested regarding protests, First Amendment rights and park usage requests. James S. Levi of Hodges & Loizzi wrote legal considerations addressing: 1) the public's ability to peacefully assemble during the current COVID-19 pandemic when public gathering sizes are limited; 2) whether the public has the right to assemble when the message is "hateful"; 3) the Park District's ability to regulate peaceful assemblies through time, place and manner restrictions; 4) the Park District's ability to regulate peaceful assemblies through permits; and 5) the Park District's ability to designate certain parks for peaceful assemblies. Although the laws protecting free speech and the right to assembly are complex, the legal opinion gives guidance to the Park District on these particular issues. Commissioners engaged in a brief discussion about the permit process and how this advice might be considered when questions or issues arise in the future.

Emergency Responder

Information Technology Manager Jeff Essig asked the Board to consider a three-year agreement with Sentinel for InformaCast Fusion software and implementation. The system allows for notification on 911 calls and enhances the District's paging system. Mr. Thomson asked if staff needed district phones to be part of the system and Mr. Essig said no, if staff provides their cell number, they can get the notifications. Mr. Carne enthusiastically supported the purchase as the

previous day's storm showed how important it is to be able to notify staff quickly to get employees and patrons to safety.

Mr. Carne moved and Mr. Charles seconded that the St. Charles Board of Commissioners approve that the District enter a three-year agreement with Sentinel for InformaCast Fusion software and implementation for \$18,267.00. A roll call vote was taken. Aye: Carne, Charles, Goettel, Hoscheit, McCarthy, Thomson and Cooke. Nay: none. The motion carried.

Recreation

Indoor Space Study

Mr. Kies updated the Board on the Indoor Space Study that was to be conducted by Berry Dunn this year. Due to travel restrictions imposed on Berry Dunn employees that have extended through the fall due to COVID-19, the study will be postponed until 2021. Mr. Kies believes this postponement will be advantageous as it will allow time for the District to establish "new normal" space usage and protocols that then can be assessed by Berry Dunn.

Fall Program Update

Mr. Kies shared a brief presentation that highlighted upcoming fall programs. Recreation staff created 83 new programs for Fall 2020, versus 55 programs in 2019. These new programs include virtual programs and Brain Bins. He shared that the staff worked together to create a smaller activity guide for the fall programs which will be followed by a mini winter guide for activities and events between Thanksgiving and the New Year. Upcoming opportunities that have come out of the modified school schedule include Learning Pods for middle school and high school to come and study and participate in online learning during the normal school hours of remote learning days. The District is also working on PE classes @ Sportsplex for homeschool students. The Recreation Department will also increase opportunities for daily drop-ins at Sportsplex. The AAC is going to do Breakfast Drive-Thrus for their members. Lastly, the Park District is partnering with the St. Charles Business Alliance to provide the popular Drive-In Concerts during the Jazz Fest and Scarecrow event. Commissioners thanked Mr. Kies for the update and were pleased with the new program offerings.

Parks, Planning, and Facilities

Pottawatomie Play and Sensory Park Project Bids

Superintendent of Parks and Planning Laura Rudow stated that bids were solicited for the Pottawatomie Plan and Sensory Park project and opened on July 28, 2020. Ms. Rudow explained that she is asking the Board to consider the second lowest bid because she had concerns about the lowest bidder's ability to complete the work on time due to their current project commitments and references. The difference between the lowest bidder and that of E. Hoffman, Inc is approximately \$3,500.

Mr. Thomson moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the bid from E. Hoffman, Inc for \$498,400 for the Pottawatomie Play and Sensory Park project. A roll call vote was taken. Aye: Carne, Charles, Goettel, Hoscheit, McCarthy, Thomson and Cooke. Nay: none. The motion carried.

Naming of Anthem Heights Park

Ms. Rudow addressed the Commissioners' request at the last Board meeting for staff to research the history of the land on which Anthem Heights subdivision has been built and report on

possible names for the new park. Ms. Rudow suggested that the park be named for its subdivision, as that has been the precedent for every neighborhood park in the District and will avoid confusion about the location of the park.

Mr. Carne moved and Mr. Charles seconded that the St. Charles Park District Board of Commissioners name the park that will be built in Anthem Heights subdivision, Anthem Heights Park. A voice vote was taken and the motion carried unanimously.

Extension of Due Diligence Period for the South Elgin Agreement

Ms. Rudow updated the Board on the process of resolving issues with the South Elgin natural areas that came to light during the due diligence period. The original agreement allowed for a 90-day extension of the due diligence period for issues to be resolved. That extension is set to expire on August 18th, which is before the next Board meeting. She would like the Board to consider another 90-day extension, if needed, and for the Board to authorize staff to amend the agreement to allow for this extension.

Mr. Thomson moved and Mr. Carne seconded that the St. Charles Park District Board of Commissioners authorize staff to amend and sign the agreement with South Elgin to allow for another 90-day due diligence period. A voice vote was taken and the motion carried unanimously.

Two Rivers Head Start Lease Agreement

Ms. Rudow asked the Board to consider renewing the Lease Agreement for the District owned Valley View Recreation Center in Valley View for three years to Two Rivers Head Start for the purpose of holding early childhood classes.

Mr. Charles moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners renew the Lease Agreement for the Valley View Recreation Center for three years to Two Rivers Head Start. A voice vote was taken and the motion carried unanimously.

Bolcum Road License Agreement

Ms. Rudow asked the Board to consider renewing the License Agreement for the District owned house at 37W741 Bolcum Road in St. Charles for one year to Carlos Vinson. This is the residence at Primrose Farm Park and Mr. Vinson keeps watch over the property.

Mr. Charles moved and Mr. Goettel seconded that the St. Charles Park District Board of Commissioners renew the License Agreement for the house at 37W741 Bolcum Road, St. Charles, Illinois for one year to Carlos Vinson for a fee of \$650 per month. A voice vote was taken and the motion carried unanimously.

Correspondence

No correspondence this week.

Director's Report

Ms. Cabel informed the Board that the IAPD Distinguished Agency assigned Rita Fletcher, Executive Director of the Bartlett Park District, as the District's mentor for the accreditation process. Ms. Fletcher will meet with staff in the next month to start the mentoring process.

Ms. Cabel asked the commissioners for their preference on a date for the yearly Capital Workshop. Commissioners agreed on Wednesday, September 16th from 12 pm to 3 pm at Hickory Knolls Discovery Center.

Ms. Cabel let the commissioners know that they will be receiving the Fall Activity Guide this week in the mail. It will be a smaller guide than in the past, but a second guide will be published and mailed in early November for all holiday programs and other activities happening between Thanksgiving and New Year.

Ms. Cabel informed the commissioners that Bill Turner, Alderman of the Third Ward on St. Charles City Council, has resigned. She also said that Lauren Rohr, a reporter from the Daily Herald who has covered the Park District with journalistic integrity over the past several years, has been reassigned to DuPage County.

Commissioners' Comments

Bob Thomson: Mr. Thomson enjoyed strolling along the path at Hickory Knolls Discovery Center to read the story about Harley the Hawk. He thought the illustrations are beautiful and the story is great. While he was visiting, he thought of an idea to look into the ability of an 8-10 passenger golf-cart like vehicle to drive along the pathway, that would make the park more accessible to seniors and others with mobility needs. He also said that the FVSRA Drive-thru BBQ fundraiser will be held on August 25th at James O. Breen Community Park. He suggested that Board members support this event by ordering food and buying raffle tickets.

Karrsten Goettel: No comments

Mike Hoscheit: No comments

Brian Charles: No comments

Margaret "Peggy" McCarthy: Ms. McCarthy commented on how beautiful golf course looked when she golfed this past weekend.

Jim Cooke: No comments

Bob Carne: Mr. Carne said great job to Mike and his staff for the new ideas for programs for the fall. He would like to see staff find new ways to reenergize volunteers to increase volunteerism. He believes that each time the District posts to social media, there should be some sort of call to action. For example, an inspirational quote about spending time with your kids could be accompanied to the call to action to visit your neighborhood park. He suggested that the upcoming Capital Workshop include a budgeting session to look at how we can cut operating costs. Mr. Carne also inquired about the process for letting patrons know that there are open spots for swimming at Swanson Pool. Mr. Kies said that sometimes people will call in and ask to be put on a call list in case of openings and that the District posts openings on social media.

Executive Session

Mr. Charles 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 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 setting of a price for sale or lease of property owned by the public body.

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 8:12 p.m., Mr. Cooke called the meeting back to order. No other business was conducted.

Adjournment

There being no further or other business, Mr. Charles moved and Mr. Goettel seconded to adjourn the meeting. A voice vote was taken, unanimous affirmative votes were cast, and the motion carried. The meeting adjourned at 8:13 p.m.