

MINUTES
St. Charles Park District Board Meeting
October 13, 2020

Call to Order

The St. Charles Park District Board met for a Regular Meeting at Pottawatomie Community Center on October 13, 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: Brian Charles, Jim Cooke, Karrsten Goettel, Mike Hoscheit, Peggy McCarthy and Bob Thomson

Commissioners absent: Bob Carne

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, Public Relations and Marketing Manager Erika Young, Pottawatomie Golf Course Manager & PGA Golf Pro Ron Skubisz and Administrative Assistant Jenny Santos

Other Staff Present: Rosie Edwards, Katie Miller and Alex Weidner

Guests: Anthony Miceli of Speer Financial Advisors (via WebEx)

Consent Agenda

Mr. Charles 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 September 16 and September 20, 2020

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

Public Appearances

None

Administration and Finance

General Obligation Limited Tax Park Bond Issuance

Ms. Camm invited Anthony Miceli to speak about the bids received October 13, 2020 for the \$5,750,000 General Obligation Limited Tax Park Bonds, Series 2020. Four bids were received and he advised the District to accept the bid of BMO Harris Bank, N.A., Chicago, Illinois. After the sale, the par amount of the Bonds was adjusted to \$5,785,000, at a net interest rate of 0.8648%. The Bond proceeds will be used for certain capital improvements of the District for the next three years and to pay the cost of issuing the Bonds. Mr. Charles asked if a private sale, such as this one, has been considered in the past. Mr. Miceli said yes, but market conditions are evaluated to determine whether a bond sale should be private or public and he looks at each sale on a case by case basis.

Mr. Charles motioned and Mr. Goettel seconded that the St. Charles Park District Board of Commissioners accept the bid of BMO Harris Bank, N.A., Chicago, Illinois for \$5,785,000, at a net interest rate of 0.8648%. There was no further discussion and a roll call vote was taken. Aye: Charles, Goettel, Hoscheit, McCarthy, Thomson and Cooke. Nay: none. The motion carried.

Mr. Anthony Miceli left the meeting at 6:48 p.m.

Estimated Tax Levy

Ms. Camm presented the tentative 2020 tax levy. Staff is projecting a tax levy amount that is less than a 5% increase over the 2019 extended levy; therefore, a “Truth in Taxation” public hearing requirement does not apply. We are anticipating an EAV increase of 1.5%.

Mr. Charles asked if the estimated tax levy vs. the actual tax levy ever differs drastically. Ms. Camm responded that although the estimate is never the exact amount, the actual levy is not so significantly different to cause any dramatic changes in the District’s budget.

The 2020 Property Tax Levy Ordinance will be on the Board’s November 24 meeting for approval. The Board feels comfortable with the assumptions presented.

Covid-19 Update

Ms. Cabel shared that Ms. Camm will update the Board on the impact Covid-19 has had on the Park District’s revenue and expenses through September 30, 2020 as well as review overall Covid-related expenditures. Ms. Camm presented a proposed amended budget, revised since the last amended budget presented in July, that reflects a total net loss of \$564,050. As of August 31, expenses directly related to COVID-19, such as commodities and contractual services, total \$56,724.75. Payroll expenses attributed to the Human Resources and Safety Coordinator’s time spent managing pandemic-related personnel issues and safety protocols total \$27,848.10. Staff have submitted an application to Kane County CARES program for reimbursement of these expenses. Although the loss is significant, the Park District has reduced expenses to offset the loss of revenue and the projected amended budget is healthier than anticipated in July.

Beverage Agreement

Ms. Camm explained that an RFQ was sent out in September for a three-year beverage agreement through November 30, 2023. Great Lakes Coca-Cola Bottling Company’s submission was the lowest proposal with an estimate of \$31,232.36 per year. Ms. Camm noted that legal counsel is still reviewing the contract, but she recommends that the Board approve moving forward with Coca-Cola beginning within the first weeks of November.

Ms. McCarthy motioned and Mr. Goettel seconded that the St. Charles Park District Board of Commissioners accept the bid from Great Lakes Coca-Cola Bottling Company for \$31,232.36 per year for three years (November 1, 2020 - November 30, 2023), pending legal counsel review. A roll call vote was taken. Aye: Charles, Goettel, Hoscheit, McCarthy, Thomson and Cooke. Nay: none. The motion carried.

Fox Valley Special Recreation Association Member Agency Contribution

Ms. Camm shared that FVSRA proposes a 2% increase from \$2,000,000 to \$2,040,000 in Member Agency Contributions. However, the St. Charles Park District’s contribution increases by only 0.4% due to the changes in other member agencies Equalized Assessed Valuations. Thus, the park district’s contribution for 2021 will be \$384,316.

Mr. Charles motioned and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the member contribution of \$384,316 to the Fox Valley Special Recreation for 2021. A roll call vote was taken. Aye: Charles, Goettel, Hoscheit, McCarthy, Thomson and Cooke. Nay: none. The motion carried.

Update of Proposed Rate Increases for 2021

Ms. Camm reminded the Board that back in September they approved rate increases for 2021. Since that time, staff have made some changes and additions through the 2021 budget process. Ms. Camm presented an updated rate increase sheet with changes and additions highlighted in yellow. Most of the fees that have been updated reflect changing capacity limits for facilities as a result of social distancing requirements related to the pandemic.

Mr. Charles asked what the staff thought is on the possible effects the rising positivity rates of COVID-19 cases will have on the park district's budget. Ms. Cabel said that the programs that will be most affected if we go back to Phase 3 will be Baker Station and preschool programs.

Mr. Goettel motioned and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve the 2021 rate changes as presented. A voice vote was taken, unanimous affirmative votes were cast, and the motion carried.

Sculpture in the Park Purchase

Ms. Young shared a picture of the sculpture of an otter mother and her pup by Pokey Park, "Riding High and Dry." Ms. Young said Ms. Park agreed to sell the sculpture to the park district for \$8,000, which is half the value of the sculpture. Ms. Young asked the Board to consider contributing \$4,500 toward the purchase and the St. Charles Park Foundation will contribute the remaining the \$3,500. Staff would like to move the sculpture to Otter Cove Aquatic Park in the spring. The last time the Park District purchased a sculpture was in 2016.

Mr. Thomson motioned and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the purchase of the sculpture "Riding High and Dry" for \$4,500. A roll call vote was taken. Aye: Charles, Goettel, Hoscheit, McCarthy, Thomson and Cooke. Nay: none. The motion carried.

RecreationAquatics End-of-Year Review

Mr. Kies introduced Assistant Superintendent of Recreation Katie Miller, Swanson Pool Supervisor Rosie Edwards and Otter Cove Supervisor Alex Weidner. He thanked them for their hard work this summer to open Swanson Pool and the Otter Cove Splash Park with three weeks' notice.

Ms. Edwards and Ms. Weidner gave a recap of the summer that included the significant changes that had to be made to accommodate the safety protocols of the pandemic. Pool opening was delayed until July 1st. Pool passes were refunded for the summer and a new reservation system was put in place to control the limited capacity of 50 people per swim area. Customer feedback was positive regarding the reservation system and cleaning protocols. Patrons were very glad to have some semblance of a normal summer. Facility improvements were made at both aquatic facilities. Staff is already looking ahead to next summer with plans to continue the reservation system with limited capacity at both facilities as needed, implementing a new lifeguard training program with StarGuard and building a partnership with St. Charles Aquatics to run swim team and select aquatic programming.

Mr. Charles asked if the District plans on selling season passes for next summer over the holidays as has been done in the past. Mr. Kies said that because of the pandemic and probable need to run next summer like we did this summer, we won't be selling passes early. However,

the marketing department will make sure that patrons know that the season pass is only unavailable temporarily due to the pandemic.

Ms. Edwards and Ms. Weidner thanked the Board for their support during the summer and relayed their feelings that although it was very tough to get the facilities opened and guards trained in such a short time-frame, the guests' happy faces made their efforts worthwhile. Ms. McCarthy commended all of the Park District staff for their hard work for the community this summer.

Katie Miller left the meeting at 7:26 p.m.

Parks, Planning, and Facilities

Valley Recreation Center

Ms. Rudow reported that she toured the Valley Recreation Center with Recreation Department staff to brainstorm ideas for how the VRC can be used. Staff proposed several ideas:

- Additional early childhood programs targeted to those in the northeast part of the district
- Early childhood programs run by other agencies
- FVSRA programming space, perhaps like the Little Stars program
- Day camp run by the Park District

Ms. Rudow expressed her desire to have the facility included in the upcoming Indoor Space Study and to survey the residents of Valley View to what their programming needs are.

Capital Update

Ms. Rudow provided an update of the capital projects under construction in the third quarter of 2020. She reminded the Board that \$1.6 million in projects have been deferred. Of the projects that are moving forward, Pottawatomie Park Sensory Garden, Lincoln Park Playground Project and Anthem Heights are on schedule.

Projects in the Comprehensive Master Plan that are on hold are Hickory Knolls Discover Center and Prairie Centre. The land has not been transferred to the Park District at Prairie Centre yet.

Ms. Rudow followed up with the Board's previous suggestion that some projects that had been deferred to 2021 begin this fall to take advantage of the winter months during the pandemic. One project that Commissioner Carne had suggested be moved forward is installation of batting cages at Sportsplex. Although the cages are needed, right now is not an opportune time to have them installed because the indoor fields are heavily used over the winter months.

Projects Ms. Rudow would like to see begin as soon as possible are:

- Curbing and carpeting of River View Miniature Golf
- Renovation of the Keg in Baker Community Center
- Professional services for the laying of turf on the fourth field at East Side Sports Complex

Mr. Charles motioned and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the allocation of budgeted funds to move forward with the River View Miniature Golf curb and carpet project, the renovation of the Keg in BCC and the turf project at

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

Athletic Committee Update

Ms. Rudow updated the Board on the District's commitment to building strong relationships with Associated Groups. Her first meeting was with St. Charles Boys Baseball, which Ms. Cabel and Commissioners Cooke and Goettel also attended. She briefly reviewed the history of the organization and said that about three months ago, St. Charles Youth and St. Charles Travel have become one organization again. They have a whole new board and are in the process of developing new by-laws. Ms. Rudow said they had an open and transparent conversation about finances, upcoming loan due and the scheduling of ESSC fields. Commissioners Cooke and Goettel were very pleased with the meeting and are looking forward to a mutually beneficial relationship with St. Charles Boys Baseball.

Request for Use of Facilities

Pink Heals Tri-Cities has formally requested the use of Pottawatomie / Swanson Parking lot for the purpose of hosting a Touch Tennis fundraiser on Sunday, October 18, 2020.

Mr. Hoscheit motioned and Mr. Goettel seconded that the St. Charles Park District Board of Commissioners approve the use of Pottawatomie / Swanson Parking lot for the purpose of hosting a Touch Tennis fundraiser on Sunday, October 18, 2020. A voice vote was taken, unanimous affirmative votes were cast, and the motion carried.

Correspondence

Ms. Cabel shared a letter from Senator Don DeWitte congratulating the Park District for receiving the award for Best Green Practices from IAPD's Best of the Best Gala.

Director's Report

Ms. Cabel informed the Board that Ms. Santos will send out the links to the sexual harassment and mandated report trainings that Board members are required to complete before December 31.

Ms. Cabel reported that Pam Otto and Erika Young are working on a video submission for the virtual Best of the Best Gala about the District's green practices for which the district received an award. She also passed around the award statuette that will be on display at PCC.

Ms. Cabel told the Board about the Welcome Letter project that Ms. Young is working on. The purpose of the monthly letter is to reach out to new residents informing them of the many facilities, parks and programs available to them through the Park District. Mailings will begin in January 2021 and will include a letter and a flyer that advertises each facility, certain programs and special events.

Ms. Cabel updated the Board on the staff committee's suggestions for the Holiday Luncheon. She asked the Board for their input on how to include the Park Foundation members, retirees and past Board members, all of whom are always included in the luncheon. It was agreed that this year it would be safer to not host an event that brings too many people together.

Commissioners' Comments

Bob Carne: absent

Brian Charles: No comments

Bob Thomson: Mr. Thomson offered kudos to the staff for their innovative programming during the pandemic. Although the pool opening was the highlight of the summer, the number of new and repurposed programs offered in the last six months gives him a lot of confidence in the staff to respond to the challenges of the pandemic.

Karrsten Goettel: No comments

Mike Hoscheit: Mr. Hoscheit said it was great to see the Scarecrow Stroll this weekend.

Margaret “Peggy” McCarthy: Ms. McCarthy commented that the St. Andrews Golf Course got a new indoor golf simulator in its own building. She would love to see Pottawatomie Golf Course have a similar set up.

Jim Cooke: No comments

Erika Young, Rosie Edwards and Alex Weidner left the meeting at 8:02 pm.

Executive Session

Mr. Charles moved 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) exceptions: 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. A roll call vote was taken. Aye: Charles, Goettel, Hoscheit, McCarthy, Thomson and Cooke. Nay: none. The motion carried. At 8:02 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. Mr. Hoscheit announced that tonight is his last Board meeting as a Commissioner. He purchased a home outside of the District and is no longer eligible to serve on the Board. He thanked the Board and staff for their support during his term and said he is going to miss being a part of the Board.

Adjournment

There being no further or other business, a motion was made and seconded to adjourn the meeting. A voice vote was taken, unanimous affirmative votes were cast, and the motion carried. The meeting adjourned at 8:21 p.m.