

**MINUTES**  
**St. Charles Park District Board Meeting**  
**September 22, 2020**

**Call to Order**

The St. Charles Park District Board met for a Regular Meeting at Pottawatomie Community Center on September 22, 2020. At 6:31 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 and Peggy McCarthy

**Commissioners absent:** Bob Thomson

**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:**

**Guests:** Alex Englehardt

**Consent Agenda**

Mr. Hoscheit 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 August 31, 2020
- Approval of Bills as of August 31, 2020

<u>Accounts</u>	<u>Amounts</u>
Corporate Fund	\$262,707.41
Recreation Fund	\$50,161.02
Liability Insurance	\$891.00
Special Recreation	\$191,377.50
Revenue Facilities	\$48,174.71
Norris Rec Center	\$6,180.38
Sportsplex	\$6,506.77
Capital	\$65,410.67
<b>TOTAL</b>	<b>\$601,409.46</b>

- Approval of Cash and Investment Report as of August 31, 2020
- Approval of Revenue and Expense Reports as of August 31, 2020

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

**Public Appearances**

None

**Administration and Finance****FVSRA Update**

Alex Englehardt, Executive Director of Fox Valley Special Recreation Association, provided a brief overview of FVSRA services and programs. She spoke of the strengths of the association and the opportunities for FVSRA over the last year, including: change in leadership across all departments has led to innovative thinking; the agency is still working on their strategic plan; development of virtual programs to meet the needs of clients; and the growth of the Foundation and its new board members. She also spoke to the challenges the FVSRA faces because of: minimum wage increases and other agencies competitive pay; increase in requests for advanced medical care from clients; program and facility space limits; reliance on member agency contributions and the impact of COVID-19 on staffing and programs.

Ms. Englehardt also highlighted some of the programs and staff efforts to meet the needs of clients during the pandemic, including: over 500 wellness calls to check in on clients; staff conducting fitness programs in-person to clients in group homes; one on one Zoom chats between client and staff member; 50+ virtual programs per week in the summer; 75+ virtual and modified in-person programs per week in the fall; pre-recorded videos; a weekly news program conducted via social media by “Anchorman Andy” who is a client; and staff providing meals to people in need.

Ms. McCarthy asked if FVSRA would continue virtual programming after the pandemic and Ms. Englehardt replied yes. They have found that some of their clients really prefer virtual programming. Mr. Carne asked if the FVSRA gets support from the high school and Ms. Englehardt replied that there are social clubs for the high school kids who are in the transition program. Many young adults join the FVSRA when they leave the school district when they turn 22. She connects clients to therapeutic recreation students from Aurora University and there are social clubs for East Aurora High School and Mid-Valley Association.

**IGA with DuPage County for COVID-19 Reimbursement**

Ms. Camm explained that the CARES Act allows for reimbursement payments to local governments to cover unbudgeted emergency expenses incurred due to COVID-19. In order to receive the allocated funds from DuPage County, the St. Charles Park District needs to approve an intergovernmental agreement. The Park District will receive \$698.82 of the one millions dollars DuPage County has to disburse.

Mr. Carne motioned and Mr. Charles seconded that the St. Charles Park District Board of Commissioners approve the IGA with DuPage County that allows for reimbursement of expenses incurred due to COVID-19 through the CARES Act. A voice vote was taken and unanimous aye votes were cast. The motion passed.

**Recreation****River View Miniature Golf, Paddlewheel Riverboats and Aquatics Monthly Usage Report**

Superintendent of Recreation Mike Kies shared the August usage report River View Miniature Golf, Paddlewheel Riverboats and Aquatics. River View Miniature Golf is doing well and admissions and its concessions sales are higher than last year for the month of August. The peddle boat rentals are almost double of 2019. The Paddlewheel Riverboats are running with a 50% capacity, so 46 customers per cruise maximum, with an average of 37 passengers per cruise. Specialty cruises, such as the cruise with Pollyanna Brewery and Eco Float, are doing well and

sell out quickly. Mr. Kies thanked the Parks Department for widening the entrance to the Belle to make it ADA accessible.

The Splash Park at Otter Cove Aquatic Park had more reservations during the 10:30 am, 12:30 pm, and 2:30 pm slots than the 4:30 pm slot. The average number of daily reservations in August was 99 guests. Mr. Charles asked why the Splash Park opened at a different time than Swanson Pool and Mr. Kies said it is because Swanson doesn't attract an early crowd as the Splash Park does. Swanson Pool had an average of 231 daily reservations in August. 73% of the guests were residents, compared to 40% in 2019 and 39% in 2018. Guests conveyed positive comments on the safety and sanitation of the pool.

### **Parks, Planning, and Facilities**

#### **James O. Breen Community Park Basketball & Pickleball Project**

Ms. Rudow shared that per the 2020 Capital Plan, bids were solicited to develop basketball and pickleball courts at James O. Breen Community Park. One company bid on the project and their bid came in lower than budgeted. Ms. Rudow asked the Board to consider Evans & Sons of West Chicago, Illinois, as the lowest responsible bidder in the amount of \$222,542.00.

Ms. McCarthy motioned and Mr. Carne seconded that the St. Charles Park District Board of Commissioners accept the bid from Evans & Sons to develop basketball and pickleball courts at James O. Breen Community Park for the amount of \$222,542.00. A roll call vote was taken. Ayes: Carne, Charles, Goettel, Hoscheit, McCarthy and Cooke. Nays: none. The motion carried.

#### **Pottawatomie Golf Course Monthly Usage Report**

Pottawatomie Golf Course Manager & PGA Golf Pro, Ron Skubisz, reviewed the golf course usage report for August. Mr. Skubisz shared that golf continues to be a popular sport this summer because of restrictions on other sporting activities. The weather has cooperated and tee times are nearly booked every day. Sales for punch cards, weekday play, group outings and weekend play are higher than in 2019. Mr. Charles asked if Mr. Skubisz could maximize golf operations in the era of COVID-19 by shaping offers that cater to specific populations of golfers. Mr. Skubisz replied that the Senior \$14 Mondays are a big draw and are the third busiest day of the week.

### **Special Reports**

#### **Fox Valley Special Recreation Association**

Mr. Skubisz attended the monthly board meeting this morning in Mr. Thomson's absence. He did not have anything to add that wasn't already mentioned by Ms. Englehardt in her presentation at the beginning of the meeting.

#### **History Museum**

Mr. Carne complimented Lindsay Judd, Director of the History Museum, for using social media platforms to connect with residents. Ms. Cabel said that the Park District is partnering with the History Museum to conduct the History Walk this fall.

#### **St. Charles Park Foundation**

No report this month.

#### **St. Charles Arts Council**

No report this month.

St. Charles Business Alliance

Mr. Hoscheit shared that the Business Alliance is working on promoting the modified Scarecrow Festival to a Scarecrow Stroll. Scarecrows will be set up in front of local businesses to encourage visitors to check out the businesses while moving around the downtown area.

St. Charles Housing Commission

No report this month.

St. Charles River Corridor Foundation

Ms. McCarthy said that Saturday's Fox River Clean Up was a huge success. More than one hundred volunteers came out, many from the Park District! She said it was a great morning for a clean-up.

Baker Community Center

No report this month.

**Correspondence**

No correspondence this week.

**Director's Report**

Ms. Cabel reported that the administrative team had its kick-off meeting with Rita Fletcher, Executive Director of Bartlett Park District, who will be mentoring the District as we seek Distinguished Agency through IAPD/IPRA. The goal is to be ready for the evaluators by August 2021.

The IAPD awarded the St. Charles Park District the Best of the Best Award for Best Green Practices. The Park District submitted a narrative for its day-to-day practices, the award was not for a particular project. The award will be presented at the Gala virtually in November.

Ms. Cabel thanked both Commissioner McCarthy and Charles for attending the Sculpture in the Park artist's reception. Staff did a wonderful job on this event. Ms. Cabel informed the Board that the Sculpture in the Park committee is negotiating with the sculptor on the price of purchasing her otter sculpture. Park District staff would love to see this sculpture in front of Otter Cove Aquatic Park.

Ms. Cabel congratulated and thanked the Park District employees that volunteered for the Fox River Clean Up day. She was proud to see so many familiar faces from the community and staff.

Ms. Cabel informed the board that the board hosted holiday luncheon held in December would not be able to be held this year amongst Covid restrictions and asked the commissioners if they had any ideas for alternatives. She suggested that admin team bring back ideas for the commissioners to consider.

Ms. Cabel's last comment was a reminder regarding election process and that today is the first day for those interested in running can begin circulating their petitions.

**Commissioners' Comments**

**Bob Carne:** Mr. Carne would like to see employees following social media and sharing Park District posts. He suggested that admin staff consider other ways to motivate and reward employees during the pandemic. Mr. Carne loved that the Drive-In concert season was extended into the fall and wondered if there is a way that the series can continue when it gets cold. Mr. Carne suggested that the winner of the East vs North golf tournament could be presented with a trophy from the Park District. He thanked the staff for an excellent Capital Workshop last week and asked if there are any expenses that could be moved into 2020 that might lead to revenue generation in the spring. He suggested that maybe installing batting cages at Sportsplex this fall would make those available in the spring.

**Brian Charles:** Mr. Charles followed up Mr. Carne's comments about the batting cages and wondered if there was a way to get three batting cages on one half of a soccer field.

**Karrsten Goettel:** No comments

**Mike Hoscheit:** No comments

**Jim Cooke:** Mr. Cooke shared his thoughts that the Capital Workshop was the best one he has attended and thought it was well thought out and substantive. He thanked the staff for being well-prepared and organized. Mr. Cooke also shared a patron's positive experience and statement regarding swim lessons at Swanson pool.

**Margaret "Peggy" McCarthy:** Ms. McCarthy said the Sculpture in the Park event on Friday night was lovely and the sculptors were very appreciative of the opportunity to get to display their art in the park. She also reflected on how when the Board voted in May to open Swanson Pool, no one really knew how the summer would go. She complimented the marketing department and aquatic staff on a great job making it all work. She also echoed Mr. Cooke's remarks that the Capital Workshop was really well done.

**Bob Thomson:** absent

**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 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) discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

A roll call vote was taken. Aye: Carne, Charles, Goettel, Hoscheit, McCarthy and Cooke. Nay: none. The motion carried. At 7:32 p.m., the Board temporarily adjourned to proceed to the Executive Session.

*Ms. Young left the meeting at 7:32 p.m.*

**Other Business**

At 7:38 p.m., Mr. Cooke called the meeting back to order. No other business was conducted.

**Adjournment**

There being no further or other business, Mr. Goettel 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 7:38 p.m.