

MINUTES
St. Charles Park District Board Meeting
November 10, 2020

Call to Order

The St. Charles Park District Board met for a Regular Meeting at Pottawatomie Community Center on November 10, 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, 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, Public Relations and Marketing Manager Erika Young, Pottawatomie Golf Course Manager & PGA Golf Pro Ron Skubisz and Administrative Assistant Jenny Santos

Other Staff Present: Jennifer Bruggeman and Tera Harvey

Consent Agenda

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

- Approval of Minutes from the October 27 Special Meeting and October 27, 2020 Regular Meeting

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

Public Appearances

None

Administration and Finance

Presentation of Karrsten Goettel's 15th Anniversary as Commissioner

Mr. Cooke presented Mr. Goettel with a plaque from IAPD to honor his 15 years of service to the St. Charles Park District Board of Commissioners.

2021 Capital Budget

Ms. Camm presented the actual, projected and budgeted Capital Fund Balance:

2019 Actual:	\$ 5,808,925
2020 Projected:	\$11,049,505
2021 Budgeted:	\$ 8,930,955

Ms. Rudow reviewed the planned capital projects for each quarter in 2021. She highlighted the changes in the plans that were presented at the Capital Workshop in September. She also listed five projects she would like to defer to 2022 that total \$400,000. Mr. Cooke asked for clarification of the turf project at ESSC. Ms. Rudow confirmed that it has begun and the goal is to have it completed in time for the spring 2021.

Intergovernmental Recipient Agreement for Coronavirus Relief Funds with Kane County

Ms. Cabel asked the Board to consider Resolution 2020-11-01 and the intergovernmental agreement with Kane County regarding CARES Act subrecipient funding.

Mr. Charles moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve Resolution 2020-11-01. A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson and Cooke. Nay: none. The motion carried.

Ms. Cabel asked the Board to approve the IGA with Kane County for reimbursement for eligible expenses (estimated at \$134,577.50) relating to COVID-19.

Mr. Thomson moved and Mr. Carne seconded that the St. Charles Park District Board of Commissioners approve the Intergovernmental Recipient Agreement for Coronavirus Relief Funds with Kane County. A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson and Cooke. Nay: none. The motion carried.

Appointment of Treasurer and Assistant Treasurer

Mike Hoscheit's resignation from the Board of Commissioners left a vacancy in the Treasurer position. Mr. Cooke appointed Mr. Thomson as Treasurer and Mr. Charles as Assistant Treasurer.

Mr. Cooke asked for a motion to approve these appointments. Mr. Carne moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve Mr. Thomson as Treasurer and Mr. Charles as Assistant Treasurer. A voice vote was taken. Unanimous aye votes were cast and the motion passed.

IAPD/IPRA Annual Conference Attendance Approval

Ms. Cabel asked the Board to approve virtual attendance of the following employees to the 2021 IAPD/IPRA Conference in January 2021:

Jennifer Bruggeman, Holly Cabel, Melissa Caine, Cathy Camm, Dan Charak, Rosie Edwards, Jeff Goodrich, Cayla Greenfield, Kara Guizzetti-Reif, Tera Harvey, Megan Hatheway, Chris Holling, Sabrina Hunley, Christina Janes, Dave Johnson, Mike Kies, Taylor Krawczyk, TC Hull, Ande Masoncup, Katie Miller, Lara Piner, Dan Procaccio, Chris Holling, Laura Rudow, Jenny Santos, Tim Timberlake, Lynne Yuill and Alex Weidner.

Ms. Cabel noted that some employees might not attend all days of the conference. This is a budgeted expense.

Ms. McCarthy moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve the attendance of listed employees to the IAPD/IPRA Conference in January 2021. A voice vote was taken. Unanimous aye votes were cast and the motion passed.

Recreation

Paddlewheel Riverboats End-of-Year Review

Mr. Kies introduced Assistant Superintendent of Recreation Jennifer Bruggeman and Supervisor of Cruise Operations Tera Harvey. Ms. Bruggeman said that although operations were greatly affected by the pandemic, the season was full of success stories. Ms. Harvey shared a

presentation that included highlights from the season, including:

- 3,797 public cruise passengers with an average passenger count of 33, which was very similar to the past two cruise seasons;
- COVID restrictions caused a late opening (July) and early ending (October) of the season, resulting in a loss of 63 public cruises and restricted passenger capacities;
- Riverboat projects included widening the door of the St. Charles Belle II, installation of cleats on Fox River Queen & St. Charles Belle II, installation of cleats on both docks and painting and repairing of flooring, walls and benches on both riverboats;
- New signage at entry to public dock, photo exhibit installed that provides information on Fox River flora and fauna, and installation of a historical timeline of the riverboats aboard the St. Charles Belle II; and
- There were 21 special events, of which 14 were sold out.

Ms. Harvey shared the goals for 2021, which include new special events and programs, continuing to upsell River View Mini Golf, creating a seamless private charter booking process, growing partnerships with local businesses and agencies, and the continuation of the 75th anniversary celebration.

Mr. Charles suggested a revenue share arrangement with local breweries. Ms. Bruggeman replied that the District is reviewing its alcohol ordinance and will consider that idea. Ms. McCarthy praised the Riverboat staff for a successful season and suggested that a virtual tour aboard the Riverboats might be fun.

Jennifer Bruggeman and Tera Harvey left the meeting at 7:12 p.m.

Parks, Planning, and Facilities

Extension of Due Diligence Period for the South Elgin Agreement

Ms. Rudow reported that the due diligence period pursuant to the agreement with the Village of South Elgin for acquisition of the Thornwood Natural Areas is set to expire on November 17, 2020. Ms. Rudow said more time is required to finalize the Easement Agreement with the Village of South Elgin and requested that the Board approve another 90-day extension so that all issues can be addressed. She explained that given the approaching holidays and time needed by the lawyers and committee to review the agreement, a 30 or 60-day extension seemed unreasonable.

Mr. Carne moved and Mr. Goettel seconded the St. Charles Park District Board of Commissioners approve the extension of due diligence period of another 90 days for staff to finalize the agreement with Village of South Elgin. A voice vote was taken. Unanimous aye votes were cast and the motion passed.

Change Order #1 for Pottawatomie Sensory Garden Project

Ms. Rudow asked the Board to consider a change order to the contract with E. Hoffman in the amount of \$2,450.00 for the purpose of removing a large, unknown underground concrete vault.

Mr. Carne moved and Ms. McCarthy seconded the St. Charles Park District Board of Commissioners approve the change order to the contract with E. Hoffman in the amount of \$2,450.00 for removing the concrete vault. A voice vote was taken. Unanimous aye votes were cast and the motion passed.

Change Order #2 for Pottawatomie Sensory Garden Project

Ms. Rudow asked the Board to consider a change order to the contract with E. Hoffman in the amount of \$2,116.00 for the purpose of installing 55 feet of drainage tile beyond the original scope of work.

Ms. McCarthy moved and Mr. Carne seconded the St. Charles Park District Board of Commissioners approve the change order to the contract with E. Hoffman in the amount of \$2,116.00 to install 55 feet of drainage tile. A voice vote was taken. Unanimous aye votes were cast and the motion passed.

Correspondence

None

Director's Report

Ms. Cabel encouraged commissioners to drive by Lincoln Park to check out the new playground. It has been very popular this past week with the nice weather.

Ms. Cabel thanked the Board for coming to the FVSRA Watch Party on Saturday night and for their generous support of the FVSRA Foundation. She also congratulated Mr. Thomson for his twenty years of service on the FVSRA Board, for which he was recognized on Saturday evening by FVSRA staff.

Ms. Cabel shared the plan for commissioners to sign the holiday cards for staff.

Ms. Cabel explained how the new Tier 2 mitigations that are being implemented November 11 will affect the Board of Commissioners meetings. She described that the meetings will be limited to ten people, with staff and guests watching the meeting via WebEx. She also offered the option of holding the meetings remotely. The commissioners agreed to continue with in-person meetings that adhere to the restrictions of Tier 2.

Commissioners' Comments

Bob Carne: Mr. Carne would like to recognize the gardener who donated his time to growing produce in the District's extra garden plots. His efforts produced a large bounty of vegetables that were donated to local food pantries. He would also like the District to consider a formal recognition of two St Charles residents who have achieved professional athlete status in their respective sports. He offered kudos to Erika Young and her staff for their marketing efforts on such programs like Meals with Santa. He would like the staff to continue creating ways to bring joy to kids and families during the holiday season which will look a lot different this year because of the pandemic. He likes the idea of having a golf simulator league and wondered how we might develop an off-season conditioning program for golfers either at Norris Recreation Center or Sportsplex that is led by a trainer. Another program suggestion is movie nights for families either at Sportsplex or Haines. His last comment was about considerations for using the vacant Valley Recreation Center in the Valley View neighborhood. He would like the Park District to make additional investments in this neighborhood.

Brian Charles: No comments

Jim Cooke: No comments

Karrsten Goettel: Mr. Goettel said that people being quarantined due to COVID, our parks are getting a lot more use. He'd like staff to think about ways we could drive people to the parks past sunset by installing temporary lights at ice rinks and sledding hills.

Margaret "Peggy" McCarthy: Ms. McCarthy enjoyed the FVSRA Watch Party on Saturday night. Ms. McCarthy suggested that portalets be available at busy parks after the bathrooms have been winterized. She saw a lot of patrons trying to use the bathrooms at Mt. St. Mary Park this weekend, but they were closed. Ms. Cabel informed her that the gender-neutral bathroom is open year round and heated when it is cold.

Bob Thomson: Mr. Thomson thanked staff for hosting the FVSRA Watch Party and the board and staff for donating to the FVSRA. He said he rode by Lincoln Park and noticed how busy the playground and rest of the park was this past week. He mentioned that in the spirit of honoring St. Charles athletes, the high school cross country teams recently won a cross country race in Chilicotte. Ms. Cabel said she will reach out to the high schools to figure out how we can honor athletes when mitigation measures are relaxed.

Erika Young left the meeting at 7:34 pm.

Executive Session

Mr. Carne moved and Mr. Charles seconded that the St. Charles Park District Board temporarily adjourn to a closed meeting for the purpose of considering the following subjects, per the Open Meetings Act: (1) 5 ILCS 120/2(c)(3) exception, the selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance; and (2) 5 ILCS 120/2(c)(5) exception, the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson and Cooke. Nay: none. The motion carried. At 7:35 p.m., the Board temporarily adjourned to proceed to the Executive Session.

Other Business

At 8:02 p.m., Mr. Cooke called the meeting back to order. There was no further business.

Adjournment

Ms. McCarthy moved and Mr. Thomson seconded to adjourn the meeting. A voice vote was taken, unanimous affirmative votes were cast, and the motion carried. The meeting adjourned at 8:02 p.m.