

MINUTES
St. Charles Park District Board Meeting
October 27, 2020

Call to Order

The St. Charles Park District Board met for a Regular Meeting at Pottawatomie Community Center on October 27, 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, Golf Course Manager & PGA Golf Pro Ron Skubisz, Public Relations & Marketing Manager Erika Young and Administrative Assistant Jenny Santos

Other Staff Present: Katie Miller, Sabrina Hunley

Guests: Jim Gebhardt, Mike Hoscheit

Consent Agenda

Mr. Goettel 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 October 13, 2020
- Approval of Bills as of September 30, 2020

<u>Accounts</u>	<u>Amounts</u>
Corporate Fund	\$147,210.88
Recreation Fund	\$70,278.38
Liability Insurance	\$1,215.00
Revenue Facilities	\$49,940.42
Norris Rec Center	\$3,731.26
Sportsplex	\$13,508.70
Capital	\$42,028.80
TOTAL	\$327,913.44

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

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 Resolution Honoring Mike Hoscheit**

President Cooke read aloud Resolution 2020-10-01 which honored Mike Hoscheit for his years of service to the St. Charles Park District Board of Commissioners. Mr. Hoscheit said that he is impressed with how much had been accomplished since 2017.

Mr. Carne motioned and Mr. Charles seconded that the St. Charles Park District Board of Commissioners approve Resolution 2020-10-01. A voice vote was taken and unanimous aye votes were cast. The motion passed.

2021 Budget

Superintendent of Finance and Administration Cathy Camm presented an overview of the tentative 2021 Budget, excluding the Capital Fund, which will be presented at the November 10 Board meeting.

She summarized expense and revenue changes that are the result of additional facility space, staff, operating costs and new programming, as well as the anticipated impact COVID-19 will have on the Park District's budget. She stated that the budget for 2021 was developed with the assumption that Illinois will still be under the Phase 4 restrictions of the Restore Illinois program.

Tentative Budget & Appropriation Ordinance

Ms. Camm requested that the Board review the Budget and Appropriation Ordinance for the fiscal year January 1, 2021 to December 31, 2021 in tentative form. She explained that it will be available for public review for 30 days. The final Ordinance will be presented for board action at the December meeting.

Resolution on Credentials for Illinois Association of Park District's Annual Business Meeting

Ms. Cabel requested that the Board pass a resolution on Credentials to designate delegate(s) to the Annual Business Meeting of the Illinois Association of Park Districts to be held virtually on Saturday, January 30, 2021, at 3:30 pm.

Mr. Carne motioned and Mr. Charles seconded the St. Charles Park District Board of Commissioners approve the resolution on Credentials for the IAPD's Annual Business Meeting designating whomever the new Board member is as the delegate. A voice vote was taken, unanimous affirmative votes were cast, and the motion carried.

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

Superintendent of Recreation Mike Kies introduced Assistant Superintendent Katie Miller and Recreation Supervisor Sabrina Hunley. Ms. Hunley supervises River View Miniature Golf and presented an overview of the 2020 season. Operations were impacted by the COVID-19 pandemic in several ways: opening was delayed by 15 days, until June 1st; full time recreation staff covered facility preparation and staffing the first several weeks of operation; online reservations were required in June; and only prepackaged food and beverage were sold during the first month of the season. Despite the restrictions, RVMG had a very good season and the net income for the season is projected to be \$88,694, which is more than \$40,000 higher than the 2019 season. Total rounds

played, although 2,000 less than 2019, were high considering the season was reduced by 15 operational days and an additional 80 hours (due to daily hours being limited). Kayak and pedal boat rentals were very popular this summer and usage more than doubled over the 2019 season.

Operational improvements in 2020 included replacing the Wooden Nickels promo days with 2 new promotional opportunities and creating a cross-promotional opportunity between the Riverboats and RVMG which drove 116 new guests to RVMG after a Riverboat cruise. Looking ahead to 2021, there are capital plans to replace bricks with updated curbing, replace carpeting, replace 1 hole with a new feature and replace two pedal wheel boats.

Mr. Carne asked what ideas the staff had to increase revenue. Ms. Miller and Ms. Hunley agreed that overall course improvement, including updating landscaping and course features would help. Mr. Carne shared his ideas of local businesses sponsoring a hole and using coupons to drive guests already in the park to other facilities such as Swanson and Otter Cove. Mr. Thompson suggested selling a logo on the side of a kayak. Ms. McCarthy congratulated the staff on amazing job this summer and attributed the success to the positive attitude of the staff.

Katie Miller and Sabrina Hunley left the meeting at 7:54 pm.

Parks, Planning, and Facilities

Resolution for Thornwood Natural Areas Land Transfer between Village of South Elgin and St. Charles Park District

Ms. Rudow asked the Board to consider Resolution 2020-10-02 that provides Board approval of the acquisition of the Thornwood Natural Areas and the approval of the easements that will subsequently be granted to the Village of South Elgin. She explained that this is the first step to the Park District acquiring the land the Board has expressed interest in. The Park District is currently in its third due diligence period that ends November 19, 2020. Mr. Cooke expressed concern that there is not an easement agreement with the resolution. The Board agreed that they are not comfortable with the Resolution without reviewing easement agreement information. Mr. Cooke suggested tabling a vote until more information is gathered. The Board concurred.

Pottawatomie Golf Course Monthly Usage Report

Pottawatomie Golf Course Manager & PGA Golf Pro, Ron Skubisz, reviewed the golf course usage report for September. As has been the case for most of the season, the weather has cooperated and golf continues to be a popular sport this summer because of restrictions on other sporting activities. Sales for punch cards, weekday play and weekend play outperform 2019. Mr. Skubisz said that now that the weather is changing and colder days are ahead, he anticipates that the golf simulator will draw golfers inside. Mr. Carne asked how the Park District could create its own Hot Buys on Golf Now and Mr. Skubisz said that the small fees paid to Golf Now are worth the business it drives to the golf course. Mr. Carne asked what percent of our current population has never been to the golf course and how is that been addressed? Mr. Skubisz responded that the Junior Golf program and Golf Now have brought new customers. Mr. Carne suggested gift cards for the golf simulator or to purchase punch cards.

Special Reports

Fox Valley Special Recreation Association

Mr. Thomson said that today's regularly scheduled Board meeting was cancelled because of the minimal agenda items. FVSRA is anticipating receiving \$4343 from Kane County through the

CARES Act. He reminded the Board that the FVSRA is encouraging groups to host a small fundraising event on November 7th in lieu of the FVSRA Foundation's annual winter gala.

History Museum

Mr. Carne said that the Park District partnered with the History Museum on an annual program called Grave Reminders and that it was a big hit. He said that the museum has put out a call for funding and wondered what we could do to support their efforts.

St. Charles Park Foundation

No report this month.

St. Charles Arts Council

Ms. Cabel reported that the SCAC just began a 2021 Support the Arts drive asking for donations to the Arts Council.

St. Charles Business Alliance

Ms. Cabel said that although the annual Holiday Homecoming Parade is cancelled this year because of COVID, it is organizing a Holiday Tree stroll for local businesses to display decorated trees around downtown, similar to the Scarecrow Stroll.

St. Charles Housing Commission

No report this month.

St. Charles River Corridor Foundation

Ms. McCarthy shared that the Foundation reviewed the Fox River Clean Up at its last meeting.

Baker Community Center

No report this month.

Correspondence

No correspondence this week.

Director's Report

Ms. Cabel shared copies of the Park District's latest (mini) activity guide that promotes special events and programming happening in November and December. There will be a similar guide used for summer and aquatics activities this spring.

She reminded Board members to complete the mandated reporter and sexual harassment training before the end of the year. Please contact Jenny with any issues.

Ms. Cabel said that staff will be bringing a resolution to the next meeting for the Board to approve that will allow the SCPD to receive federal CARES Act money from Kane County. This money will reimburse the District for many of its unbudgeted expenses incurred to comply with health and safety restrictions due to COVID.

Commissioners' Comments

Bob Carne: Mr. Carne complimented Parks staff for how well maintained and clean the parks are. He told Ms. Young that he likes the mini-activity guide and was excited to see the pickleball for juniors program. He would like the staff to revisit the idea of having interns work with staff on

projects such as evaluating data that could help staff make informed and researched decisions about facility usage and programs. He suggested that the Riverboats consider offering cruises on a slow night to non-profit organizations so they can host fundraisers. He encourages staff to think about memberships as a way to generate recurring revenue. Mr. Carne also said that “work from home” is here to stay, so how might the SCPD use its facilities to generate revenue while offering patrons a change of scenery to their work days. Might we be able to set up work stations somewhere to create a co-work environment?

Brian Charles: No comments

Karrsten Goettel: No comments

Mike Hoscheit: No comments

Jim Cooke: Mr. Cooke suggested that staff create a one page brochure/flyer to generate interest and excitement for the pickleball/basketball courts that will be finished soon at James O. Breen Community Park.

Margaret “Peggy” McCarthy: Ms. McCarthy said that she was inspired by the FVSRA’s morning virtual coffee club and wondered if that could be something that the SCPD offers to seniors.

Bob Thomson: Mr. Thomson has noticed on his daily bike rides that a lot of signs have been installed lately along the river. Staff clarified that those signs are Fox River Trail signs.

Executive Session

Mr. Carne 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 subject, per the Open Meetings Act, 5 ILCS 120/2(c) exception: litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson and Cooke. Nay: none. The motion carried. At 8:33 p.m., the Board temporarily adjourned to proceed to the Executive Session.

Erika Young and Jim Gebhardt left the meeting at 8:33 pm.

Other Business

At 8:42 p.m., Mr. Cooke called the meeting back to order. The Board discussed procedures for conducting interviews for the vacant commissioner’s seat. It was agreed that the Board would interview candidates at a required Special Meeting to be held before the November 10 Regular Board meeting.

Adjournment

There being no further or other business, Ms. McCarthy moved and Mr. Charles seconded to adjourn the meeting. A voice vote was taken, unanimous affirmative votes were cast, and the motion carried. The meeting adjourned at 8:47 p.m.