

MINUTES
St. Charles Park District Board Meeting
November 24, 2020

Call to Order

The St. Charles Park District Board met for a Regular Meeting at Pottawatomie Community Center on November 24, 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: Bob Carne, Brian Charles, Jim Cooke, Peggy McCarthy, Bob Thomson and Steve Ward

Commissioners absent: Karrsten Goettel

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 in person: Ethan & Lindsey Ward

Guests who called in via WebEx: Jeff Essig, Steven Ward, Sr., Jodee DeBates, Amanda and 2 unidentified callers

Consent Agenda

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

- Approval of Minutes from Regular Meeting on November 10, 2020 and Special Meeting on November 10, 2020
- Approval of Bills as of October 31, 2020

<u>Accounts</u>	<u>Amounts</u>
Corporate Fund	\$400,374.40
Recreation Fund	\$42,848.62
Liability Insurance	\$568.00
Special Recreation	\$704.21
Revenue Facilities	\$52,914.20
Norris Rec Center	\$19,826.09
Sportsplex	\$7,404.08
Capital	\$272,371.42
TOTAL	\$797,011.02

- Approval of Cash and Investment Report as of October 31, 2020

- Approval of Revenue and Expense Reports as of October 31, 2020

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

Public Appearances

None

Administration and Finance

Appointment of New Commissioner to St. Charles Park District Board

President Cooke presented Mr. Steven Ward as the Board of Commissioners' candidate for appointment to the Board to fill the vacancy.

Mr. Carne motioned and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the appointment of Steven Ward to the St. Charles Park District Board of Commissioners. A roll call vote was taken. Aye: Carne, Charles, McCarthy, Thomson and Cooke. Nay: none. The motion carried.

Oath of Office

President Cooke administered the Oath of Office to Mr. Ward.

Lindsey and Ethan Ward left the meeting at 6:41 pm.

Callers left the meeting at 6:42 pm.

Adoption of 2020 Tax Levy Ordinance 2020-11-02

Ms. Camm requested that the Board review the 2020 Tax Levy Ordinance 2020-11-02 that levies and assess taxes for the St. Charles Park District of Kane and DuPage Counties, Illinois, for the tax year 2020 in the amount of \$11,413,221.00.

Ms. McCarthy motioned and Mr. Charles seconded that the St. Charles Park District Board of Commissioners adopt the 2020 Tax Levy Ordinance 2020-11-02, Levying and Assessing Taxes for the St. Charles Park District of Kane and DuPage Counties, Illinois, for the Tax Year 2020 in the amount of \$11,413,221.00. A roll call vote was taken. Aye: Carne, Charles, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Abatement of 2020 Tax Levy Ordinance 2020-11-03

Ms. Camm requested that the Board review the Abatement of 2020 Tax Levy Ordinance 2020-11-03 that abates the 2020 tax levy for debt service on GO bonds (Alternate Revenue Source), Series 2018.

Mr. Thomson motioned and Mr. Carne seconded that the St. Charles Park District Board of Commissioners approve the Abatement of 2020 Tax Levy Ordinance 2020-11-03, abates the 2020

tax levy for debt service on GO bonds (Alternate Revenue Source), Series 2018. A roll call vote was taken. Aye: Carne, Charles, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Covid-19 Financial Impact

Ms. Cabel stated that Ms. Camm will present the Board with an update on the financial impact Covid-19 has had on the Park District and the projections for the revenue losses for the calendar year 2020. Ms. Cabel said that the major change in the updated financials since the last report in October is the new mitigations the state was put under last week.

Ms. Camm presented a comparison of the original 2020 budget to projections presented on October 13 and an updated version. She explained that the change between the two projections are due to reductions in revenue in November and December modifications and cancellations at Sportsplex programs, Baker Station and Preschool. Projected Fund Balances were reviewed and Ms. Camm reminded the Board that we are not recommending any fund balance transfers in the 2021 budget due to the uncertainty of financials due to the pandemic. COVID related expenses were reviewed. Ms. Camm indicated that the current financial projections do not include any expected reimbursement from Kane County through the federal CARES Act, which is expected to be about \$100,000.

Jeff Essig left the meeting at 6:52 pm.

Disposal Ordinance 2020-11-04

Staff asked Board to consider Disposal Ordinance 2020-11-04 authorizing the disposal of personal property owned by the Park District. Property to be disposed of includes furniture and appliances from Pottawatomie Preschool, the Keg at Baker Community Center and Hickory Knolls Discovery Center.

Mr. Carne motioned and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve Disposal Ordinance 2020-11-04 authorizing the disposal of personal property owned by the Park District. A roll call vote was taken. Aye: Carne, Charles, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Revision to Board Policy 2005: Board Bylaws

Ms. Cabel asked Board to consider the revision of Board Policy 2005: Board Bylaws which adds the duties of the Assistant Treasurer.

Ms. McCarthy motioned and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve the revision of Board Policy 2005: Board Bylaws which adds the duties of the Assistant Treasurer. A roll call vote was taken. Aye: Carne, Charles, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Recreation**Associated Groups Agreements**

Superintendent of Recreation Mike Kies asked the Board to approve the following organizations as Associate Groups for Fiscal Year 2021, pending the receipt of the required documentation as set forth within each agreement: Bachelors 'n' Bachelorettes, Fox Valley Mixers, St. Charles Canoe Club, St. Charles Chess Club and St. Charles Storm Basketball. Mr. Kies added that no changes were made to the agreements since last year.

Mr. Carne motioned and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve the following organizations as Associate Groups for Fiscal Year 2021, pending the receipt of the required documentation as set forth within each agreement: Bachelors 'n' Bachelorettes, Fox Valley Mixers, St. Charles Canoe Club, St. Charles Chess Club and St. Charles Storm Basketball. A roll call vote was taken. Aye: Carne, Charles, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Parks, Planning, and Facilities**Associated Groups Agreements**

Superintendent of Parks and Planning Laura Rudow asked the Board to Board to approve the following organizations as Associate Groups for Fiscal Year 2021, pending the receipt of the required documentation as set forth within each agreement: Campton United Soccer, Chicago Soccer Academy, Fox Valley Maoris Rugby Club, St. Charles Silverhawks Softball, St. Charles Celtics, St. Charles Girls Softball Association, St. Charles Baseball Association, Strikers Fox Valley Soccer Club, Tri Cities Soccer Association and Tri City Youth Football. She said the only change in the agreements from last year is that St. Charles Youth Baseball and St. Charles Travel Baseball have now merged into one organization with one agreement with the Park District.

Mr. Thomson motioned and Mr. Carne seconded that the St. Charles Park District Board of Commissioners approve the following organizations as Associate Groups for Fiscal Year 2021, pending the receipt of the required documentation as set forth within each agreement: Campton United Soccer, Chicago Soccer Academy, Fox Valley Maoris Rugby Club, St. Charles Silverhawks Softball, St. Charles Celtics, St. Charles Girls Softball Association, St. Charles Baseball Association, Strikers Fox Valley Soccer Club, Tri Cities Soccer Association and Tri City Youth Football. A roll call vote was taken. Aye: Carne, Charles, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Primrose Farm Agricultural Land Lease

Ms. Rudow asked the Board to approve the lease of 79 acres of tillable land at Primrose Farm to JW Farms for two hundred thirty dollars and twelve cents (\$230.12) per acre for annual rent payment of \$18,100 due in two equal installments on March 10 and August 10 of 2021. She noted that the previous lease was for 83 acres, but four acres of the land are now being leased to Fulbuschel to sell at the farm stand.

Mr. Thomson motioned and Mr. Charles seconded that the St. Charles Park District Board of Commissioners approve the lease of 79 acres of land at Primrose Farm to JW Farms for \$230.12 per acre in 2021. A roll call vote was taken. Aye: Carne, Charles, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Special Reports

Fox Valley Special Recreation Association

Mr. Thomson reported that FVSRA is planning for summer camps. They are also working on a training. The FVSRA collected twice as much food than hoped for, 860 pounds, at the event “Stuff the Bus” to benefit the Northern Illinois Food Bank. The FVSRA Foundation extends its thanks to all those who donated to their Winter Virtual Gala, which has thus far netted \$28,000. There is still one month left of the Gala donation drive.

History Museum

Mr. Carne said that the museum’s gift shop is open and Ms. Cabel agreed that it was, but has now closed again because of the new Phase 3 Covid mitigations. She also added that the History Museum is in the middle of their membership drive for 2021.

St. Charles Park Foundation

Mr. Cooke reported that Foundation is working on the details of a project that could potentially be a fund raiser. More details will follow as plans develop.

St. Charles Arts Council

Ms. Cabel reported that the SCAC 2021 Support the Arts drive has raised over \$6000 in donations and artist memberships.

St. Charles Business Alliance

Ms. Cabel said that the trees are up downtown for the Tree Trail event. The Park District’s holiday tree is located by Sterling Bank facing the river. The Alliance is also working on next year’s budget.

St. Charles Housing Commission

No report this month.

St. Charles River Corridor Foundation

Ms. McCarthy shared that the Foundation is working on a way to make the Heart of the Fox Festival safe and appeal to a broader audience next year.

Baker Community Center

No report this month.

Correspondence

No correspondence this week.

Director's Report

Ms. Cabel thanked the commissioners and staff for their donations to the FVSRA Winter Gala, to which they donated over \$1400.

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.

She reminded the Board that they appointed and approved delegates for the annual IAPD business meeting in October and those appointed need to sign document tonight.

Ms. Cabel informed the board that an updated board directory is at their seat tonight with the corrected board contact information.

Ms. Cabel wished everyone a Happy Thanksgiving.

Commissioners' Comments

Steven Ward: Mr. Ward said that his son can't wait to see the gymnasium at Pottawatomie filled with people again!

Bob Thomson: Mr. Thomson complimented the Parks staff on how pretty Pottawatomie Park looks with the lights on the trees as you drive into the park. He wished everyone a Happy Thanksgiving.

Margaret "Peggy" McCarthy: Ms. McCarthy said that she played pickleball for the first time at Haines Gymnasium and her experience was better than she thought it would be. She complimented the staff, saying they are very friendly and helpful. She wished everyone Happy Thanksgiving!

Brian Charles: Mr. Charles said he is very impressed with the personal thank you video sent by Alex from FVSRA and suggested that staff look into using this platform ourselves. He also suggested that perhaps the Foundation and/or Sponsorship seek out nurseries for donations of trees to the Park District.

Bob Carne: Mr. Carne complimented the changes to the memorial tree program and that the new plaques look nice. He said he likes the Holiday Tree downtown, but suggested the staff look into creating excitement around the tree by putting a donation under the tree every day for someone to pass along as a "pay it forward" idea. He also suggested that the beautiful Holiday card be sent digitally to everyone on our email list. He revisited his idea about renting a snowmaker for sledding hills. Ms. Cabel said Ms. Rudow has been researching the snowmaker as well as installing lights at Langum Park so families can sled into the evening. Mr. Carne urged staff to see if affiliates might contribute money to the efforts and that the sponsorship supervisor seek business partners for this endeavor. Because families will be looking for as many opportunities to be outside this winter, Mr. Carne believes the focus needs to be on outdoor activities. Ms. Cabel said another goal

of the Parks Department is to clear paths located within some of the parks so that we can continue to offer outdoor walking through the winter months. Mr. Thomson said it would be great if the trails that connect St. Charles parks to other communities could be cleared. Mr. Carne's last comment was regarding marketing facilities, particularly the gymnasiums, to families. Is there a way to allow families to rent gym space to play basketball with their immediate family members, in keeping with mitigation guidelines?

Karrsten Goettel: Absent

Jim Cooke: Mr. Cooke wished everyone a Happy Thanksgiving.

Executive Session

Mr. Ward 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 subject, per the Open Meetings Act, 5 ILCS 120/2(c)(5): 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, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried. At 7:15 p.m., the Board temporarily adjourned to proceed to the Executive Session.

Erika Young left the meeting at 7:15 pm.

Other Business

At 7:48 p.m., Mr. Cooke called the meeting back to order.

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 7:49 p.m.