

ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

January 12, 2021 – 6:30 P.M.

AGENDA

Please note: Per Section 7(e) of the Open Meetings Act (5 ILCS 120/7(e)), the Board President has determined that a fully in-person meeting is not practical or prudent. Board members may participate remotely.

In accordance with the current Gubernatorial Disaster Proclamation, dated December 11, 2020, in-person attendance of more than 10 people at the meeting is not feasible.

The public is invited to join this meeting via Webex

by dialing 1-312-535-8110 and entering access code 126 117 2715.

If you wish to address the Board, you may send a message to scpd@stcparks.org before 5:30 pm on January 12.

Consistent with public health guidance to limit gatherings, members of the public who are present at the meeting location will be required to watch the meeting via Webex from a separate room.

I. Call to Order

II. Roll Call

III. Consent Agenda*

- A. Approval of Minutes from Regular Meeting on December 8, 2020
- B. Approval of Bills as of November 30, 2020
- C. Approval of Cash and Investment Report as of November 30, 2020
- D. Approval of Revenue Expense Reports as of November 30, 2020

IV. Public Appearances

V. Business Items

1. Administration and Finance

a. Personnel Practices Manual Updates: 3.26 Remote Work Policy

Staff requests that the Board approve the new personnel practices remote work policy. Board action is requested.

b. Peek Pro Agreement

Staff will present information about the Peek Pro online platform that will be utilized for 2021 pool, boat and event reservations. Peek Pro is a pay-as-you-go platform requiring no contract commitments. A \$299 setup fee will be paid to secure staff training and assistance customizing the platform. All transactions will incur a 4% convenience fee plus a credit card fee of 1.9% + \$0.30. The credit card and convenience fees are calculated to be very similar to the current ActiveNet and Ticketleap fees. Board action is requested.

c. Director of Parks and Recreation Job Description

Staff requests that the Board review and approve the updated job description for the Director of Parks and Recreation. Board action is requested.

* Routine items for one motion, unless separate discussion is requested.

d. Renewal of Membership in the Illinois Association of Park Districts

Board approval is requested to renew the St. Charles Park District's membership in the Illinois Association of Park Districts (IAPD) for a fee of \$6,944.17. Board action is requested.

2. Recreatione. Fourth of July Fireworks Agreement

Staff recommends exercising the fifth year option of the contract with Mad Bomber for \$30,000 to provide the fireworks show on July 4, 2021. This is the final year of a 5-year contract. Board action is requested.

3. Parks, Planning, and Facilitiesf. Pottawatomie Golf Course Annual Report

Staff will report on the 2020 Pottawatomie Golf Course season, including the changes in operation due to the pandemic.

g. Change Order #3 for Pottawatomie Park Sensory Garden Project

The Board is asked to consider a change order to the contract with E. Hoffman in the amount of \$1,378 for the purpose of applying factory stain to the wood shelter. Board action is requested.

h. Requests for Use of Facilities

Listed below are the first 10 Special Events requesting use of the District's facilities. They are all returning events with the exception of the St. Charles Brew Fest and the Fox River Arts Ramble. Board action is requested.

1) Current Busters Canoe & Kayak Race

St. Charles Canoe Club, through Karl Teske, Secretary, has formally requested the use of Pottawatomie Park for the purpose of hosting their annual canoe and kayak race on Saturday, May 1, 2021. Board action is requested.

2) St. Charles Brew Fest

St. Charles Brewery Foundation, through Alex Drayer and Steve Marck, co-presidents, has formally requested the use of Lincoln Park for the purpose of hosting a craft brew fest with monies benefitting Project Mobility on Saturday, June 5, 2021. Board action is requested.

3) Fox River Arts Ramble

St. Charles Arts Council, through Kathryn Hill, Executive Director, has formally requested the use of Mt. St. Mary Park for the purpose of hosting an art festival on Saturday, June 5, 2021. Board action is requested.

- 4) Mid-Am Canoe & Kayak Race
Fox Valley Park District, through Jason Grzywa, Facility Manager, has formally requested the use of Mt. St. Mary Park for the purpose of hosting an their annual canoe and kayak race on Sunday, June 6, 2021. Board action is requested.
- 5) Tri-Cities Jank Award & Ambassadorship
The Jank Guitar Store, through Scott Corbin, owner, has formally requested the use of Lincoln Park for the purpose of hosting their annual award ceremony on Saturday, June 12, 2021. Board action is requested.
- 6) ESSC Skate Park Competition #8
Fox Valley Illinois Skaters, through Deanna Hanczar, Event Coordinator, has formally requested the use of East Side Sports Complex Skate Park for the purpose of hosting their annual skateboard competition on Saturday, June 19, 2021. Board action is requested.
- 7) UOP Picnic
Honeywell/UOP, through Ken Vesely, Director, has formally requested the use of Pottawatomie Park for the purpose of hosting their annual UOP company picnic on Friday, August 6, 2021. Board action is requested.
- 8) Laz-A-Palooza
Lazarus House, through Barb Potter, Events & Fundraising Coordinator, has formally request the use of Lincoln Park for the purpose of hosting their annual Lazarus House Awareness Community Concert on Saturday, August 7, 2021. Board action is requested.
- 9) Everybody Rides
Project Mobility, through Katherine Reda, Event Director, has formally requested the use of James O. Breen Park for the purpose of hosting their annual Everybody Rides event on Sunday August 15, 2021. Board action is requested.
- 10) School of Rock Concert
School of Rock Geneva, through Dierdre Kelleher, General Manager, has formally requested the use of Lincoln Park for the purpose of hosting their annual School of Rock Lincoln Park Show on Saturday August 28, 2021 and Sunday August 29, 2021. Board action is requested.

VI. Correspondence**VII. Director's Report**

VIII. Commissioner Comments

Bob Carne

Brian Charles

Jim Cooke

Karrsten Goettel

Peggy McCarthy

Bob Thomson

Steve Ward

IX. Executive Session

Closed meeting for the purpose of considering the following subjects, per the Open Meetings Act, 5 ILCS 120/2(c)(1): (1) 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 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; (2) 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; and (3) for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

X. Other Business

a. Easement Agreement with the Village of South Elgin

The Board is asked to consider an Easement Agreement between the St. Charles Park District and the Village of South Elgin in the Thornwood Natural Areas related to storm water management and infrastructure maintenance. Board action is requested.

XI. Adjournment of Meeting