

MINUTES
St. Charles Park District Board Meeting
January 12, 2021

Call to Order

The St. Charles Park District Board met for a Regular Meeting at Pottawatomie Community Center on January 12, 2021. At 6:33 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, Bob Thomson and Steve Ward

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, IT Manager Jeff Essig and Administrative Assistant Jenny Santos

Other Staff Present: Denise Gillett-Parchert, Golf Course Superintendent

Guests in person:

Guests who called in via WebEx:

Consent Agenda

Mr. Charles 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 Regular Meeting on December 8, 2020
- Approval of Bills as of November 30, 2020

<u>Accounts</u>	<u>Amounts</u>
Corporate Fund	\$250,517.82
Recreation Fund	\$45,999.89
Liability Insurance	\$817.00
Special Recreation	\$191,377.50
Debt Service Fund	\$68.43
Revenue Facilities	\$11,231.05
Norris Rec Center	\$7,543.70
Sportsplex	\$7,132.31
Capital	\$309,668.03
TOTAL	\$824,355.73

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

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

Public Appearances

None

Administration and Finance

Personnel Practices Manual Updates: 3.26 Remote Work Policy

Holly Cabel explained that she attended the IAPD Legislative Symposium in November where it was recommended that park districts have a clearly defined remote work policy given the current pandemic. She and Cathy Camm, Superintendent of Business and Finance, developed a policy that was reviewed by the district's attorney and PDRMA.

Mr. Charles motioned and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve the adoption of Personnel Practices 3.26 Remote Work Policy. A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Peek Pro Agreement

Mike Kies reminded the Board that the District has been using TicketLeap for its online registration platform for pool visits, boat rides and special events during the pandemic. This platform has limitations that won't meet the District's needs as we move forward into possibly another season of restrictions due to Covid-19. Therefore, Mr. Kies told the Board that the District would like to move forward with using a different online registration platform called Peek Pro. This system will allow for early registration for residence and fee differentials, as well as a greater capacity of registrants for larger events and programs.

Mr. Charles asked Mr. Kies what he thought the pools would be open this summer, and Mr. Kies responded that using this platform will give the District flexibility for a variety of programming and event possibilities.

Ms. McCarthy motioned and Mr. Carne seconded that the St. Charles Park District Board of Commissioners approve the use of Peek Pro for online registrations as appropriate. A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Director of Parks and Recreation Job Description

Ms. Cabel asked the Board to consider approving the reformatted job description for the Director of Parks and Recreation. All full-time job descriptions were updated and reformatted last year except for the Director's. There were only a few changes that were made that did not affect the overall roles and responsibilities of the job.

Mr. Carne motioned and Mr. Goettel seconded that the St. Charles Park District Board of Commissioners approve the revised job description for the Director of Parks and Recreation. A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Renewal of Membership in the Illinois Association of Park Districts

Ms. Cabel requested that the Board approve the Park District's annual membership in the Illinois Association of Park Districts (IAPD) for a fee of \$6,944.17. She mentioned that the membership dues have not increased in eight years and the district gets many benefits from its membership that are useful to all departments. Ms. Cabel said she has consulted with IAPD many times regarding pandemic-related issues.

Mr. Carne motioned and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the District's membership in the IAPD for \$6,944.17 for one year. A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Recreation

Fourth of July Fireworks Agreement

Superintendent of Recreation Mike Kies asked the Board to exercise the fifth year option of the contract with Mad Bomber for \$30,000 to provide the fireworks show on July 4, 2021. He mentioned that Mad Bomber was very flexible last year when the District cancelled the show. Mr. Charles asked about the opportunity to do a larger display this year or next due to the non-existence of many shows this past year due to Covid restrictions.

Mr. Thomson motioned and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve the fifth year of the contract with Mad Bomber for \$30,000. A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Parks, Planning, and Facilities

Pottawatomie Golf Course Annual Report

Golf Course Manager & Golf Pro Ron Skubisz and Denise Gillett-Parchert, Golf Course Superintendent, presented the annual report for the Pottawatomie Golf Course. Mr. Skubisz presented data that included the number of rounds played in 2020 and how the pro shop staff and volunteers adapted to the restrictions imposed by Covid-19. In summary, the PGC had one of its best years in the last five years and patrons were very pleased to have the opportunity to play golf during the pandemic.

Ms. Gillett-Parchert praised the golf course maintenance staff for their dedication and team work during a challenging year, recognizing each staff member by name and sharing their contributions

to the team. She reviewed the many improvements the golf course staff made to the pathways and greens. She explained the daily mowing and weekly maintenance that is done to keep the course in excellent condition. She also thanked her colleagues in the Parks Department who are always willing to lend a helping hand when golf course needs assistance.

Mr. Carne asked how the 25,000 phone calls that are received every year could be handled differently to allow the pro shop staff to attend to the golfers. There was also an inquiry regarding the flowers and ability to grow in-house. Mr. Charles inquired about the use of the simulator and Mr. Skubisz responded that golfers are coming in on a steadier basis on the weekends to use it and moving forward Golf Simulator rounds will also be included in the report. Mr. Ward asked if there was a different app than Golf Now that is used for booking tee times. The Commissioners thanked Mr. Skubisz and Ms. Gillett-Parchert for the commitment to and leadership of the golf course staff and its operations.

Denise Gillett-Parchert left the meeting at 7:10.

Change Order #3 for Pottawatomie Park Sensory Garden Project

Ms. Rudow asked the Board to approve 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.

Mr. Carne motioned and Mr. Goettel seconded that the St. Charles Park District Board of Commissioners approve the change order to the contract with E. Hoffman in the amount of \$1,378. A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Correspondence

Ms. Cabel shared a letter from a resident thanking the Board for the installation of lights at James O. Breen Dog Park. The patron is very happy to use the park at night now and is grateful for the responsiveness of the Board to the request from patrons to install the lights.

Director's Report

Ms. Cabel recognized Mr. Mike Kies for being appointed the Chair of the Illinois Parks and Recreation Foundation.

Ms. Cabel informed the Commissioners about the possible easing of Covid-19 restrictions on January 15 and what that would mean for District operations. Mr. Ward asked Ms. Cabel how the District will educate the community about the revised operations and she said that the District uses social media platforms to drive patrons to the Covid-19 resource page on the District's website.

Ms. Cabel said that Ms. Camm had submitted the necessary paperwork for the District to receive a second distribution of funds from the CARES Act that will offset some of the District's financial losses accrued from August through December 2020.

Commissioners' Comments

Bob Carne: Mr. Carne complimented the golf course staff for a great presentation. He mentioned Cayla Greenfield and the rest of the staff at Sportsplex for the cleanliness of the facility and friendliness of the staff. Mr. Carne suggested that someone reach out to the Kane County motorcycle clubs that are working on developing a motorcycle course. He believes there is a potential partnership opportunity. He asked if the District is part of the Kiwanis effort to collect plastic bags to be made into benches. Ms. Rudow responded that the District has committed to receiving one bench so far. Mr. Carne suggested that the Teen Center staff reach out to their members to let them know what's available to them, to stay in touch with them, in an effort to let them know they have support during this challenging time. His last suggestion was that Haines be available to different groups, for example, golfers or AAC members, to come in during certain times of the day/week to walk.

Brian Charles: Mr. Charles said that he has received positive feedback from residents about trails being cleared for outdoor walking during the winter.

Jim Cooke: Mr. Cooke wished everyone a Happy New Year. He also confirmed that all four seats on the Board of Commissioners up for reelection are uncontested.

Karrsten Goettel: No comments

Margaret "Peggy" McCarthy: Ms. McCarthy wished everyone a Happy New Year and safety during the next two weeks.

Bob Thomson: Mr. Thomson complimented the Parks staff on the lighting of the Langum Park sled hill. He knows of many happy neighbors and residents that are sledding on the hill and enjoying it at night. He inquired about the trails being plowed and mentioned the icy trails at Delnor Woods. Ms. Rudow said that the icy trails are a challenge to maintain because the District does not use salt on the trails due to negative effect on plant life. The point of clearing trails was mostly to keep walking loops available during the winter.

Steven Ward: Mr. Ward reiterated the praise for the golf course report. He mentioned that a family friend's son sled into the fencing at the bottom of Langum Park sled hill and wondered how the District prevents patrons from getting hurt. Ms. Rudow replied that the District uses hay bales along the fence to stop sledders from plowing into the fence.

Executive Session

Mr. Carne moved and Mr. Charles 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)(5): 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.

A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried. At 7:31 p.m., the Board temporarily adjourned to proceed to the Executive Session.

Other Business

At 8:18 p.m., Mr. Cooke called the meeting back to order.

Adjournment

There being no further or other business, a motion was made and seconded to adjourn the meeting. A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried. The meeting adjourned at 8:19 pm.

Secretary

Date approved