

MINUTES
St. Charles Park District Board Meeting
December 8, 2020

Call to Order

The St. Charles Park District Board met for a Regular Meeting at Pottawatomie Community Center on December 8, 2020. 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, Public Relations & Marketing Manager Erika Young and Administrative Assistant Jenny Santos

Other Staff Present:

Guests in person:

Guests who called in via WebEx: Jeff Essig

Consent Agenda

Ms. McCarthy 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 24, 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

Ordinance Transferring Unexpended Appropriation from Corporate Fund to IMRF Fund for Fiscal Year 2020

Ms. Camm requested that the Board approve Ordinance 2020-12-01, which allows for the transfer of unexpended appropriations from the Corporate Fund to the IMRF Fund in Fiscal Year 2020. Unexpended contractual services in the Corporate Fund can be transferred to cover unbudgeted

IMRF Fund for the early payoff of the ERI that the Board approved in July. The total Fund Balances of the District will remain the same.

Mr. Charles motioned and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve Ordinance 2020-12-01, which allows the transfer of unexpended appropriations from the Corporate Fund to the IMRF Fund for Fiscal Year 2020. A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

2020 Transfer from General Fund to Sportsplex Fund

Ms. Camm explained that the transfer from General Fund to Sportsplex Fund was budgeted at \$120,000. However, due to the Tier 3 mitigations of the pandemic, Sportsplex revenues are not enough to cover the 2020 debt service payment on the 2018 GO Park Bonds (Alternate Revenue Source). She recommends the transfer be increased to \$290,000. The bonds are backed by the General Fund, so there is no issue in transferring the money to Sportsplex.

Mr. Carne motioned and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve a \$290,000 transfer from General Fund to Sportsplex Fund to cover the 2020 debt service payment on the 2018 GO Park Bonds. A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Annual Budget and Appropriation Ordinance

Ms. Camm asked the Board to adopt Ordinance 2020-12-02, approving the Combined Annual Budget and Appropriation of Funds for the St. Charles Park District for Fiscal Year 2021. She said the Norris Recreation Center has been slightly revised since the Board reviewed the draft budget in October that reflect improved projections for expenses and revenues.

Mr. Charles motioned and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners adopt Ordinance 2020-12-02, approving the Combined Annual Budget and Appropriation of Funds for the St. Charles Park District for Fiscal Year 2021. A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Paycom Agreement

Ms. Camm requested that the Board consider the use of Paycom for the District's applicant, onboarding, timekeeping, payroll and human capital management services in the estimated amount of \$40,000. She explained that the District wanted to keep payroll in house, but the current systems used do not efficiently address the unique needs of a park district human resource department. She said that the Paycom system will eliminate the need for many of the current systems being used at a current cost of \$26,000. Therefore, the additional cost of Paycom would be \$14,000.

Mr. Carne motioned and Mr. Charles seconded that the St. Charles Park District Board of Commissioners approve the one-year contract with Paycom for \$40,000. A roll call vote was taken.

Aye: Carne, Charles, Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

2021 Board Meeting Calendar

Ms. Cabel presented the 2021 Board of Commissioners Meeting Calendar, which adheres to the Board policy that states all meetings are on the second and fourth Tuesday of each month, except for December (only second Tuesday).

Mr. Thomson motioned and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve the 2021 Board of Commissioners Meeting Calendar. A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

2021 District Calendar---Administrative Regulations

Ms. Cabel presented the 2021 District Calendar that reflects the business that administration will bring to the Board over the course of the year.

Ms. McCarthy motioned and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve the 2021 District Calendar—Administrative Regulations. A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Safety Manual Update

Superintendent of Recreation Mike Kies said that the Safety Committee has worked very hard this year to update the district-wide safety manual to accurately reflect best practices, procedures and expectations. The Safety Manual will be distributed electronically to each employee and in paper form to all facilities. Included in the Safety Manual are updates related to Covid-19 protocols.

Mr. Ward motioned and Mr. Charles seconded that the St. Charles Park District Board of Commissioners approve the updated 2021 Safety Manual. A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Otter Sculpture Placement at Otter Cove

Public Relations & Marketing Manager Erika Young presented four different options of where staff is interested in placing the newly acquired otter sculpture at Otter Cove Aquatic Park. After reviewing the options, the commissioners agreed that placing it inside the Aquatic Park was a good place for it.

Mr. Goettel motioned and Mr. Carne seconded that the St. Charles Park District Board of Commissioners approve the installation of the otter sculpture inside Otter Cove Aquatic Park. A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson and Ward. Nay: none. Abstain: Cooke. The motion carried.

Year-in-Review

Ms. Cabel congratulated the staff on meeting the challenges of 2020 and presented a video that Erika Young made that celebrates the employees' hard work and fun times over the past 12 months.

Recreation

StarGuard Elite Agreement

Mr. Kies asked the Board to consider an agreement with StarGuard Elite to provide lifeguard training and aquatic safety services in the amount of \$14,675 for 2021. He said that this contract would offer a savings of between \$6,000 and \$7,000 over the current contract with another vendor. StarGuard has excellent ratings by other aquatic facilities and allows for online training, which is desired even more now because of the pandemic.

Mr. Carne motioned and Mr. Goettel seconded that the St. Charles Park District Board of Commissioners approve the one-year contract with StarGuard Elite for \$14,675. A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Parks, Planning, and Facilities

No business.

Correspondence

Ms. Cabel shared a correspondence from a patron that registered for Flashlight Candy Cane Search at Hickory Knolls and was extremely complimentary of not just that program but of all the Covid adjusted programs that have been offered through Hickory Knolls staff, Rec staff and Farm staff. She was very happy that she and her family have not had to miss out of special events during this time.

Director's Report

Ms. Cabel shared that the 2021 Winter Activity Guide is out in residents' mailboxes. Many of the "pop-up" programs staff developed quickly to account for Tier 3 mitigations have been very popular and sold out. For example, Santa's Dinner Dash sold-out quickly, so another date was added. The Holiday Tour of Lights is a free activity in which approximately 20 homes are participating. Social media has been very helpful in promoting these programs.

Commissioners' Comments

Steven Ward: Mr. Ward wished everyone Happy Holidays. He inquired about snow shoe rentals. Mr. Kies responded that they are available at Hickory Knolls Discovery Center. Mr. Ward

mentioned that his son really enjoys the virtual events, particularly the ones put on by the farm during which he can watch the animals.

Bob Thomson: Mr. Thomson wished everyone Happy Holidays. Kudos on the video as it is a nice way to see all that the Park District does for and offers the community. The video particularly highlighted the great job staff did to adapt this year.

Margaret “Peggy” McCarthy: Ms. McCarthy said Happy Holidays and congratulated staff for an amazing job this year.

Karrsten Goettel: Mr. Goettel wished everyone a happy, safe and healthy holiday. He reiterated other commissioners’ sentiments, especially given what Board and staff thought about the pandemic in March.

Jim Cooke: Mr. Cooke wished everyone a Merry Christmas. He asked how many of the Board members had completed their trainings and reminded them it needed to be done by the end of the year.

Brian Charles: Mr. Charles said Merry Christmas and that although it is unfortunate that the Board cannot come together with the staff at the annual luncheon like we normally do, he looks forward to doing so next year.

Bob Carne: Mr. Carne said good job to the staff on the video. Kudos to Mr. Kies and this team for their efforts in promoting programs through social media. He reiterated his desire to see the Park District pursue renting a snow machine to make outdoor recreation activities accessible to patrons, especially middle and high-school students, to boost mental health well-being. He also shared an idea regarding the Park District working with D303 to understand if a need for an all day care program for teachers with children should be researched due to pandemic.

Executive Session

Mr. Thomson moved and Ms. McCarthy seconded that the St. Charles Park District Board temporarily adjourn to a closed meeting for the purpose of considering the following subject, per the Open Meetings Act, 5 ILCS 120/2(c) (1), of 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.

The Board adjourned to Executive Session at 7:25 pm.

Other Business

At 7:38 p.m., Mr. Cooke called the meeting back to order.

Adjournment

There being no further or other business, Mr. Ward 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 7:38 p.m.