

ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

January 26, 2021 – 6:30 P.M.

MINUTES

Call to Order

The St. Charles Park District Board met for a Regular Meeting at Pottawatomie Community Center on January 26, 2021. At 6:35 p.m., President Jim Cooke called the meeting to order.

Roll Call

Administrative Assistant Rebecca Hahn called the roll.

Commissioners present: Bob Carne, Brian Charles, Jim Cooke, Karrsten Goettel, Bob Thomson and Steve Ward

Commissioners absent: Peggy McCarthy

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, and Administrative Assistant Rebecca Hahn

Other Staff Present: Partnership & Sponsorship Supervisor Carina Graham, Assistant Superintendent of Recreation, Athletics & Sportsplex Melissa Caine, Sportsplex Supervisor Cayla Greenfield, Athletics Supervisor Megan Hatheway, and Tournaments Supervisor TC Hull

Guests in person: Brent Runzel

Consent Agenda

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

- Approval of Minutes from Regular Meeting on January 12, 2021
- Approval of Bills as of December 31, 2020

<u>Accounts</u>	<u>Amounts</u>
Corporate Fund	\$263,278.46
Recreation Fund	\$48,562.56
Liability Insurance	\$139,392.98
Special Recreation	\$2,937.56
Debt Service Fund	\$3,596,419.80
Revenue Facilities	\$18,910.62
Norris Rec Center	\$15,432.70
Sportsplex	\$6,416.60
Capital	\$146,557.90
<u>TOTAL</u>	<u>\$4,237,909.18</u>

- Approval of Cash and Investment Report as of December 31, 2020
- Approval of Revenue Expense Reports as of December 31, 2020

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

Public Appearances

None

Administration and Finance

Marketing Update

Public Relations & Marketing Manager Erika Young was absent. The presentation of an overview of 2021 marketing plans and initiatives was tabled.

Partnership & Sponsorship Update

Carina Graham presented an overview of partnership revenue received as well as sponsorships developed through the end of 2020. She emphasized that two-thirds of the goal for cash and in kind was maintained, no refunds were issued to sponsors, and 11 new sponsors were added. She shared plans for 2021, including working with 3 new and 11 returning sponsors, and continuing the memorial brick paver program for the Pottawatomie Park Playground and Sensory Garden. Board members asked how we reach local businesses and about non-monetary donations. Ms. Graham said she reaches local businesses through the local Chamber and we use recognition through Facebook posts to receive gift cards from businesses. It was also requested within the reports to show year-to-year comparison moving forward.

Community Attitude and Interest Survey

Cathy Camm presented information to the board concerning the aQity Community Attitude and Interest Survey that had been delayed in June 2020. aQity has indicated that surveys are going well now, with a high response rate, and we would like to proceed with the process. Holly Cabel said we will bring the draft survey back to the Board for their review prior to dissemination.

Mr. Thomson motioned and Mr. Charles seconded that the St. Charles Park District Board of Commissioners approve moving forward with contract with aQity for the Community Attitude and Interest Survey for the cost of \$27,400. A roll call vote was taken. Aye: Carne, Charles, Goettel, Thomson, Ward and Cooke. Nay: none. The motion carried.

Consultants and Professional Services

Director Cabel reviewed the handout listing consultants and professional services providers the Park District Board has approved in the past. The list was given for informational purposes. No action was required.

Recreation

Sportsplex Presentation

Mike Kies introduced the Sportsplex team and explained that athletics was merged under Sportsplex when the recreation department took it on in 2020. Melissa Caine, TC Hull, and Cayla Greenfield from Sportsplex provided a summary of 2020 operations. Ms. Caine highlighted facility improvements including energy efficient lighting and explained how staff was able to modify schedules and operations to minimize the impact on the facility by COVID-19 mitigations. Mr. Hull highlighted his work with booking tournaments and events both at Sportsplex and outdoor

areas around the District, and Ms. Greenfield talked about planning for new and continuing programs and leagues to return to the building in 2021. Ms. Caine also shared a thank you that the group received from a professional women’s soccer player who has been using the facility for some one-on-one training with her father.

Mr. Charles suggested night leagues to increase facility usage. Mr. Kies said they are even considering overnight, late night and early morning usage options. Mr. Thomson suggested a home show or other events that formerly used Pheasant Run. The team mentioned they had a home show booked for April 2020 that was cancelled due to the pandemic, and that Mr. Hull is reaching out to groups that may need an alternative venue to Pheasant Run or the Kane County Fair Grounds. Mr. Carne asked about sponsorship and advertising opportunities to help move forward the timeline of the facility becoming self-sufficient. He suggested working with walking clubs to get more fixed income, looking for additional trainers beyond Kale, finding special events that will be most impactful and working with the Green Team to get grants for potential addition of solar. Mr. Cooke asked what our policy is on advertising, and Ms. Cabel said it is not detailed for indoor spaces. He said the space looks very good right now and would not like to clutter it up with ads. Mr. Goettel suggested looking for a big sponsor for a field. The Commissioners thanked the team for their work and for the presentation.

Carina Graham, Megan Hatheway, Cayla Greenfield, and TC Hull left the meeting at 7:25pm

Parks, Planning, and Facilities

Comprehensive Master Plan and Capital Update

Laura Rudow provided a handout that showed the 2020 Capital Plan and reviewed which projects were completed, which were deferred and which are on-going. \$1.6 million in capital were deferred, mostly projects that were planned for quarter 3. Ms. Rudow highlighted the Anthem Heights project that was impacted by COVID-19 restrictions and ran from late 2020 to now, mentioned that the James O Breen pickleball court needs surface material and striping that will be complete when the weather warms, and the Pottawatomie playground OSLAD grant project that was meant to carry over to 2021.

Ms. Rudow moved on to the Comprehensive Master Plan to review progress on what was targeted for 2020. She explained that the Hickory Knolls parking lot project is on hold due to some new ideas for the park. The special needs park at Pottawatomie is coming along, negotiations for Route 38 parcel are in progress, and we are still awaiting the conveyance of the Prairie Center park that we expect in 2021.

Mr. Thomson asked about the additional turf field to be added at East Side Sports Complex. Ms. Rudow said that was not slated for 2021 because we are waiting to complete one full year of use with the Thompson turf to determine the need.

Anthem Heights Park Project

Ms. Rudow asked the Board to consider approval of the bid from D&J Landscape, Inc., Plainfield, IL in the amount of \$287,965.97 for Anthem Heights Park. A handout of bids was shared. It was the second lowest bid, and considered to be the lowest responsible bid. Most bids were below the

budgeted price. Mr. Ward asked about the bid from E. Hoffman, the group that is working on the sensory garden. Ms. Rudow said that they are a great group, but their bid was higher than D&J Landscaping and there were good reference and no reasons to disqualify D&J.

Mr. Thomson motioned and Mr. Carne seconded that the St. Charles Park District Board of Commissioners approve the bid from D&J Landscape, Inc. for the new Anthem Heights Park in the amount of \$287,965.97. A roll call vote was taken. Aye: Carne, Charles, Goettel, Thomson, Ward and Cooke. Nay: none. The motion carried.

Requests for Use of Facilities

The Commissioners were asked to consider approval of the following requests, each from an organization that has held events at Park District facilities in the past:

- Dick Pond Athletics, requests use of Hickory Knolls Natural Area for the purpose of hosting a trail run and relay with proceeds going to the St. Charles Park District, Sunday, May 16, 2021
- Northern Illinois Fiero Enthusiasts, Inc., requests use of the Swanson Pool parking lot for the purpose of hosting their annual Fierorama car display show on Sunday September 12, 2021
- Random Acts Matter, requests use of Pottawatomie Park for the purpose of hosting their annual Food & Music Fest event on Saturday September 25, 2021
- Alzheimer's Association, requests use of Pottawatomie Park for the purpose of hosting their annual Walk to End Alzheimer's event on Saturday September 18, 2021
- SheBix Inc., Fox Valley Marathon Races, requests use of Mt St Mary Park for the purpose of hosting their annual marathon and associated races on Saturday September 18 and Sunday September 19, 2021
- St. Charles Canoe Club, requests use of Ferson Creek Park for the purpose of hosting their annual Fox River Classic Canoe & Kayak Race on Sunday September 26, 2021
- Project Mobility, requests the use of Mt. St. Mary Park for the purpose of hosting their annual 5K craft beer run on Saturday, October 2, 2021
- It's All About the Paws, requests use of Baker Memorial Park for the purpose of hosting their annual All About the Paws-Adoption Event on Saturday October 9, 2021 and Sunday October 10, 2021
- Multisport Madness Triathlon Club, requests use of Timber Trails Park for the purpose of hosting their annual ½ marathon and associated races on Saturday October 23, 2021
- Star Events, requests the use of Pottawatomie Park for the purpose of hosting a 5K run benefitting the Face the Future Foundation Sunday October 24, 2021

Mr. Charles motioned and Mr. Ward seconded to approve, in their entirety, the requests for use of facilities as presented. A voice vote was taken and the motion carried unanimously.

Mr. Runzel left meeting at 7:42

Special Reports

Fox Valley Recreation Association

Bob Thomson reported on the virtual meeting of the special recreation association. They are restarting their Day Break programs since mitigations have been lifted, and will be doing half-days. They are thankful to the 50 participants they had in inclusion training. They reported their foundation received \$3100 in support on Giving Tuesday, surpassing their goal. They announced

they will be running another Stuff the Bus in partnership with CASA, this time requesting donations of toiletries. Sportsplex is hosting this event on February 5. At the end of their meeting, Allison of Batavia Park District suggested that the member park districts do some promotion of one another this summer. Throughout the month of July they could have activities planned at their unique facilities and the other districts would support/promote these.

St. Charles History Museum

Bob Carne reported on the virtual annual membership meeting with the History Museum. They ran a deficit in 2020 and had to cover with their reserves. They are planning a special event on Women's Suffrage on March 8 that will feature St. Charles connection to the movement. They also have a 5K virtual fun run and golf outing in the works this year. They wanted to thank the Park District for our involvement with their programs run in 2020 such as 75th Anniversary of the Paddlewheel Riverboats and the Grave Reminders event. They appreciate our support.

St. Charles Park Foundation

No report

St. Charles Arts Council

Holly Cabel reported that they are working on their student art show which will run April-May.

St. Charles Business Alliance

Holly Cabel reported that the Alliance is working on a St. Patrick's Day event. There will not be a parade this year. They are bringing in bagpipers to different locations around town and will have a scavenger hunt activity. They are moving ahead with the Memorial Day Fine Art show, which will be their first large event.

St. Charles Housing Commission

No Report

St. Charles River Corridor Foundation

No Report

Baker Community Center

No Report

Correspondence

None

Director's Report

Ms. Cabel shared that Erika Young is leading a fundraising initiative for a recognition of Mike Frankowski, former District photographer for over ten years. She is looking to acquire a tree with plaque or a memorial bench. The minimum goal is \$800 by the end of April to have things set when his family visits the area in June.

Ms. Cabel clarified that our health region moved into Tier 1 mitigations today from Tier 2. Tier one allows 50 participants or 50% capacity for facilities such as recreation center, sports facilities and fitness centers and 25 people or 25% of capacity for meetings and social gatherings.

Ms. Cabel verified with the Commissioners that Mr. Ward will be missing the meeting on February 9 and Mr. Carne will be missing a meeting in March. She asked if anyone else would be missing a meeting to let her know.

Commissioner Comments

Bob Carne: Mr. Carne said thank you to Mike Kies and Cayla Greenfield for contacting people quickly when they reach out about rentals. He also thanked staff that maintains our parks. His friends that live across from Lincoln Park told him that it is always beautifully maintained. He suggested that we look into creating an outdoor St. Patrick's Day event to give people something to do since the parade is cancelled. Mr. Carne mentioned that the recent trend in COVID cases is a positive sign for things going forward and asked Ms. Cabel if we will go ahead will pool passes this summer. Ms. Cabel replied that we want to be best set for either a regular season or a season that needs to maintain smaller capacities. Based on our current information, we believe we will have a pool reservation system like last year that will allow flexibility if the restrictions on visitor numbers are increased or decreased. Mr. Carne also asked about summer camps. Ms. Cabel responded that camps are being planned for this summer and believe that we will be able to offer many options to our community. Camp information will not be released in the spring guide, but rather in a special Summer Camps and Aquatics activity guide that will distribute later in the year to allow the most current guidelines to be used in setting group sizes. Finally, Mr. Carne shared that there will be a new mayor elected this spring, and we look forward to working with them. Also wondered if the Board would like to give District's feedback about the First Street Plaza and asked everyone to at least give their personal feedback by filling out the City's online questionnaire.

Brian Charles: No comments

Jim Cooke: Mr. Cooke thought the Sportsplex presentation was great and that the team has definitely made lemonade out of lemons.

Karrsten Goettel: Mr. Goettel mentioned that Lincoln Park ice rink was full this weekend which was great to see. He asked if we could light it to extend the hours it is usable. The city has their holiday lights there still, what about adding some string lights above it, or playing music? Staff will look further into this idea.

Bob Thomson: Mr. Thomson commented that the Sportsplex presentation was great. It is good to hear that it is turning out to be a good purchase. He shared the idea that we could do a 5K early this spring, similar to the Superbowl Shuffle that Geneva is putting on, and we would get some involvement from high school athletes that would normally be excluded due to their sport season being pushed back. Also asked if we could consider doing our Daddy/Daughter dance outside at a pavilion or the barn this year, since we can't run it as we normally do. Finally shared that the Geneva Park District has opened their mini golf course on clear weekends this winter, and wondered if we could do the same. River View Mini Golf does have some water features that would make that difficult.

Steve Ward: Mr. Ward said that he has heard great feedback about the sledding hills. They look great and his son is really enjoying them.

Melissa Caine left the meeting at 7:55pm

Executive Session

Mr. Carne motioned and Mr. Goettel 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)(1): (1) 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 (2) 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, Thomson, Ward and Cooke. Nay: none. The motion carried. At 7:54 p.m. the Board temporarily adjourned to proceed to the Executive Session.

Other Business

Adjournment of Meeting

There being no further or other business, Mr. Carne moved and Mr. Thomson seconded to adjourn the meeting. A voice vote was taken, and the motion carried unanimously. The meeting adjourned at 9:04 p.m.



Secretary

Date Approved: February 9, 2021

