

## **ST. CHARLES PARK DISTRICT BOARD MEETING**

**Pottawatomie Community Center**

**February 9, 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 February 9, 2021. At 6:34 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 (arrived 6:58 p.m.), Jim Cooke, Karrsten Goettel, Peggy McCarthy and Bob Thomson

**Commissioners absent:** Steve Ward

**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, IT Manager Jeff Essig and Administrative Assistant Jenny Santos

**Other Staff Present:** Assistant Superintendents of Recreation Jennifer Bruggeman and Katie Miller, Supervisors Taylor Krawczyk and Lara Piner

**Guests in person:** CJ Morgan & Brent Todd

#### **Consent Agenda**

Mr. Carne 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 January 26, 2021

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

#### **Public Appearances**

Mr. Brent Todd asked the Board for an explanation as to why the District was seeking another due diligence period with the Village of South Elgin. He was specifically interested in understanding why a pond study wasn't requested during previous due diligence periods. President Cooke responded that the pond study resulted from a natural progression of good-faith discussions between the District and the Village. The District needs a longer due diligence period to allow for the winter thaw before the pond study can begin. Mr. CJ Morgan inquired about timeline as related to other part of the agreement, specifically playgrounds. Mr. Cooke said that the playground project in Arbor Park is slated as a capital project for this year.

#### **Administration and Finance**

##### **Park District Volunteer Update**

Community Center Supervisor & Volunteer Coordinator Lara Piner provided a review of the 2020 Volunteer Program. She summarized the work volunteers did in 2020, including restoration work days, farm chores & animal care, D303 OJT students working at PCC and HKDC, volunteer garden

plot food donations, Hickory Knolls Discover Center animal care and Blanding's monitoring, and early morning basketball volunteers at Haines and PCC. 91 unique volunteers donated 1193 hours of their time to the District. Ms. Piner outlined the Volunteer Recognition plans, which are different than past years because of the pandemic. She also described the New Incentive Program that will begin in 2021 and will be further developed as the year goes on. Lastly, Ms. Piner shared that one goal is to pilot a Garden Plot Ambassador program this summer.

Mr. Carne said he loved the Garden Plot Ambassador program and suggested that part of the program includes a partnership with Lazarus House if they are interested in growing fresh produce for their operation. Mr. Carne also suggested that volunteers could check on AAC members. He suggested that STCU could organize teens to do volunteer projects in the community.

*Ms. Piner left the meeting at 6:55 pm.*

#### St. Charles Park Foundation Trustee

Ms. Mary Kruse attended a St. Charles Park Foundation meeting in January and expressed interest in becoming a Trustee. Policy requires the District Board to approve her appointment. Mr. Thomson motioned and Mr. Goettel seconded that the St. Charles Park District Board of Commissioners approve Mary Kruse as a Trustee to the St. Charles Park Foundation. A voice vote was taken and all aye votes were cast. The motion carried.

#### Board Policy Updates

Ms. Cabel explained that she has initiated a comprehensive review of the Board Policy Manual, as the last time it was reviewed in its entirety was 2013. She outlined the process of the review, which begins with a review by the administrative team that reviews and suggests changes to the policies that reflect best practices. The policies then are submitted to the District's legal counsel for review and changes. Ms. Cabel is submitting the policies by sections and hopes to have the process completed by June.

The first set of policies reviewed are in sections 1000-1999 General and 2000-2999 Board. Ms. Cabel provided a summary of the policies that were edited along with the red-lined versions for the Board's review, including: 1020: Philosophy of the St. Charles Park District; 1025: Mission Statement and Goals; 2005: Board Bylaws; 2006: Open Meetings: Final Board Action and Review of Closed Session Minutes; 2010: Appointments to Fill Vacancy; 2015: Orientation of Board Members; 2030: Conflict of Interest; 2035: Appointments-President of the Board; 2040: Standing Committees of the Board; 2050: Consultants; 2075: Annual Budget and Appropriation Ordinance; 2085: Annual Tax Levy Ordinance; 2090: Debt Service; 2105: Future Facility Development; 2120: Cooperation Between Agencies; and 2135: Professional and Civic Memberships.

Ms. McCarthy motioned and Mr. Carne seconded that the St. Charles Park District Board of Commissioners approve Board policies 1000-2999 as presented. A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson, and Cooke. Nay: none. The motion carried.

#### Board Policy & Administrative Regulations 3105: Alcohol Beverage Use Revisions

Director Cabel presented changes to Board Policy & Administrative Regulations 3105: Alcohol Beverage Use. The changes are a result of the District's administrative team desire to provide

clarity for patrons and staff as to the circumstances under which alcohol can be served at District events and on District property during rentals. Three main changes to the policies include: 1) adding the word “sell” back into the Board policy, as it applies to any program or event that has tickets in exchange for drinks; 2) using the word “alcohol” instead of beer/wine, which would make the policy’s language consistent with other District policies, Park Code and city and state ordinances; and 3) adding a requirement that any group that rents & serves alcohol at the Baker Community Center needs to add Henry Rockwell Baker Memorial Community Center as an additional insured. All changes have been reviewed by administrative staff and legal counsel.

There was a desire to clarify elements of the Administrative Regulations so those will be brought back to next meeting.

Ms. Cabel added that legal counsel advised the District to move forward with applying for a local license. Therefore, the District is working with legal counsel and the City of St. Charles to acquire an appropriate District-wide liquor license. This license will go to the City’s liquor commission, committee and full council for review and approval.

Mr. Goettel moved and Mr. Carne seconded that the St. Charles Park District Board of Commissioners approve Board Policy 3105: A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson, and Cooke. Nay: none. The motion carried.

General Use Ordinance Revision to Section 4: Drug or Alcohol Abuse

Ms. Cabel explained that administrative staff and legal counsel reviewed the General Use Ordinance pertaining to Drug or Alcohol Abuse to make sure it was consistent with the changes to the Board Policy & Administrative Regulations 3105. A red-lined version of the changes to the ordinance was presented to the Board for review. Mr. Carne asked if this included any provisions for the consumption of cannabis gummies in the parks and Ms. Cabel explained that this ordinance does not allow cannabis consumption and that changes to the ordinance dealt solely with the provision of permitting alcohol consumption at District events and/or on District property during rentals.

Mr. Carne moved and Mr. Charles seconded that the St. Charles Park District Board of Commissioners approve General Use Ordinance Section 4: Drug or Alcohol Abuse. A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson, and Cooke. Nay: none. The motion carried.

Personnel Practices Update

Ms. Camm presented revisions to Personnel Practices Manual, including the following policies: 3.06 Vacations; 3.10 Injury; 3.18 Absence without Leave; 4.01 Equal Opportunity Regulations; 4.05 Pay Periods; 5.04 Policy Prohibiting Harassment; 5.08 Open Door Policy; 5.09 Good Housekeeping; 5.17 Internet; 5.18 Dress Code; 5.25 Criminal Background Checks; 5.26 Workplace Violence; 5.29 Hiring of Relatives; 5.32 Victims’ Economic Security & Safety Act of 2003; and 5.33 HIPAA. Most changes were to provide clarifications and added consistency between policies and all changes were reviewed by legal counsel.

Ms. McCarthy moved and Mr. Goettel seconded that the St. Charles Park District Board of Commissioners approve the updates to Personnel Practices 3.06, 3.10, 3.18, 4.01, 4.05, 5.04, 5.08, 5.09, 5.17, 5.18, 5.25, 5.26, 5.29, 5.32 and 5.33. A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson, and Cooke. Nay: none. The motion carried.

### Recreation

#### Baker Station/Before the Bell Update

Mike Kies introduced Supervisor Taylor Krawczyk and Assistant Superintendent Jennifer Bruggeman. Ms. Krawczyk presented a year-end summary of the 2020 Before the Bell and Baker Station operations. Before the Bell, the before school care program offered by the District at local elementary schools, was affected by the pandemic and the new CUSD 303 elementary school hours. Before the Bell operated at 3 schools, accommodating 4 schools and serving 12 students. Ms. Krawczyk is proud of the cooperation between the two districts, resulting in CUSD 303 providing before school transportation as needed for District participants. Baker Station enrollment was significantly impacted by the pandemic; however, families' needs were accommodated by the extension of Baker Station hours from 3:00 pm to 1:40 pm because of the school district's change in schedule. The District provided a site at PCC and STCU to provide remote learning options for working families. Additionally, no school day programs are now being held at Haines Gymnasium, which provided increased ability to space students apart and host no school day programs during CUSD 303's adaptive pause in December.

Additional Baker Station successes include the new ePACT sign in/out system that increases efficiencies and reduces paperwork. Ms. Krawczyk also provided additional relevant training for the staff. She also shared that she will continue to work with CUSD 303 to provide effective and efficient care based on school schedule and will enhance capabilities to pivot quickly to offer remote learning opportunities as pandemic mitigations dictate.

*Taylor Krawczyk, Katie Miller and Jennifer Bruggeman left the meeting at 7:22 pm.*

### Parks, Planning, and Facilities

#### Extension of Due Diligence Period for the South Elgin Agreement

Laura Rudow reminded the Board that the due diligence period pursuant to the agreement with the Village of South Elgin for acquisition of the Thornwood Natural Areas is set to expire on February 15, 2021. After speaking with legal counsel and the consultants who will do a pond study, Ms. Rudow asked the Board to approve a 181-day extension to August 15, 2021, instead of a 90-day extension originally requested on the agenda. This time will allow for the ground to thaw so the consultants can do a thorough study.

Ms. McCarthy moved and Mr. Goettel seconded that the St. Charles Park District Board of Commissioners approve the Third Amendment to the Intergovernmental Agreement with the Village of South Elgin to allow for a 181-day extension of the due diligence period. . A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson, and Cooke. Nay: none. The motion carried.

Capital Equipment Purchases

Ms. Rudow asked the Board to the purchase of a backhoe and production mower to replace old equipment. Ms. Rudow reminded the Board that these purchases were originally budgeted in 2020, but were deferred to 2021 because of the pandemic. Ms. Rudow located these purchases through the Sourcewell Cooperative Purchasing Program.

Mr. Thomson motioned and Mr. Charles seconded that the St. Charles Park District Board of Commissioners approve the purchase of a backhoe (Contract #032119-CNH-1 in the amount of \$112,780 less a trade in value of \$13,000 for a total expenditure of \$99,780 to McCann Equipment) and a production mower (contract #4018513 in the amount of \$53,323.23 to MTI Distributing). 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 School of Rock's request to use Lincoln Park on May 22 & 23, 2021 for the purpose of hosting a Spring Concert.

Mr. Charles motioned and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve the request from School of Rock to use Lincoln Park on May 22 & 23, 2021. A voice vote was taken and the motion carried unanimously.

Correspondence

Ms. Cabel shared a thank you note from Tony Stancati, Trustee of the St. Charles Park Foundation, for the plant the Board of Commissioners sent wishing him well.

Director's Report

Ms. Cabel asked the Board if they still wanted to have the next Board meeting at Hickory Knolls Discovery Center even though the Volunteer Recognition Dinner will not be held there this year. Commissioners agreed to keep the meeting at PCC on February 23.

Ms. Cabel asked the Commissioners who would be interested in serving on the Health Insurance committee, which will begin meeting next month to discuss the renewal process Mr. Charles expressed his interest in serving. Other Commissioners suggested that Mr. Ward join Mr. Charles on the committee. Ms. Cabel will follow up with Mr. Ward to gauge his interest.

Ms. Cabel reminded the Board of Erika Young's fundraising efforts to recognize Mike Frankowski in June for his photography contributions to the District. Please forward donations to Ms. Young.

Ms. Cabel shared that Mr. Seth Chapman, CUSD 303's Assistant Superintendent of Business Services, will be taking a new position this summer at another school district. Ms. Cabel expressed her appreciation for the positive working relationship between Mr. Chapman and the Park District and wished him well in his new position and several Commissioners concurred with her sentiment.

Commissioner Comments

**Bob Thomson:** Mr. Thomson mentioned a National Trails Day being promoted by Rails & Trails. He will forward information to Ms. Cabel. He also mentioned the upcoming FVSRA Legislative

Forum and will share the invitation with Ms. Cabel to send to the Board and staff. The FVSRA Business Manager has taken another position and Mr. Thomson is sad to see him leave FVSRA.

**Peggy McCarthy:** Ms. McCarthy shared that she enjoyed her family vacation that they won through the FVSRA Northern Nights raffle in November 2019. She hopes that the Board and staff can attend that event again this year. She also would like to see a proposal from staff about an enhanced fireworks display this year.

**Karrsten Goettel:** No comments

**Jim Cooke:** No comments

**Mr. Charles:** No comments

**Mr. Ward:** Absent

**Bob Carne:** Mr. Carne said “kudos” to Parks staff for enduring the frigid weather on Saturday to set up the ice rinks in Langum Park. He asked how the District might build up social media presence, giving the example of the couple who are going to visit every park in the District and sharing pictures on social media. Mr. Carne thanked Mr. Essig for his work on the District’s Disaster Recovery Plan, and urged him to develop an incidence response to a ransomware situation. Mr. Carne said that the lights in Pottawatomie Park are beautiful and praised the staff for coming up with a new event. Mr. Carne talked about eSports being very popular and how the District might partner with CUSD 303 to develop a robust eSports program. Mr. Carne mentioned that he saw that the school district was receiving \$1.8 million in Covid reimbursements and wondered if the park district has captured all of the reimbursements to which it is entitled. Ms. Cabel assured Mr. Carne that the District has received over \$110,000 in reimbursements and that the park district’s eligibility for reimbursements is different than the school district. Lastly, Mr. Carne shared his desire for District staff to develop a job sharing/training/internship program for college kids and teens. He suggested each department has one intern.

### **Executive Session**

Mr. Charles motioned and Mr. Carne 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 7:37 p.m. the Board temporarily adjourned to proceed to the Executive Session.

### **Other Business**

At 8:44 p.m. the Board returned to Open Session. No other business was conducted.

**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 8:45 p.m.



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Secretary

Date Approved: February 23, 2021

