



## ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

February 23, 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 23, 2021. At 6:32 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:** Katie Miller, Assistant Superintendent of Recreation; Lynne Yuill, Adult Activity Center Supervisor; Ande Mansoncup, Assistant Superintendent of Recreation (NRC); and Dan Charak, Membership Services Supervisor (NRC)

**Guests in person:**

#### Consent Agenda

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

- Approval of Minutes from Regular Meeting on February 9, 2021
- Approval of Bills as of January 31, 2021

<u>Accounts</u>	<u>Amounts</u>
Corporate Fund	\$184,626.84
Recreation Fund	\$53,861.72
Liability Insurance	\$3,000.00
Special Recreation	\$2,577.66
Revenue Facilities	\$29,397.25
Norris Rec Center	\$5,405.49
Sportsplex	\$7,985.13
Capital	\$26,924.32
<b>TOTAL</b>	<b>\$313,778.41</b>

- Approval of Cash and Investment Report as of January 31, 2021
- Approval of Revenue Expense Reports as of January 31, 2021

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**

#### **PTAB**

Ms. Camm explained that since 2008, Intergovernmental Agreements (IGA) have been in place for taxing Districts located in St. Charles Township to intervene when taxpayers requested a reduction in Equalized Assessed Value (EAV) from the Board of Review. On June 11, 2019, the Board approved an IGA that changed the intervention level from \$333,000 to \$100,000 and to include properties individually or collectively. One of the taxing bodies no longer wants to be included in the agreement, so this amended IGA excludes that taxing body without any other changes made.

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

#### **Norris Recreation Center Telephone Services**

Mr. Essig shared a proposal with the Board to upgrade the District's phone system. The project includes merging Norris Recreation Center into the rest of the District's system, as it is currently not connected. There are 8 physical phones and 7 phone lines at Norris to be merged. The project will also update the entire phone system to latest feature release. Due to changes in Cisco licensing, the District needs to move to subscription-based licensing as part of this project. Cisco does not allow adding licenses to the current version without moving to the new licensing model. An additional benefit to the upgrade is the addition of Cisco Expressway, which allows the District to extend the phone system outside of the District network for select users. Mr. Essig explained the spending breakdown, which includes professional services and 1 year licensing in the 2021 Capital budget, in addition to licensing fees for 2022 and 2023. The proposed cost for this budgeted capital project is \$49,281.68 with Sentinel Technologies.

Mr. Charles moved and Mr. Goettel seconded that the St. Charles Park District Board of Commissioners approve moving forward with contract with Sentinel Technologies to upgrade the District's phone system and merge Norris Recreation Center phone lines into the District's system for the cost of \$49,281.68, which includes licensing fees for 2021, 2022 and 2023. A roll call vote was taken. Aye: Charles, Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. Abstain: Carne. The motion carried.

### **Recreation**

#### **Adult Activity Center Presentation**

Mike Kies introduced Katie Miller, Assistant Superintendent, and Lynne Yuill, Adult Activity Center Supervisor. Mr. Kies commented that Ms. Yuill's passion for senior adults is evident in the work she does. He also added she has taken on an additional role assisting the Safety Coordinator for the District, which has been instrumental in the pandemic.

Ms. Yuill provided an overview of the highlights of the Adult Activity Center in 2020:

- Despite the pandemic, the AAC remains important to its 340 members
- The AAC was remodeled in spring 2020, including a kitchen upgrade, replacement of lounge and game room furniture, and repainted walls
- Members enjoyed two trips before the pandemic hit
- Approximately 20 members enjoy volunteering monthly at the Northern Illinois Food Bank
- Modifications were made to engage members while the AAC was closed, including phone calls to check in with members, monthly emails and newsletters
- In-person programming began July 1 (after a 3 month shut-down) that included virtual, drive-by and outdoor socially distanced programs
- The Red Hot Book Club got creative and held their meetings in the shade of the Swanson Pool parking lot to allow for social distancing
- Rainy fall weather impacted a few events, like the Fiesta Cruise and Golf Scramble, but accommodations were made and members still enjoyed themselves
- New Programs included a partnership with Pinot's Palette for painting classes, health and wellness educational programs, nature programs and The Great Puzzle Swap

Looking ahead to 2021, Ms. Yuill intends to continue to provide programs and activities within CDC guidelines, work with Sponsorship & Partnership Supervisor to offset expenses, plan new programs and services (like a drive-in bingo) and promote the value of continued AAC membership.

Ms. McCarthy inquired about the age span of AAC patrons and Ms. Yuill responded that most members are between 75 and 90. Mr. Carne inquired about how new members are found, through marketing or word-of-mouth? Ms. Yuill replied that word-of-mouth works well and that she markets to the adult children of seniors through Facebook. Mr. Carne suggested that she use the many other facilities of the Park District as places to take members. Ms. Yuill shared upcoming programs that utilize the expertise of the District's naturalists, arborist and horticulturists as well as tours to other District facilities.

#### Norris Recreation Center Presentation

Mike Kies introduced Andrea Masoncup, Assistant Superintendent, and Dan Charak, Membership Services Supervisor. Mr. Charak started at the District four months ago and brings over 10 years of experience in the health and fitness industry.

Ms. Masoncup shared the highlights of Norris Recreation Center operations in 2020, which include:

- Despite the pandemic that resulted in strict regulations for fitness centers, NRC's membership fell only 30%, compared to the national industry average of 54%
- NRC hosted several membership retention events and its first indoor triathlon with St. Charles Aquatics and Multi-Sport Madness
- Lap swimming for members and aquatic programming in partnership with SCA
- Pandemic-related pivoting to virtual fitness classes and outdoor group fitness classes
- New website developed for better member and potential member opportunities

Ms. Masoncup shared plans for 2021, which include developing a member rewards program based on usage, cross-marketing of personal training, massage therapy and other guest services, partnership with SCA to provide coaching and professional services to grow the District's outdoor swim team, replacement of equipment and expansion of marketing plan to enhance membership.

Mr. Carne commented that he has heard very positive feedback from residents about NRC. He suggested that NRC staff work with the District's Partnership & Sponsorship Supervisor to solicit more corporate memberships. He also suggested personal training or programs that specifically target the middle-school to young teen group of athletes who are looking for programming. Ms. McCarthy suggested a virtual-only membership for those who don't feel comfortable coming out their houses right now. Mr. Charak responded that is an idea that staff is considering, the drawback to virtual memberships is an increase in injuries.

*Katie Miller, Lynne Yuill, Ande Masoncup and Dan Charak left the meeting at 7:16pm*

### **Parks, Planning, and Facilities**

#### **Grant Update**

Laura Rudow provided an overview of the status of numerous grants the District has applied for or obtained for projects. These grants include:

- \$474,000 for Union Pacific Railway Acquisition that expires in October 2021, so the District intends to write an appeal for an extension
- \$248,000 OSLAD grant for the Pottawatomie Sensory Garden and Inclusive Playground that will be completed May 2021; half has been received and the other half will be awarded once inspections are completed
- \$1,000,000 PARC grant that is pending for the Primrose Farm Ag Lab
- \$700,000 RTP grant that is pending for Otter Creek Restoration and Trail Connections
- \$8,000 received from ComEd for Otter Creek plant restoration project
- \$6,000 received from IDNR for plants for Ferson Creek Fen restoration project
- \$1,000 received from St. Charles Kiwanis for the STC Underground
- \$15,000 received from St. Charles Kiwanis for a wheelchair swing at new Pottawatomie playground
- \$6,000 received from St. Charles Kiwanis for high-backed bucket swings for playgrounds across the District

Ms. Rudow will pursue future grants when they become available, including OSLAD grants to develop the IDJJ 88 acres and outdoor adventure programming at Hickory Knolls. She also added that if the District is not awarded the PARC grant for the Ag Lab, she will resubmit the application.

Mr. Carne asked if not having a dedicated person writing grants for the District is hurting efforts to obtain funding for projects and Ms. Rudow says that she dedicates her time to the grant writing and has obtained both grants she's written thus far. She will ask for dedicated professional services when she feels it is the best use of District resources to do so.

**Special Reports****Fox Valley Recreation Association**

Bob Thomson said FVSRA is very pleased with its recent “Stuff the Bus” drive for donations of personal items to go to children in foster care. The staff thanks all those who participated in the latest four-part inclusion training. FVSRA will celebrate its 45<sup>th</sup> year of operations and are looking for ideas on creative ways to celebrate this milestone. The FVSRA Board is working on budget assumptions, which is a bit complicated given the unknowns of the pandemic.

**St. Charles History Museum**

No report

**St. Charles Park Foundation**

No report except that Mr. Cooke mentioned the unfortunate passing of Park Foundation Trustee Jayne Beck’s husband, Gary.

**St. Charles Arts Council**

Holly Cabel reported that the Arts Council is working on the Spring Art Show and Summer Art Ramble. She also mentioned the recent Daily Herald article that showcased the upcoming fabric art installation that was postponed last year. There will be a gala/fundraiser around this installation this August

**St. Charles Business Alliance**

Holly Cabel said the Business Alliance is working with the District on activities to reinvent the St. Patrick’s Day festivities since the annual parade will not happen this year. There will be a Fine Arts Show over Memorial Day Weekend.

**St. Charles Housing Commission**

No Report

**St. Charles River Corridor Foundation**

Ms. McCarthy reported that the Foundation is working with the First Street Initiative to fundraise for a clock to be installed somewhere along the river downtown.

**Baker Community Center**

No Report

**Correspondence**

Ms. Cabel shared a thank you from Erika Young for the flowers the Board sent to her as she recovers from an injury.

Ms. Cabel also shared an email that was recently received thanking the District for plowing the walking loop at Fox Chase Park and another email for clearing of the walkways at Mt. St. Mary Park.

**Director’s Report**

Ms. Cabel informed the Board that they should be receiving a copy of the Spring Activity Guide in the mail sometime this week. FVSRA is hosting a virtual Legislative Symposium in March and

asked Board members to let Jenny know if they would like to attend. The Charlemagne Awards are on June 18<sup>th</sup> and the District will receive a Civic Image Award for the shoreline project at Pottawatomie Golf Course and asked Board members to RSVP to Jenny if they would like to attend. Lastly, Ms. Rudow let the Board know that the District just received a proposal for a study of the ponds that are part of the natural areas in South Elgin.

### Commissioner Comments

**Bob Carne:** Mr. Carne thanked the Parks Department staff for their efforts in clearing the snow from pathways at Mt. St. Mary Park. He proposed an idea that the District approach CUSD303 with an offer to host a version of a Homecoming Parade on Park District property. Perhaps something to celebrate the seniors who are graduating.

**Brian Charles:** No comments

**Jim Cooke:** No comments

**Karrsten Goettel:** No comments

**Peggy McCarthy:** Ms. McCarthy shared that she really enjoyed walking through Pottawatomie Park when it was all lit up for Valentine's Day. She said it was beautiful. She also suggested that the Board write thank you notes to guests who attend Board meetings.

**Bob Thomson:** No comments

**Steve Ward:** Mr. Ward said thanks to Mr. Skubisz for his assistance with the golf simulator at the Pro Shop. He and his son enjoyed playing Pebble Beach.

### Executive Session

Mr. Charles motioned and Mr. Ward 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; (2) the setting of a price for sale or lease of property owned by the public body; 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 7:45 p.m. the Board temporarily adjourned to proceed to the Executive Session.

The Board returned to Open Session at 8:31 p.m.

### Other Business

#### Return of Land Cash for Crystal Loft Developments

Ms. Rudow updated the Board on the developer's request for a refund of \$47,907.60 for cash in lieu of land associated with the Crystal Loft Developments at the old Lamp Factory. All permits

for this now defunct project expired December 31, 2020 and the developer would like a refund. The Board members would like a letter from the City verifying that in the case of a new developer takes on a project on the same parcel, that the District will be entitled to the cash in lieu of land if it returns the current deposit.

Mr. Carne motioned and Mr. Goettel seconded that the St. Charles Park District Board of Commissioners approve the refund of \$47,907.60 for cash in lieu of land once the letter from the City of St. Charles is received. A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none.

Director of Parks and Recreation Contract

Ms. McCarthy moved and Mr. Charles seconded that the St. Charles Park District Board of Commissioners, consistent with its authority, support the continuation of continue the contract for the Director of Parks and Recreation with Holly Cabel, without a change in compensation. A voice vote was taken and the motion passed unanimously.

Adjournment of Meeting

There being no further business, Mr. Cooke adjourned the meeting at 8:34 p.m.



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Secretary

Date Approved: March 9, 2021

