



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

March 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 March 9, 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, Peggy McCarthy, Bob Thomson and Steve Ward

Commissioners absent: Karrsten Goettel

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: Assistant Superintendent of Recreation Katie Miller, Supervisor Sabrina Hunley, Assistant Superintendent of Parks Dave Johnson, Horticulturist Percy Williams, Arborist David Svitak and Facilities Technician Kevin Bagrowski

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 23, 2021

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

Public Appearances

Superintendent of Parks and Planning Laura Rudow introduced Facilities Technician Kevin Bagrowski. A graduate of St. Charles North High School and an Army veteran, Kevin is in week 2 of his employment with the District. Kevin expressed gratitude and enthusiasm for his new job. The Commissioners welcomed him to the Park District and wished him luck.

Administration and Finance

Horticulture and Arboriculture Updates

Ms. Rudow introduced Horticulture Supervisor Percy Williams and Arborist David Svitak. She asked them to share projects they have been working on with their teams. Mr. Williams began with an overview of the horticulture department's winter schedule and all the tasks that need to be completed to be ready for spring planting. He spoke about a few upcoming park "makeover" projects that the horticulture team will be working on during the upcoming months. He added that he and Mr. Svitak will be hosting a yard prep seminar for residents on March 24th and will also host one for Park District employees.

Mr. Svitak spoke about the work he does trimming tree lines, pruning dormant trees, administering trunk injections and other tasks that keep the trees in the parks and woods healthy all year long. He also spoke about his role in the Memorial Tree Program, which is meeting with residents to help them select the type of tree and location for their donation.

Mr. Carne commended Mr. Williams and Mr. Svitak for their hard work, as it shows in the beauty of the parks, for which all of the Board members have received many compliments from residents and visitors. He said that the District is in the business of creating memories and Mr. Williams added that it is important to him and Mr. Svitak that their goal is for visitors to remember their trips to St. Charles and the beauty of our parks. Ms. Rudow added that Mr. Dave Johnson, Assistant Superintendent of Parks, plays a large role in the vision and lead of the beautification of the parks and does a great job leading his team.

Sculpture in the Park Presentation

Supervisor Sabrina Hunley presented the 2021 Sculpture in the Park Committee's selections for this year's program. She said it was a great year for submissions, as 18 artists, of which 5 were new to the program, presented 27 different sculptures. Of those sculptures, the committee chose 14 for Mt. St. Mary Park and 1 for Baker Community Center. She shared pictures of each of the sculptures and pointed out that one of the sculptures by Seward Johnson, "Hell, Time to Go Fishing." She asked the Board if they had any objection to the title of the sculpture, as the title is inscribed in such a way that makes it impossible to remove. The Board did not have any objection to the title.

Mr. Charles moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve the fifteen sculptures presented. A voice vote was taken and the motion passed unanimously.

2020 End-of-Year Report

Superintendent of Finance & Business Cathy Camm presented the 2020 preliminary and unaudited year-end report. The report was an overview of the different District funds and included the following information of note:

- Operationally, the District ended with a surplus of \$93,112.
- The Early Retirement Incentive (\$241,379) was paid off early saving the District future interest costs.
- District was reimbursed \$114,774.18 through Cares Act from DuPage and Kane Counties.
- By reducing budgeted transfers, deferring \$1.5 million capital projects and the use of strong Fund Balances, the District was able to withstand the loss of revenues due to the pandemic.
- About 78% of part-time staff were furloughed due to program cancellations.
- PCC: Facility rentals down by \$816,779 (49%).
- Haines: Hosted No School Days to accommodate more participants due to physical distancing restrictions; increased usage through adding pickleball and walking opportunities.
- STCU: Caravan to Candyland Fundraiser grossed \$4,000; membership increased by 52 members; total visits due to closure decreased by 69%.
- Aquatics: Pool membership revenues eliminated with shift to a pool reservation system at Swanson Pool with a delayed opening of July 1.
- Swanson Pool: Operating season: Jul 1–Sep 7. Season passes were refunded. Reservations required. Limited capacity was 50 people per swim area. Offered 57 semi-private swim

lesson programs. 32 people participated in aqua aerobics. No facility rentals; Limited concessions.

- Otter Cove Pool did not open with the exception of Splash Park, which operated July 1-September 7. Season passes were refunded. Reservations required. Limited capacity was 50 people per swim area.
- Pottawatomie Golf course: Closed for 45 days, opened with group restrictions on May 1. Golf rounds and cart rental revenues were second highest in the past 5 years. Expense savings were seen in pro shop supplies, contractual repairs and irrigation supplies. Shoreline stabilization project was completed.
- River View Miniature Golf Course: Saved money in wages by using full-time staff for operations in May. Only closed one time due to weather. Cross promotion with riverboats resulted in 116 new guests. Pedal boat rentals very popular with increase by 138%; season extended, limited closures.
- Paddlewheel Riverboats: Operating season was Jul 1–Oct 24. Capacity limit: 44 passengers. 20 special events (12 sold out). New events included local brewery cruises and live performance cruises.
- Norris Recreation Center: Loss of membership revenue resulted in deficit of \$84,292 which will be reimbursed by CUSD 303 per the IGA. Hosted member retention event: indoor triathlon with SCA and Multi-Sport Madness. Offered members lap swimming, aquatic programming, virtual fitness programs and outdoor group classes. Membership cancellations and on-holds were lower than national averages by 20%.
- Sportsplex: Sport groups and tournaments were suspended due to pandemic resulting in additional transfer from the General Fund from budgeted \$120,000 to \$290,000 to cover their debt service payment. Facility rental discounted to user groups due to pandemic resulting in revenue decrease. Grew partnership with baseball organizations for additional revenue. Leagues, programs and open play experienced very limited offerings; no tournaments. New Girls High School league developed. Offered new tournament “Disk Golf Frenzy”. Customized programs and training options such as Fit For Moms; Walk for Wellness, Community Walking Tours. Building enhancements made with new lighting, ceiling fans, exterior doors and office space.

Administrative Regulations 3015: Alcohol Beverage Use Revisions

Director Cabel reminded the Board that they had asked staff to revise Administrative Regulations 3015 to reflect the changes needed for consistency with the Board policy and new practices that are being put into place. She highlighted the changes in the Indoor Use section of the policy, which included removing the provision requiring guests to wear wristbands to consume alcohol indoors and the time change for serving alcohol from 10 a.m. to dusk to 10 a.m. to 11 p.m. for indoor and outdoor use. Ms. Cabel added that the Administrative Regulation had been reviewed by legal counsel and administrative staff.

Mr. Charles moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve Administrative Regulations 3015 as presented. A voice vote was taken and the motion passed unanimously.

St. Charles Arts Council Request for Public Art Installation

Ms. Cabel recalled that last year, the Board had approved its support of the St. Charles Arts Council’s Amanda Browder installation with a \$1000 contribution. That budgeted expense did not occur because the installation was postponed due to the pandemic. The project is now slated for

August 2021 and Ms. Cabel asked for confirmation from the Board that this was still a project they want to support. She added the \$1000 contribution is in this year's budget.

Mr. Carne moved and Mr. Charles seconded that the St. Charles Park District Board of Commissioners approve the \$1000 contribution to the St. Charles Arts Council for the Amanda Browder art installation. A voice vote was taken and the motion passed unanimously.

Ordinance 2021-03-01 Authorizing Disposal of Personal Property Owned by the St. Charles Park District

Ms. Cabel said the Park District has outdated technology that needed to be disposed. The items include desktop PC's, desk phones, laptops, printers and miscellaneous IT equipment.

Mr. Carne moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve the disposal of IT equipment listed in Ordinance 2021-03-01. A voice vote was taken and the motion passed unanimously.

Parks, Planning, and Facilities

Resolution 2021-03-01 for the ComEd Green Regions Grant

Ms. Rudow asked the Board to pass Resolution 2021-03-01 that confirms the completion of the 2018 awarded ComEd Green Region Grant. ComEd awarded the Park District \$6,450.00 and the Park District spent \$15,270.00 for the Otter Creek Wetland restoration project.

Mr. Carne moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve Resolution 2021-03-01 that confirms the completion of the Otter Creek Wetland restoration project for which the Park District was awarded a ComEd Green Region Grant. A voice vote was taken and the motion passed unanimously.

Capital Vehicle Purchase

Ms. Rudow said that per the 2021 Capital Plan, bids were solicited for two Ford F-450 dump trucks. Bids were opened on February 11, 2021 and Roesch Ford of Bensenville was the lowest responsible bidder with a total bid of \$94,549. Ms. McCarthy asked why the bid wasn't awarded to Hawk Ford, given that it is located in St. Charles. Ms. Rudow explained the bid process, which is all bids are submitted in sealed envelopes which are opened at a specified time and date at a public bid opening. This keeps the bid process fair for bidders and ensures tax dollars are spent responsibly.

Ms. McCarthy moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve the purchase of two Ford F-450 dump trucks from Roesch Ford of Bensenville, Illinois for \$94,549. A roll call vote was taken. Aye: Carne, Charles, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Consideration of Purchase of ESSC Turf

Ms. Rudow said that per the 2021 Capital Plan, field turf was specified for the infield of Field #7 at East Side Sports Complex. The turf was located through the Sourcewell Cooperative Purchasing program, contract #060518-FTU in the amount of \$232,204.76 to FieldTurf USA, Inc. This price includes the purchase and installation of the turf and is less than the budgeted amount for the project. Mr. Carne asked if there has been any discussion with associate groups about a field being marked with varsity distances. Ms. Rudow replied that fencing is an issue for the outfields.

Mr. Carne moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the purchase of turf for the infield of Field #7 in the amount of \$232,204.76 to FieldTurf USA, Inc. A roll call vote was taken. Aye: Carne, Charles, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Farm Stand Lease Agreement

Ms. Rudow asked the Board to consider renewing the lease agreement with FulBuschel Farm, LLC to operate the farm stand on Crane Road while growing produce on 4 acres. The term of the lease is one year for \$250 per acre.

Mr. Carne moved and Mr. Charles seconded that the St. Charles Park District Board of Commissioners approve the lease agreement with FulBuschel Farm, LLC to operate the farm stand for one year for \$250 per acre. A voice vote was taken and the motion passed unanimously.

Capital Project Update

Ms. Rudow updated the Board on the progress of the batting cage project. Part of the 2021 Capital Plan was to install batting cages at Sportsplex for associated groups to rent. After several discussions with the interested user groups, it became clear that the groups prefer to have batting cages available outside, specifically at ESSC and Davis Park. Ms. Rudow asked for the Board's feedback and Ms. McCarthy thanked Ms. Rudow for listening to the needs of the user groups.

Mr. Carne moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve changing the location of installing batting cages from Sportsplex to ESSC and Davis Park. A voice vote was taken and the motion passed unanimously.

Correspondence

None

Director's Report

Ms. Cabel asked the Board for their input on celebrating anniversaries of facilities. Norris Recreation Center is celebrating its 5th year of operation, Hickory Knolls Discovery Center and Otter Cove Aquatic part are celebrating 10 years, and St. Charles Underground Teen Center is celebrating 20 years. Board members made suggestions that included using celebrations as a means to increase membership and new patrons, having individual facility celebrations and one large one for the District, perhaps at the Fireworks Display.

Ms. Cabel said that she is planning a springtime Board workshop to discuss the District's long-range goals, as well as plans for seasonal facilities operations in the context of the restrictions of the pandemic. She intended to host a springtime workshop last April, but the pandemic sidelined plans. She asked the Board to look for an email from Ms. Santos asking for preferences for time and date.

Commissioner Comments

Steve Ward: No comments

Bob Thomson: Mr. Thomson wanted to know if the District is cataloguing Pam Otto's articles. Ms. Cabel responded that is an ongoing project.

Peggy McCarthy: Ms. McCarthy shared her enthusiasm that the nets are up at the pickleball courts at Belgian Town Park.

Karrsten Goettel: Absent

Jim Cooke: Mr. Cooke shared that long-time resident and Park District supporter Dr. Walter Miller passed away.

Brian Charles: No comments

Bob Carne: Mr. Carne thanked Ms. Camm for her FY2020 presentation tonight. He suggested that NRC offer training sessions to District employees to help them develop healthy habits and lower health care costs. Mr. Carne was happy to see that the District is promoting the Paddlewheel Riverboats as a location for groups/companies to host fundraisers. He urged the District to make its associate groups aware of this opportunity. He also asked staff to look out for Rebuild Illinois grant opportunities. He mentioned that the six-foot physical distance guideline has been revoked and wondered how that would impact pool operations. He would like to see the District offer spring break camps and staycation opportunities for patrons over spring break.

Executive Session

None

Other Business

None

Adjournment of Meeting

There being no further business, Mr. Carne moved and Ms. McCarthy seconded that the meeting be adjourned. A voice vote was taken and the motion passed unanimously. Mr. Cooke adjourned the meeting at 7:43 p.m.


Secretary

Date Approved: March 23, 2021