



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

March 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 March 23, 2021. At 6: p.m., President Jim Cooke called the meeting to order.

Roll Call

Administrative Assistant Jenny Santos called the roll.

Commissioners present: Jim Cooke, Karrsten Goettel (arrived 6:35), Peggy McCarthy, Bob Thomson and Steve Ward

Commissioners absent: Bob Carne and Brian Charles

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, Public Relations & Marketing Manager Erika Young, Golf Course Manager & PGA Golf Pro Ron Skubisz, IT Manager Jeff Essig and Administrative Assistant Jenny Santos

Other Staff Present:

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
- Approval of Bills as of February 28, 2021

<u>Accounts</u>	<u>Amounts</u>
Corporate Fund	\$238,331.88
Recreation Fund	\$35,231.03
Liability Insurance	\$155.00
Audit	\$8,280.00
Revenue Facilities	\$16,941.57
Norris Rec Center	\$171,697.26
Sportsplex	\$6,731.66
Capital	\$72,791.94
TOTAL	\$550,160.34

- Approval of Cash and Investment Report as of February 28, 2021
- Approval of Revenue Expense Reports as of February 28, 2021

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

Public Appearances

None

Administration and Finance

Resolution to Thank St. Charles Park District Employees

President Cooke read Resolution 2021-03-02 aloud that thanks District staff for their hard work during the COVID Pandemic:

The COVID-19 pandemic caused widespread illness, deep economic impact and social disruption throughout our community, but the St. Charles Park District staff met the challenges. Facility closures, operational disruptions, membership holds, new safety/sanitization guidelines, negative financial impact and increased community need of its parks, trails, natural areas and recreational amenities were hurdles in the District's path to continue to enrich the quality of life of St. Charles residents. Staff constantly monitored and updated safety guidelines for its staff and patrons while also developing reentry plans for facilities, reimagined programs and events, operated in a fiscally responsible manner and provided safe, outdoor park experiences. Quite simply, they did what had to be done to get everyone through this ordeal.

The St. Charles Park District Board of Commissioners recognizes your incredible work ethic and passion to positively impact our community. We would like to express our deepest appreciation and gratitude to the entire Park District staff for your hard work, perseverance, dedication and tireless effort in your response to the COVID-19 pandemic. We are proud of each and every staff member for the difference you have made to our community during this pandemic. Thank you.

Dated this 23rd day of March, 2021

Mr. Thomson moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners adopt Resolution 2021-03-02 as read. A voice vote was taken and the motion carried unanimously.

Amended Turf Agreement with CUSD 303

Ms. Camm proposed an amendment to the current Intergovernmental Agreement with CUSD 303 for the use of the turf fields at Thompson Middle School. The amendment adjusts the payment schedule and payment amount based on use restrictions due to COVID in 2020. Mr. Ward asked what the District uses the turf for and Ms. Camm responded that the District rents it to its associate groups.

Mr. Thomson moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the second amendment to the Intergovernmental Agreement with CUSD 303 for the use of the turf fields at Thomson Middle School. A roll call vote was taken. Aye: Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

aQity Community Attitude & Interest Survey Questions

Ms. Young and Ms. Cabel shared the proposed questions for the upcoming Community Attitude & Interest Survey to be conducted in May. Ms. Young highlighted several new questions related to: use of facilities and parks during the pandemic, use of Sportsplex, interest in updating amenities at Otter Cove Splash Park, awareness of Pottawatomie Park Sensory Garden opening this May,

and nature-themed programs. Ms. Cabel shared questions that were slightly altered from last survey to gauge the community's interest in amenities such as outdoor cricket fields, indoor pool, and a pump track that will help the District set priorities for future projects. Ms. Young shared that the Green Team Committee asked for a question to determine the community's knowledge of and interest in a carry in/carry out initiative for parks. There will be a question related to technology in the parks as well as a question to determine whether individuals/families feel they are well represented by the activities and programs the District provides. Ms. Cabel asked the Board if they believed it necessary to keep the question regarding the Active River Project and the Board agreed it unnecessary because the City of St. Charles asked a similar question on its survey just completed this year.

Mr. Thomson moved and Mr. Goettel seconded that the St. Charles Park District Board of Commissioners approve the questions for the Community Attitude & Interest Survey as presented, with the deletion of the Active River Project question. A roll call vote was taken. Aye: Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Sentinel Contract

Mr. Essig asked the Board to consider renewing the contract with Sentinel for HANS support for the District's Cisco server. The renewal allows the District to work through Sentinel instead of directly with Cisco for a discounted savings over Cisco support contracts. Mr. Essig reiterated that this contract is a budgeted expense. Mr. Ward asked about another recent contract with Cisco and Mr. Essig said that was for a one-time project with the phone system.

Mr. Thomson moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve a one-year renewal with Sentinel for \$31,166.07 for HANS support contract. A roll call vote was taken. Aye: Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Managed Print Services Proposal

Mr. Essig informed the Board that the District solicited proposals for managed print services. Staff selected Gordon Flesch's proposal for a 60-month contract for \$551.00 per month. This monthly fee includes new copiers (along with toner and service), delivery, installation and staff training. Mr. Essig recommends this proposal because Gordon Flesch has provided excellent service during the past 5 years of the current agreement and they provided the lowest cost proposal.

Ms. McCarthy moved and Mr. Goettel seconded that the St. Charles Park District Board of Commissioners approve a 60-month contract with Gordon Flesch for \$551.00 per month for managed print services. A roll call vote was taken. Aye: Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Swim City Update

Ms. Rudow provided an update to the Board regarding the fundraising initiative with Swim City. Last September, the Swim City leadership team met to discuss moving forward with the services of fundraising consultant Steve Pratapas. The team agreed to wait until the new year because of the pandemic. The team met in February and agreed to engage Mr. Pratapas' services. He will begin to meet with potential investors to gauge interest in the project. Once Mr. Pratapas meets with 10 or 12 people, the team will use the level of interest in the project to determine if Mr.

Pratapas should continue to meet with other parties. The Board agreed this is a good approach to move forward.

Recreation

Fireworks Update

Mr. Kies reminded the Board that they had asked him to research the cost of enhancing the fireworks display for the July 4th celebration. Mr. Kies said Mad Bomber proposes an increased cost of \$7,500, for a total of \$37,500, to add more shells to the display. Although the fireworks display will remain at 25 minutes in duration, the number of shells shot off at one time will increase to enhance and excitement to the display. Mr. Thomson asked if the City of St. Charles will contribute to the cost of the fireworks and they have budgeted \$13,000 to the production.

Ms. McCarthy moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve a \$37,500 for the contract with Mad Bomber Fireworks Production to produce an enhanced fireworks display for July 4, 2021 celebration. A roll call vote was taken. Aye: Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Parks, Planning, and Facilities

Bid Openings

Ms. Rudow shared the three bid openings and asked the Board to approve the following contracts:

- 1) Per the 2021 Capital Plan, bids were solicited to install new LED lighting for the Pottawatomie tennis courts and opened on March 15, 2021. Barton Electric, Trenton, IL was the lowest responsible bidder with a cost of \$73,000.00.
- 2) Bids were solicited for a three-year mowing contract and opened on March 15, 2021. Ramiro Guzman Landscaping, Plainfield, IL was the lowest responsible bidder with a 2021 cost of \$145,635.84, 2022 cost of \$145,635.84, 2023 cost of \$145,635.84.
- 3) Per the 2021 Capital Plan, bids were solicited to stain the Pottawatomie Park Pavilion and opened on March 16, 2021. BP&T Construction, Palatine, IL was the lowest responsible bidder with a cost of \$59,800.

Ms. Rudow added that all three projects are budgeted expenses. The bids for LED lighting project for the Pottawatomie Park tennis courts came in over budget, but there are other projects that have come in under budget, so the additional expense will not affect the overall capital budget.

Mr. Thomson moved and Mr. Goettel seconded that the St. Charles Park District Board of Commissioners approve \$73,000.00 to Barton Electric for the LED lighting project at Pottawatomie Park tennis courts; a three-year mowing contract with Ramiro Guzman Landscaping for a 2021 cost of \$145,635.84, 2022 cost of \$145,635.84, 2023 cost of \$145,635.84; and \$59,800 to BP&T Construction to stain the Pottawatomie Park Pavilion. A roll call vote was taken. Aye: Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Primrose Farm License Agreement

Ms. Rudow asked the Board to consider a one-year renewal of the license agreement for the house at Primrose Farm at 5N520 Crane Road to Timothy Timberlake for a monthly rent of \$520. No changes have been made to the agreement for the upcoming contract year.

Mr. Thomson moved and Mr. Goettel seconded that the St. Charles Park District Board of Commissioners approve a one-year renewal of the license agreement for the house at Primrose Farm at 5N520 Crane Road to Timothy Timberlake for a monthly rent of \$520. A voice vote was taken and the motion carried unanimously.

Vault Restroom Relocation Project

Ms. Rudow asked the Board to consider a proposal solicited from CXT, the manufacturer of the vault restroom at Mt. St. Mary Park, to move and install the structure, including new underground vaults, to James O. Breen Community Park. The fee proposal for this sole source move and installation is \$29,750. Ms. Rudow said this expense is part of the 2021 Capital Plan and relocating the vault restroom to James O. Breen Community Park will help meet the needs of tournament players and spectators.

Mr. Goettel moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve CXT to move and install vault restrooms, including new underground vaults, from Mt. St. Mary Park to James O. Breen Community Park for \$29,750. A roll call vote was taken. Aye: Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Baker Community Center Keg Remodel Update

Ms. Rudow shared plans to remodel the Baker Community Center Keg. Ms. Rudow highlighted the work that will be done which includes demolition and replacement of floors, walls and ceiling. She also shared samples of the flooring, tile, and paint colors that will be used.

Request for Use: Anderson Pet Party

Ms. Rudow asked the Board to consider the request from two St. Charles East students to use River Bend Community Park for a dog walk to raise funds and awareness for Anderson Humane Society for April 17, 2021.

Mr. Thomson moved and Mr. Goettel seconded that the St. Charles Park District Board of Commissioners approve the use of River Bend Community Park for a dog walk to raise funds and awareness for Anderson Humane Society for April 17, 2021. A voice vote was taken and the motion carried unanimously.

Special Reports

Fox Valley Recreation Association

Bob Thomson said FVSRA will run camps this summer. They are in the process of interviewing candidates for their Business Manager position. The FVSR Foundation has restructured its Board and now has 11 members. They have raised \$1200 so far through their Spring Easter Basket drive.

FVSRA is rebranding their logo. They presented the budget which includes no changes in the capital budget. They are looking for a new tech support company.

St. Charles History Museum

No report

St. Charles Park Foundation

No report.

St. Charles Arts Council

No report.

St. Charles Business Alliance

Nor report.

St. Charles Housing Commission

No report.

St. Charles River Corridor Foundation

Ms. McCarthy reported that the Foundation will present the St. Charles Park District with the Golden Turtle award for its outstanding efforts during the COVID pandemic to keep the parks open, beautiful and available for community use.

Baker Community Center

No Report

Correspondence

None

Director's Report

Ms. Cabel reminded the Board that the spring workshop is April 21 and is working on agenda. She encouraged Board members to send topics of their interest to her.

Ms. Cabel also shared the dates of when she will be out of the office. Laura Rudow will assume the Director's duties while Ms. Cabel is absent.

Commissioner Comments

Bob Carne: Absent

Brian Charles: Absent

Jim Cooke: No comments

Karrsten Goettel: No comments

Peggy McCarthy: No comments

Bob Thomson: Mr. Thomson inquired about the Jank Guitar Ambassador program. Ms. Cabel said she believed it will be postponed until 2024 but she will share any information she receives.

Steve Ward: Mr. Ward said his son thinks the zipline at Hazeltine Park is awesome!

Executive Session

Mr. Goettel moved 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) litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting; (2) discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06; 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 7:09 p.m. the Board temporarily adjourned to proceed to the Executive Session.

Jim Cooke and Erika Young left the meeting at 7:09 p.m.

The Board returned to Open Session at 7:24 p.m.

Other Business

Executive Session Review of Closed Meeting Minutes

Mr. Thomson moved and Ms. McCarthy seconded that the need for confidentiality continues to exist for the closed meeting minutes, and they shall not be released. A roll call vote was taken. Aye: Goettel, McCarthy, Thomson and Ward. Nay: none. The motion carried.

Adjournment of Meeting

There being no further business, Mr. Thomson move and Mr. Ward seconded to adjourn the meeting. Aye: Goettel, McCarthy, Thomson and Ward. Nay: none. The motion carried and Mr. Goettel adjourned the meeting at 7:25 p.m.



Secretary

Date Approved: April 13, 2021

