



**ST. CHARLES PARK DISTRICT BOARD MEETING**

**Pottawatomie Community Center**

**April 27, 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 April 27, 2021. At 6:37 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, 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:** Partnership and Sponsorship Supervisor Carina Graham, Assistant Superintendent of Outdoor Education Chris Gingrich, Community Center & Volunteer Coordinator Lara Piner and Lead Ecological Restoration Technician Ryan Solomon

**Guests in person:** Volunteer of the Year Jim Lotarski

**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 April 13, 2021
- Approval of Bills as of March 31, 2021

Accounts	Amounts
Corporate Fund	\$ 342,752.77
Recreation Fund	\$ 49,232.85
Liability Insurance	\$116.00
Special Recreation	\$ 2,039.25
Revenue Facilities	\$15,822.41
Norris Rec Center	\$ 7,449.28
Sportsplex	\$ 12,078.72
Capital	38,174.72
Land Cash Ordinance	47,907.60
<b>TOTAL</b>	<b>\$515,573.60</b>

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

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

### **Public Appearances**

Lara Piner, Chris Gingrich and Ryan Solomon presented the District's Volunteer of the Year award to Mr. Jim Lotarski. Mr. Lotarski volunteers over 90 hours a year helping the naturalists restore and maintain numerous acres of natural areas. His enthusiasm for nature has influenced many of his high school students to come out and volunteer alongside him. The staff are very grateful for his assistance and the Board thanked him for his dedication to the District.

### **Administration and Finance**

#### **Nominating Committee Appointment for Park Board Officers**

President Cooke appointed Commissioners Karrsten Goettel and Peggy McCarthy to present a slate of officers at the May 11, 2021 Board meeting. Mr. Cooke recommended that Mr. Goettel and Ms. McCarthy talk to each Board member to assess each member's interest in the different positions.

#### **Partnership & Sponsorship Update**

Partnership & Sponsorship Supervisor Carina Graham presented a first quarter update on sponsorships received and new partnerships developed. There has been an increase in in-kind donations instead of cash donations because many sponsors are still recovering from the challenges faced during the pandemic. She also provided a year over year comparison.

#### **Covid-19 Financial Impact**

Superintendent of Finance & Administration Cathy Camm presented an update on the pandemic's financial impact on the District's revenue and expenses. Ms. Camm highlighted the revenue and expenses of first quarter of FY2021 as a percentage to budget in order to compare to first quarter of FY2020. She shared explanations for the most notable variances between the two years: increase in Thompson Turf revenues; Haines and PCC rentals are up; and All Star Sports, dance, tennis, early childhood programs and before- and after-school programs revenues are up. Additionally, equestrian and theatre programs have been very successful this year. Birthday parties, facility rentals and memberships were lower than the first quarter last year due to pandemic-related restrictions.

#### **Board Policies 5000-5999 and 7000-7999 Review**

Ms. Cabel updated the Board on the progress of reviewing the Board Policy Manual. Staff and legal counsel reviewed and updated Board policies 5000-5999 and 7000-7999. The Board received a summary of all the changes made in this section as well as a copy of each red-lined policy. Ms. Cabel asked the Board if they had any questions about the review. She stated that no action is being requested tonight as the entire manual will be presented to the Board in June for approval. Commissioners agreed to review the policies and provide feedback.

General Use Ordinance Revisions

Ms. Rudow presented a summary of the changes made to the General Use Ordinance concerning Hours of Use, Permits, Destruction by Misuse of Fire, Parking, Smoking Restrictions for Park Facilities, and Enforcement. Red-lined copies with proposed changes were included in the Board packet and the Board did not have any questions or concerns regarding the changes.

Mr. Carne moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the changes to the General Use Ordinance as presented. A voice vote was taken and the motion carried unanimously.

**Recreation**Summer Camps, Events and Facility Operations

Mr. Kies updated the Board on summer operations under current Restore Illinois Plan Phase 4 guidelines and the guidelines of Bridge to Phase 5. Under Bridge to Phase 5: Camps will be held weekly with group sizes that allow for safe distancing. The annual Fourth of July celebration will resume this year following IDPH and Restore Illinois guidelines. Masks and portable hand sanitization stations will be available, and food truck(s) will be in the park to add variety to the pre-packaged items offered at River View Miniature Golf concession stand. Concerts in the Park will resume for a regular season of entertainment on Thursday nights. Pottawatomie Golf Course main restrictions relate to club rentals, use of rakes for sand, water fountains and the Pro Shop. River View Miniature Golf will operate with minimal restrictions except for requiring masks and social distancing between groups. Aquatic facilities (Swanson Pool and Otter Cove Aquatic Park) will offer daily admissions purchased through Peak Pro based on a 50% capacity. Swim lessons will be offered 9:00 – 10:30 a.m. Monday through Saturday and the facilities will be available for rentals. Paddlewheel Riverboats operate under US Coast Guard guidelines, which right now allows for 50% capacity (or 46 passengers per cruise).

*Karrsten Goettel left the meeting at 7:20pm*

**Parks, Planning, and Facilities**Agreement with the Village of South Elgin Update

Superintendent of Parks and Planning Laura Rudow updated the Board on the status of the pond study and Arbor Park playground project. The final report is expected mid-June, as the consultant needs to finish the pond bathymetry, testing water quality and the aquatic plant survey.

Ms. Rudow met with the Thornwood HOA to get community input on the proposed playground options. She will follow up with an online survey of residents within a 1000 feet of the playground site to get their input before making a final choice. She expects that after Board approval, there will be about 8-10 weeks lead time for playground equipment to arrive. The goal is to have the playground ready by the end of the summer.

Request for Use: Yoga in the Park

Blakely Kresl, through St. Charles Leadership Studies, requested the use of Delnor Woods Park for the purpose of hosting a Yoga in the Park & Litter Clean Up event to benefit the community on May 16, 2021.

Mr. Ward moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve Ms. Kresl's request to use Delnor Woods Park for the purpose of hosting a Yoga in the Park & Litter Clean Up event to benefit the community on May 16, 2021. A voice vote was taken and the motion carried unanimously.

**Special Reports**

Fox Valley Recreation Association

Mr. Thomson said FVSRA has hired a new Business Manager to share with Sugar Grove Park District. The FVSRA Board approved the 2021-22 annual budget.

St. Charles History Museum

Mr. Carne said the museum board met and shared lots of ideas. They discussed how they might share the thousands of pictures of high school students from the past with the community. They also discussed ideas for themed Paddlewheel Riverboat cruises that focus on the history of St. Charles. The History board wondered how they might go about renting the District's busses instead of renting trolleys for their tours.

St. Charles Park Foundation

Ms. Young reported that the Foundation appointed officers for the next year and that everyone is very excited about the Sculpture in the Park program.

St. Charles Arts Council

Ms. Cabel reported that the Arts Council is busy preparing for the August art installation on the municipal building and gala event.

St. Charles Business Alliance

Ms. Cabel said that the Business Alliance is working on the upcoming Fine Art Show over Memorial Day weekend in May. The footprint of the show will be different but there are over 90 artists interested in participating, which is very exciting.

St. Charles Housing Commission

No report.

St. Charles River Corridor Foundation

Ms. McCarthy reported that the Foundation will appoint new officers at the next meeting. They are working on the clock project for installation downtown in a location to be determined. The Foundation is interested in continuing the daffodil project and their proposal will come to the St. Charles Park District Board in the upcoming months. They are also planning their river clean-up day and virtual education programs.

Baker Community Center

Mr. Charles did not have a report except that the annual meeting will occur in May.

Correspondence

None

Director's Report

Ms. Cabel asked the Board if they would be interested in conducting Board meetings in different locations this summer. They responded positively and asked Ms. Cabel to bring a proposal for dates and locations.

Ms. Cabel shared the newly printed Fox River Trail Guide and highlighted the pages on which the St. Charles Park District is mentioned.

She also shared that the City has recommended Chris Minick as the interim City Administrator to replace Mark Koenen who retires May 15. She reminded the Board that they will recognize Seth Chapman and Nick Mannheim from CUSD 303 at the next SCPD meeting on May 11.

Ms. Cabel reported that the new Camp & Aquatic Activity Guide has been mailed to residents. She said that 50% of the camp spots were filled the first day of registration on April 21, before the guide hit mailboxes.

Commissioner Comments

**Bob Carne:** Mr. Carnes shared his ideas of asking new hires for two hours of volunteer service and looking to family foundations for sponsorships. He suggested gifts for high school seniors graduating this year and Ms. Young said that each graduate will receive a pass to RVMG for a round of mini golf. He asked when the pickleball courts at JOB Community Park will be ready and Ms. Rudow responded that the courts just need to be color coated. Staff are working to organize a small ribbon-cutting ceremony to celebrate the opening of the courts. Mr. Carne inquired about fireworks viewing from the paddlewheel boats and Mr. Kies responded that PDRMA advised against going out on the water during the fireworks display. Mr. Carne said he had two residents from Thornwood subdivision say thank you to the Park District for their efforts on the agreement with Village of South Elgin. He also shared that he thinks the Sculpture in the Park exhibition this year is fantastic.

**Peggy McCarthy:** Ms. McCarthy said she walked through Mt. St. Mary Park and was very impressed by how well cared for the park is. She said that she saw snakes in the trees on the bike path at Norris Woods and didn't totally freak out over them because of Pam Otto's Good Natured article last year. She also commented that she believes the reason volunteers dedicate time to the District is because they like the people they work with here and that is a testimony to the quality of our staff.

**Bob Thomson:** Mr. Thomson congratulated the re-elected commissioners for their victories in the challenging race for Board seats.

**Steve Ward:** Mr. Ward renewed his interest in seeing a District-sponsored lighting of the trees in one of the parks. He suggested a "wine walk" through the park under the lighted trees.

**Brian Charles:** No comments

**Karrsten Goettel:** No comments

**Jim Cooke:** Mr. Cooke mentioned that when the commissioners go into executive session, the presiding officer does not need to read the whole reason for going into the closed session. He or she simply needs to state the reason. The public agenda must state the reason for the executive session and cite the exceptions allowed by the Open Meeting Act.

**Executive Session**

Mr. Charles 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 subject, per the Open Meetings Act, 5 ILCS 120/2(c)(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.

A roll call vote was taken. Aye: Carne, Charles, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried. At 7:48 p.m. the Board temporarily adjourned to proceed to the Executive Session.

*Erika Young left the meeting at 7:48p.m.*

The Board returned to Open Session at 7:57 p.m.

**Other Business**

None

**Adjournment of Meeting**

There being no further business, Mr. Charles moved and Ms. McCarthy seconded to adjourn the meeting. A voice vote was taken and the motion carried unanimously. Mr. Cooke adjourned the meeting at 7:57 p.m.



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Secretary

Date Approved: May 11, 2021