



## ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

June 8, 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 June 8, 2021. At 6:30 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:** Assistant Superintendent of Recreation Jennifer Bruggeman, Assistant Superintendent of Recreation Melissa Caine, Accounting Manager Ashlee Wallace, Human Resources and Risk Manager Christina Janes and Intern Brigid McCarthy

**Guests:** Brent Runzel, Anne Scales

### Consent Agenda

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

- Approval of Minutes from Regular Meeting on May 25, 2021

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

### Public Appearances

On behalf of Dick Pond Athletics, Brent Runzel presented a donation of \$1,803.25 to the St. Charles Park District from the proceeds of its Hickory Knolls Trail Run and Relay event held on May 16, 2021. Mr. Runzel thanked the District Board and Staff for supporting the event, adding it was a tremendous day that generated a lot of positive feedback from runners who were excited to be participating in an event again. Mr. Cooke and Mr. Carne thanked Dick Ponds for sponsoring events and would like to keep the partnership for years to come. Mr. Runzel took pictures with the Commissioners and presented them with a finisher's mug.

*Mr. Runzel left the meeting at 6:44 p.m.*

Jennifer Bruggeman introduced Brigid McCarthy, a college student who is interning in the Recreation and Marketing departments at the District this summer. Ms. McCarthy shared some of the work she is doing to support the online ticketing and marketing in the recreation department.

She also gave a short presentation of the upcoming 1<sup>st</sup> Annual Frontline Worker Appreciation Event that will take place July 22 at Otter Cove Aquatic Park. Mr. Carne asked her to share what her takeaways have been so far this summer and Ms. McCarthy responded that she was very impressed with how hard everyone works and how staff listen to the patrons concerns to try to improve customer service. Mr. Carne also asked if she has had an opportunity to do database mining to reach out to patrons. Mr. Kies responded that is part of Ms. McCarthy's plan this summer.

*Ms. Bruggeman and Ms. Brigid McCarthy left the meeting at 6:53 p.m.*

### **Administration and Finance**

#### **Annual Audit for Fiscal Period Ending December 31, 2020**

Ms. Camm introduced Anne Scales, Principal with Lauterbach & Amen, LLP, who reviewed the highlights of the Comprehensive Annual Financial Report for Fiscal Period Ending December 31, 2020. She summarized that the pandemic had an impact on the District's revenue facilities, but decreases in expenditures helped offset the loss in revenue. She said there were no management letter comments and that the District always has a nice and clean audit, which is a testament to the efforts of Cathy Camm and Ashlee Wallace. The District's net position increased and all fund balances saw an increase with the single exception of Revenue Facilities fund. Mr. Carne asked for clarification about what it means that there are 86 inactive members not receiving benefits. Ms. Scales responded that this means that they are not actively taking the benefits at this time but are qualified for them.

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

*Anne Scales left the meeting at 7:00 p.m.*

#### **Land/Cash Fund Summary**

Ms. Camm reviewed the Land/Cash Fund Summary as of 12/31/2020. The balance was \$1,509,406.00. The District will transfer \$400,000 of this balance to the Capital fund in fiscal years 2021, 2022, and 2023 to fund capital projects. Mr. Carne asked specifically about the land/cash money that was paid by Prairie Centre. Ms. Cabel reminded the Board that the City's Land/Cash Ordinance allows that money to be used to develop parks anywhere in the District boundaries and as that development is built out, additional land/cash could come to the District for park/trail development.

#### **Annual Investment Report**

Ms. Camm reviewed the Annual Investment Report. As of December 31, 2020, the total cash and investments balance was \$21,825,320.00. Mr. Charles asked Ms. Camm if there was any room within some of the investment accounts to improve yields. Ms. Camm responded that the District, as a municipality, is conservative in its investment approach, but she would look into opportunities to earn higher returns.

Medical, Dental, Basic Life/AD&D Insurance Renewal

Ms. Camm began the presentation by thanking Commissioners Brian Charles and Steve Ward for meeting to provide guidance during the renewal process. Ms. Camm presented the Board with the history of the District's relationship with both Blue Cross/Blue Shield of Illinois (BCBSIL) and Cigna. She then briefly explained the types of group medical insurance and that part of the reason the District moved to Cigna in 2018 was to move from a fully insured plan with to a level-funded program, with the eventual goal to offer a self-insured plan. Next, she explained the renewal process this year, including the meetings with the insurance committee and the subsequent negotiations the District's insurance broker had with both companies, after receiving quotes from several providers. Ms. Camm then presented two options, for the Board's consideration. Information on the monthly premiums were reviewed along potential disruption rates.

Ms. Camm then covered the options for renewals for Dental, Life and AD&D. Some of the options were being offered as tied packages of Dental with Life and AD&D. Information was also shared regarding the different considered choices and corresponding disruption rates.

Ms. McCarthy asked Ms. Camm about employee satisfaction with Cigna. Ms. Cabel responded that there was some initial dissatisfaction with Cigna, especially with employees who have worked for the District for a long time. Employee satisfaction surveys indicated a percentage of employees were unhappy with the Cigna coverage. Ms. Janes added that with education and better understanding of the Cigna plan, employees are more satisfied than they were initially. Mr. Carne asked if there is a risk to the employees or Board for making a change and Ms. Camm stated that there are no risks to the employees. Mr. Charles and Mr. Ward provided their insight into the renewal process and both felt that the best option was to switch to BCBSIL. Regarding dental insurance, Ms. McCarthy asked why there wasn't a quote from BCBSIL and Ms. Camm said that the broker did not provide one.

Mr. Carne moved and Mr. Goettel seconded that the St. Charles Park District Board of Commissioners approve a contract with Blue Cross Blue Shield of Illinois for medical insurance for \$1,269,565 per year; a contract with The Standard for dental insurance for \$61,666 per year; and a contract with The Standard for Basic Life/AD&D insurance for \$20,524 per year. A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Security Assessment

Mr. Essig proposed hiring Sentinel Technologies to do external and internal penetration tests by attempting to hack into the District's computer system. The cost of this project would be \$15,250.00 and although it is an unbudgeted expense, it can be absorbed within the IT budget as many other projects have come under budget and the District can delay some desktop replacements. Mr. Thomson asked what would be the cost if Sentinel were to find problems and Mr. Essig responded most likely the remedies include changes in configurations and not necessarily impact budget. Mr. Carne expressed his opinion that the project was cost avoidance in that it will protect the District from vulnerability to ransomware.

Mr. Carne moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve a contract with Sentinel to provide a security assessment for \$15,250.00. A voice vote was taken and the motion carried unanimously.

Board Policy Updates

Ms. Cabel reviewed the changes to Board Policies and Administrative Regulations 6000-6999. Ms. Cabel highlighted the most significant changes due to changes in best practice/operations. The changes in this section along with all of the other sections will come back to a future board meeting for their consideration to approve.

Ordinance Authorizing Disposal of Personal Property Owned by the St. Charles Park District

Ms. Cabel said the Park District has furniture that needs to be disposed of, including old desks and picnic tables.

Ms. McCarthy moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve the disposal of furniture listed in Ordinance 2021-06-01. A voice vote was taken and the motion passed unanimously.

Attendance at NRPA Congress and Expo

Ms. Cabel requested Board approval for Commissioner Peggy McCarthy to virtually attend the Annual NRPA Conference in Nashville, TN. The dates for the conference are September 21-23, 2021. This is a budgeted expense.

Mr. Thomson moved and Mr. Charles seconded that the St. Charles Park District Board of Commissioners approve Ms. McCarthy to virtually attend the Annual NRPA Conference in Nashville, TN September 21-23, 2021. A voice vote was taken and the motion carried unanimously.

Recreation

Attendance at International Association of Amusement Parks and Attractions Conference & Trade Show

Mr. Kies requested Board approval for Jennifer Bruggeman, Katie Miller, Alex Weidner, Taylor Krawczyk and Sabrina Hunley to attend the International Association of Amusement Parks and Attractions (IAAPA) Conference & Trade Show in Orlando, FL. The dates for the conference are November 15-18, 2021. This is a budgeted expense.

Mr. Carne moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve Jennifer Bruggeman, Katie Miller, Alex Weidner, Taylor Krawczyk and Sabrina Hunley to attend the International Association of Amusement Parks and Attractions (IAAPA) Conference & Trade Show in Orlando, FL, November 15-18, 2021. A voice vote was taken and the motion carried unanimously.

Parks, Planning, and Facilities

South Elgin Arbor Park Update

Ms. Rudow reviewed the process through which she sought and received feedback from the Thornwood community on the proposed amenity to be installed in Arbor Park. She sent a survey to 155 households that live within one mile of the park and received 27 completed surveys. Of those residents, 86% were aware of the existing IGA with South Elgin. Responses to the open-ended question asking for requests or suggestions included residents' desire to have a sand box, swings and a slide installed. Given 3 options for the playground amenity, the residents overwhelmingly chose option #3. This amenity is a sole source product.

#### Request for Use

Ms. Rudow shared that the Willow Creek Community Church's request to use Pottawatomie Park is for a rental, not a special event request, but because 500 people are expected to attend, she wanted Board approval for the rental.

Ms. McCarthy moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve Willow Creek Community Church's request to use Pottawatomie Park for the purpose of hosting a staff gathering on July 26, 2021. A voice vote was taken and the motion carried unanimously.

#### Correspondence

None

#### Director's Report

Ms. Cabel reminded the Commissioners of important upcoming events including Sculpture in the Park Reception, Staff Appreciation and that the next Board meeting on June 22 will be held at Primrose Farm. She also let them know that the 4<sup>th</sup> of July invitations were emailed out this week.

Ms. Cabel let the Commissioners know that pool passes will be offered to residents for use beginning June 14. Pool passes went on sale that day and were pro-rated for the two weeks of the summer the passes were not available. Social media and eBlasts will announce the availability of passes beginning Wednesday, June 9<sup>th</sup>.

#### Commissioner Comments

**Bob Carne:** Mr. Carne said thank you to Moises Sanchez, a District employee who he witnessed going above and beyond to keep James O. Breen Community Park clean while he was mowing. Mr. Carne appreciates the efforts he made "when no one was looking." Mr. Carne also congratulated Cathy Camm and Ashlee Wallace for another successful audit. He mentioned he loves the tag line "Move More!" but would like to see the tagline used as a call to action for patrons to engage with the facilities. Mr. Carne suggested the Board recognize Ray Kobald, sculpture artist, for his many contributions to the Sculpture in the Art program over the years since he is retiring. Mr. Carne would like to see a sign outside of the Norris pool area that mentions the ten swimmers who qualified for the Olympic trials. Mr. Carne mentioned that he would like the District to host dragon boat racing. Ms. Cabel stated that the local organization that usually hosts this type of race plans on bringing the races back next year. He would like to see a competition of military heroes take place next Memorial Day. On the grant side, he read that there is a lot of money untapped in state grants that he encourages the District to pursue. He wondered how the District

was onboarding new residences and Ms. Cabel reminded him of the Welcome Letter project that the marketing department started at the beginning of 2021. He encouraged the Volunteer Coordinator to develop a day of giving back during which local teens and young adults would provide service to the community.

**Brian Charles:** Mr. Charles shared a neighbor's request to have colored flags at the Pottawatomie Golf Course.

**Jim Cooke:** Mr. Cooke shared that he will not be in town for the next Board meeting.

**Karrsten Goettel:** none

**Peggy McCarthy:** Ms. McCarthy shared that her daughter, Brigid, has shared stories of how hard everyone at the District is working and she finds that very impressive. She said she loves the new Pickleball courts at James O. Breen Community Park and that Mt. St. Mary Park looks great.

**Bob Thomson:** Mr. Thomson took a bike ride to the Pickleball courts and agreed with Ms. McCarthy that they look great. He enjoyed seeing a boy and his dad playing Pickleball and believes this is a multigenerational sport. He said he has been very impressed with the parks in St. Charles, big and small. He asked about the regulation of motorized vehicles on trails. What defines a motorized vehicle, he asked rhetorically. Ms. Cabel and Ms. Rudow shared some of the issues that the District and other municipalities/districts that share the management of the trail system are facing.

**Steve Ward:** none

### Executive Session

Mr. Thomson moved and Mr. Charles seconded that the St. Charles Park District Board of Commissioners 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, Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried. The Board moved into a closed session at 8:22 p.m.

*Ms. Wallace, Ms. Janes and Ms. Caine left the meeting at 8:22 p.m.*

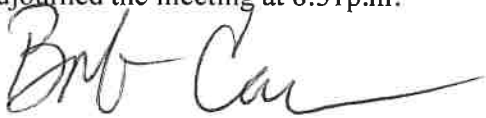
The Board of Commissioners returned to open session at 8:30 p.m.

### Other Business

Ms. McCarthy made a motion that the St. Charles Park District Board of Commissioners approve the tolling agreement with Sony Music Entertainment, as recommended by the District's legal counsel. After a brief discussion during which Mr. Cooke said he would like additional time for review, Ms. McCarthy withdrew her motion.

**Adjournment of Meeting**

There being no further business, Ms. McCarthy moved and Mr. Ward seconded to adjourn the meeting. A voice vote was taken and unanimous aye votes were cast. The motion carried and Mr. Cooke adjourned the meeting at 8:31p.m.



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Secretary

Date Approved: June 22, 2021