



ST. CHARLES PARK DISTRICT BOARD MEETING

Primrose Farm

June 22, 2021 – 6:30 P.M.

MINUTES

Call to Order

The St. Charles Park District Board met for a Regular Meeting at Primrose Farm on June 22, 2021. At 6:36 p.m., Vice President Karrsten Goettel called the meeting to order.

Roll Call

Administrative Assistant Jenny Santos called the roll.

Commissioners present: Bob Carne, Brian Charles, Karrsten Goettel, Peggy McCarthy, and Steve Ward

Commissioners absent: Jim Cooke and Bob Thomson

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

Guests in person: Julie Galauner and Hannah Gwillim

Consent Agenda

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

- Approval of Minutes from Regular Meeting on June 8, 2021
- Approval of Bills as of May 31, 2021

Accounts	Amounts
Corporate Fund	\$ 288,952.94
Recreation Fund	\$ 57,074.42
Audit	\$1,840.00
Special Recreation	\$192,158.00
Revenue Facilities	\$76,445.84
Norris Rec Center	\$ 12,254.22
Sportsplex	\$ 7,338.09
Capital	\$351,165.65
<hr/> TOTAL	<hr/> \$987,229.16

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

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

Public Appearances

None

Administration and Finance

Board Policy & Administrative Regulations Manual Update

Ms. Cabel presented the final draft of the Board Policy & Administrative Regulations Manual. She reminded the Commissioners that she has presented each of the sections of the manual for Board review at earlier meetings this year. Commissioners were given red-lined policies in their Board packets. Ms. Cabel presented a written summary of the changes made to all of the policies, but highlighted the policies that had significant changes to them:

Board Policy	Title	Changes
1025	Mission Statement & Goals	Environment-related goals were moved to the new Environmental Policies 7030
2030	Conflict of Interest	Legal counsel added language that defines what commissioners, added reference to BP 2023
2050	Consultants	Legal counsel added language that limits agreements with contractors to 3 years
2105	Future Facility Development	Legal simplified language to one paragraph stating that the Director should monitor facility usage and make suggestions to the Board as needed; removed language specific to PCC
3015 & AR	Alcoholic Beverage Use	Updated earlier in the year and approved to match our city & state licenses
3020	Concessions	Added language that Board needs to approve agreements and none should be longer than 3 yrs
3072	Donor Recognition Campaigns (formerly Donor Bricks and “Buy a Brick” Campaigns)	Language changes to reflect current practices for memorial program through the Park Foundation, to include objects such as memorial pavers, trees, benches and similar
3073 & AR	Sponsorship and Advertising	Language added to clearly define the District’s right to remove advertising or decline contracts for sponsorship from companies/organizations
3090	Park District Contracts	Added language that gives the Director authority to his/her designee to negotiate contracts with consultants (Board still needs to approve all contracts)
3155 & AR	Personnel Records	Deleted as they are redundant--already in the Personnel Policy manual
3180	Allowable Expenses for Travel on Park District Business	added significant language that clearly defines the requirements for expenses charged to state and federal grants for travel
3215 AR	Administration of Medication to Participants	Updated language that reflects practice of all District programs
4010	Procurement	Language added: All purchases and contracts for materials, supplies, and work shall be entered into in accordance with

		applicable law. No purchase or contract shall be made or entered into as a result of favoritism, extravagance, fraud, or corruption. Adoption of the annual budget authorizes the Director or designee to purchase budgeted supplies, equipment, and services, provided that State law is followed. Purchases of items outside budget parameters require prior Board approval, except in an emergency.
4050	Computer Backup	Added language that states the District's systems must include appropriate security measures such as firewalls and virus detection software. Software vendors must comply with PCI standards where applicable.
5030	Easements	added and/or the Deputy Director to the Director as person responsible for planning & design
5055	Primrose Farm Collection	Deleted most of the policy except for the overall goals and objectives and added that exhibits can be considered "if the topic is native to IL and represents the region, time period, landform, natural history or eco-system in which the educators are interpreting."
5056	Hickory Knolls Discovery Center	NEW POLICY that states that exhibits can be considered "if the topic is native to IL and represents the region, time period, landform, natural history or eco-system in which the educators are interpreting."
6015 & AR	Associate Organizations	Corrected title to be Associate (not "Associated"), changes made to reflect the revised Associate Organization agreement that was reviewed in 2020 by legal
6025 & AR	Recreation Programs Refund/Transfer	Changed name from Budget Overexpenditure Controls to reflect what the policy is actually about
6055 & AR	Outdoor Tennis & Pickleball Court Use	Added Pickleball courts to the title and policy
7016	Memorial and Donated Trees and Benches	Deleted because policy merged with BP 3072
7030	Environmental Policy	NEW POLICY that defines the District's commitment to protect, enhance and responsibly use the District's natural resources (previously approved earlier in 2021); policy statements extracted from BP 1025

During Ms. Cabel's review of the updated policies, Mr. Charles asked if legal counsel was concerned about the length of contracts with outside consultants or vendors being longer than 2 years. His concern was a contractor becoming a defacto employee. Ms. Cabel reconfirmed legal counsel's recommendation. Mr. Ward asked what happens to memorial brick pavers if they are dug up for reconstruction. Ms. Cabel said that the donors would be contacted if that had to happen.

Mr. Carne moved and Mr. Charles seconded that the St. Charles Park District Board approve the Board Policy and Administrative Regulations Manual, in its entirety, as presented in the Board packet. A roll call vote was taken. Aye: Carne, Charles, McCarthy, Ward and Goettel. Nay: none. The motion carried.

Recreation**Monthly Usage Report for River View Miniature Golf and Paddlewheel Riverboats**

Mr. Kies reviewed the May usage reports with Commissioners. He said patron usage at mini-golf is 37% higher than in 2019. Boat rentals were higher in May than usual because the river levels allowed boats consistent operations.. The number of daily rounds is nearly double 2019's rounds. And concession sales are up almost 100% from 2019, which Mr. Kies attributes to the menu selection. Mr. Ward asked when the last time RVMG was remodeled and staff responded that it has received smaller renovations throughout the year but not as an entire course renovation. Ms. Cabel added that the community did not respond favorably to the course being remodeled in the last community survey.

Mr. Kies shared May ridership reports for the Paddlewheel Riverboats. The average number of passengers per public cruise is almost double what it was in May 2019, even with U.S. Coast Guard restrictions that limit the number of passengers allowed at one time. Private charters are down from May 2019, but Mr. Kies attributes that to the active adult community coming out to the public cruises instead of booking a private charter. Riverboat staff upsold 69 rounds of miniature golf at RVMG. Mr. Ward asked whether there are any trends around usage and Mr. Kies responded that the sunset cruises always sell out, weekday cruises are popular with the active adult community and weekend cruises attract families. Mr. Carne asked if any non-profits have booked private charters for fundraising cruises and Mr. Kies said yes.

Parks, Planning, and Facilities**Monthly Usage Report**

Mr. Skubisz presented the May usage report for Pottawatomie Golf Course. The golf course continues to break records for the number of golf rounds across categories. Patrons played 5,210 rounds of golf in May, which is 52% more than the 5-year average. Additionally, the total rounds played in the first three months of the season is the highest it has been since 2002. The number of season passes bought in 2021 is the highest it has been in 15 years. Junior passes account for more than half of the season passes. Mr. Carne asked what percentage of the increase in usage is attributed to other course closures.. Mr. Skubisz believes there are many factors contributing to the increase in golf course usage, including: 1) people are working from home a lot more now, 2) Pottawatomie Golf Course fees are very reasonably priced; 3) other golf course closings; and 4) Golf Now app makes PGC more visible in the golfing community.

Special Reports**Fox Valley Recreation Association**

No report.

St. Charles History Museum

Mr. Carne said the museum just recently received a grant. Ms. Cabel reported that the Recreation Department is working with the museum on a Paddlewheel Riverboat history cruise.

St. Charles Park Foundation

The Foundation is working on a bench project related to the Dog Memorial in Delnor Woods.

St. Charles Arts Council

Ms. Cabel reported that the SCAC is accepting donations for fabric for the Amanda Browder art installation. Donation bins can be found around the community.

St. Charles Business Alliance

Ms. Cabel reported that STC Live! is going well, providing different bands and entertainment downtown. SCBA is also planning the Scarecrow Fest that will look a bit different than it has in the past, incorporating what worked well last year during the pandemic and refocusing the use of Lincoln Park into a kid zone. The craft show will take place in Pottawatomie Park.

St. Charles Housing Commission

No report.

St. Charles River Corridor Foundation

Ms. McCarthy reported that the Foundation is moving forward on improvement project at Langum Park on the west side of Route 25. The Foundation decided to discontinue its efforts to bring a clock to the center of 1st Street because it doesn't fit with the vision for the space.

Baker Community Center

No report.

Correspondence

None

Director's Report

Ms. Cabel shared some local magazines with articles featuring the Park District. She followed up on the Commissioners' request to honor sculpture artist Ray Kobald, but he has already moved out of state.

Ms. Cabel thanked Ms. McCarthy for attending the Charlemagne Awards and accepting the Civic Image Award for the golf course stabilization project. She also thanked the staff for a great staff appreciation event that brought all the departments together for lunch, conversation and games.

Lastly, Ms. Cabel mentioned that Mayor Vitek has recommended Heather McGuire to be the new City Administrator, beginning the end of July. Additionally, Ward 1 alderman Dan Stillato has resigned and the Mayor will appoint someone to fill his seat.

Commissioner Comments

Bob Carne: Mr. Carne thanked Mr. Kies and the Sportsplex staff for hosting a high school wrestling tournament this weekend. He attended the concert last Thursday and is amazed by the crowd and encouraged staff to take the opportunity to market events and facilities, including inviting associate organizations to market their programs and enroll participants. He also said he got good feedback about the Movie in the Park event last Friday. Mr. Carne asked about the signs in the parks that encourage social distancing and whether they are accurate and consistent with current restrictions. Ms. Cabel responded that the District is still encouraging social distancing,

especially since not all populations are vaccinated. Mr. Carne asked about the paver situation at Hickory Knolls and encouraged the staff to replace the pavers with pavers and not asphalt. Ms. Rudow is looking into getting quotes to have the pavers replaced with asphalt because the pavers have disintegrated and there is an immediate safety concern. Mr. Carne expressed his opinion that the Otter Cove parking lot was filthy on three occasions when he visited the park.

Brian Charles: No comments

Peggy McCarthy: Ms. McCarthy said she enjoyed the Charlemagne awards and the Park District got all kinds of compliments. She also mentioned that she took her boss golfing at Pottawatomie Golf Course and said the experience was “perfect.” Ms. McCarthy shared that Sammy’s Bikes does rides to raise money for the History Museum and she appreciates that small businesses are trying to support each other in our community.

Steve Ward: Mr. Ward has been to several soccer practices at James O. Breen Community Park with his son and really appreciates the relocation of the vault restrooms.

Bob Thomson: Absent

Karrsten Goettel: No comments

Jim Cooke: Absent

Executive Session

Ms. McCarthy 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; and (2) 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.

A roll call vote was taken. Aye: Carne, Charles, McCarthy, Ward and Goettel. Nay: none. The motion carried. At 7:31 p.m. the Board temporarily adjourned to proceed to the Executive Session.

Erika Young left the meeting at 7:31p.m.

The Board returned to Open Session at 7:51 p.m.

Other Business

Sony Music Entertainment Tolling Agreement

Mr. Carne moved and Ms. McCarthy seconded that the St. Charles Park District Board approve the Tolling Agreement with Sony Music Entertainment, as recommended by the District’s legal counsel and PDRMA. A roll call vote was taken. Aye: Carne, Charles, McCarthy, Ward and Goettel. Nay: none. The motion carried.

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 the motion carried unanimously. Mr. Goettel adjourned the meeting at 7:52 p.m./



Secretary

Date Approved: July 13, 2021