



ST. CHARLES PARK DISTRICT BOARD MEETING

Sportsplex

July 27, 2021 – 6:30 P.M.

MINUTES

Call to Order

The St. Charles Park District Board met for a Regular Meeting at Sportsplex on July 27, 2021. At 6:34 p.m., President Jim Cooke called the meeting to order.

Roll Call

Administrative Assistant Jenny Santos called the roll.

Commissioners present: Brian Charles, Jim Cooke, Karrsten Goettel, Peggy McCarthy, Bob Thomson and Steve Ward (arrived 6:38 p.m.)

Commissioners absent: Bob Carne

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: Assistant Superintendent of Recreation (Athletics) Melissa Caine, Sportsplex Supervisor Cayla Greenfield, Athletic Supervisor Megan Hatheway, Partnership and Sponsorship Supervisor Carina Graham

Guests in person:

Consent Agenda

Mr. Charles 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 July 13, 2021
- Approval of Bills as of June 30, 2021

Accounts	Amounts
Corporate Fund	\$ 255,586.67
Recreation Fund	\$ 69,248.63
Liability Insurance	\$864.00
Debt Service Fund	\$348,748.84
Revenue Facilities	\$73,860.02
Norris Rec Center	\$ 5,888.09
Sportsplex	\$ 15,290.47
Capital	\$215,459.40
<u>TOTAL</u>	<u>\$984,946.12</u>

- Approval of Cash and Investment Report as of June 30, 2021
- Approval of Revenue Expense Reports as of June 30, 2021

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

Public Appearances

Mr. Kies introduced the staff of Sportsplex: Assistant Superintendent of Recreation (Athletics) Melissa Caine, Sportsplex Supervisor Cayla Greenfield, and Athletic Supervisor Megan Hatheway. Ms. Caine spoke about the variety of programs held over the past six months at Sportsplex, including a wrestling tournament put together by the Illinois Wrestling & Coaches Association. She also talked about the success of the Splashes, Dashes & Spokes Triathlon that happened at James O. Breen Community Park the past weekend. Lastly, she shared some pictures the FVSRA Daybreak participants drew for the Board.

Administration and Finance

Mid-Year Financial Report

Ms. Cabel began the presentation of the Mid-Year Financial Report by reviewing the District's long term goals and how the District has met each of the goals through its programs, events, capital development & improvement projects, and parks in the first half of 2021.

Ms. Camm continued the presentation by comparing mid-year revenues and expenses for the years 2019, 2020 and 2021, including an overview of the revenue and expenses of each of the following Funds: General, Recreation, Revenue Facilities, Norris Recreation, Sportsplex, and Capital. Ms. Camm emphasized the comparisons between 2021 figures and those of 2019, since the impact of COVID-19 on programs, facilities and events renders a comparison to 2020 figures less useful.

Ms. Camm reported that operation revenues are up over the 2019 YTD revenues. In general, revenue facilities expenses increased due to minimum wage increase and training costs for mandated trainings. Other highlights by fund include:

- In the General Fund, facility rentals improved over 2020 and are approaching 2019 levels. The new native plant sale generated a net revenue of \$3,200 and the extra stock of plants were planted in District parks. Family programs at Primrose Farm are popular and have generated increased revenue over 2020.
- In the Recreation Fund, net revenues for the first 6 months exceeded those of 2019, attributable to rentals of Haines gymnasium and PCC, in addition to a 51% increase in daily admissions and drop-in gym passes. Adult, camps, youth equestrian and special interest programs exceeded 2019. Baker Station and Before the Bell revenues are 43% of 2019 and Friday Live did not run for the past year.
- In the Revenue Facilities Fund, net revenue exceeds 2019 levels in all areas, even with part-time wage increases.
 - Paddlewheel Riverboats had 178 more riders than in the first half of 2019, despite opening 11 days later.
 - River View Miniature Golf Course revenues are up 58% over 2019 and higher than in the past 10 years. Boat rentals increased from 115 in 2019 to 582 in 2021.
 - Pottawatomie Golf Course revenues in green fees, pass sales and cart rentals exceed 2019 by 53%.

- Swanson pool admissions and pass revenues exceed 2019 by 22%. Aquatic programs exceed 2019 revenues by 38% and concession revenues exceed 2019 by 63%.
- Otter Cove Aquatic Park rentals are up 158% over 2019. Combined admission and pass revenues are under 2019 by 10%, but aquatic programs exceed 2019 by 40%. Concession revenues are up 37% from 2019.
- In the Norris Recreation Fund, revenues exceed expenses, but memberships are down 25% and are comparable to 2017 levels.
- In the Sportsplex Fund, net revenue for the first six months of 2021 is greater than the prior two years due to significant reductions in part-time wages by staggering schedules of full-time staff. Facility rentals are 8% higher than in 2019 and program revenues are 148% higher than in 2019.
- In the Capital Fund, land cash expense is due to Park Districting refunding a 2018 land-cash contribution made by the developer of the now defunct Crystal Lofts project.

Partnership & Sponsorship Update

Ms. Graham shared the 2021 Mid-Year Sponsorship & Donation report with the Commissioners. She reported that she is still seeing the effects of the pandemic on the willingness and ability of businesses to donate to and/or sponsor special events and programs. The challenges of planning are exacerbated by the ever-changing pandemic restrictions. Other park districts are experiencing these challenges, but Ms. Graham expressed hope that fall will be busy with events and sponsorships will return to pre-pandemic levels. Her report indicated that she is on track to meet budget for sponsorships received in 2021

Sentinel Security Report

Mr. Essig shared the findings of a security audit performed by Sentinel and the action steps he is researching to address specific areas. Mr. Charles asked how often an audit like this might occur and Mr. Essig said perhaps yearly.

Norris Cultural Arts Center License Agreement Amendment

Ms. Cabel asked the Board to consider an amendment to the license agreement with the Norris Cultural Arts Center. The amendment permits the District to co-sponsor up to six performances with Norris.

Ms. McCarthy moved and Mr. Goettel seconded that the St. Charles Park District Board of Commissioners approve the amendment to the Norris Cultural Arts Center License Agreement. A roll call vote was taken. Aye: Charles, Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Personnel Practice Policy Updates

Ms. Camm asked the Board to consider the revisions to Personnel Policy #5.05: Drug and Alcohol-Free Workplace and #5.07 Employee Evaluations included in the Board packet. Policy #5.05 was revised to include language referring to new mandated procedures related to the DOT Clearinghouse. Policy #5.07 was revised to remove the word “generally” from the policy to accurately reflect the current practice of evaluating District employees every year.

Mr. Charles moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the revisions to Personnel Policies #5.05 and #5.07. A roll call vote was taken. Aye: Charles, Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Recreation

East Side Sports Complex Mid-Year Usage Report

Ms. Caine presented field usage, financials, future opportunities and testimonials related to the East Side Sports Complex. The most significant change in operations from 2020 has been the change in management of scheduling the fields at ESSC. The District now oversees the scheduling of fields which has increased efficiencies in field usage resulting in increased revenues.

Monthly Usage Report for River View Miniature Golf, Paddlewheel Riverboats & Aquatic Facilities

Mr. Kies reviewed the June usage reports with Commissioners. Highlights of the report included that 3,000 pool passes were sold in a two week time period; average ridership of each Paddlewheel Riverboat cruise has increased from 29 passengers in 2019 to 41 passengers in 2021; and River View Miniature Golf continues to see increases in rounds played and concessions sold.

Parks, Planning, and Facilities

OSLAD Grant Resolution

Ms. Rudow asked the Board to consider Resolution 2021-07-01 which authorizes the submittal of an application for the IDNR FY2022 OSLAD Grant cycle. The grant, if awarded, will be used to develop a new park and recreation amenities at Prairie Centre.

Mr. Charles moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve Resolution 2021-07-01 authorizing the submittal of the OSLAD Grant to develop Prairie Centre. A roll call vote was taken. Aye: Charles, Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Monthly Usage Report for Pottawatomie Golf Course

Mr. Skubisz presented the June usage report for Pottawatomie Golf Course. The course continues to experience usage and sales above the five-year average in all areas. The course is being used at 64% capacity which is 34% more than the 5-year average. The golf course staff will continue to explore creative ways to increase the simulator usage during the summer months.

Special Reports

Fox Valley Special Recreation Association

Mr. Thomson attended the FVSRA Board this week. The agency is looking at changing pick up points for participants to increase efficiencies. They are also looking at repurposing buses to improve mobile transportation program. He shared a suggestion from the group regarding the wheelchair swing at the new inclusive playground.

St. Charles History Museum

No report

St. Charles Park Foundation

No report.

St. Charles Arts Council

Ms. Cabel reported that the Amanda Browder fabric installation event will take place on August 21st.

St. Charles Business Alliance

Ms. Cabel reported that the SCBA is busy planning the Scarecrow Fest and will apply lessons learned from last year's reimagined event to plans for this year. The current plans do not include a carnival and Lincoln Park will be used differently than in past years.

St. Charles Housing Commission

No report.

St. Charles River Corridor Foundation

Ms. McCarthy reported that the Foundation is busy planning an educational series like the one conducted in 2019 in addition to the river cleanup on September 18.

Baker Community Center

No report.

Correspondence

None

Director's Report

Ms. Cabel shared that she will be out on vacation next week and that Ms. Rudow will be the person to contact if needed. She also said that seasonal facilities hours will be changing soon as school starts August 11. Swanson Pool will close, but Otter Cove will remain open. Lastly, she spoke about the new Employee Referral Program to encourage current staff to refer a friend to the District.

Commissioner Comments

Steve Ward: He shared some feedback he received from a participant of the past weekend's triathlon that they wished there had been professional timing.

Executive Session

Mr. Thomson moved and Mr. Charles 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) 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; and (2) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity.

A roll call vote was taken. Aye: Charles, Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried. At 7:43 p.m. the Board temporarily adjourned to proceed to the Executive Session.

Melissa Caine, Cayla Greenfield, Megan Hatheway & Erika Young left the meeting at 7:43 p.m.

The Board returned to Open Session at 8:30 p.m.

Other Business

Personnel

Mr. Charles moved and Mr. Goettel seconded that the St. Charles Park District Board approve merit increases for eligible full-time employees and part-time employees for 2021-2022, pursuant to Personnel Policy 3.01: Wages. A roll call vote was taken. Aye: Charles, Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Mr. Goettel moved and Mr. Ward seconded that the St. Charles Park District Board approve a three-year contract with Mike Kies to continue his role as Superintendent of Recreation. A roll call vote was taken. Aye: Charles, Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Adjournment of Meeting

There being no further business, Mr. Goettel moved and Mr. Ward seconded to adjourn the meeting. A voice vote was taken and the motion carried unanimously. Mr. Cooke adjourned the meeting at 8:31 p.m.



Secretary

Date Approved: August 10, 2021