



## **ST. CHARLES PARK DISTRICT BOARD MEETING**

**Pottawatomie Community Center**

**August 10, 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 August 10, 2021. At 6:31 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, Bob Thomson

**Commissioners absent:** Jim Cooke and Steve Ward

**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:** Outreach Ambassador Pam Otto

**Guests in person:** John McGovern

#### **Consent Agenda**

Mr. Charles 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 July 27, 2021

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

#### **Public Appearances**

##### **Administration and Finance**

###### **ADA Transition Plan Audit**

Ms. Rudow introduced John McGovern of W-T Engineering. His company conducted an audit of the District's 2012 ADA Transition Plan. Ms. Rudow explained that the current audit addressed facilities that have had major renovations and all new facilities acquired since 2012. The renovated facilities include Baker Community Center, River View Miniature Golf, Mt St Mary Park and Swanson Pool. Newly acquired facilities include the Paddlewheel Riverboats, Haines Gymnasium, Sportsplex, Norris Recreation Center and Belgian Town Park. Mr. McGovern explained that the District must comply with the 2010 Federal ADA Standards for Accessible Design as well as the

2018 Illinois Accessibility Code; the Illinois law is the driving force as it has a wider scope. These standards address the design, construction and/or installation, and maintenance of all new facilities built. Mr. McGovern shared some of his findings which will be included in his final report. The final report, which he will bring to the Board on September 14, will include site reports, an updated Transition Plan and cost references for the work to address deficiencies.

Mr. Charles asked if Mr. McGovern would create priorities for the Board to address deficiencies. He explained that the report will include a phased approach detailing the suggested scope and sequence of work. Mr. Carne asked Mr. McGovern about funding opportunities, to which Mr. McGovern replied that there are not any state or federal funding sources. However, there might be resources available as the infrastructure bills are passed. Mr. Carne also inquired about offsets and Mr. McGovern explained that new facilities are treated differently than existing. Mr. Charles asked whether FVSRA input is being sought and the answer is yes. Mr. McGovern added information on how public input will be sought for the final report. The Commissioners thanked Mr. McGovern for his presentation and he replied that he looks forward to presenting the final report next month.

#### Green Team Annual Report

St. Charles Park District Outreach Ambassador Pam Otto presented an update on the Green Team's activities of the past year. Some highlights included participation in the Fox River Clean Up Day in September 2020 and a District-wide Earth Day Clean Up in April. She also reviewed the IPRA Environmental Report Card, a self-evaluation tool park districts in Illinois use to assess their green efforts. The Green Team reviewed and assessed whether the District is meeting each benchmark in each of the report card's six categories. Ms. Otto presented the results in each of the following areas:

- Administration and Finance
  - Areas for improvement: requiring bidders for professional services provide environmental references/qualifications and incorporate sustainability into their firm's practices; developing written criteria for green purchasing practices.
  - Areas of strength: capital funding toward environmental initiatives and collaboration with other agencies/organizations on environmental efforts.
- Facility Management & Maintenance
  - Areas for improvement: requiring outside concessionaires to minimize the use of disposable products.
  - Areas of strength: use of alternative energy systems to provide and/or conserve energy.
- Fleet Management & Maintenance
  - Areas for improvement: limiting use of gas powered equipment & vehicles during ozone action days; increasing the percentage of the total fleet that has been replaced with alternative fuel and/or hybrid vehicles.
  - Areas of strength: regular tune-ups and preventative maintenance, proper disposal of fluids and hazardous waste; mileage/fuel efficiency tracking, staff no idling policy.
- Parks & Natural Resources Management
  - Areas for improvement: phasing out the use of coal tar based asphalt sealants; posting no idling signage in designated areas for drop-off and pick-up areas

- Areas of strength: restoration and/or rec-creation of natural areas; control of exotic species; increasing biodiversity/wildlife habitat; storm water management; improving water quality; bank stabilization; sediment & erosion control; integrated pest management program to reduce pesticide use in parks.
- Planning & Open Space Preservation
  - Areas for improvement: none identified
  - Areas of strength: seeks to acquire priority natural areas; use of natural resource conservation BMPs during park development; seeks grant funding; provides natural areas recreation opportunities; uses interpretive signs, educational brochures, programs and events to increase public awareness of natural areas; seeks cooperative management agreements with other local agencies
- Programming
  - Areas for improvement: none identified
  - Areas of strength: owns and operates a nature center; cooperates with other local conservation organizations i.e. Audubon, Master Gardeners, soil and water districts; programming addresses conservation issues; has green criteria for programming supplies; provides nature programming and restoration volunteers

Mr. Carne asked if there are plans to address identified deficiencies and Ms. Otto said that the Green Team will develop initiatives once it starts meeting again in September. Mr. Carne said that there is an aligning of opportunities here as the District moves forward and encouraged staff to research on credits/offsets for implementing green practices. Mr. Charles inquired about the District's centralization of purchasing and Ms. Cabel said this is an area that staff has been addressing over the past couple of years in areas of janitorial supplies, clothing, first aid.. Ms. McCarthy stated and the other Commissioners agreed that the report is great and Ms. Otto said it will be a very useful tool for the District to use as it enters the 2022 budget process.

*Ms. Otto left the meeting at 7:10 p.m.*

*The power at PCC went out at 7:10 p.m. The meeting continued by emergency lights and cell phone flash lights.*

## **Recreation**

### **Parks, Planning, and Facilities**

#### **Extension of Due Diligence Period for the South Elgin Agreement**

Ms. Rudow asked the Board to consider an extension to the due diligence period pursuant to the agreement with the Village of South Elgin for the Thornwood Natural Areas. The current due diligence period is set to expire on August 15, 2021 and additional time might be needed to finalize the Easement Agreement.

Mr. Carne moved and Mr. Charles seconded that the St. Charles Park District Board of Commissioners approve the extension of the due diligence period to finalize the Easement Agreement with the Village of South Elgin to November 17, 2021. A roll call vote was taken. Aye: Carne, Charles, McCarthy, Thomson and Goettel. Nay: none. The motion carried.

Bolcum Road License Agreement

Ms. Rudow asked Board to approve the renewal of the License Agreement for the District-owned house at 37W741 Bolcum Road for one year with Carlos Vinson. The agreement will extend to August 31, 2022 for a fee of \$650 per month.

Ms. McCarthy moved and Mr. Carne seconded that the St. Charles Park District Board of Commissioners approve the Bolcum Road License Agreement for the period ending August 31, 2022. A roll call vote was taken. Aye: Carne, Charles, McCarthy, Thomson and Goettel. Nay: none. The motion carried.

Correspondence

None

Director's Report

Ms. Cabel shared the following information with the Commissioners:

- Mr. Jim DiCiaula of the Chamber of Commerce has resigned, effective September 3.
- Mr. Richard Balla has been appointed 1<sup>st</sup> Ward Alderman to replace Dan Stellato who resigned in July.
- School is starting tomorrow which also means some of the seasonal facilities hours are changing. Swanson Pool will close this weekend and Otter Cove Aquatic Park will remain open through Labor Day weekend. RVMG and Paddlewheel Riverboats will have modified hours through the end of the season.
- The Parks and Marketing departments have worked together to develop a campaign to let the community know about the plans for the rocket slide at Kehoe Park. The beloved rocket slide will take “one final trip around the sun” and be replaced next year, with plenty of opportunity for community input on the amenity to replace it. A webpage has been developed to convey information about the history of the park and the timeline for the changes to come.
- Anthem Heights Park will be finished within the next couple of weeks and Ms. Cabel asked the Commissioners about their preferences for a ribbon cutting ceremony. They agreed to hold a small ceremony near the end of September.

Commissioner Comments

**Bob Carne:** Mr. Carne expressed praise for the marketing of the Shakespeare in the Park program. He also thought the recent Director's Letter to the community was well done. He encouraged the marketing department to promote the donations community garden plot holders have been making to the Salvation Army. Mr. Carne encourages staff to look for ways to promote the use of facilities for hybrid work opportunities. He praised the managers at Otter Cove Aquatic Park who were “all hands on deck” on Sunday to make sure the facility was running smoothly.

**Peggy McCarthy:** Ms. McCarthy praised the staff for the experience her daughter had as an intern this summer in the Recreation and Marketing Departments.

**Bob Thomson:** Mr. Thomson gave kudos to the staff who run the Concerts in the Park Series. He was very impressed all summer with the bands and the attendance. He also mentioned that the new playground is very well used at Lincoln Park.

**Executive Session**

Ms. McCarthy moved and Mr. Thomson 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, Thomson and Goettel. Nay: none. The motion carried. At 7:19 p.m., the Board temporarily adjourned to proceed to the Executive Session.

The Board returned to Open Session at 7:30 p.m.

**Other Business**

**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. Goettel adjourned the meeting at 7:30 p.m.

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Secretary

Date Approved: August 24, 2021