



## ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

September 28, 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 September 28, 2021. At 6:33 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, and Bob Thomson

**Commissioners absent:** Steve Ward

**Administrative staff present:** Director of Parks & Recreation Holly Cabel, Superintendent of Parks and 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 and Administrative Assistant Jenny Santos

#### 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 September 14, 2021
- Approval of Bills as of August 31, 2021

<u>Accounts</u>	<u>Amounts</u>
Corporate Fund	\$ 334,477.75
Recreation Fund	\$ 110,232.61
Liability Insurance	\$172.80
Revenue Facilities	\$108,051.41
Norris Rec Center	\$ 7,217.77
Sportsplex	\$ 11,640.96
Capital	\$143,164.30
<hr/> TOTAL	<hr/> \$714,957.60

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

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

#### Public Appearances

None

**Administration and Finance**

ADA Transition Plan Audit

Ms. Rudow introduced John McGovern of W-T Engineering to present the final report of the audit of the District's 2012 ADA Transition Plan. Mr. McGovern reviewed the scope of work of the audit, which included accessibility audits of selected assets and elements at parks and facilities; community engagement to identify any access preferences and priorities; and an update to the Transition Plan. He reminded the Commissioners 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. He said the requirements for existing sites are to have an access audit that addresses four areas: 1) deficits in accessibility, 2) how to fix the deficits, 3) who is responsible for fixing the deficits, and 4) when the repairs will be completed. The updated transition plan Mr. McGovern presented suggests that the District employ a phased approach to addressing deficits over an eight year period for a total of \$2,054,847.

Mr. Charles asked if the two million dollars accounts for increased costs and Mr. McGovern replied no, that estimated figure is in 2021 dollars. Ms. McCarthy asked what risk is involved in not addressing the identified deficits. Mr. McGovern said there is no penalty per se, except for the risk of a lawsuit for not having a plan to follow. Ms. Rudow added that every time an existing facility or asset is renovated, the ADA Transition plan is consulted so that deficits are addressed in the planning and design.

Mr. McGovern thanked the Board and staff for the opportunity to work with the District again. The Commissioners thanked him for his efforts.

*Mr. McGovern left the meeting at 6:58 p.m.*

2021 Community Survey

Ms. Cabel introduced Mr. Jeff Andreason of aQity Research & Insights, Inc. Mr. Andreason and his team conducted the District's 2021 Community Survey in the spring and summer of 2021. The Commissioners received a copy of the final report and he presented the survey results for each question. Mr. Andreason was impressed that the results of the survey showed that the District is very highly regarded by the respondents and the positive ratings are even higher than those of 2016's survey. He presented the findings for overall satisfaction and value, facility and park usage, specific programming questions, levels of interest and unmet needs and potential future initiatives. After presenting the findings, he answered Commissioners' questions. Mr. Carne shared that one takeaway he got from the survey results is that the aging population is becoming a bigger unmet need and wondered if there is an issue of awareness of the services and programs that the District offers to older adults. Mr. Carne also asked about the carry-in/carry-out question and whether that was a policy regarding garbage the District was enacting. Ms. Rudow answered that the District's Green Team asked that question to get an idea of what the community thought of the idea. The policy would be tested first in a park before making implementing it District-wide. Ms. McCarthy asked if the survey length was typical and if the length might have played a factor in the response

rate, as 432 households responded to the more than 7,000 surveys that were mailed. Mr. Andreason said that the 30-question survey is a typical length.

The Commissioners thanked Mr. Andreason for the presentation.

*Mr. Andreason left at 7:44 p.m.*

#### Proposed Rate Increases for FY2022

Ms. Camm presented fiscal year 2021 rates and fees for facilities, memberships and rentals. Ms. McCarthy asked why the increases across facilities were not consistent with each other and Ms. Camm responded that although facility supervisors meet to make sure the fees for similar services and rentals are aligned, each facility has different expenses that factor into the fees charged.

Mr. Thomson moved and Mr. Goettel seconded that the St. Charles Park District Board of Commissioners approve the proposed fees for Fiscal Year 2021. A voice vote was taken and the motion carried unanimously.

#### **Recreation**

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

Mr. Kies reviewed the August usage reports with Commissioners. Usage numbers and revenue was higher in all four facilities over 2019 usage and revenue. In particular, rounds of mini-golf, daily admissions at the pools and the number of riders per riverboat cruise were factors in the success of these seasonal facilities. A full end-of-season aquatic report will be presented at the next Board meeting.

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

##### Monthly Usage Report for Pottawatomie Golf Course

Mr. Skubisz presented the August usage report for Pottawatomie Golf Course and continues to be ecstatic with the number of golfers frequenting the course. Usage continues to exceed five year averages and new trends are emerging. One in particular is the number of golfers on Mondays exceeds those on Fridays. The cooperative weather also has played a big role in the success of the season.

#### **Special Reports**

##### Fox Valley Special Recreation Association

Mr. Thomson attended the FVSRA Board Meeting this week. He reported the annual audit was presented and is expected to be approved at the next board meeting. Member agency contributions are expected to remain around two percent.

##### St. Charles History Museum

Mr. Carne said that the Museum will host a fundraiser on December 10, 2021 at Dunham Woods Riding Club that it is promoting through social media.

St. Charles Park Foundation

Ms. Cabel reported that the Foundation is working on its fundraising effort to recycle top shelf liquor bottles.

St. Charles Arts Council

Ms. Cabel reported that the Council will begin its membership drive in November and that they have a new temporary president with Sue McDowell after Claudia Frost step down

St. Charles Business Alliance

Ms. Cabel reported that the SCBA is busy planning the Scarecrow Fest which will feature a family entertainment area in Lincoln Park and like last year, visitors will be encouraged to “stroll” through downtown St. Charles to view scarecrows in front of businesses. Dates of the event is October 8-10<sup>th</sup>.

St. Charles Housing Commission

No report.

St. Charles River Corridor Foundation

Ms. McCarthy reported that the River Clean Up on September 18 was a huge success with over 120 volunteers working to clean up the Fox River.

Baker Community Center

No report.

**Correspondence**

None

**Director's Report**

Ms. Cabel reminded the Commissioners of the two events happening next week: 1) The Anthem Heights Park ribbon cutting ceremony October 4 from 5-6 pm and 2) the Capital Workshop on Wednesday, October 6 from 12-3 pm at Hickory Knolls Discovery Center.

Ms. Cabel asked the Commissioners how they would prefer Pratapas Associates conduct a focus group session regarding Swim City. Commissioners agreed that email survey would be the best method.

Ms. Cabel shared that the Marketing Department issued a press release regarding the passing of retired employee Carol Glemza. She also said that the Baker Community Center Board would like to contribute to a memorial of some type near BCC in her memory.

The Distinguished Accreditation process is nearing its final stage as evaluators will visit the Park District on Wednesday, October 27. She will provide more information soon but shared that Board members will be invited to the meet and greet breakfast and lunch.

Ms. Cabel shared that staff and Board member Peggy McCarthy virtually attended the recent NRPA annual conference and that there were many worthwhile and informative sessions.

### **Commissioner Comments**

**Jim Cooke:** Mr. Cooke was underwhelmed by the results of the Community Survey and expressed disappointment in what he perceived as a lack of community responses. This led to a short discussion on how the District might adjust its approach to soliciting responses, whether it be to shorten the survey or offer a coupon to a facility for completing the survey. Mr. Charles said that some of the responses are inconsistent with the some of the feedback the Board has received from residents. Ms. Cabel said that the Community Survey is one tool of many that the District uses to inform its planning decisions.

**Bob Carne:** Mr. Carne shared he received multiple texts about how wonderful the Random Acts of Kindness event was in Pottawatomie Park this weekend. He asked about the Amazing Race event and Mr. Kies responded that participation was down this year which he attributes to the change in time of year, from spring to fall. Mr. Carne said he believes there is an opportunity to partner with the new developers of the Charlestowne Mall site. Ms. Cabel responded that we have had a chance to review concept plan. He also encouraged Ms. Rudow to look at the stimulus package which includes money for green initiatives that could be useful, perhaps at Riverbend Community Park.

**Bob Thomson:** Mr. Thomson shared an idea he has for a “closing ceremony” for the rocket slide at Kehoe Park. He also said that he saw a playground in Minnesota that has a 40-yard dash made of artificial turf that the thought would be a cool amenity in one of the St. Charles parks.

**Peggy McCarthy:** Ms. McCarthy said she met a woman from another park district that plans trips for older adults and wanted to share her name with Ms. Cabel.

### **Executive Session**

Mr. Carne moved and Ms. McCarthy 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): 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; (2) 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 (3) discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson and Cooke. Nay: none. The motion carried. At 8:36 p.m. the Board temporarily adjourned to proceed to the Executive Session.

*Erika Young left the meeting at 8:36 p.m.*

The Board returned to Open Session at 9:12 p.m.

**Other Business**

Executive Session Review of Closed Meeting Minutes

Mr. Charles moved and Ms. McCarthy seconded that the need for confidentiality continues to exist for the closed meeting minutes, and they shall not be released. A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson and Cooke. Nay: none. The motion carried.

**Adjournment of Meeting**

There being no further business, Mr. Cooke adjourned the meeting at 9:13 p.m.



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Secretary

Date Approved: October 12, 2021