



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

May 28, 2024 – 6:30 P.M.

MINUTES

Call to Order

The St. Charles Park District Board met for a Regular Meeting at Pottawatomie Community Center on May 28, 2024. At 6:34 p.m., President Karrsten Goettel called the meeting to order.

Roll Call

Administrative Assistant Jenny Santos called the roll.

Commissioners present: Bob Carne, Dr. 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 and Planning, Deputy Director Laura Rudow, Superintendent of Recreation Mike Kies, Superintendent of Finance & Administration Ashlee Wallace, Information Technology Manager Jeff Essig, Public Relations & Marketing Manager Erika Young, Pottawatomie Golf Course Manager & PGA Pro Ron Skubisz and Administrative Assistant Jenny Santos

Other staff present:

Guests present:

Consent Agenda

Mr. Cooke moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve the Consent Agenda items, including the following:

- Approval of Minutes from the Decennial Committee on Local Government Efficiency Meeting on May 14, 2024
- Approval of Minutes from Regular Meeting on May 14, 2024
- Approval of Bills as of April 30, 2024

Account	Amount
CORPORATE FUND	\$ 282,461.38
RECREATION FUND	\$ 47,934.35
LIABILITY INSURANCE	\$ 454.12
SPECIAL RECREATION	\$ 4,261.43
DEBT SERVICE FUND	\$ 476.75
REVENUE FACILITIES	\$ 39,390.75
NORRIS REC CENTER	\$ 9,543.18
SPORTSPLEX	\$ 11,327.40
CAPITAL	\$ 459,900.70
Total	\$ 855,750.06

- Approval of Cash and Investment Report as of April 30, 2024
- Approval of Revenue Expense Reports as of April 30, 2024

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

Public Appearances

None

Administration and Finance

Election of Officers

Mr. Cooke moved and Ms. McCarthy seconded that the St. Charles Park District Board elect the following slate of officers, effective immediately:

Position	Commissioner
President	Bob Thomson
Vice President	Peggy McCarthy
Secretary	Steve Ward
Treasurer	Bob Carne
Assistant Secretary	Brian Charles
Assistant Treasurer	Jim Cooke
Commissioner	Karrsten Goettel

A voice vote was taken and the motion passed unanimously.

Mr. Thomson thanked Mr. Goettel for his two years of service as Board President as Mr. Goettel passed the gavel to Mr. Thomson.

Appointment of Committees by Board President

President Thomson proposed that the following Commissioners serve as liaisons to the following organizations and committees:

Organization	Commissioner	Alternate
Baker Community Center	Jim Cooke	
FVSRA	Bob Thomson	Ron Skubisz
Intergovernmental Monthly Mtgs	Bob Thomson	Karrsten Goettel/Jim Cooke
STC Arts Council	Holly Cabel	
STC Business Alliance	Holly Cabel	
STC History Museum	Bob Carne	
STC Housing Commission	Karrsten Goettel	
STC Park Foundation	Steve Ward	
STC River Corridor Foundation	Peggy McCarthy	Holly Cabel

Mr. Thomson also reminded the Commissioners that Jim Cooke and Karrsten Goettel serve on the Athletic Committee; Brian Charles and Steve Ward serve on the Health/Benefit Committee and Jim Cooke and Bob Thomson serve on the River Dam Task Force.

Mr. Cooke moved and Ms. McCarthy seconded that the St. Charles Park District Board approve the committee representatives as assigned. A voice vote was taken and the motion passed unanimously.

NRPA 2024 Annual Conference Attendance

Mr. Cooke moved and Mr. Goettel seconded that the St. Charles Park District Board of Commissioners approve the attendance of Director Holly Cabel, Superintendent of Parks Laura Rudow and Superintendent of Recreation Mike Kies to the NRPA Annual Conference in Atlanta, Georgia, October 8-10, 2024. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Ordinance 2024-05-01 Authorizing Disposal of Personal Property Owned by the St. Charles Park District

Mr. Cooke moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve Ordinance 2024-05-01 authorizing the disposal of personal property owned by the St. Charles Park District, specifically large pieces of playground equipment removed from Langum Park. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Parks, Planning, and Facilities

Langum Park Playground Project

Superintendent of Parks & Planning Laura Rudow shared that public input on two different concepts were solicited through an online survey in May. She presented the playground concept that was favored by the Langum Park area residents, which was heavily favored by 80% of the 58 respondents. The common themes of amenities desired were shade, height in the climbing structure, swings, and access to a restroom & drinking fountain. She also shared that the Kiwanis would like to donate an amenity to the renovation and that the St. Charles Park Foundation is going to donate a concrete table tennis. She will share the final design and amenities before the project goes out to bid this summer, with construction to begin in the fall.

River Pavilion Design

Ms. Rudow presented a sketch of the new river pavilion planned to replace the current small pavilion at Pottawatomie Park. The design of the new pavilion is inspired by the historic pavilion without replicating it. The river pavilion is the second most rented pavilion in the park system, accommodating 100 people. Mr. Cooke asked when the construction would start to which Ms. Rudow responded that it will begin after Scarecrow Festival in October and will coincide with the construction of the addition to the historic pavilion. Mr. Thomson asked whether the architect who built the historic pavilion was consulted for this project to which Ms. Rudow responded no. Mr. Cooke asked to see a drawing of the addition to the historic pavilion and Ms. Cabel said she would share it in a Board weekly update.

City Well Test Sites

Ms. Rudow presented four proposed locations the City of St. Charles has requested permission to test drill for the purpose of installing additional shallow wells on the west side of town. Each of these four sites are on District property. Mr. Charles asked how the City located these sites and Ms. Rudow responded through a preliminary geology study. Mr. Ward asked if the City wants to install a water tower and Ms. Rudow responded that she did not think so. Each of the four sites impact either open space or programmed space. Ms. Rudow will follow up with the Board after she has a meeting with the City regarding this matter.

Primrose Farm Well Bid

Ms. Rudow said bids were solicited for the design and installation of a well to serve the infrastructure needs of the new Ag Education Center at Primrose Farm and opened on May 7, 2024. The lowest responsible bidder is Prairie State, Maple Park, IL in the amount of \$105,940.98. Mr. Carne asked if this project is in the budget and Ms. Rudow said it is not in the Primrose Farm Education Center budget, but it is within the total capital budget because of another budgeted project being delayed. Mr. Cooke said he believed the bid was high, to which Ms. Rudow responded that it included the design of the well and its installation. Mr. Thomson asked why we wouldn't put back out to bid and Ms. Rudow said that there were 8 plan holders but only one bid submitted. Mr. Cooke said that he believes Prairie State is a good company.

Mr. Carne moved and Mr. Charles seconded that the St. Charles Park District Board of Commissioners approve the contract with Prairie State for \$105,940.98 to design and install a well at Primrose Farm. A roll call vote was taken. Aye: Carne, Charles, Cooke, Goettel, McCarthy, Ward and Thomson. Nay: none. The motion carried.

Monthly Usage Report

Pottawatomie Golf Course Manager Ron Skubisz shared the golf course usage report for the first four months of 2024. Mr. Skubisz said that the course had an early start to the season, opening March 1st and has not slowed down since. Nearly all categories of green fees have met or exceeded totals of last season. Golf Now continues to create rounds for the course, with 684 rounds fully paid in March and April. Riding cart rentals are at a five-year high and the simulator has earned over \$30,000 since its purchase. Leagues and season pass sales continue to be strong. The senior tournament coming up in June has 42 registered participants, which is the highest total recorded. Finally, the greens, tees and fairways are in excellent shape and continue to get compliments from the players.

Requests for Use

Mr. Cooke moved and Mr. Carne seconded that the St. Charles Park District Board of Commissioners approve the use of Mt. St. Mary Park by Project Mobility for the purpose of hosting their annual Hops for Hope 5K on Saturday, October 5, 2024. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Special ReportsFox Valley Special Recreation Association

Mr. Thomson reported that FVSRA Board meeting was canceled due to lack of business to discuss.

St. Charles History Museum

Mr. Carne reported the History Cruises aboard the Paddlewheel Riverboats are popular.

St. Charles Park Foundation

Ms. Cabel reported that the May meeting was canceled due to lack of quorum, but the Foundation had a successful Eat N Earn event at Chipotle.

St. Charles Arts Council

Ms. Cabel said the May 11 Paint the Riverside event was a success and the Arts Council is preparing for the Paint our Town in a Banner Way project where 100 banners painted by local artists of all ages will be displayed in Mt. St. Mary Park in July.

St. Charles Business Alliance

Ms. Cabel shared that the Fine Art Show this past weekend, with 100 juried artists, was a big success despite the downpour on Sunday morning.

St. Charles Housing Commission

No report

St. Charles River Corridor Foundation

Ms. McCarthy said the RCF's last offering of its educational series had 100 participants. The RCF is planning the river clean up and daffodil planting in the fall.

Baker Community Center

Mr. Charles said that the Baker Community Center had its annual meeting on May 16. He reported that the Trustees approved the renovation of the front entrance stairs to the Baker Community Center. They also approved former St. Charles Park District Commissioner Mike Hoscheit as a member of the corporation.

Director's Report

Ms. Cabel thanked the staff and Board that attended the Charlemagne Awards on May 17. The Park District received a Civic Image Award for the Kehoe Playground renovation. She also shared that the dedication of the John S. Baird Plaza at Davis Park is all set for 5:30 pm on Tuesday, June 25 before that evening's Board meeting. She asked the Board for their feedback on hosting upcoming Board meetings at different facilities. She proposed June 11 at Otter Cover Aquatic Park; July 9 at Hickory Knolls Discovery Center in the newly renovated Savannah room; and August 13 at Primrose Farm in the new Education Center. The Commissioners agreed to these locations. Finally, Ms. Cabel shared the 2023 Annual Review, which is a two-page overview of the District based on data compiled from the 2023 financial audit and end-of-year facility reports. Mr. Carne asked how this would be shared with the public, to which Ms. Cabel said that it will be posted on the website.

Commissioner Comments

Bob Carne: Mr. Carne suggested that staff offer a 50% discount to summer facilities to tournament participants coming to St. Charles. He asked for a financial aid report broken down by program or membership. He also asked about gifts to the high schoolers, to which staff responded that passes to Otter Cover Aquatic Park were given to each graduating senior of St. Charles East and North

High Schools this year and fifty passes were redeemed last season. Mr. Charles complimented Ms. Young and the marketing department for the events at the pools this summer. He also said he's heard a lot of buzz about the upcoming Pickle in the Park. He asked about how archives are stored and Ms. Cabel said that everything is stored digitally. He encouraged staff to visit the public park system in Clayton, Missouri to see how they use QR codes on entrance signs into their parks. He thanked Mr. Goettel for his term as president and wished Mr. Thomson luck.

Brian Charles: Mr. Charles congratulated the staff for the Civic Image Award won for the Kehoe Park renovation.

Jim Cooke: No comments

Karrsten Goettel: No comments

Peggy McCarthy: Ms. McCarthy said she golfed last week and had a great time with her friends as Bill Ogiego was very engaging.

Bob Thomson: Mr. Thomson asked about the possibility of using self-driving mowers in the parks. A short discussion followed about the issues that might arise, but it was agreed that the technology should be explored as an option in the future.

Steve Ward: Mr. Ward inquired as to when the ESSC field will be dedicated to Kevin White. Staff will follow up with the exact date and a picture of the plaque. He also thanked Mr. Goettel for his service as president.

Executive Session

Mr. Cooke moved and Ms. McCarthy seconded that the meeting temporarily adjourn to a closed session for the purpose of considering the following subject, per the Open Meetings Act, 5 ILCS 120: Section 2(c)(1) discussion of 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: Carne, Charles, Cooke, Goettel, McCarthy, Ward and Thomson. Nay: none. The motion carried.

At 7:41 p.m. the Board temporarily adjourned to proceed to the Executive Session.

Jeff Essig, Mike Kies, Jenny Santos, Ron Skubisz, Erika Young, Ashlee Wallace and Laura Rudow left the meeting at 7:41 p.m.

Adjournment of Meeting

Mr. Cooke moved and Mr. Thomson seconded that the meeting be adjourned. A voice vote was taken. Unanimous aye votes were cast and President Thomson adjourned the meeting at 7:48 pm.



Secretary

Date Approved: June 25, 2024