



ST. CHARLES PARK DISTRICT ANNUAL BOARD MEETING

Pottawatomie Community Center

8 North Avenue, St. Charles, IL

July 23, 2024 – 6:30 P.M.

AGENDA

I. Call to Order

II. Roll Call

III. Consent Agenda*

- A. Approval of Minutes from Meeting on July 9, 2024
- B. Approval of Bills as of June 30, 2024
- C. Approval of Cash and Investment Report as of June 30, 2024
- D. Approval of Revenue Expense Reports as of June 30, 2024

IV. Public Appearances

V. Business Items

1. Administration and Finance

a. Sponsorship & Partnership Mid-Year Report

Staff will present an overview of partnership revenue received as well as sponsorships developed through June 30, 2024.

b. 2024 Mid-Year Financial Report

Staff will present the 2024 Mid-Year Financial Report that includes a review of the District's long-range goals.

c. Enterprise Vehicle Leasing Program

In preparation for the 2025 Capital Plan, the District requests the Board's approval of contractual agreement with Enterprise FM Trust. Due to the timing of ordering trucks for a February delivery, staff requests Board authorization to place an order for 14 vehicles, not to exceed a lease payment of \$180,000 in 2025. Board action is requested.

d. Professional Services for the Update to the Comprehensive Master Plan / Strategic Plan / Community Survey

A Request for Qualifications was solicited and due by July 1, 2024 from firms to update the comprehensive plan, develop a strategic plan and conduct a community survey. Staff seeks Board direction to begin contract negotiations.

2. Recreatione. Monthly Usage Report

Superintendent of Recreation Mike Kies will review June usage reports for River View Miniature Golf, Paddlewheel Riverboats, Otter Cove Aquatic Park and Swanson Pool.

3. Parks, Planning, and Facilitiesf. Prairieview Pointe Park Disc Golf Course Plan Update

Staff will review the progress for development of the disc golf course at Prairieview Pointe Park.

g. Otter Cove Splash Pad Renovation Bid Opening

Per the 2024 Capital Plan, bids were solicited for the renovation of Otter Cove Splash Park and opened on June 26, 2024. The lowest responsible bidder is Schaeffges Brothers, Inc., Wheeling, IL with a base bid of \$2,236,000. Board action is requested.

h. ESSC Ballfield Netting Installation Bid Opening

Per the 2024 Capital Plan, bids were solicited to install the ballfield netting at East Side Sports Complex and opened on July 10, 2024. The Board is asked to formally reject all bids. Board action is requested.

i. ESSC Ballfield Netting Installation Contract

Per the 2024 Capital Plan, the installation of ballfield netting around the baseball fields at East Side Sports Complex is an option through Sourcewell, contract # 23/016MR-05. The lowest responsible bidder through the national bidding process is National Sports Nets, LLC, Lemont, IL, in the amount of \$121,312.82 including Performance Bond. Board action is requested.

j. Fox Chase Park Renovation Project

Per the 2024 Capital Plan, bids were solicited to renovate Fox Chase Park and opened on July 10, 2024. The project includes adding new amenities, including: net spinner/climber; shade structure near playground with picnic tables; half/full basketball court and sand volleyball court; as well as accessibility improvements to trails and amenities. Hacienda Landscape, Minooka, IL, was the lowest responsible bidder with a base bid of \$418,741.00. Board action is requested.

k. Change Order #1 for Primrose Farm Education Center

The Board is asked to consider a change order to the contract with LoDestro Construction in the amount of \$3,674.00 for the purpose of installing power service to the well pump. Board action is requested.

1. Monthly Usage Report

Pottawatomie Golf Course Manager & PGA Golf Pro Ron Skubisz will review the June usage report for the golf course.

VI. Special Reports

1. Fox Valley Recreation Association – Bob Thomson and Ron Skubisz
2. St. Charles History Museum – Bob Carne
3. St. Charles Park Foundation – Steve Ward
4. St. Charles Arts Council – Holly Cabel
5. St. Charles Business Alliance –Holly Cabel
6. St. Charles Housing Commission – Karrsten Goettel
7. St. Charles River Corridor Foundation – Peggy McCarthy
8. Baker Community Center – Jim Cooke
9. Fox River Dam Joint Task Force – Jim Cooke and Bob Thomson

VII. Correspondence

VIII. Director’s Report

IX. Commissioner Comments

Bob Carne
Brian Charles
Jim Cooke
Karrsten Goettel
Peggy McCarthy
Bob Thomson
Steve Ward

X. Executive Session

Closed meeting for the purpose of considering the following subject, per the Open Meetings Act, 5 ILCS 120/2(c)(11): 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.

XI. Other Business

1. Possible action on the contract of the Superintendent of Recreation.

XII. Adjournment of Meeting