



## ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

July 23, 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 July 23, 2024. At 6:32 p.m., President Bob Thomson called the meeting to order.

#### Roll Call

Administrative Assistant Jenny Santos called the roll.

**Commissioners present:** Bob Carne, Jim Cooke, Karrsten Goettel, Peggy McCarthy, Bob Thomson and Steve Ward

**Commissioners absent:** Dr. Brian Charles

**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, Public Relations & Marketing Manager Erika Young, Information Technology Manager Jeff Essig, Pottawatomie Golf Course Manager & PGA Pro Ron Skubisz and Administrative Assistant Jenny Santos

**Other staff present:** Partnership & Sponsorship Supervisor Carina Graham

**Guests present:**

#### Consent Agenda

Ms. McCarthy 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 Regular Meeting on July 9, 2024
- Approval of Bills as of June 30, 2024

Account	Amount
CORPORATE FUND	\$ 312,140.01
RECREATION FUND	\$ 64,825.92
LIABILITY INSURANCE	\$ 180,373.84
SPECIAL RECREATION	\$ 208,456.00
DEBT SERVICE FUND	\$ 199,192.76
REVENUE FACILITIES	\$ 149,389.99
NORRIS REC CENTER	\$ 16,692.81
SPORTSPLEX	\$ 7,327.04
CAPITAL	\$ 393,500.70
Total	\$ 1,531,899.07

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

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

### Public Appearances

None

### Administration and Finance

#### Sponsorship & Partnership Mid-Year Report

Partnership & Sponsorship Supervisor Carina Graham reported on the first two quarters of sponsorships in 2024. Highlights from the report include: six new sponsors; two new food vendors; the St. Charles Library returned to sponsor a concert and advertise through the banner program at ESSC and Sportsplex; six new advertisers that include the banner program and Facebook posts and Buzz TV.

#### 2024 Mid-Year Financial Report

Superintendent of Finance & Administration Ashlee Wallace provided the 2024 Mid-Year Financial Report. Ms. Cabel shared the District's long-term goals and asked for feedback from the Commissioners, who had none. Ms. Wallace reviewed the District's overall operations and compared them to June 30, 2023 revenues and expenses by fund. Revenues are up 5.4% primarily due to increases in taxes, interest income and program fees. Expenses are up in all areas except for utilities and benefit costs (due to the transfer to IPBC). Ms. McCarthy asked about the dip in swim lessons at the aquatic facilities and Mr. Kies replied there are many factors including weather and quality issues. Ms. Cabel added that indoor lesson programming is really controlled by D303 pool schedule so the park district's ability to program that facility is limited. Mr. Carne noted that given that only 20% of the recreation fund revenue is generated in the first half of the fiscal year, the recreation department needs to look at how they can raise revenue in that time frame.

#### Enterprise Vehicle Leasing Program

Ms. Wallace asked for the Board's approval of the lease agreement with Enterprise FM Trust. Due to the timing of ordering trucks for a February delivery, authorization is needed to place an order for 14 vehicles, not to exceed a lease payment of \$180,000 in 2025. Ms. Wallace said the District's attorney has reviewed the agreement. Mr. Carne asked if the staff is in full support of the program and Ms. Cabel said that there is a small committee who looked at the plan and they are behind it.

Mr. Carne moved and Mr. Cooke seconded that the St. Charles Park District Board of Commissioners approve the lease agreement with Enterprise FM Trust for an amount not to exceed \$189,000 in 2025. A roll call vote was taken. Aye: Carne, Cooke, Goettel, McCarthy, Ward and Thomson. Nay: none. The motion carried.

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

Director Holly Cabel reported that a Request for Qualifications was solicited from firms to update the comprehensive plan, develop a strategic plan and conduct a community survey. The District received six proposals. The admin team interviewed two project teams, one led by Upland Design and the other by BerryDunn. The admin team believes Upland Design, whose project team also includes I10% and aQity, would be the best fit for the project. Ms. Cabel asked the Commissioners

if they had any concerns about moving forward with contract negotiations and no one did. She said she will bring a contract for approval at an upcoming meeting.

### **Recreation**

#### **Monthly Usage Report**

Ms. Kies reviewed the June usage reports for River View Miniature Golf, Paddlewheel Riverboats, Swanson Pool and Otter Cove Aquatic Park. Both River View and the Riverboats were affected by four days of high winds: patrons could not rent peddle boats or kayaks and five cruises were canceled. However, the average number of paid daily rounds RVMG was only 12 less than in 2023. Pass sales are up at both aquatic facilities but weather seems to have affected daily admission numbers at the beginning of the season. Swanson Pool received the highest rating—five stars—from its recent audit by StarGuard. Concession sales at Otter Cove continue to be strong and the Clover system installed last year allows for efficient transactions.

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

#### **Prairieview Pointe Park Disc Golf Course Plan Update**

Ms. Rudow shared updated sited plans for the development of the disc golf course at Prairieview Pointe Park. She said the goal of the development is to create a notable course that uses existing trees, provides interests and challenges that will entice users to return to the course time and again. The plan includes two baskets at every hole so the course will be 36 holes and also a practice course. The parking lot will be off of Brundige off of Route 38 and will include a few paved accessible parking spots and a paved path to the course. The targeted opening date is spring 2025. Mr. Cooke asked if the final footprint of the course conflicts with any of the areas that the naturalists were concerned about and Ms. Rudow responded that there is a buffer between the course and the salamander pond. Mr. Cooke also asked about what happened to the plans to include a BMX course and Ms. Rudow said that because we don't have a long-term lease on the land, putting money into the development of the course is not advisable. Mr. Thomson asked if the disc golf course was allowable per the lease with the State of Illinois and what would happen to the course at the end of the lease. Ms. Rudow said that the lease agreement allows for a disc golf course and at the end of the lease the District would have to remove all the hardscape from the land.

#### **Otter Cove Splash Pad Renovation Bid Opening**

Ms. Rudow said 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. A discussion followed about why the bids are over budget. Ms. Rudow explained the myriad of factors that affected the cost of the project. One of the most significant impacts on the budget, besides the cost of products and the one-year delay in the project, is the scope of the project changed after gathering feedback from the patrons and residents. Mr. Carne argued that it is okay to tell people no, that the amenities are not within the budget; that just because we have the money doesn't mean we have to spend it. He asked if there are other potential bidders we could reach out to and Ms. Rudow said that she is confident in the bids that the District received and that they are companies that we have worked with before. She also said that a lot of the cost is related to the mechanical portion of the renovation which needs to be replaced. Mr. Carne asked if there any parts of the splash park that will be accessible to those in wheelchairs and Ms. Rudow replied that all of the amenities will be accessible.

Mr. Carne moved and Mr. Cooke seconded that the St. Charles Park District Board of Commissioners award the contract for the renovation of Otter Cove Splash Park to Schaeffges Brothers, Inc., Wheeling, IL for a base bid of \$2,236,000. A roll call vote was taken. Aye: Carne, Cooke, Goettel, McCarthy, Ward and Thomson. Nay: none. The motion carried.

ESSC Ballfield Netting Installation Bid Opening

Ms. Rudow said that per the 2024 Capital Plan, bids were solicited to install the ballfield netting at East Side Sports Complex. She explained that the bids came in significantly over budget and asked the board to reject both bids.

Mr. Cooke moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners reject the bids opened on July 10, 2024 for the ESSC Ballfield Netting Installation. A roll call vote was taken. Aye: Carne, Cooke, Goettel, McCarthy, Ward and Thomson. Nay: none. The motion carried.

ESSC Ballfield Netting Installation Contract

Ms. Rudow said that 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. She explained that National Sports Nets also was one of the bids that the Board just rejected. However, they had included work beyond the project scope in their bid. This cost is just for the installation and the Performance Bond.

Mr. Cooke moved and Mr. Goettel seconded that the St. Charles Park District Board of Commissioners approve the contract #23/016MR-05 in the amount of \$121,312.82 National Sports Nets, LLC, Lemont, IL. A roll call vote was taken. Aye: Carne, Cooke, Goettel, McCarthy, Ward and Thomson. Nay: none. The motion carried.

Fox Chase Park Renovation Project

Ms. Rudow said that as part of the 2024 Capital Plan, bids were solicited to renovate Fox Chase Park. 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. She explained that the cost of the project is over budget due to the cost of the spinner amenity and the full basketball court.

Mr. Cooke moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners award the contract for the Fox Chase Renovation Project to Hacienda Landscape, Minooka, IL, for a base bid of \$418,741.00. A roll call vote was taken. Aye: Carne, Cooke, Goettel, McCarthy, Ward and Thomson. Nay: none. The motion carried.

Change Order #1 for Primrose Farm Education Center

The Board is asked to consider a changer 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.

Mr. Carne moved and Mr. Cooke seconded that the St. Charles Park District Board of Commissioners approve the change order to the contract with LoDestro Construction in the amount of \$3,674.00. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Monthly Usage Report

Pottawatomie Golf Course Manager Ron Skubisz shared the golf course usage report for June. Highlights for the month include another great month with 5,540 rounds, which is the second-best June in five years. Weekend rounds were the highest in past five years. Senior Monday rounds were above 5-year average which explains why the weekday and punch card rounds fell 10% and 13% respectively. Golf Now rounds paid at the course met goal of 90%. Rental carts are up by 23% over 5-year average. Women's league continues to average 90 players every Tuesday. And finally, the course has undergone some beautiful landscaping upgrades that add to the golfer's experience.

Special ReportsFox Valley Special Recreation Association

Mr. Thomson reported that the FVSRA Board met after three months of not having a meeting. The transition to using Paycom has gone well. Summer camps are full and there is a long waiting list. Fiscal year highlights include: FVSRA had 741 unique participants in athletics, day programs, general programs and summer camps; participants age in range from preschool to seniors and 93.7% are in person programs. St. Charles residents make up 12% of their participants. FVSRA sponsored 11 events to help caregivers. FVSRA increased inclusion services by 11% and had 250 unique participants, 56 of whom are in St. Charles, ages ranging from 5 to 18 years, but mainly in the 8-12-year-old age range. 47% of participants have autism and 21% have ADHD and the top requests are for summer camps and before & after school programs. Support hours to the St. Charles Park District this fiscal year were 4,456.

St. Charles History Museum

Mr. Carne said the Pickle Paradise event went well and the History Museum was happy to be part of the event. They have seen an uptick in their social media presence and part of it could be to the advertisement of the history cruises about the paddleboats.

St. Charles Park Foundation

Mr. Ward said the Trustees continue to work on the big fundraiser A Night on the Fox on Friday, August 16 and hope that Board members will attend. There will be fabulous bartenders and raffle baskets. The event is being promoted through social media. The Foundation has a profile on Benevity now which allows employees from large companies to donate to the Park Foundation, often with matching dollars from their employers.

St. Charles Arts Council

Ms. Cabel said the Arts Council recently installed banners at Mt. St. Mary for the Banner Up art exhibit. Hickory Knolls Discovery Center camp contributed one of the banners. The next event is the Plein Air St. Charles event in August.

St. Charles Business Alliance

Ms. Cabel shared that SBA is working on its STCLive events that occur on the 1<sup>st</sup> Street Plaza and the Jazz Weekend that will be September 12-15.

St. Charles Housing Commission

No report

St. Charles River Corridor Foundation

Ms. McCarthy said the RCF is looking for ideas for topics for its lecture series. September 21 is the River Clean-Up event and October 19 will be the last daffodil planting event in Mt. St. Mary Park. She also shared the River Corridor's proposal to work with Park District, Sculpture in the Park and City to extend Sculpture in Park program outside the boundaries of the park. They plan to meet with all groups involved to review their proposal.

Baker Community Center

Mr. Cooke said that the stairs project at the BCC is moving along.

Fox River Dam Joint Task Force

Mr. Cooke reported that there will be a meeting August 1<sup>st</sup>.

Director's Report

Ms. Cabel reported that the grant committee will pursue the next OSLAD grant to fund a renovation of Harvest Hills Park. Staff will move forward with an official resolution at a future board meeting. She said the Kevin White field dedication is on Friday night, August 2<sup>nd</sup> and asked if Bob Carne would like to represent the Commissioners and say a few words at the dedication and he agreed. Ms. Cabel said the next election cycle for the April 1, 2025 consolidated election has moved up 4 weeks so Commissioners up for re-election will be able to start circulating petitions August 20 and will be due in November. She informed the Board that the Forest Preserve District of Kane County will have a referendum on the November 5<sup>th</sup> ballot to increase their limiting rate, but the overall impact on a \$300,000 household would still result in a tax decrease due to debt rolling off. Ms. Cabel asked the Board to consider Saturday, September 28 as a potential date for the ribbon cutting ceremony for the Primrose Farm Education Center. Ms. Santos will send an email to poll them on their availability on this date. Ms. Cabel shared a draft of the verbiage for a bronze plaque dedicating the new Primrose Farm building and asked for feedback from the Commissioners. She shared the news that the husband of Diana Brown, longtime Director of the St. Charles Library, passed away. Finally, she reminded Commissioners to send their apparel orders to Ms. Santos.

Commissioner Comments

**Bob Carne:** Mr. Carne gave kudos to the parks staff on taking care of all the tree damage caused by the recent storm. He encouraged Ms. Young to create social media posts that highlight the hard work of the parks crew. Mr. Carne also suggested that the Commissioners be given a report once a month on the social media posts that are generating the most comments. Another suggestion Mr. Carne made is that the NRC market its services to the garden plot users. He also said that the photographer David Soderstrom has retired and is interested in volunteering his services to the Park District. Last, he said a neighbor of his was very impressed with how well run the Splashes/Dashes/Spokes Triathlon is each year.

**Jim Cooke:** No comments

**Karrsten Goettel:** Mr. Goettel said thank you to employees to Chris Gingrich and Pam Otto who responded to a call about wandering goats at 10 pm on Sunday evening near Primrose Farm. Although they were not Primrose Farm's goats, they made sure they were protected until their owners were found.

**Peggy McCarthy:** Ms. McCarthy praised the District staff for a beautiful Sculpture in the Park reception on Friday night and told Ms. Rudow that she was particularly impressed with how pristine Mt. St. Mary Park looked, especially after the storm just four days earlier. She told Mr. Skubisz that her friend said her private golf lesson with him was great. Ms. McCarthy also thought the Chamber of Commerce did a great job on the video that featured the park district.

**Bob Thomson:** Mr. Thomson asked if the aerators are on in the pond at ESSC and Ms. Rudow replied yes. He said that the Sculpture in the Park reception was a very nice event. He also praised the parks crews for cleaning up the parks after the storm. He also told Ms. Wallace she did a nice job on her presentation today. He shared a bike survey that he received from Geneva and asked if St. Charles used this type of survey when creating its recent Bike and Pedestrian Plan.

**Steve Ward:** Mr. Ward said that his community is very excited for the baseball netting out at ESSC and the renovations at Fox Chase Park. He also said he knows of a CFO that is familiar with the Enterprise leasing program who has good things to say about the program. He asked if we could pursue grant funding for the splash park and Ms. Cabel and Ms. Rudow replied that the renovation doesn't fit into the types of grants that are available.

#### Executive Session

Mr. Carne moved and Mr. Ward 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, Cooke, Goettel, McCarthy, Ward and Thomson. Nay: none. The motion carried.

At 8:28 p.m. the Board temporarily adjourned to proceed to the Executive Session.

*Jeff Essig, Ron Skubisz and Erika Young left the meeting at 8:28 pm.*

#### Other Business

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

#### Adjournment of Meeting

Mr. Cooke moved and Mr. Carne seconded that the meeting be adjourned. A voice vote was taken. Unanimous aye votes were cast and President Thomson adjourned the meeting at 8:49 pm.



Secretary

Date Approved: August 13, 2024