



ST. CHARLES PARK DISTRICT BOARD MEETING

Primrose Farm Education Center

August 13, 2024 – 6:30 P.M.

MINUTES

Call to Order

The St. Charles Park District Board met for a Regular Meeting at Primrose Farm Education Center on August 13, 2024. At 6:33 p.m., President Bob Thomson 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 (arrived at 6:37 pm)

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 and Administrative Assistant Jenny Santos

Guests present: Members of the St. Charles North High School Girls Varsity Softball Team and their families, Coach Tom Poulin

Consent Agenda

Mr. Cooke moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the minutes from the July 23, 2024 Board meeting. A roll call vote was taken. Aye: Carne, Charles, Cooke, Goettel, McCarthy and Thomson. Nay: none. The motion carried.

Public Appearances

Director Holly Cabel welcomed Coach Tom Poulin and the St. Charles North High School Girls Varsity Softball Team. Ms. Cabel and President Thomson honored the team on behalf of the Commissioners for winning the Class 4A State Championship this spring for the second time in three seasons! Coach Poulin commented on how proud he is of the team's sincerity in playing for each other, giving and receiving constructive criticism and using adversity to their benefit. He also thanked the parents for their support of the team and his assistant coach, Thijs Dennison.

Coach Poulin, team members & families left the meeting at 6:42 p.m.

Administration and Finance

Financial Aid Report

Superintendent of Recreation Mike Kies introduced Cori Hedlund, Registration Supervisor, and recognized her for the passion, care and patience she exhibits in administering the District's financial aid program. Ms. Hedlund said that it is the most rewarding and humbling part of her job. Ms. Hedlund then provided a brief overview of the program, which provides recreational opportunities to the St. Charles community. Financial aid is provided to households that meet income eligibility guidelines for the United States Department of Agriculture reduced lunch program. Qualifying households may receive up to \$750 per year to offset the cost of registering

for recreation programs or memberships. In 2023, \$49,164 in financial aid was provided to 191 participants and as of August 1, 2024, \$46,846 has been provided to 180 participants. Participants live across the community and include senior residents in Carrol Towers and Anthony Place as well as families who are guests at Lazarus House. Commissioners asked several questions, including: What has surprised you as you've administered the program? Do we provide more financial aid to adults or children? Do we get lots of requests for transportation assistance? How do we get the word out about the program? Do we have to turn down people because of the limited budget? Should we increase the amount of financial aid provided? Ms. Hedlund's responses to these questions were: it's difficult to see how quickly a family can go from being a paying household to living at Lazarus House; financial aid is used mostly for children's programming and significantly for pool memberships; when we get requests for transportation, we refer them to Spare Wheels and PACE; Ms. Hedlund has connections with social workers in the community and word of mouth is often how people learn about the financial aid program; we haven't turned anyone away from the program, but families funds have run out; and increase per household would be helpful to support their recreational activities. The Commissioners thanked Ms. Hedlund for her presentation.

Cori Hedlund left the meeting at 7:00 p.m.

IPBC Health Care Renewal Presentation

Superintendent of Finance & Administration Ashlee Wallace presented an update on the District's employee health insurance renewal. She reviewed the health insurance carrier history since 2019. She explained that due to the previous 17-month renewal period, the District will be shifting open enrollment to November 2024 for a January 1 benefit plan year going forward. Plans will be presented to the Board in September/October moving forward. There will not be a need for carrier negotiations as health insurance carrier is BCBSIL through the IPBC Cooperative. Although the District initially joined co-op as a member of the City of St. Charles, new IPBC by-laws adopted in June made the District an individual member as of July 1, 2024. Ms. Wallace shared that health care costs in the general market have increased 31% from 2020-2025, but for the District, the costs have only increase 11% in that same time period. Ms. Wallace added that the IPBC offers the District a monetary incentive for implementing a Wellness Committee with certain requirements. The District already had a committee that met all the requirements except one: the biometric screening. Because 47% of insured employees participated in the screening, the District received a \$3,700 incentive to use on future Wellness activities. Mr. Ward asked if the District has choices in how that money is used and Ms. Cabel said yes, the committee is always looking for fun and interactive was to use it.

Comprehensive Master Plan, Strategic Plan and Community Survey

Director Holly Cabel said a Request for Qualifications was solicited and due by July 1, 2024 from firms to update the comprehensive master plan, develop a strategic plan and conduct a community survey. Upland Design Ltd was the selected consultant through the RFQ process. The cost for professional services by Upland Design Ltd and its subconsultants, 110% and aQity Research is \$128,965. She said the first portion of the project would be paid for in the FY 2024 budget and the remaining in the FY 2025 budget. Mr. Ward asked if the cost was in line with other park district's expense for similar project and Ms. Cabel said yes, and shared comparable examples.

Mr. Carne moved and Dr. Charles seconded that the St. Charles Park District Board of Commissioners approve the cost of professional services to Upland Design Ltd and its subconsultants, 110% and aQity Research for \$128,965. A roll call vote was taken. Aye: Carne, Charles, Cooke, Goettel, McCarthy, Ward and Thomson. Nay: none. The motion carried.

Sculpture in the Park

Ms. Cabel shared the plan River Corridor Foundation has proposed to extend the Sculpture in the Park program outside the boundaries of Mt. St. Mary Park. They propose installation of pads along the Bob Leonard Walkway on the west side of the Fox River and along the pathway on the east side of the river near Langum Park. River Corridor Foundation would cover the cost of the concrete pads and artist stipends for sculptures. She said this plan is just in the beginning stages and the next step would be to talk to the City of St. Charles about the idea, as the walkway is city property. The Commissioners thought the plan for the west side of the river along the Bob Leonard Walkway would be agreeable if the City was amenable to the idea.

Dr. Charles moved and Mr. Goettel seconded that the St. Charles Park District Board of Commissioners approve a plan to expand the Sculpture in the Park program to the installation of three sculptures along the Bob Leonard Walkway, pending the approval of the City of St. Charles. A voice vote was taken. Six aye votes were cast. Nay: none. Abstain: Cooke. The motion carried.

City of St. Charles First Street TIF Extension

Ashlee Wallace shared a brief presentation on the First Street TIF #4 extension process and its financial impact on the St. Charles Park District. Ms. Wallace shared a summary of TIF #4, which was established in 2002 to redevelop the downtown on the west side of the river. In 2015, a new TIF District #7 was created on the east side of the river which slightly adjusted the boundaries of TIF #4. So, the City of St. Charles is proposing an extension on TIF #4 that would extend the last levy from 2025 to 2037 and aligns with the TIF #7 and maturity of bonds that were issued in 2006. The financial impact of TIF #4 would be an additional \$39,377 due to an increase in the EAV. The Commissioners expressed interest in having Derek Conley, Director of Economic Development, present at the next Board meeting.

Recreation

Fees for Row Zone at Sportsplex

Mr. Kies presented the new proposed fee structure for the Row Zone at Sportsplex starting in October. The following prices are recommended: daily drop-in rate for \$3 resident/\$5 non-resident; 10-visit punch pass rate for \$25 resident/\$37 non-resident; and room rental rate per hour for \$30 resident/\$50 non-resident.

Mr. Cooke moved and Mr. Carne seconded that the St. Charles Park District Board of Commissioners approve the new fees for the Row Zone at Sportsplex as presented. A roll call vote was taken. Aye: Carne, Charles, Cooke, Goettel, McCarthy, Ward and Thomson. Nay: none. The motion carried.

Parks, Planning, and Facilities

Resolution 2024-08-01: OSLAD Grant Program Resolution of Authorization

Superintendent of Parks & Planning Laura Rudow presented a concept plan for a renovation of Harvest Hills Park that was used in a public survey that was distributed to Harvest Hills residents.

Residents provided input on the proposed amenities in the plan, which will be revised based on the feedback and presented at an in-person public meeting at the end of August. The final plan will be submitted to the Illinois Department of Natural Resources in application for the FY2025 OSLAD Grant. The Board is asked to consider Resolution 2024-08-01 authorizing the submittal of an application for the IDNR FY2025 OSLAD Grant cycle for the purpose of renovating and adding new recreation amenities at Harvest Hills Park.

Mr. Cooke moved and Mr. Goettel seconded that the St. Charles Park District Board of Commissioners approve Resolution 2024-08-01. A roll call vote was taken. Aye: Carne, Charles, Cooke, Goettel, McCarthy, Ward and Thomson. Nay: none. The motion carried.

Pottawatomie Park River Pavilion Purchase

Ms. Rudow asked the Board to consider, per the 2024 Capital Plan, the purchase of the materials for the new, custom river pavilion from a sole source manufacturer NuToys Leisure Products, Westchester, IL, in the amount of \$92,418.

Mr. Cooke moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the purchase of a custom river pavilion from the sole source manufacturer NuToys Leisure Products, Westchester, IL, in the amount of \$92,418. A roll call vote was taken. Aye: Carne, Charles, Cooke, Goettel, McCarthy, Ward and Thomson. Nay: none. The motion carried.

Pottawatomie Park River Pavilion Renovation Bid

Ms. Rudow said, per the 2024 Capital Plan, bids were solicited for the installation of a new pavilion, ADA accessibility and paving in Pottawatomie Park. The lowest responsible bidder is Everlast Blacktop, South Elgin, IL in the amount of \$133,498. Mr. Ward asked about a discrepancy between the total on the summary bid sheet and the supporting documents that included alternates. Ms. Rudow said there were math errors on bid sheets submitted by contractors that were corrected and that she is not requesting Board approval for the alternates, so the \$133,498 is the correct amount.

Mr. Cooke moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the contract with Everlast Blacktop, South Elgin, IL in the amount of \$133,498 for the installation of the new river pavilion, ADA accessibility improvements and paving in Pottawatomie Park. A roll call vote was taken. Aye: Carne, Charles, Cooke, Goettel, McCarthy, Ward and Thomson. Nay: none. The motion carried.

Primrose Farm Agricultural Education Center Change Order #2

Ms. Rudow asked the Board to consider a change order to the contract with LoDestro in the amount of \$4,065.41 for the purpose of relocating the gas line per Nicor's requirements of distance between gas and electric. This was due to the direction and final location of Com Ed's power line to the building.

Mr. Cooke moved and Mr. Carne seconded that the St. Charles Park District Board of Commissioners approve the Change Order #2 with LoDestro in the amount of \$4,065.41. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Bolcum Road License Agreement

Ms. Rudow asked the Board to consider renewing the License Agreement for the District owned house at 37W741 Bolcum Road, St. Charles, IL 60175 for one year to Carlos Vinson for a fee of \$685 per month.

Ms. McCarthy moved and Mr. Goettel seconded that the St. Charles Park District Board of Commissioners approve the minutes from the July 23, 2024 Board meeting. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Director's Report

Ms. Cabel said she hoped the Commissioners had a chance to walk through the beautiful new Primrose Farm Education Center. She thanked Ms. Rudow and Randy Braun for their hard work in getting the project this close to the finish line. The space that we are sitting in will be flexible and allow for different types of programming. Ms. Cabel said that the original date of October 2nd for the capital workshop isn't going to work for three of the Commissioners, so she proposed October 1st. Commissioners agreed and said an afternoon time frame for both the capital workshop and comprehensive master plan workshop would work for them. Ms. Cabel informed the Commissioners that the Sculpture in the Park Committee will not be making a recommendation for a purchase this year. Lastly, she will be submitting a monthly social media report to the Commissioners through a weekly update.

Commissioner Comments

Bob Carne: Mr. Carne said that he attended the Kevin White dedication of field #6 at East Side Sports Center and the Hardy Foundation fundraiser in Mt. St. Mary Park and said the parks looked great and believes that we are so lucky to have volunteers and foundations to support our community.

Brian Charles: Dr. Charles commented that he played golf at The Sanctuary course in New Lenox for an IAPD outing and talked to a few commissioners who said their driving range netted four times the revenue of their initial capital investment. He believes the District should explore this opportunity.

Jim Cooke: No comments.

Karrsten Goettel: No comments.

Peggy McCarthy: Ms. McCarthy shared her experience at a Night Owl bike ride in Crystal Lake recently that was a well-organized bike ride that showcased the city and parks. She also said that a resident reached out to her to say she would like to start a rock garden focused on mental health. Ms. Rudow said the resident can reach out to her.

Bob Thomson: Mr. Thomson said the Kevin White field dedication was a nice event and Mr. Carne gave a nice presentation. He also said that the band that performed at the make-up concert on Monday night was the best band of the season, but it was too bad that the crowd was only a quarter of what it usually is on a Thursday night. Mr. Thomson asked if the District has talked about installing a cricket field and Ms. Rudow said that it will be discussed at October's capital workshop.

Steve Ward: Mr. Ward said that some of his friends stumbled upon the Rusty Rodeo program last weekend and had a really good time at it.

Executive Session

Mr. Cooke moved and Mr. Goettel seconded that the St. Charles Park District Board of Commissioners adjourn to a 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.

At 7:56 p.m., President Thomson moved the meeting to an executive session.

Jeff Essig, Laura Rudow and Jenny Santos left the meeting at 7:56 p.m.

Adjournment of Meeting

Ms. McCarthy moved and Mr. Ward seconded that the meeting be adjourned. A voice vote was taken. Unanimous aye votes were cast and President Thomson adjourned the meeting at 8:06 p.m.



Secretary

Date Approved: September 10, 2024