



**ST. CHARLES PARK DISTRICT BOARD MEETING**  
**Pottawatomie Community Center 8 North Avenue, St. Charles, IL**  
**October 22, 2024**  
**Immediately following Public Hearings at 6:30 P.M.**  
**AGENDA**

**I. Call to Order**

**II. Roll Call**

**III. Consent Agenda\***

- A. Approval of Minutes from Meeting on September 24, 2024
- B. Approval of Minutes from Capital Workshop on October 1, 2024
- C. Approval of Bills as of September 30, 2024
- D. Approval of Cash and Investment Report as of September 30, 2024
- E. Approval of Revenue Expense Reports as of September 30, 2024

**IV. Public Appearances**

**V. Business Items**

**1. Administration and Finance**

a. Tentative Amended 2024 Budget and Appropriation Ordinance

Staff requests that the Board adopt the Amended Budget & Appropriation Ordinance for the fiscal year January 1, 2024 to December 31, 2024 in tentative form. This will be available for public review for 30 days as required by Park District Code. A final version will be presented for approval at the December meeting. Board action requested.

b. Tax Levy

Staff will propose a 2024 tax levy amount that is less than a 5% increase over the prior year levy; therefore, the District does not need to conduct a “Truth in Taxation” public hearing. The formal Tax Levy Ordinance based on these assumptions will be presented at a November Board meeting for formal approval.

c. 2025 Budget Presentation

Staff will present the 2025 Budget for all Funds, excluding Capital, for Board review and comments.

d. Tentative 2025 Budget & Appropriation Ordinance

Staff requests that the Board adopt the Budget & Appropriation Ordinance for the fiscal year January 1, 2025 to December 31, 2025 in tentative form. This will be available for public review for 30 days as required by Park District Code. A final version will be presented for approval at the December meeting. A draft copy is included in the Budget Binder. Board action is requested.

\* Routine items for one motion, unless separate discussion is requested.

e. Fox Valley Special Recreation Association (FVSRA) Contribution

FVSRA proposes a 16% increase from \$2,293,019 to \$2,659,902 in Member Agency Contributions; however, the St. Charles Park District's portion of \$470,582 represents an increase of 12.87% due to changes in other member agencies Equalized Assessed Valuations. Board action is requested.

f. Kathy Andrini Sign in Delnor Woods

Staff requests approval of a sign honoring Kathy Andrini in Delnor Woods, which describes the impact Kathy made as a nature educator and avid birder in our community. Board action is requested.

g. Community Survey

As part of the Comprehensive Master Plan update, aQity has developed a set of questions for the upcoming community survey that staff will review with the Commissioners.

h. Seasonal Activity Guide Bid Opening

Public Relations & Marketing Manager Erika Young will present information on the recent project bid results. Royle Printing of Sun Prairie, WI, was the lowest bidder with an estimated cost of \$85,432 for season activity guides in FY2025. Board action is requested.

**2. Recreation**i. Haines Lease Agreement

The Board is asked to consider a renewal of the Haines Lease Agreement with CUSD303 for the use of Haines Gymnasium. The renewal is for another five years through December 31, 2029. Board action is requested.

j. IAAPA Conference Attendance Approval

At the April 9, 2024 Board meeting, Commissioners approved Katie Miller's attendance at the International Association of Amusement Parks and Attractions (IAAPA) Expo in Orlando, FL, November 18-21, 2024. Staff requests approval of Taylor Krawczyk's attendance in lieu of Ms. Miller's. This is a budgeted expense. Board action is requested.

**3. Parks, Planning, and Facilities**k. Pottawatomie Historic Pavilion Reconstruction Project

Per the 2024 Capital Plan, bids were solicited for the reconstruction of the addition to the historic pavilion in Pottawatomie Park and opened on Wednesday, October 2, 2024. The lowest responsible bidder was Concord Enterprises, Inc of Lockport, IL for \$349,000. Board action is requested.

1. Change Order #1 Primrose Farm Park Renovation

The Board is asked to consider a change order to the contract with Hacienda Landscape in the amount of \$26,500 for the grind, removal and gravel fill for the unforeseen condition of a second tennis court under the original. Board action is requested.

**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

**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 subjects, per the Open Meetings Act, 5 ILCS 120/2: Section (c)(5) 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; and Section (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

**XI. Adjournment of Meeting**