



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

October 22, 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 September 24, 2024. At 6:34 p.m., President Bob Thomson called the meeting to order.

Roll Call

Administrative Assistant Jenny Santos called the roll.

Commissioners present: Dr. Brian Charles, Jim Cooke, Karrsten Goettel, Peggy McCarthy, Bob Thomson and Steve Ward

Commissioners absent: Bob Carne

Administrative staff present: Director of Parks & Recreation Holly Cabel, Superintendent of Recreation Mike Kies, Superintendent of Finance & Administration Ashlee Wallace, Public Relations & Marketing Manager Erika Young, Golf Course Manager & PGA Golf Pro Ron Skubisz and Administrative Assistant Jenny Santos

Other staff present: Cayla Greenfield & Katie Miller

Guests present: Gary Andrews & guest, Sean Baker, Evan Celio, Anthony Parletta, Max Williams

Consent Agenda

Mr. Ward moved and Mr. Goettel 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 September 24, 2024
- Approval of Minutes from Capital Workshop on October 1, 2024
- Approval of Bills as of September 30, 2024

Account	Amount
CORPORATE FUND	\$ 335,752.15
RECREATION FUND	\$ 58,717.69
LIABILITY INSURANCE	\$ 964.50
SPECIAL RECREATION	\$ 247,673.49
REVENUE FACILITIES	\$ 79,877.80
NORRIS REC CENTER	\$ 10,255.83
SPORTSPLEX	\$ 14,274.62
CAPITAL	\$ 583,000.53
Total	\$ 1,330,516.61

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

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

Public Appearances

Sean Baker spoke about his opposition to the renovation of the East Side Sports Complex skate park being designed and built by American Ramp Company. He believes that a concrete skate park is a contemporary design choice that will last longer and thus be a better investment than wood and metal ramps that require maintenance and are safety hazards. Max Williams reiterated Mr. Baker's feelings and focused on how he believes that concrete course will minimize injuries. He suggested the District visit Bartlett and Wheaton skate parks for examples of budget friendly designs. Anthony Parletta shared that he grew up near ESSC and has been going to the skate park for the past 12 years. He uses the ESSC skate park as a BMX course and is opposed to a concrete skate park as he believes concrete parks cause more injuries. Evan Celio agreed that the wood ramps are desirable for BMX riders. The Commissioners thanked the guests for their time in expressing their concerns to the Board. Ms. Cabel explained the timing of this project and the District is in the phase of gathering public comment.

Gary Andrews & guest, Sean Baker, Evan Celio, Anthony Parletta, Max Williams left the meeting at 6:47 p.m.

Administration and Finance

Tentative Amended 2024 Budget and Appropriation Ordinance

Superintendent of Finance and Administration Ashlee Wallace asked the Board to adopt the FY 2024 Amended Budget and Appropriation Ordinance in tentative form. This BAO will be available for public review for 30 days as required by Illinois Park District Code and the final version will be presented for approval at the December 10th meeting. Ms. Wallace explained that there are three line items that are being amended for a total amendment of \$120,000. The increased expenses are due to Revenue Facilities wages, contractual services and general liability insurance claims. Wages and contractual service increases have been offset through increased revenues.

Mr. Cooke moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the Tentative Amended 2024 Budget and Appropriation Ordinance. A roll call vote was taken. Aye: Charles, Cooke, Goettel, McCarthy, Ward and Thomson. Nay: none. The motion carried.

Tax Levy

Ms. Wallace presented information on how park districts determine their tax levies according to state law. Because the tax levy amount is less than a 5% increase over the 2023 extended levy, a "Truth in Taxation" public hearing requirement does not apply. The Commissioners accepted these assumptions and will approve the tax levy at an upcoming meeting.

2025 Budget Presentation

Ms. Wallace presented the proposed budget for fiscal year 2025 for all funds, excluding capital. The Commissioners received the proposed budget for preview on October 18. Ms. Wallace reviewed revenue and expenses for each fund as well as the significant changes in the budget for each fund. The FY2025 Operating Budget includes \$24,824,292 in revenues and \$25,850,686 in expenses, for a budgeted deficit of \$1,026,394 due to planned spend downs in General, Recreation,

Revenue Facilities a funds. The 2025 budgeted revenue shows an increase over 2024 due to property taxes, interest income and increased fees & rates. Expenses are budgeted to increase mostly due to transfers to capital, minimum wage increases, 4% wage pool increase and the new Department of Labor exempt salary minimum. Ms. Wallace also shared that the budgeted revenue reflects the reliance on taxes down to 56.9%, which is below the 60/40 split of taxes to other revenue sources. Expenses, excluding debt, capital and transfers, reflect wages (51%) and employee benefits (15%) make up 2/3 of the District's expenses. Remaining expenses of contractual services and supplies/equipment are 34% of the budget and are consistent with 2024.

Ms. Wallace then reviewed the proposed budget and summarized the significant changes for each fund. She reiterated that the 2025 budget reflects the actual 2022 & 2023 and projected 2024 activity.

Commissioners asked questions about plans for the Nature Ambassador's position and the tennis program at Norris Recreation Center. The Commissioners thanked Ms. Wallace for her presentation.

Katie Miller left the meeting at 7:15 p.m.

Tentative 2025 Budget and Appropriation Ordinance

Ms. Wallace presented the FY 2025 Budget & Appropriation Ordinance in tentative form. This BAO will be available for public review for 30 days as required by Illinois Park District Code and the final version will be presented for approval at the December 10th meeting.

Mr. Cooke moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the Tentative 2025 Budget and Appropriation Ordinance. A roll call vote was taken. Aye: Charles, Cooke, Goettel, McCarthy, Ward and Thomson. Nay: none. The motion carried.

Fox Valley Special Recreation Association (FVSRA) Contribution

Ms. Wallace shared that 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.

Ms. McCarthy moved and Mr. Goettel seconded that the St. Charles Park District Board of Commissioners approve the FY2024-2025 FVSRA Contribution of \$470,582. A roll call vote was taken. Aye: Charles, Cooke, Goettel, McCarthy, Ward and Thomson. Nay: none. The motion carried.

Kathy Andrini Sign in Delnor Woods

Public Relations & Marketing Manager Erika Young shared a picture and map of a sign that staff proposes installing in Delnor Woods in honor of Kathy Andrini. The sign describes the impact Kathy made as a nature educator in the community as well as how her bird monitoring activities helped the District's restoration ecologists make habitat improvements in natural areas.

Mr. Cooke moved and Mr. Goettel seconded that the St. Charles Park District Board of Commissioners approve the sign honoring Kathy Andrini in Delnor Woods. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Community Survey

Director Holly Cabel shared the questions that were developed by aQity, in collaboration with staff, for the upcoming Community Survey. She reviewed the questions that were repeated from previous years and which were new. The Commissioners made suggestions for the wording of one of the questions, but overall accepted the survey as presented. The Commissioners had questions about the methodology of distributing the survey to residents that Ms. Cabel will follow up on.

Seasonal Activity Guide Bid Opening

Public Relations & Marketing Manager Erika Young presented the bid results for the printing of the seasonal activity guide. Royle Printing of Sun Prairie, WI, was the lowest bidder with an estimated cost of \$85,432 for season activity guides in FY2025.

Mr. Cooke moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the contract with Royle Printing of Sun Prairie, WI for an estimated cost of \$85,432. A roll call vote was taken. Aye: Charles, Cooke, Goettel, McCarthy, Ward and Thomson. Nay: none. The motion carried.

RecreationHaines Lease Agreement

Superintendent of Recreation Mike Kies asked the Board to consider a renewal of the Haines Lease Agreement with CUSD303 for the use of Haines Gymnasium. He explained that the renewal was modified to allow the Park District to use Haines Gymnasium when the school is not in session which includes weekdays after school, weekends and summer months. The Park District will share the net revenue it generates 50/50 with the School District. The agreement is for five years through December 31, 2029.

Mr. Cooke moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve the Haines Lease Agreement with CUSD303. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

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. Mr. Kies requested approval of Taylor Krawczyk's attendance in lieu of Ms. Miller's.

Ms. McCarthy moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve Taylor Krawczyk's attendance at IAAPA in Orlando, FL. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Parks, Planning, and FacilitiesPottawatomie Historic Pavilion Reconstruction Project

Ms. Cabel asked that the agenda item be tabled as the vendor that submitted the lowest responsible bid withdrew its bid after the agenda was published.

Change Order #1 Primrose Farm Park Renovation

Ms. Cabel explained that the change order request is for the grind, removal and gravel fill for the unforeseen condition of a second tennis court under the original at Primrose Farm Park.

Mr. Cooke moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the change order to the contract with Hacienda Landscape in the amount of \$26,500. A roll call vote was taken. Aye: Charles, Cooke, Goettel, McCarthy, Ward and Thomson. Nay: none. The motion carried.

Special Reports

Fox Valley Special Recreation Association

Mr. Thomson reported that there wasn't a FVSRA Board meeting in October.

St. Charles History Museum

Ms. Cabel shared that the Museum's holiday gala fundraiser is Friday, December 13th and to let Ms. Santos know if they are interested in attending.

St. Charles Park Foundation

Mr. Ward said that the October meeting was canceled so Trustees could attend the District's Open House regarding the CMP. There was a good turn out and he had informative conversations with residents.

St. Charles Arts Council

Ms. Cabel said the Arts Council is hosting its Art of the Dessert on November 25th at The Graceful Ordinary.

St. Charles Business Alliance

Ms. Cabel shared that Scarecrow Weekend was a success and now the SCBA is busy planning the Holiday Homecoming and Electric Parade.

St. Charles Housing Commission

Mr. Goettel said there is a meeting next week so he will have a report next month.

St. Charles River Corridor Foundation

Ms. McCarthy said the RCF planted 5,000 daffodil bulbs in Mt. St. Mary Park this past Saturday for the last time and thanked the Park District staff that assisted that morning.

Baker Community Center

No report.

Correspondence

Ms. Cabel shared a thank you note from the Gorecki family for the flowers sent in his memory, information regarding the Forest Preserve's referendum and the Library's annual report.

Director's Report

Ms. Cabel shared the pool at Norris Recreation Center has been repaired by the school district. Mr. Thomson asked Ms. Cabel if there was an update on the Fox Chase Park project. Ms. Cabel said that Ms. Rudow is working with the City of St. Charles on permits to move forward with the project with an intent to comply to their stormwater concerns in the spring. Ms. Cabel reported that Mr. Kies and Ms. Rudow have met to address pickleball players' requests and asked how the Commissioners would like to move forward. The Commissioners would like to discuss the response at a future meeting.

Commissioner Comments

Brian Charles: No comments

Jim Cooke: No comments

Karrsten Goettel: No comments

Peggy McCarthy: No comments

Bob Thomson: Mr. Thomson said the Light Up the Sky event was awesome, but he would like to see temporary lights near the parking lots to aid in attendees to get back to the parking lot. Mr. Kies said that this was the first year of the event and they were hoping to get 100 people and 2,000 people attended! Mr. Thomson also commended the District's Arborist Dave Svitak for his communication and efforts in replacing a memorial tree at ESSC.

Steve Ward: No comments.

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 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.

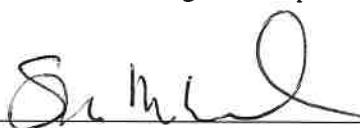
A roll call vote was taken. Aye: Charles, Cooke, Goettel, McCarthy, Ward and Thomson. Nay: none. The motion carried.

At 8:14 p.m. the Board temporarily adjourned to proceed to the Executive Session.

Cayla Greenfield, Ron Skubisz and Erika Young left the meeting at 8:14 p.m.

Adjournment of Meeting

Mr. Ward moved and Ms. McCarthy seconded that the meeting adjourn. President Thomson adjourned the meeting at 8:28 pm.


Secretary

Date Approved: November 5, 2024