



## ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

December 10, 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 December 10, 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:** Bob Carne, Peggy McCarthy, Bob Thomson and Steve Ward

**Commissioners absent:** Dr. Brian Charles, Jim Cooke and Karrsten Goettel

**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

#### Consent Agenda

Mr. Carne moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the Consent Agenda items, including the following:

- Approval of Minutes from Meeting on November 19, 2024

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

#### Administration and Finance

##### Revised 2025 Rates & Fees

Superintendent of Finance & Administration Ashlee Wallace stated that minor revisions to the FY2025 Rates & Fees were made after the Board approved the original version on September 24. She reviewed the changes, some of which were: 1) the addition of a swinging bench option for the memorial program; 2) fee increase for the daily parking fee at Boy Scout Island; 3) a \$50 non-refundable deposit for farmyard rentals; 4) updated non-resident fees for PCC multipurpose rooms that reflect the 50% upcharge; 5) \$12 spectator fee for the golf course; and 6) minor edits to reflect facility hours and months of operation. Mr. Carne asked about the \$600 impact fee imposed on groups renting pavilions with more than 400 people attending. He expressed concern for the non-profit groups that host fundraisers. Superintendent of Parks and Planning Laura Rudow responded that the impact fee is needed to cover the cost to the District for employees' wages to clean up the parks after the rental and garbage collection.

Mr. Carne moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve the revised FY2025 Rates & Fees schedule as presented. A roll call vote was taken. Aye: Carne, McCarthy, Ward and Thomson. Nay: none. The motion carried.

2024-12-01: FY2024 Amended Budget and Appropriation Ordinance

Mr. Carne moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve Ordinance 2024-12-01: 2024 Amended Budget. A roll call vote was taken. Aye: Carne, McCarthy, Ward and Thomson. Nay: none. The motion carried.

2024-12-02: FY2025 Annual Budget and Appropriation Ordinance

Mr. Carne moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve Ordinance 2024-12-02: FY2025 Combined Annual Budget and Appropriation Ordinance. A roll call vote was taken. Aye: Carne, McCarthy, Ward and Thomson. Nay: none. The motion carried.

General Use Ordinance Revision

Ms. Rudow said that updates to the General Use Ordinance were made in the sections regarding sleeping/camping in parks, metal detecting and parking violations, as well as new language regarding the use of e-scooters in parks and trails. Mr. Ward asked about metal detection and Ms. Rudow explained that the District's rules prohibit digging in parks, so allowing metal detection does not make sense.

Ms. McCarthy moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve the revisions to the General Use Ordinance as presented. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Safety Manual Update

Mr. Kies said minor changes were made to the Safety Manual regarding the Terrorism and Bomb Procedure.

Mr. Ward moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners adopt the revisions to the 2025 Safety Manual. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

2025 Board Meeting Calendar

Mr. Carne moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners adopt the 2025 Board Meeting Calendar. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

2025 District Calendar---Administrative Regulations

Mr. Carne moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners adopt the 2025 District Calendar---Administrative Regulations. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

**Parks, Planning, and Facilities**

Change Order #1 for Otter Cove Aquatic Park

Ms. Rudow requested that Commissioners consider a change order request to the contract with Schaeffes Brothers for a \$7,360 credit to account for adjustments to landscaping and shade structure foundations.

Mr. Carne moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve consider a change order request to the contract with Schaeffges Brothers for a \$7,360 credit. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

#### Requests for Use

Ms. Rudow asked the Board to consider the following requests for use:

- 1) Zellmer Family Foundation for the use of Mt. St. Mary Park for the purpose of hosting Kickin' It 5K Race in the Park event on Saturday, April 5, 2025
- 2) Zellmer Family Foundation for the use of Mt. St. Mary Park for the purpose of hosting Mother's Day 5K Race in the Park event on Sunday, May 11, 2025.
- 3) Hardy Strong Foundation for the use of Mt. St. Mary Park for the purpose of hosting a fundraising event in the park on Saturday, June 14, 2025.

Mr. Carne asked if the Zellmer Family Foundation is a new renter and Ms. Rudow said no. The event planner, Mary Agnes Zellmer, is an excellent race planner and has worked with the District for years.

Ms. McCarthy moved and Mr. Carne seconded that the St. Charles Park District Board of Commissioners approve the requests for use as stated. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

#### Director's Report

Ms. Cabel advised the Commissioners that Ms. Santos will be sending a link via email to the required annual harassment training that is due to be completed by January 31, 2025. She also said that some of the commissioners and staff will attend the History Museum gala this Friday night. She reminded the Commissioners of the holiday luncheon this Friday at noon at Pottawatomie Community Center and encouraged them to attend.

#### Commissioner Comments

**Bob Carne:** Mr. Carne suggested that the Otter Cove Aquatic Park staff look into a game called battle golf game. Ms. Cabel responded that might be appropriate for a program. Mr. Carne asked if it is possible for pool pass users to use Norris Recreation Center pool when there is a rain out in the summer. Mr. Kies responded that the pool is used by SCA and St. Charles East High School most days.

**Peggy McCarthy:** Ms. McCarthy commented the beauty of the parks, especially Lincoln Park with the holiday lights. She wished everyone a Merry Christmas and Happy New Year.

**Bob Thomson:** Mr. Thomson also wished everyone a Merry Christmas and Happy New Year.

**Steve Ward:** Mr. Ward said he is excited to see earth moving at Fox Chase Park. He also wished everyone a Merry Christmas and Happy New Year.

#### Adjournment of Meeting

Ms. McCarthy moved and Mr. Ward seconded that the meeting be adjourned. A roll call vote was taken. Aye: Carne, McCarthy, Ward and Thomson. Nay: none. The motion carried and President Thomson adjourned the meeting at 6:56 p.m.

Secretary

Date Approved: January 14, 2025

