

**Minutes**  
**St. Charles Park District Board Regular Meeting**  
**June 12, 2018**

**Call to Order and Roll Call**

The St. Charles Park District Board met for a Regular Meeting at the Pottawatomie Community Center on Tuesday, May 22, 2018. At 6:34pm, President Brian Charles called the meeting to order. Administrative Assistant Natalie Nelson called the roll.

**Members present:** Trish Beckjord, Bob Carne, Brian Charles, Jim Cooke, Karrsten Goettel, Mike Hoscheit, and Bob Thomson

**Members absent:** None

**Staff present:** Director of Parks and Recreation Holly Cabel, Superintendent of Parks and Planning, Deputy Director Laura Rudow, Superintendent of Recreation Jeff Greenwald, Superintendent of Finance and Administration Cathy Camm, Pottawatomie Golf Course Manager Ron Skubisz, Public Relations & Marketing Manager Erika Young, and Administrative Assistant Natalie Nelson; Jeff Essig, IT Manager; Chris Gingrich, Assistant Superintendent of Outdoor Education

**Others present:** Carol Glemza; Matt Beran of Lauterbach & Amen, LLP; and Colleen Trapp and Brad Urhausen of Wine Sergi

**Consent Agenda**

Ms. Beckjord motioned and Mr. Cooke seconded that the St. Charles Park District Board approve Consent Agenda Items:

- A. Minutes of the Regular Board Meeting of May 22, 2018.
- B. Approval of Bills – none.
- C. Approval of Financial Statements – none.

The motion carried by the following roll call vote. Ayes: Beckjord, Carne, Cooke, Charles, Goettel, Hoscheit, and Thomson. Nays: None.

**Public Appearances**

None.

**Business Items**

**1. Administration and Finance**

a. New Employee Introductions

Cathy Camm introduced Jeff Essig, IT Manager and Laura Rudow introduced Chris Gingrich, Assistant Superintendent of Outdoor Education. Melissa Caine, Assistant Superintendent—Sportsplex will be introduced to the Board at a future meeting.

b. Annual Audit for Fiscal Period Ending December 31, 2017

Matt Beran, representing the firm Lauterbach & Amen, LLP, attended the meeting to review highlights of the Annual Audit for Fiscal Period Ended December 31, 2017. Mr. Cooke motioned and Mr. Carne seconded that the St. Charles Park District Board approve the audit as presented. The motion carried by a roll call vote. Ayes: Beckjord, Carne, Cooke, Charles, Goettel, Hoscheit, and Thomson. Nays: None.

Mr. Beran left the meeting at 7:14pm.

c. Medical Insurance Renewal Update

Colleen Trapp and Brad Urhausen from Wine Sergi presented to the Board the employee medical insurance renewal process and proposed changes to the medical insurance beginning August 1, 2018. The proposals submitted by BCBS were unsatisfactory. Proposals submitted by United Healthcare Humana, and Cigna were considered. Staff recommended switching to Cigna for their August 1, 2018 to July 31, 2019 medical insurance for an estimated combined annual premium of \$1,172,659, a decrease from BCBS current costs.

Mr. Carne motioned and Mr. Cooke seconded that the St. Charles Park District Board approve the selection of the Cigna medical insurance for the next coverage year. The motion carried by a roll call vote. Ayes: Beckjord, Carne, Cooke, Charles, Goettel, Hoscheit, and Thomson. Nays: None

d. Ordinance Authorizing Disposal of Personal Property Owned by the St. Charles Park District

Mr. Charles motioned and Mr. Cook seconded that the St. Charles Park District Board approve Ordinance 2018-06-03, authorizing the disposal of personal property owned by the Park District, as presented. No discussion followed. The motion carried by a voice vote. Aye: seven commissioners. Nay: none.

e. Amended Budget and Appropriation Ordinance for 2018

Mr. Cooke motioned and Mr. Goettel seconded that the St. Charles Park District approve Ordinance 2018-06-01, the Amended Budget and Appropriation Ordinance for Fiscal Year beginning January 1, 2018 and ending December 31, 2018, as presented. The motion carried by a roll call vote. Ayes: Beckjord, Carne, Cooke, Charles, Goettel, Hoscheit, and Thomson. Nays: None.

f. Land/Cash Fund Summary

The Land/Cash Fund Summary as of December 31, 2017 was reviewed. No action was requested nor taken.

g. Ordinance Ascertaining Prevailing Wages in the St Charles Park District

Mr. Charles motioned and Mr. Carne seconded that the St. Charles Park District approve filing with Kane and DuPage Counties the Ordinance 2018-06-02 Ascertaining Prevailing Wages. Ayes: Beckjord, Carne, Charles, Goettel, Hoscheit and Thomson. Nays: None. Abstention: Cooke.

h. Baker Community Center Lease

Ms. Cabel discussed potential changes to the lease with the Baker Community Center to allow Park District to use the second floor of the Annex building. Park District staff offices and storage of marketing materials would occupy the space. The approximate cost to the Park District would be \$2,400 per year for utilities. Mr. Cooke stated he was in favor of pursuing changing the lease to include the second floor of the Annex building. Ms. Cabel stated she would contact legal counsel for advice on how to modify the current lease agreement and it will be brought back for board review.

## **2. Recreation**

None.

## **3. Parks, Planning and Facilities**

### Turf Update

Laura Rudow reported that she and Holly Cabel met with School District 303 (CUSD303) administration to discuss the Park District's role of the cost, construction, maintenance, and management of a potential turf field at Thompson Middle School. She figured the non-school use times during which the Park District could potentially use the turf field included most of June, all of July, half of August, half of Saturdays, and all day Sundays, totaling 1160 hours per year. She noted that the activities most likely to use a turf field are lacrosse, football, and soccer, but they would often want to use the field at the same time, especially as fall times are limited due to sunset, and there is no plan to install lights on this turf field. Ms. Rudow estimated that about 40% of the 1160 hours would be reserved by these sports groups, as some of them may not be interested due to the cost.

Ms. Rudow consulted turf field rental policies in other communities and found the average rate to be \$100 per hour and recommended a two-hour minimum rental time to allow for set-up and take down of any equipment. Other elements of the agreement require negotiation, including maintenance responsibilities, supervision while groups use the field, agreement term length, and renewal cycle.

Mr. Charles and Mr. Carne preferred the Park District develop a single master IGA between the Park District and CUSD303, so each site's agreement renewals would be on the same cycle. Mr. Carne encouraged further discussion with CUSD303 to address the additional details. Mr. Goettel commented about usage of other fields to be included in the IGA.

### Change Orders

None.

### Request for Use of Facilities

Ms. Rudow requested Board approval of the following requests for use of facilities:

- The Hain for Kane 5K Run for Sheriff on Saturday, August 25, 2018 at Mt. St. Mary Park.
- Tri-Cities CROP Hunger Walk on Saturday, October 13, 2018 through Delnor Woods Park.

- Spike For Life on Sunday, July 15, 2018 at the East Side Sports Complex sand volley ball courts.

Mr. Cook motioned and Mr. Thomson seconded that the St. Charles Park District Board approve these requests for use of facilities. The motion carried by a roll call vote. Ayes: Beckjord, Carne, Cooke, Charles, Goettel, Hoscheit, and Thomson. Nays: None.

### **Correspondence**

None.

### **Director's Report**

Ms. Cabel reported that the Otter Cove slide parts are still not on site but one crate is expected June 13, the other on June 14. Both crates are in Chicago awaiting resolution with a trucking issue. June 30 is the new anticipated grand opening of the new slide, as it will still need to be inspected by IDPH and the manufacturer. Mr. Thomson asked if any pass-holder complaints have been received.

The Fourth of July VIP reception invitations have distributed. Ms. Nelson is receiving the RSVPs.

The Sculpture in the Park Artist Reception is Friday, June 15 from 5pm to 7pm with awards and dedication of donated sculptures at 6PM. The Board should RSVP to Ms. Cabel or Ms. Nelson.

Ms. Rudow updated the board on U of I Extension Lease. The Park District is midway through a three-year lease with the University of Illinois Extension for the use of 26 acres at Peck Road & Route 64. Park District staff uses the greenhouse for growing landscaping plants and the machine shed for storing equipment and fertilizer. Ms. Cabel explained to the Board that a decision in the coming year will need to proceed to renew the lease.

Ms. Rudow updated the board on the lease agreement with IOJJ. The five-year agreement with the Illinois Department of Juvenile Justice for the use of 88 acres on Route 38, signed June 2017, requires a capital plan approved by State. Before submitting the plan to the State, Park District staff will present the plan to the Board for review and approval and hold a community meeting. Ms. Cabel provided a list of improvements planned for the property. Ms. Beckjord requested the plan to include storm water management.

Ms. Cabel announced that the next Board meeting is June 26, and Mr. Cooke and Mr. Carne will not be present. She asked if other commissioners will be absent. No others stated they would be absent. She summarized agenda items likely to be addressed at this meeting, including employee dental and life insurance and the updated five-year

Comprehensive Plan. Ms. Rudow stated she will send the first draft to the committee once the consultant, Hitchcock, adds the most recently acquired parks to the plan.

Ms. Rudow met with three representatives from the Illinois Department of Natural and toured UPRR. The Park District is one of five finalists for grant funds. Additionally, in 2014, the Park District was awarded a grant but funds were not disbursed at that time. Despite not receiving these funds, the Park District did move forward with much of the planned improvements, which is viewed favorably during the current grant considerations. The original 2014 grant funds will be released soon, pending submission of documentation of the improvements that were made to Hickory Knolls Discovery Center.

Ms. Cabel reported that the City and Township of St. Charles are partnering to provide space at the Township building twice a week for Senior Services Associate, who will be available to provide seniors with assistance with health care, housing, and other standard of living issues. The Park District's Senior Center staff may refer visitors to this service.

Ms. Cabel announced that the St. Charles Park District was awarded the Kane County Chronicle 2018 Most Fun Summer Park District Award.

### **Commissioner comments**

T. Beckjord – She thanked Ms. Camm for her work on the annual audit and the Wellness Committee and staff for their work on the employee health insurance benefits. She requested when resurfacing paved areas is planned, that the RFP prohibit the use of coal tar based sealcoating and encourage asphalt and other permeable materials for new surfaces.

R. Carne – He reported that customer surveys from the Norris Recreation Center revealed that patrons perceive Park District staff as unaware of the patrons, including not greeting them. A similar comment was received regarding staff at Otter Cove not making eye contact with patrons. Mr. Carne requested that Human Resources hold customer service training. It is important that staff look up and say hello to patrons entering the facility. These are taxpayers need positive impression. Mr. Carne also thanked Ms. Rudow for quickly addressing a complaint from a patron regarding the tennis courts at Primrose Farm Park.

B. Charles – He stated he received a compliment from a patron who received assistance from Park District staff with replacing a recycling bin lid. He also reported he attended the Baker Board meeting and learned of the group's support for using the second floor of the Baker Annex building and improving the landscaping in the parking lot across the street.

J. Cooke – No comments.

K. Gottel – No comments.

M. Hoscheit– No comments.

R. Thomson – He requested a copy of the May 22, 2018, minutes that reflect the names of the selected Board members assigned to FVSRA. He added he enjoyed a recent Music in the Park concert.

**Other Business**

None.

**Executive Session**

At 8:29pm, Mr. Cook motioned and Mr. Carne seconded that the St. Charles Park District Board move to the Executive Session for the purpose of discussion of 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. The motion carried by a unanimous voice vote.

At 8:35pm, the Board returned from the Executive Session.

**Other Business**

None.

**Adjournment**

There being no further or other business, so, upon motion duly made, seconded, and carried, the meeting adjourned at 8:39 pm.

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Secretary