

**MINUTES**  
**St. Charles Park District Board Regular Meeting**  
**June 26, 2018**

**Call to Order and Roll Call**

The St. Charles Park District Board met for a Regular Meeting at the Pottawatomie Community Center on June 26, 2018. At 6:30pm, President Brian Charles called the meeting to order. Administrative Assistant Natalie Nelson called the roll.

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

**Members absent:** Bob Carne and Jim Cooke

**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,  
Assistant Superintendent of Recreation, Jennifer Bruggeman  
Administrative Assistant Natalie Nelson  
Public Relations & Marketing Manager, Erika Young (arrived at 6:32)

**Others present:** Carol Glemza and Steve Konters of Hitchcock Design Group (HDG)

**Consent Agenda**

Mr. Goettel motioned and Mr. Hoscheit seconded that the St. Charles Park District Board approve Consent Agenda Items:

A. Minutes of the Regular Board Meeting of June 12, 2018

B. Approval of Bills

i.	Corporate Fund	\$259,985.29
ii.	Recreation Fund	\$120,207.97
iii.	Liability Insurance	\$4,665.17
iv.	Revenue Facilities	\$59,062.35
v.	Norris Rec Center	\$8,902.24
vi.	Sportsplex	\$3,136.86
vii.	Capital	\$394,423.29

C. Approval of Financial Statements

- i. Cash and Investment Report as of May 31, 2018.
- ii. Revenue Expense Report as of May 31, 2018.

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

### **Public Appearances**

None.

### **Business Items**

#### **Administration and Finance**

a. Comprehensive Master Plan Presentation

Steve Konters of Hitchcock Design Group (“HDG”) presented the highlights of the five-year St. Charles Park District Comprehensive Master Plan (“Plan”) for facilities, planning and programs, and parks and open space. He noted that current in-progress projects appear on the timeline; however, this Plan begins January 2019 and ends December 2023. He explained the rationale for the placement of certain projects: projects dependent upon grant funds were scheduled according to their respective grant cycles; and large projects requiring significant funds were allotted more time for fund raising. The Plan’s timeline details the actions necessary for each type of project and policy initiative.

Mr. Konters stated that HDG’s agreement with the Park District includes annual adjustment of the plan’s timeline for the next three years to ensure it reflects project progress and accomplishments. He said he anticipated distributing the electronic version of the Plan to Board members and staff for review by early July and the Board’s adoption of the plan in August.

Board President Brian Charles commented on the how plan will be consistently implemented/monitored and updated over the years. Director Cabel responded that a spreadsheet could be used and reporting would occur regularly, similar to capital project reporting. She said administration staff is responsible for ensuring the projects are accomplished according to the timelines. Commissioner Goettel stated he was in favor of staff reporting to the Board the Plan’s progress on a quarterly or bi-yearly basis.

Commissioner Charles recommended the review of this Plan include tying each project to the St. Charles Park District Mission Statement, which states, “Enriching the quality of your life through excellence in programs, parks, facilities, and services.”

b. Dental Insurance

Cathy Camm presented staff's recommendation switching to MetLife, which offers similar coverage and a comparable provider network for a lower premium. She noted that MetLife dental insurance rates are contingent upon also purchasing life and accidental death and dismemberment insurance.

Ms. Beckjord motioned and Mr. Gottel seconded that the St. Charles Park District Board approve an agreement with MetLife premium payments for employee dental insurance in the amount of \$60,863.40. The motion carried by the following roll call vote: Ayes: Beckjord, Charles, Goettel, Hoscheit, and Thomson. Nays: None.

c. Life and AD&D Insurance Renewal

Cathy Camm presented the staff's recommendation to switch to MetLife, which offers similar coverage. She noted that MetLife life and accidental death and dismemberment rates are contingent upon also purchasing dental insurance.

Mr. Hoscheit motioned and Mr. Gottel seconded that the St. Charles Park District Board approve an agreement with MetLife for \$17,359.08 in premium payments for employee dental insurance. The motion carried by the following roll call vote: Ayes: Beckjord, Charles, Goettel, Hoscheit, and Thomson. Nays: None.

d. Sculpture Donation

Erika Young reported that Sterling "Stu" Ainsworth's family has offered to donate to the Park District a Kimber Fiebiger Humpty Dumpty sculpture that has been displayed in their garden. Staff recommends installation of the sculpture on a wall or ledge in Pottawatomie Park.

Ms. Beckjord motioned and Mr. Thomson seconded that the St. Charles Park District Board approve moving forward with the established sculpture donation process. The motion passed unanimously.

## **Recreation**

e. Monthly Usage Reports

Jeff Greenwald reported on the May usage at River View Miniature Golf (RVMG) and Otter Cove Aquatic Park (OCAP). He noted that usage at RVMG was somewhat lower compared to 2017, due to rainy weather. However, record high usage numbers at OCAP were the result of high temperatures on opening weekend, earning one-seventh of its annual budgeted revenue during just six operating days.

## **Parks, Planning, and Facilities**

### f. Fairview Phase III Park Development

Laura Rudow presented the results of the Phase III Fairview Park Playground Project bids and reported staff recommended selecting the second-lowest bid, submitted by Hacienda Landscaping, Inc.

Ms. Beckjord motioned and Mr. Hoscheit seconded that the St. Charles Park District Board approve Hacienda Landscaping, Inc. to perform the Phase III Fairview Park playground project for the amount of \$163,716. The motion carried by the following roll call vote: Aye: Beckjord, Charles, Goettel, Hoscheit, and Thomson. Nay: None.

### g. Sportsplex Renovation

Laura Rudow presented the results of the Sportsplex renovation bids, for which one bid was received. She reported staff recommended selecting Swedberg & Associates, Inc., as it was the only bid submitted.

Mr. Gottle motioned and Ms. Beckjord seconded that the St. Charles Park District Board approve Swedberg and Associates, Inc. to perform the Sportsplex Renovation project for the amount of \$599,500, including the alternate. The motion carried by the following roll call vote: Aye: Beckjord, Charles, Goettel, Hoscheit, and Thomson. Nay: None.

## **Special Reports**

### a. Fox Valley Recreation Association – Bob Thomson/Ron Skubisz

On behalf of Mr. Thomson, Mr. Gottle reported upon the organization's fundraiser event. A concept was shared with FVSRA about starting a "tree-hab" program. There has been communication with a Japanese inventor of a "tree-hab" system, which custom designs harnesses and pulley systems for individuals with physical disabilities to use with their physician's assistance to climb trees. They are investigating how to incorporate this unique opportunity into the agency's forestry and nature education programs. He also reported that the Annual Day in Park will be July 11 at Pottawatomie Park.

### b. St. Charles History Museum – Mike Hoscheit/Carol Glemza

Carol Glemza reported the museum's fundraising dinner the previous Saturday sold over 300 tickets and was very successful. She said the Museum Board was thankful Park District staff and board members attended the dinner.

- c. St. Charles Park Foundation – Jim Cook (absent)  
Ms. Cabel reported a meeting was held but no quorum was present. Discussion of the Dog Memorial occurred, but no actions were taken.
- d. St. Charles Arts Council – Holly Cabel  
Ms. Cabel reported the “Art in Public Places” celebration gallery opening is on Saturday, June 23 on North Second Street, located at the former CVB space. The works will be displayed for the next three weeks. The installation and dedication of *The Key* is also scheduled for that morning.
- e. Downtown St. Charles Partnership Board – Bob Carne/Holly Cabel  
Ms. Cabel summarized the most recent fine arts show. Planning for STC Live! events in the plaza was discussed.
- f. St. Charles Housing Commission – Karrsten Goettel  
No report. No meeting held.
- g. St. Charles River Corridor Foundation – Trish Beckjord  
No report. No meeting attended.
- h. Baker Community Center – Brian Charles  
No report.

### **Correspondence**

None.

### **Director’s Report**

Director Cabel thanked Erika Young and Cayla Greenfield for their assistance planning the successful Sculpture in the Park reception. The newest sculpture’s artist and family members attended, as did most of the other artists.

She announced Cheryl Riley’s resignation. Taylor Krawczyk, Adult Activity Center Supervisor, has been selected to fill that vacancy: Baker Station, Teens & Family Programs Supervisor. This has caused a vacancy for the Adult Activity Center Supervisor position. Mr. Charles expressed disappointment that Ms. Riley is leaving and wished her luck.

She reported that rain has caused several problems. The Golf Course holes 3, 4, 5, 6 have been affected by flooding, the miniature golf boats/kayaks have not been allowed on the river, and Boy Scout Island has been closed until IDNR deems it is safe to reopen.

She asked Jeff Greenwald to update the Board on the new slide at Otter Cover Aquatic Park. He reported the contractors are nearly finished, but progress has been slow due to

the rain. Once the shade structure is installed, and the water and electric connections are complete, landscaping can begin. The required safety testing will be completed as well. He said a soft opening this weekend might be possible. The official ribbon cutting will occur Saturday, July 7 at 10AM, at which time Board President Brian Charles will speak.

Ms. Cabel reported the employee appreciation picnic on June 14 at Primrose Farm was successful. She said approximately 100 employees attended. She thanked Sash Dumanovic and the Primrose Farm staff for their parts in the planning and setup.

Ms. Cabel asked Ms. Rudow to update the Board on the status of negotiations with the School District for the shared use of the new Thompson Middle School turf field. Ms. Rudow reported discussion is ongoing regarding the IGA details, including other facility rentals, responsibilities, fees, and scheduling. On June 28, the School District's Business Services Committee meets, at which time a draft of the IGA will be reviewed.

### **Commissioners' Comments**

Trish Beckjord – She said she enjoyed the Primrose Farm video and thanked the staff at the facility that created it. She praised Naturalist Joan Kramer for her work on the wildflower demonstration area. She recognized Otter Cove Aquatic Park staff for their hard work during the hot weather. She announced the Conservation Foundation scheduled the Conservation@Home potluck supper for August 26 at Hickory Knolls Discovery Center.

Brian Charles – No comments.

Karrsten Gottel – No comments.

Michael Hoscheit – No comments.

Bob Thomson – No comments.

### **Other Business**

None.

### **Adjournment**

There being no further or other business, so, upon motion duly made, seconded, and carried, the meeting adjourned at 8:12pm.

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Secretary