

**Minutes**  
**St. Charles Park District Board Regular Meeting**  
**July 24, 2018**

**Call to Order and Roll Call**

The St. Charles Park District Board met for a Regular Meeting at the Pottawatomie Community Center on July 24, 2018. At 6:30 P.M., Vice President Jim Cooke called the meeting to order. Administrative Assistant Natalie Nelson called the roll.

<b>Members present:</b>	Bob Carne, Jim Cooke, Karrsten Goettel, Mike Hoscheit, and Bob Thomson
<b>Members absent:</b>	Brian Charles and Trish Beckjord
<b>Staff present:</b>	Director of Parks and Recreation Holly Cabel, Superintendent of Recreation Jeff Greenwald, Superintendent of Finance and Administration Cathy Camm, Pottawatomie Golf Course Manager Ron Skubisz, Public Relations & Marketing Manager Erika Young, Assistant Superintendent of Parks Jeff Goodrich and Administrative Assistant Natalie Nelson
<b>Others</b>	Carol Glemza

**Consent Agenda**

Mr. Thomson 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 26, 2018
- B. Approval of Bills
  - i. Corporate Fund \$286,864.90
  - ii. Recreation Fund \$106,811.56
  - iii. Audit \$16,707.00
  - iv. Liability Insurance \$3,905.00
  - v. Special Recreation \$191,945.58
  - vi. Debt Service Fund \$455,746.52
  - vii. Revenue Facilities \$111,023.92
  - viii. Norris Rec Center \$16,555.49
  - ix. Sportsplex \$6,232.89
  - x. Capital \$323,062.45

C. Approval of Financial Statements

Paper copies were distributed at the meeting.

- i. Cash and Investment Report as of June 30, 2018
- ii. Revenue Expense Report as of June 30, 2018

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

**Public Appearances**

None.

**Business Items**

**1. Administration and Finance**

a. NRPA Park Agency Performance Report

Director Holly Cabel presented the 2018 NRPA Park Agency Performance Report, which contains data that park districts submitted in 2017 (using 2016 annual statistics). She explained that the report is a tool for comparison to all responding agencies and results to be used as yardsticks to gauge strengths, weaknesses, and improvement opportunities. She noted that differences indicators that additional analysis may be necessary.

She displayed slides with data from comparable agencies located in the same geographic area and similar in population, size, and budget. She explained that the District's larger staff is necessary to maintain significantly larger parks acreage. She noted that reporting methods were not uniform and not all agencies completed every section.

She stated that new data will be reported in late spring 2019, and a similar report and analysis will be useful to compare year-to-year differences.

b. Marketing Department Update

Public Relations and Marketing Manager Erika Young updated the Board on recent marketing initiatives and department goals. She stated the Partnership and Sponsorship Coordinator position job description and timeline for hiring have been developed, with an anticipated start date in November.

She reported on the recent drone photography session, which produced aerial photos and video footage for the website and print marketing materials. The video footage will appear in promotional videos and television advertisements.

Ms. Young also reported on recent cost savings efforts specifically in reducing costs associated with the quarterly activity guide both in postage and production.

She provided a mock-up of a new digital Memorial Tree display to replace the wood, paint, and brass tree currently displayed at Pottawatomie Community Center.

She provided an update on the Capital Sign Project.

Discussion of outdoor signage updates followed. Materials, designs, and formats were discussed, including revenue generating facility branding and Park District logo use. Pottawatomie Park entrance signs, Neighborhood Park welcome signs, manual and electric changeable signs, and seasonal sign toppers were suggested.

## **2. Recreation**

### **c. Monthly Usage Reports**

Superintendent of Recreation Jeff Greenwald presented the June 2018 usage reports for Otter Cove Aquatic Park, Swanson Pool, and River View Miniature Golf. He reported that daily admissions and pass sales at Otter Cove Aquatic Park were higher than last year, despite the rain and cooler weather. Pass sales at Swanson Pool were lower than last year, explained by increased popularity of purchasing combination pool passes, which are reflected in the Otter Cove figures. Year-to-date punch card purchases are higher than last year. Overall, usage was 20% lower than last year because of the facility closing due to weather. Usage at River View Miniature Golf was also 20% lower due poor weather. The IDNR's mandate prohibiting river activity during flood conditions resulted in no boat rentals for nearly two weeks. However, concessions sales were higher than last year.

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

### **d. Golf Course Monthly Usage Update**

Pottawatomie Golf Course Manager & PGA Golf Pro Ron Skubisz presented golf course usage and weather reports. He stated the early cold temperatures, heavy rain, and later record temperatures have caused lower than usual total usage. The damaged fairway grass is undergoing remediation. Purchases of junior golf passes and junior clinic participation have far exceeded previous years, men's tournament participation is higher, and senior pass purchases have been more popular than ever.

## **Special Reports**

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

Mr. Thomson reported the new Foundation director, started on Wednesday, July 11, at the Day in the Park event. He asked whether member benefits have changed for Fox Valley Special Recreation Association staff. He reported that FVSRA will need a copy of any updated policy as related to this.

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

Carol Glemza reported the Foodie Fest fundraiser was very successful. The museum thanked the Park District for its support of this event.

c. St. Charles Park Foundation – Jim Cook

No report

d. St. Charles Arts Council – Holly Cabel

Director Cabel reported the SCAC ArtsFest is September 7-16.

e. Downtown St. Charles Partnership Board – Bob Carne/Holly Cabel

Director Cabel reported an interactive art display will be placed on the wall near Puebla Mexican Restaurant. This installment features “bubbles” on which diners can engage with the mural through pictures. This project is intended to promote arts engagement similar to the wing art displayed in downtown Nashville.

f. St. Charles Housing Commission – Karrsten Goettel

No meeting

g. St. Charles River Corridor Foundation – Trish Beckjord

No report

h. Baker Community Center – Brian Charles

No report

### **Correspondence**

Director Cabel read aloud a letter received from Jo Goodger of Geneva who praised the native plant exhibit behind Pottawatomie Community Center. She expressed gratitude for the beauty in Pottawatomie Park, Mt. St. Mary Park, and Swanson Pool and appreciation for the staff’s attention to detail in maintaining the facilities.

### **Director’s Report**

The Fox Valley Special Recreation Association recognition banquet is Friday September 14. Natalie Nelson will send reminders to commissioners.

The audit firm, Jeff Ellis and Associates, that assesses lifeguards recently awarded the aquatic staff an “exceeds” rating for the second time this swim season. There will be one more audit this summer.

The City of St. Charles land/cash ordinance passed on July 16.

Jeff Greenwald's retirement luncheon is August 10 at Baker Community Center. This is his last board meeting. Recognized his work with the District for the past 25 years.

The next Park Board meeting is August 14, so three weeks from tonight instead of the usual two weeks.

The Sculpture in the Park committee decided not to purchase a permanent sculpture with this year's funds.

Director Cabel reported that the PDRMA's reimbursements due to the fire at the Norris Recreation Center did not appear to cover lost part-time employee wages. Ms. Cabel reported that some part-time staff left their positions due to the fire since they were not earning wages. Mr. Cooke recommended clarification of the reimbursement and challenging the decision. Ms. Cabel reported that majority of the claim covered membership refunds, full-time salaries, and equipment.

### **Commissioners' Comments**

Bob Carne – He reported he read in the previous Sunday's Chicago Sun-Times an article about pickleball's popularity. He reminded the commissioners and staff that internships should be considered and are beneficial to employers. He thanked employees from Clark Environmental for their volunteer day participation, Lara Piner for her part in planning tomorrow night's event for volunteers, and Jeff Greenwald for his 25 years of service. He reported that School District 303 appreciated the Park District's cooperation in developing the intergovernmental agreement for the new turf field. He suggested selling Park District photos with gift certificates.

James F. Cooke – He thanked Jeff Greenwald for his service to the Park District.

Karrsten Goettel – He also thanked Jeff Greenwald for his service to the Park District.

Michael Hoscheit – None.

Bob Thomson – None.

### **Other Business**

None.

### **Executive Session**

Upon motion duly made by Mr. Carne, seconded by Mr. Hoscheit, and carried by unanimous roll call vote, the Board adjourned to proceed to the Executive Session at 7:37 PM for the purpose of (1) discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine

its validity and (2) litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

The Board reconvened at 7:59 PM.

**Other Business**

- a. Possible action on the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee

Mr. Thomson motioned and Mr. Hoscheit seconded that the St. Charles Park District Board approve the employment contract with Michael Kies for Superintendent of Recreation. The motion carried by the following roll call vote: Ayes: Carne, Cooke, Goettel, Hoscheit, and Thomson. Nays: None.

- b. Possible action on the litigation

No action

- c. Other Business

Director Cabel distributed proposed signage for the Pottawatomie Park plaza and resolution in honor of Jeff Greenwald’s retirement, to be announced at the August 10 luncheon in his honor. She will confirm with Board President Charles he will attend and speak at the luncheon. Ms. Cabel will email the resolution to the Board for their review prior to their signing.

**Adjournment**

There being no further or other business, so, upon motion duly made, seconded, and carried, the meeting adjourned at 8:03 PM.

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Secretary