

MINUTES
St. Charles Park District Board
Regular Meeting
AUGUST 28, 2018

I. Call to Order and Roll Call

The St. Charles Park District Board met for a Regular Meeting at the Pottawatomie Community Center on August 28, 2018. At 6:30 PM, 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, Mike Hoscheit, and Bob Thomson

Members absent: Karrsten Goettel

Staff present: Director of Parks and Recreation Holly Cabel, Superintendent of Parks and Planning, Deputy Director Laura Rudow, Superintendent of Recreation Mike Kies, Superintendent of Finance and Administration Cathy Camm, Pottawatomie Golf Course Manager Ron Skubisz, Public Relations & Marketing Manager Erika Young, Administrative Assistant Natalie Nelson, and Membership Services Supervisor, Norris Rec Ctr. Rachel Vuorenma

Others present: Carol Glemza

II. Consent Agenda

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

A. Minutes of the Regular Board Meeting of August 14, 2018.

B. Approval of Bills

i. Corporate Fund	\$218,257.58
ii. Recreation Fund	\$103,129.90
iii. Audit	\$1,840.00
iv. Liability Insurance	\$124,507.22
v. Special Recreation	\$4,639.48
vi. Debt Service Fund	\$7,708.58
vii. Revenue Facilities	\$187.50
viii. Norris Rec Center	\$101,806.02
ix. Sportsplex	\$14,547.38
x. Capital	\$598,535.41

C. Approval of Financial Statements

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

The motion carried by a roll call vote. Aye: Beckjord, Carne, Charles, Cooke, Hoscheit, Thomson. Nay: None.

III. Public Appearances

None.

IV. Business Items

1. Administration and Finance

a. Board Policy 4015 - Investments

Ms. Camm presented the current Investment Policy with revisions to comply with the recent revisions to the Illinois Public Funds Investment Act. This revision increased the maximum maturation period from 270 days to three years after purchase of certain obligations.

Mr. Cooke motioned and Ms. Beckjord seconded to approve the revision to the Investment Policy. The motion carried by a roll call vote. Ayes: Beckjord, Carne, Charles, Cooke, Hoscheit, Thomson. Nays: None.

b. Attendance at Conference and Training

Ms. Young requested permission to attend American Marketing Association Digital Marketing Bootcamp in Chicago on October 22-23, 2018. This a budgeted 2018 expense.

Mr. Carne motioned and Mr. Hoscheit seconded to approve her attendance at the training. The motion carried by voice vote. Ayes: Unanimous. Nays: None.

2. Recreation

c. Monthly Usage Reports

Mr. Kies reviewed July 2018 usage reports for Otter Cove Aquatic Park (OCAP), Swanson Pool, and River View Miniature Golf (RVMG). He reported that YTD July 2018 revenue at OCAP and RVMG was greater than YTD July 2017, but Swanson Pool's revenue for the same periods was less, but the increased at OCAP was greater than the decreased at Swanson Pool. He noted that end-of-season adjustments, to move a portion of pass revenue from OCAP to Swanson Pool based upon usage, has not yet occurred. Mr. Kies stated that the extra marketing efforts for Otter Cove's new amenities likely attracted more visitors.

Ms. Beckjord asked if adding amenities to Swanson Pool to be competitive with OCAP has been considered. Director Cabel explained the intentional differences between the facilities and the types of visitors. Ms. Beckjord asked if the community is aware of the differences between the two aquatics facilities. Ms.

Young explained the marketing efforts to differentiate the facilities, which include unique marketing plans and websites.

3. Parks, Planning, and Facilities

d. Golf Course Monthly Usage Update

Mr. Skubisz reviewed the July 2018 Golf Course usage and weather impact reports. He stated a correction was necessary: weather affected 13 days, not 17 days. He explained that weather-affected days occur with rain and/or temperatures over 95 degrees. He said July 2018 and July 2017 figures cannot be compared due to closing for two weeks last year. Golf participation in July 2018 was the highest in five years, and August appears to be following suit. Despite lingering effects of flooding, the greens have recovered, and golfers enjoy playing on the course.

e. Paving Bid

Ms. Rudow presented the bids submitted for pavement projects and repairs and requested approval to award the bid to All Star Asphalt of Wheeling, Illinois, as the lowest responsible bidder in the amount of \$75,385.

Mr. Cooke motioned and Mr. Hoscheit seconded awarding the project to All Star Asphalt. The motion carried by roll call vote. Ayes: Beckjord, Carne, Charles, Cooke, Hoscheit, Thomson. Nays: None.

f. Asphalt Sealcoating

Ms. Rudow presented the only bid submitted for sealcoating various parking lots and trails with non-coal tar sealcoat material and requested approval to award the bid to Pavement Systems, Inc. of Blue Island, Illinois, as the lowest responsible bidder in the amount of \$56,283.

Mr. Cooke motioned and Mr. Thomson seconded awarding the project to Pavement Systems, Inc. The motion carried by roll call vote. Ayes: Beckjord, Carne, Charles, Cooke, Hoscheit, Thomson. Nays: None.

g. Easement Agreement for 2026 Bridle Ct, St. Charles

Ms. Rudow presented a property owner's request for a temporary construction easement to allow contractors installing an in-ground pool to access his property through District-owned property. She reported that the resident has explored other options for moving the large one-piece pool onto his property. No active programming is planned along the requested easement route. The contractors will file the required indemnification and insurance paperwork with the District prior to beginning the work that will require access through District-owned property.

Mr. Cooke motioned and Mr. Carne seconded to approve the temporary Easement Agreement. The motion carried by voice vote. Ayes: Unanimous. Nays: None.

h. FVSRA License Agreement

Ms. Rudow presented the License Agreement for Fox Valley Special Recreation Association to utilize space at Sportsplex for \$1,600 per month beginning November 1, 2018 and through October 31, 2019. She explained that the only change since the last Board discussion is the start date of the agreement is one month later.

Mr. Hoscheit motioned and Ms. Beckjord seconded to approve the License Agreement. The motion carried by roll call vote. Ayes: Beckjord, Carne, Charles, Cooke, Hoscheit, Thomson. Nays: None.

i. Request for Use of Facilities

Ms. Rudow presented the request for All About the Paws, through Erika Seibert, Event Coordinator / Founder, to use Baker Memorial Park for their annual event on Saturday and Sunday, October 6-7, 2018.

Mr. Cooke motioned and Ms. Beckjord seconded to approve the request. The motion carried by voice vote. Ayes: Unanimous. Nays: None.

V. Special Reports

- a. Fox Valley Recreation Association – Bob Thomson and Ron Skubisz – No report, as the last meeting had no quorum.
- b. St. Charles History Museum – Mike Hoscheit and Carol Glemza – No report.
- c. St. Charles Park Foundation – Jim Cooke – He discussed the Dog Memorial ribbon cutting. He said he was impressed by the heartfelt presentations by Julie Miller-Longo, Vanessa Bell-LaSota, and Brian Moss. Among the approximate 100 attendees were St. Charles Police Department K-9 officers and dogs. He encouraged others to visit the memorial. He thanked Ms. Young for working with the Park Foundation members and members of the Parks staff for their quick and well-done concrete work.
- d. St. Charles Arts Council – Holly Cabel – She announced the ArtsFest dates: September 7-16, which will feature an “art crawl” to several venues throughout the City including a pop up gallery located in the former CVB space off of Rt. 31. Also included in this event is Park District’s Sculptures in the Park program. Jazz Weekend will occur during ArtsFest.
- e. Downtown St. Charles Partnership Board – Bob Carne and Holly Cabel – Ms. Cabel reported that this group is working on the upcoming Jazz Weekend event and has experienced increased sponsorship.
- f. St. Charles Housing Commission – Karrsten Goettel – No report (absent).
- g. St. Charles River Corridor Foundation – Trish Beckjord – She reported the group is exploring locations for next years’ Run and Tug event, including Pottawatomie Park. The group asked for suggestions for new smaller-cost projects to help the community stay interest in river activities. A storm water management project in Langum Park

was mentioned as well as trail enhancements. Ms. Cabel stated this group has not approached public agencies formally of these projects until a clear selection is made.

- h. Baker Community Center – Brian Charles – No report.

VI. Correspondence

- Caryl Van Overmeiren sent a thank you note for the sympathy card sent upon her husband, John's, passing.
- Jeff Greenwald sent a thank you note for his retirement send off and the plaza named in his honor.
- The District received a letter from an individual concerned about the Golf Course shoreline stabilization project. This letter was sent in response to the Army Corps of Engineers' posting of the project on its website during the required public comment period. Ms. Rudow has met with project engineers to discuss plan details, and Golf Course Superintendent Denise Gillett-Parchert to provide a historical perspective of past stabilization projects during her tenure.

VII. Director's Report

- Director Cabel reported the payments of lost wages were disbursed to the full-time staff affected by the fire at Norris Recreation Center. Rachel Vuorenmaa spoke on behalf of the Norris Recreation Center staff to thank the Board for approving the payments. She reported that several employees who received payments approached her to express their gratitude and shared with her how the payments helped to cover college tuition, unexpected medical bills, and other expenses.
- Director Cabel requested cancelling the September 25 Board meeting. She, Ms. Rudow, Ms. Camm, and Mr. Kies cannot be present, as they are attending the NRPA conference. She stated that any items requiring Board action before the end of September will be considered at the Capital Workshop on September 20.
- She reminded the Board IAPD's Best of the Best Gala is October 12, at which Mr. Cooke will be recognized for 35 years' service to the District. She asked the Board and staff to consider attending. RSVPs are required.
- Director Cabel shared a recent mailer containing marketing that featured cooperation between the Park District and the History Museum.
- Director Cabel announced that she, Ms. Rudow, Ms. Camm, Mr. Kies and Commissioner Thomson will attend FVSRA's Recognition Banquet on September 14. Three additional staff will also be invited to attend.
- At the All-staff meeting on September 6, staff will learn about wellness incentive program changes, which are designed to encourage participation in a variety of planned wellness-related activities and events. Three such opportunities will occur each half-year period.

- Director Cabel will be out of the office on Thursday and Friday, September 6-7. In her absence, Ms. Rudow will be acting Director.

VIII. Commissioners' Comments

Trish Beckjord – She thanked Jill Voegtle for leading the Hickory Knolls Discovery Center tour during the Conservation at Home Pot Luck. She also thanked other HKDC staff for their planning assistance. She recommended offering employee wellness opportunities to encourage spending time in nature and stewardship activities. She thanked Chris Gingrich for attending the recent Conservation event. She reported upon a newsletter she obtained from Ann Arbor, Michigan, which features articles about stewardship and natural area awareness. She said the city and park district collaborate to improve the environment and recently participated in helping pollinators. She appreciated District staff's effort to ensure non-coal tar sealcoating will be used.

Bob Carne – He thanked District staff who recently spruced up the East Side Sports Complex. He praised the Concerts in the Park. Director Cabel stated that even the recent make-up concert this past week was highly attended, which is a testament to the popularity of this program.

Brian Charles – He recently observed and praised the quality of the fascia improvements to the Delnor Woods dam. Ms. Rudow reported speaking with a resident, who lives on the other side of the dam, who also noticed and appreciated the high quality work.

James F. Cooke – None.

Karrsten Goettel – None (absent).

Michael Hoscheit – He reported visiting the dog memorial and complimented the statue's placement and the site improvements that allow for easy access.

Bob Thomson – None.

IX. Other Business

None.

X. Adjournment

There being no further or other business, so, upon motion duly made, seconded, and carried, the meeting adjourned at 7:21 PM.

Secretary