

MINUTES
ST. CHARLES PARK DISTRICT BOARD MEETING
Pottawatomie Community Center
August 14, 2018
(Amended October 9, 2018)

Call to Order and Roll Call

The St. Charles Park District Board met for a Regular Meeting at the Pottawatomie Community Center on August 14, 2018. At 6:30 P.M., President Brian Charles called the meeting to order. Administrative Assistant Natalie Nelson called the roll.

Members present: President Brian Charles, Trish Beckjord, Bob Carne, 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 Michael Kies, Superintendent of Finance and Administration Cathy Camm, Pottawatomie Golf Course Manager Ron Skubisz, Adult Activity Center Supervisor Lynne Yuill, Parks Coordinator Vince Morton, Assistant Superintendent of Recreation Katie Miller,
Administrative Assistant Natalie Nelson

Others Carol Glemza

Consent Agenda

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

- A. Minutes of the Regular Board Meeting of July 24, 2018
- B. Approval of Bills
- C. Approval of Financial Statements

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

Public Appearances

1. **Employee Introductions**

Director Cabel introduced Mike Kies, Superintendent of Recreation, who comes from Hoffman Estates Park District where he held the position of Director of Recreation and Facilities for the past six years and Director of Facilities for the seven years prior.

Katie Miller introduced Lynne Yuill, Adult Activity Center Supervisor, who formerly held the position of Early Childhood, Preschool & Day Camp Supervisor. Laura Rudow introduced Vince Morton, Parks Coordinator, who formerly held the position of Parks Specialist.

At 6:39 PM, Katie Miller, Lynne Yuill, and Vince Morton left the meeting

1. **Administration and Finance**

a. **Resolution to IMRF**

Ms. Camm reported that IMRF requires a resolution to approve cash related to health insurance paid as IMRF earnings. She explained that the District contributes \$1,500 when employees who are eligible, but decline, to enroll in the District's health insurance due to having other health insurance.

Mr. Cooke motioned and Mr. Carne seconded that the St. Charles Park District Board approve Resolution 2018-08-02. The motion carried by roll call vote. Ayes: Beckjord, Carne, Charles, Cooke, Goettel, Hoscheit, and Thomson. Nays: None.

b. **2018 Mid-Year Report**

Ms. Camm presented the 2018 Mid-Year Report. Year-to-date 2018 revenue and expenses were compared to the same period in 2017 and year-to-date 2018 revenue and expenses were compared to the 2018 fiscal year budget.

She reported that PDRMA did not reimburse the Park District for the most recent flooding event. Poor weather has caused lower revenue during the first half of 2018 compared to the first half of 2017 for some revenue facilities. Lower revenues were realized at Pottawatomie Golf Course, River View Mini Golf (RVMG), and Swanson Pool. However, higher revenue was generated at Otter Cove Aquatic Park (OCAP) compared to the first half of 2017, which was due to high temperatures on weekends early in the season, and some due to combination pool pass purchases, which are currently counted as OCAP revenue. She explained that end-of-season reconciliation moves a portion of revenue from combination pool passes out of the OCAP fund and into the Swanson Pool fund. She added that swim lesson revenue was lower compared 2017.

She also reported "Before the Bell" participation doubled in the past year, resulting in waitlists. Discussion followed regarding the community's need for before-school programming. Ms. Cabel explained the challenges of providing staff and morning bus transportation to each elementary school. President Charles recommended further discussion during 2019 budget planning.

Ms. Camm highlighted other funds' expenses and revenues as of June 30, 2018:

- Norris Recreation Facility: expenses were higher than in the first half of 2017 due to the cost of fire repairs and maintenance; however, the facility is still profitable, operating with a surplus.
- Sportsplex: no data to report since the facility opened in April.
- Fox Valley Special Recreation Association: expenses appear higher than the first half of 2017 only because both payments for 2018 were sent in the first half of 2018; by the end of the year, this fund will level out.
- Land Cash was received for two buildings in Shodeen's Prairie Center development.

c. Resolution Relating to Lost Wages at Norris Rec Center

Ms. Camm reported that legal counsel advised the District to approve a resolution in order to pay out Norris Recreation Center part-time employees wages lost due to the fire that occurred at Norris and employees not able to work for a specified time.

Mr. Cooke motioned and Mr. Carne seconded that the St. Charles Park District Board approve Resolution 2018-08-01. The motion carried by roll call vote. Ayes: Beckjord, Carne, Charles, Cooke, Goettel, Hoscheit, and Thomson. Nays: None.

d. Resolution for Jeff Greenwald

Director Cabel requested formal approval of Resolution 2018-08-10, in recognition of Jeff Greenwald's 25 years' service with the Park District and the naming of the plaza in his honor.

Mr. Carne motioned and Ms. Beckjord seconded that the St. Charles Park District Board approve Resolution 2018-08-10. The motion carried by the unanimous affirmative voice vote.

2. **Recreation**

e. Attendance at Conference and Training

Director Cabel requested Board approval for Steve Gard, Aquatics, Youth Programming, and Friday Live! Supervisor to attend the IAAPA conference in Orlando, Florida, November 12-16, 2018.

Mr. Carne motioned and Mr. Cooke seconded that the St. Charles Park District Board approve Steve Gard's attendance at the IAAPA conference. The motion carried by the unanimous affirmative voice vote.

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

f. Sportsplex Parking Lot Renovation

Ms. Rudow requested approval of the lowest responsible bidder for renovations of the Sportsplex parking lot, submitted by Evans and Sons of West Chicago, Illinois, in the amount of \$220,879.22. She stated this bid amount is below the budgeted amount, and the contractor has performed well on other District projects.

Mr. Cooke motioned and Mr. Goettel seconded that the St. Charles Park District Board approve the Evans and Sons bid. The motion carried by roll call vote. Ayes: Beckjord, Carne, Charles, Cooke, Goettel, Hoscheit, and Thomson. Nays: None.

g. Pottawatomie Gym Floor Renovation

Ms. Rudow requested approval of the only bid for a new Pottawatomie gym floor, submitted by Floors Incorporated of Woodstock, Illinois, for a new gym floor, in the amount of ~~\$55,000~~ \$55,800. This amount reflects the total base bid submitted, which differs from the amount that appears on the agenda for this meeting.

Mr. Cooke motioned and Mr. Carne seconded that the St. Charles Park District Board approve Floors Incorporated bid. The motion carried by roll call vote. Ayes: Beckjord, Carne, Charles, Cooke, Goettel, Hoscheit, and Thomson. Nays: None.

h. FVSRA Lease Discussion

Ms. Rudow provided an update on Fox Valley Special Recreation Association's (FVSRA) use of dedicated space in Sportsplex, consisting of 1,400 square feet, including a multipurpose room, kitchen, office space, and parking space for an FVSRA van. FVSRA has also requested access to other amenities when not in use. She stated that FVSRA currently has one condo agreement and several lease agreement for facilities at other park districts, which she has reviewed in terms of cost, size, amenities, and accessible times.

She reported that the Sportsplex space's size, amenities, and accessible times are greater than the other park districts' facilities FVSRA uses. Consequently, she recommended a monthly rental fee of \$1,300 to \$1,600. Ms. Rudow stated she would negotiate with FVSRA on the details of an agreement to be presented for Board consideration at the next meeting. She clarified that FVSRA's Day Break program will continue to operate at PCC, and the Sportsplex space is in addition to current FVSRA programming.

i. 2018 Grant Update

Ms. Rudow updated the Board on the status of 2018 grants, including applications submitted, awarded, and denied as well as future grant opportunities. She explained that preparing grant applications requires significant time, so staff prepares data and documentation to be used for multiple applications whenever possible. Discussion followed regarding availability of grants for property acquisitions and construction projects..

j. Purchase of Curtain Dividers

Ms. Rudow requested approval to procure two field-dividing curtains for the Sportsplex fieldhouse at the price identified in the national public bid, National Joint Purchase Alliance (NJPA), \$32,125, installed.

Mr. Cooke motioned and Mr. Goettel seconded that the St. Charles Park District Board approve procuring the two field-dividing curtains for the Sportsplex fieldhouse for \$32,125. The motion carried by roll call vote. Ayes: Beckjord, Carne, Charles, Cooke, Goettel, Hoscheit, and Thomson. Nays: None.

k. Vehicle Purchase

Ms. Rudow requested approval to purchase a 2018 Ford F150 Super Cab 4x4 pickup truck from Morrow Brothers Ford of Greenfield, Illinois, through the State of Illinois Government bid program for \$32,375.

Mr. Cooke motioned and Mr. Hoscheit seconded that the St. Charles Park District Board approve the purchase of the truck for \$32,375. The motion carried by roll call vote. Ayes: Beckjord, Carne, Charles, Cooke, Goettel, Hoscheit, and Thomson. Nays: None.

l. Bolcum Road License Agreement

Ms. Rudow requested approval to renew the license agreement for the Park District-owned house at 37W741 Bolcum Road, St. Charles, Illinois, for one year to Carlos Vinson for \$650 per month.

Mr. Cooke motioned and Mr. Carne seconded that the St. Charles Park District Board approve the license agreement. The motion carried by roll call vote. Ayes: Beckjord, Carne, Charles, Cooke, Goettel, Hoscheit, and Thomson. Nays: None.

m. Requests for Use

Ms. Rudow requested approval of two requests for use:

- Fox Valley Winter Trail Series, through Tom Spadafora, Owner, requests to use Hickory Knolls Discover Center for the annual “Run & Achieve” event on Saturday, January 19, 2019.

- Lazarus House, through Leanna Deister-Goodwin, Executive Director, requests to use Lincoln Park for new community concert event, “The Need Is Now,” on Saturday, September 22, 2018.

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

Correspondence

Director Cabel shared two thank-you notes. The FVSRA thanked the District for hosting the Day in the Park and commended several staff members for their hard work. Park Foundation Trustee Vanessa Bell-LaSota thanked the Board and staff for the get-well flowers she received.

Director’s Report

Director Cabel discussed Take a Child Outside (TACO) programming. She announced the Hickory Knolls Discovery Center’s (HKDC) Hide-Out natural play area ribbon-cutting will be September 22, 2018, at approximately 1:30PM. She asked Board members to mark their calendars. Natalie Nelson will send a reminder closer to the date.

The Aquatics staff received its final 2018 audit and received a third “exceeds” designation at both Swanson Pool and OCAP. Ms. Cabel stated that the District’s lifeguards participate in frequent in-service training during the season to keep current.

Ms. Cabel reported that conversations continue with the Norris Cultural Arts Center (NCAC) regarding its potential use of Baker Community Center. NCAC will submit a formal proposal to the District, which will include plans to update lighting and sound systems, for Board’s future review.

The FVSRA Recognition Banquet is the evening of Friday, September 14, 2018. Ms. Cabel invited Board members and staff to attend. Natalie Nelson will register the attendees for the event.

The Dog Memorial ribbon-cutting will be Saturday, August 18, 2018, beginning at 10AM. The presentation will begin at 10:30AM. Final landscaping installation, sidewalk work, and sculpture placement will be complete Wednesday, August 15, 2018.

Essex Junction, Vermont, won the NRPA magazine cover photo contest with a photo of a dog in a public pool. Director Cabel reported the District’s photo was the only finalist from Illinois.

Commissioners' Comments

Trish Beckjord – She thanked Joan Cramer and Pam Otto for their assistance with her presentation on the Native Plant Display Garden. She congratulated Aquatics staff on their excellent audits. She is excited about the new natural play area at HKDC.

Bob Carne – He reported recently fishing at the pond near East Side Sports Complex, which he found very clean and well maintained. He asked if the District restocks the pond. Ms. Rudow recalled stocking twice. Mr. Carne asked Ms. Rudow to research the cost and logistics of restocking the pond again.

Brian Charles – He asked about the annual UOP company picnic at Pottawatomie Park on Friday, August 3, 2018. Ms. Cabel reported the area experienced some traffic congestion, and the District notified the public of the traffic via social media. She stated the picnic typically brings approximately 1,000 additional people to Pottawatomie Park. This year, UOP estimated 1,800-2,000 employees attended.

James F. Cooke – He reported playing a round of golf at Pottawatomie Golf Course for first time in approximately 15 years. He said he enjoyed the beautiful course.

Karrsten Goettel – No comments.

Michael Hoscheit – No comments.

Bob Thomson – No comments.

Other Business

None.

Executive Session

Upon motion duly made by Mr. Cooke, seconded by Mr. Goettel, and carried by unanimous roll call vote, the Board adjourned to proceed to the Executive Session at 7:30PM for the purpose of 1) 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, and 2) 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.

The Board reconvened at 7:55PM.

Mr. Cooke motioned and Mr. Hoscheit seconded to approve a merit increase for the Superintendent of Finance and Administration. The motion carried by roll call vote. Ayes: Beckjord, Carne, Charles, Cooke, Goettel, Hoscheit, and Thomson. Nays: None.

Other Business

None.

Adjournment

There being no further or other business, so, upon motion duly made, seconded, and carried, the meeting adjourned at 7:56PM.

Secretary