

MINUTES
St. Charles Park District Board
Regular Meeting
Pottawatomie Community Center, St. Charles, Illinois
September 11, 2018 at 6:30 P.M.

Call to Order and Roll Call

The St. Charles Park District Board met for a Regular Meeting at the Pottawatomie Community Center on September 11, 2018. At 6:31 P.M., 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, and Mike Hoscheit

Members absent: Bob Thomson

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,
Administrative Assistant Natalie Nelson,
Assistant Superintendent of Recreation Katie Miller,
Early Childhood, Preschool & Day Camp Program Supervisor Kara Guizzetti, and IT Manager Jeff Essig

Others present: Carol Glemza, Bill Inman and Bridget Deatrick of Hitchcock Design Group

Consent Agenda

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

- A. Minutes of the Regular Board Meeting of August 28, 2018
- B. Approval of Bills
- C. Approval of Financial Statements

The motion carried by roll call vote with aye votes cast by Beckjord, Carne, Cooke, Goettel, Hoscheit, and Charles; no nay votes were cast.

Public Appearances

Assistant Superintendent of Recreation Katie Miller introduced Kara Guizzetti, the new Early Childhood, Preschool and Day Camp Program Supervisor. Ms. Guizzetti was a preschool teacher at the District for ten years prior.

Ms. Miller and Ms. Guizzetti left the meeting at 6:33 P.M.

Business Items

Administration and Finance

a. Firewall Upgrade and Services

IT Manager Jeff Essig presented the request to purchase a new firewall and related services. Cisco will no longer provide support for the current firewall after September. The District has an existing relationship with Sentinel, which helped to update the servers recently. This request includes new firewall hardware, software, professional services, maintenance, and on-going assessment. Mr. Essig noted that the security software on individual computers would not change. The new firewall will allow the future use of two-factor authentication. Mr. Essig stated the proposed firewall has a good reputation and a life span of about eight years, similar to the current firewall.

Mr. Cooke motioned and Mr. Goettel seconded that the St. Charles Park District Board approve the purchase of the Cisco 2110 Firewall to increase District's network security from Sentinel for \$31,095.85, which includes a three-year maintenance agreement. The motion carried by roll call vote with aye votes cast by Beckjord, Cooke, Goettel, Hoscheit, and Charles; no nay votes were cast. Mr. Carne abstained from the vote.

b. Proposed Rate Increases for 2019

Cathy Camm presented the proposed fiscal year 2019 rates and fees for facilities, memberships, and rentals. She provided justification for the rate and fee changes:

- The memorial bench fee has increased due to actual costs.
- The paddleboat rentals are new in 2019.
- Cabana rentals at Otter Cove have a slight increase over last year's.
- Golf green fees have been adjusted to encourage non-peak time golfers.
- Sportsplex fees include new half-field rentals. The new rate structure charges lower rates to residents, associated groups, and non-peak/off-season times. Ms. Rudow noted that the biggest renters are non-associated groups for Lacrosse and Chicago Soccer Academy. She added that former Sportsplex management granted significant discounts to many different groups.

Mr. Carne motioned and Mr. Cooke seconded that the St. Charles Park District Board approve the proposed rate changes for calendar year 2019. The motion carried by roll call vote with aye votes from Beckjord, Carne, Cooke, Goettel, Hoscheit, and Charles; no nay votes were cast.

c. Comprehensive Master Plan Presentation

Ms. Rudow introduced Bridget Deatrick and Bill Inman, consultants from Hitchcock Design Group (“Hitchcock”), who prepared the five-year Comprehensive Master Plan (the “Plan”).

Mr. Inman presented the Plan’s organization, highlighting the chapter divisions, the objectives, demographics, and park assessments, alphabetized by park name. Also included in the Plan are sections that address community engagement and shareholder input, outdoor and indoor space needs, and state and national trends. He explained that the Plan is a fluid document, so staff can add data and adjust the project calendar as needed. The Hitchcock consultants will assess project progress at the end of each of the five years.

Ms. Rudow reported that the Plan committee revised the calendar since the last time the Board reviewed it. The committee decided that annual project costs should be similar year-to-year, so some projects were moved to different years. This resulted in budget expenses remaining relatively level through the five years.

Mr. Charles stated that Plan edits should occur more than during Hitchcock’s annual assessment. Director Cabel stated that the user-friendly format of the Plan document allows District staff to edit it as needed throughout each year.

Mr. Carne asked the Hitchcock consultants if the District’s current amenities and planned improvements are comparable to other similar districts. Ms. Deatrick responded, stating that the District’s shortage of indoor space has been addressed with the purchase of Sportsplex. Ms. Rudow added that the District’s recent efforts to partner with other agencies, like CUSD 303, provide additional amenities to the community without the high cost of purchasing or building new facilities.

Ms. Cabel reported that hard copies of the Plan would be provided to Board members as soon as the document is finalized.

Mr. Carne motioned and Mr. Cooke seconded that the St. Charles Park District Board approve the Comprehensive Master Plan. The motion carried by roll call vote with aye votes cast by Beckjord, Carne, Cooke, Goettel, Hoscheit, and Charles; no nay votes were cast.

Mr. Inman and Ms. Deatrick left the meeting at 7:04 P.M.

Recreation

None.

Parks, Planning, and Facilities

None.

Correspondence

None.

Director's Report

- Ms. Cabel announced that three seats on the Park District Board, currently held by Ms. Beckjord, Mr. Cooke, and Mr. Thomson, are up for election at the Consolidated Election on April 2, 2019. Natalie Nelson reported that candidate materials are available at Baker Community Center during normal business hours. Petition circulation begins September 18, for which 92 valid signatures are required. Completed petitions should be submitted to Baker Community Center between December 10 and December 17 during normal business hours. If a ballot position lottery is necessary, it will occur December 21.
- The FVSR Foundation's Northern Nights Lights and Trees is November 16. Ms. Cabel stated she would like a table of District Board and staff to attend. Board members should notify Ms. Nelson if they plan to attend.
- The FVSRA Recognition Banquet is Friday. Commissioner Thomson will join District staff, including award winners Rosie Fasching, Laura McCoy, and Lynne Yuill.
- The Board meeting scheduled for September 25 is cancelled. A cancellation notice will be posted and distributed.
- The Board's 2019 Capital Workshop Special Meeting is September 20 at Hickory Knolls Discovery Center from 11:30 A.M. to 2:30 P.M. Mr. Thomson and Ms. Beckjord have prior commitments that necessitate their departure from the meeting earlier. A couple of business items will also be presented.
- Ms. Cabel reported that IT Manager Jeff Essig discovered the Board iPads cannot accommodate necessary updates, so an alternative method to view board packets is necessary. She stated that tablets with Wi-Fi cost much less than tablets with cellular service, like the current iPads. Mr. Charles requested Mr. Essig and Ms. Nelson work together to develop a few different options from which to choose. He also asked Ms. Nelson to find out whether the current iPads can connect to DropBox and if it is possible to take notes while viewing the PDF files. Mr. Carne suggested leasing tablets instead of purchasing them.

Commissioners' Comments

- Trish Beckjord – She announced upcoming events at Aurora University. Artist Joel Sheesley's exhibit, "A Fox River Testimony," will display 72 oil paintings at the Schingoethe Center from September 20 (free reception and artist talk 5-6:30 P.M., online registration requested) until December 14. A Community Symposium, "A Fox River Testimony," will be held November 8 in the Crimi Auditorium. She recommended viewing online the upcoming events and programs at AU. She reported visiting the Hickory Knolls Hideout and recommended installing similar structures at other parks.
- Bob Carne – He thanked District Parks maintenance staff for their immaculate work. He asked if River Bend Community Park is underutilized despite its high potential. Ms. Cabel reported River Bend Community Park is frequently rented out. He recommended committees for Sportsplex and Aquatics continue meeting. He asked if an ice-skating rink would be discussed at the Capital Workshop and suggested possible locations. Ms. Cabel responded that the item is still on the project list to be discussed at the workshop. He requested consideration of honoring living people when naming future facilities.
- Brian Charles – He thanked Ron Skubisz and Denise Gillet-Parchert for working with the high school girls golf coach and team volunteers who planted grass seedlings in the floodplain last weekend. Mr. Skubisz explained that more seedlings were ordered, but many were in such poor condition they were sent back to supplier.
- James F. Cooke – He inquired whether SwimCity meetings have occurred. Ms. Rudow gave an update of recent capital sponsorship meetings and discussed potential future meetings.
- Karrsten Goettel – No comment.
- Michael Hoscheit – No comment.

Other Business

None.

Executive Session

Upon motion duly made, seconded, and carried, the Board adjourned to proceed to an Executive Session at 7:30 P.M. for the purpose of discussion of (1) minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06; (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; and (3) 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 7:41 P.M.

Other Business

None.

Adjournment

There being no further or other business, so, upon motion duly made, seconded, and carried, the meeting adjourned at 7:41 P.M.

Secretary