

**MINUTES**  
**St. Charles Park District Board of Commissioners**  
**Regular Meeting**  
**Pottawatomie Community Center, St. Charles, Illinois**  
**July 10, 2018 at 6:30pm**

**Call to Order and Roll Call**

The St. Charles Park District Board met for a Regular Meeting at the Pottawatomie Community Center on July 10, 2018. At 6:31pm, President Bob Carne called the meeting to order. Administrative Assistant Natalie Nelson called the roll.

**Members present:** Bob Carne, Brian Charles, Jim Cooke, Karrsten Goettel, Mike Hoscheit, and Bob Thomson; Trish Beckjord (arrived at 7:11pm)

**Members absent:** Trish Beckjord (until 7:11pm)

**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,  
Pottawatomie Golf Course Manager Ron Skubisz,  
Administrative Assistant Natalie Nelson,  
Assistant Superintendent of Recreation Jennifer Bruggeman,  
Athletic Supervisor Megan Hatheway,  
Recreation Supervisor Taylor Krawczyk,  
Assistant Superintendent-Sportsplex Melissa Caine, and  
Sportsplex Supervisor Cayla Greenfield

**Others** Carol Glemza and James C. Ritz

**Consent Agenda**

James Cooke motioned and Bob Carne 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
- C. Approval of Financial Statements

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

## **Public Appearances**

Jeff Greenwald introduced to the Board Megan Hatheway, Athletic Supervisor and Taylor Krawczyk, Recreation Supervisor. Laura Rudow introduced to the Board Melissa Caine, Assistant Superintendent-Sportsplex and Cayla Greenfield, Sportsplex Supervisor.

## **Business Items**

### **Administration and Finance**

#### a. Baker Community Center Lease

Holly Cabel presented an updated amendment for the Baker Community Center lease, which allows the Park District to utilize the first and second floor of 213 Walnut Street, adjacent to the Baker Community Center. The updated amendment addresses the new increased usage and payment of utilities as well as updates the respective parties' responsibilities within Walnut property.

Ms. Cabel distributed hard copies of the lease amendment.

Mr. Cooke motioned and Bob Thomson seconded that the St. Charles Park District Board approve the updated lease amendment. The motion carried by the following roll call vote: Ayes—Carne, Cooke, Charles, Goettel, Hoscheit, and Thomson. Nays—None.

#### b. Attendance at Conference and Training

Cathy Camm requested approval from the Board for Sash Dumanovic, Human Resources and Risk Manager, to attend the budgeted Illinois SHRM Conference & Exposition in Oak Brook, IL September 23-25, 2018.

Mr. Cooke motioned and Mr. Thomson seconded that the St. Charles Park District Board approve the conference attendance request. The motion carried by the following roll call vote: Ayes—Carne, Cooke, Charles, Goettel, Hoscheit, and Thomson. Nays—None.

### **Recreation**

#### c. Attendance at Conference and Training

Jeff Greenwald requested approval from the Board for the following to attend the following conference. All conferences are budgeted 2018 expenses. Jen Bruggeman, Assistant Superintendent of Recreation and Katie Miller, Assistant Superintendent of Recreation to attend IAAPA in Orlando, Florida, November 12-16, 2018.

Mr. Cooke motioned and Mr. Thomson seconded that the St. Charles Park District Board approve the conference attendance request. The motion carried by the following roll call vote: Ayes—Carne, Cooke, Charles, Goettel, Hoscheit, and Thomson. Nays—None.

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

#### **d. Mid-Year Capital Update**

Laura Rudow presented 2018 Capital Plan Second Quarter report, including progress of individual projects and year-to-date expenses. She distributed hard copies and highlighted Quarter 1 project progress, asserting the status of each is good. She also highlighted Quarter 2 project progress, noting the status of each in-progress project and the completed projects.

Mr. Charles asked what Quarter 3 projects obstacles might be foreseen. Ms. Rudow responded that weather could affect the shoreline improvement project.

No Board action taken.

#### **e. Dog Memorial Sculpture**

Ms. Rudow reported on the status of the pet memorial plaza in Delnor Woods. She stated that the Park District's original contribution of \$12,500 is insufficient with the additional unexpected expense of professional installation of stairs and railings to the memorial, which Park Staff cannot perform.

Discussion followed regarding changing the position and orientation of the memorial so stairs and railings would be unnecessary.

Ms. Rudow noted Board approval is not required as the dollar amount requested is below that threshold. She added that the Park Foundation's contribution may increase as additional funds are raised, so the final cost to the Park District may be less than the maximum.

Mr. Cooke motioned and Mr. Thomson seconded that the St. Charles Park District Board approve the cost of professional services in the amount of \$24,900 to create path, stairs, railing and plaza at Delnor Woods Park. The motion carried by the following roll call vote: Ayes—Cooke, Charles, Goettel, Hoscheit, and Thomson. Nays—Carne.

#### **f. Thompson Turf Intergovernmental Agreement**

Ms. Rudow reported upon the proposed five-year agreement between CUSD303 and the St. Charles Park District to allow the Park District to rent turf fields to community groups during non-school use. She summarized the agreement's terms and explained the market analysis she performed to determine the annual \$32,000

fee for the five-year term. She noted the agreement includes a provision for the Park District to request a full week of all-day use in the summer for programming.

Ms. Rudow explained she obtained verbal commitments from several groups that would rent turf fields through the Park District. However, if these groups use the turf fields less or more than expected in the first two years, the agreement states the terms will be reevaluated and possibly adjusted for years 3, 4, and 5.

Mr. Cooke questioned why the agreement includes the \$100-per-hour turf-field rental fee. He said he was concerned the agreement would prevent the Park District from charging different fees for different groups, based upon their location as inside or outside Park District boundaries or adjusting fees at all for five years.

Mr. Charles asked Ms. Rudow to propose to CUSD303 removing the \$100-per-hour turf-field rental fee from the agreement and adding a provision that allows the Park District to set its fee schedule. Ms. Rudow agreed and stated she will report back to the Board the response from CUSD303.

Mr. Cooke motioned and Mr. Thomson seconded that the St. Charles Park District Board approve the IGA with CUSD303 including the recommended changes to the rental fee provisions. The motion carried by the following roll call vote: Ayes—Carne, Cooke, Charles, Goettel, Hoscheit, and Thomson. Nays—None.

g. Temporary Lights at James O. Breen Community Park

Ms. Rudow presented a request from Tri City Youth Football (TCYF) for permission to place temporary lights at James O. Breen Community Park fields 1, 2, and 3 and Primrose Farm Park, to be contracted and paid for by TCYF. She explained the organization seeks to reduce expenses due to decreased participation. She reported staff does not recommend using game fields for practice and suggested moving the group to different practice fields. She also reported staff does not recommend allowing temporary lights at Primrose Park.

Mr. Cooke recalled the Park District's promise to neighbors of Primrose Park, when it was established, that athletic fields would not be lighted. He also recalled TCYF's using temporary lights in the past without Park District permission.

Mr. Cooke motioned and Mr. Thomson seconded that the St. Charles Park District Board deny TCYF's request to place temporary lights at James O. Breen Park fields 1, 2, and 3 and Primrose Park, and granted permission for TCYF to practice in the overflow parking area, where temporary lights are permitted, and to play games at East Side Sports Complex. The motion carried by the following roll call vote: Ayes—Carne, Cooke, Charles, Goettel, Hoscheit, and Thomson. Nays—None.

*Trish Beckjord joined the meeting at 7:11pm.*

### **Correspondence**

Ms. Cabel shared three messages of thanks. She received a note thanking Rosie Fasching for helping with first aid during the fireworks display. She also received a message from a patron thanking Bill Ogiego for helping search for—and finding—a lost wedding ring on the golf course in the dark with flashlight.

The River Corridor Foundation also expressed thanks for the successful Heart of the Fox Run and Cross-River Tug of War event on May 20 in Pottawatomie Park.

### **Director's Report**

Ms. Cabel distributed fliers from Jennifer Bruggeman regarding the Volunteer Appreciation event on July 25 from 5pm to 8pm at Otter Cove.

She announced Ron Skubisz will be the guest of honor at the Illinois PGA Senior Masters event at Lake Forest's Onwentsia Club on Monday July 16.

She passed around a magazine article regarding the District's natural areas.

She announced that the Board will consider the final Comprehensive Master Plan at one of the regular August meetings.

She updated the Board on the Senior Services Associate resource for the community, and stated the proposed location may change from the St. Charles Township office to Geneva, but it has not been decided and conversations are ongoing.

She confirmed a quorum of the Board is available for the next meeting on July 24. Commissioners Charles and Beckjord will be absent. Laura Rudow will also be absent.

She announced the America Bloom judge tours are Monday and Tuesday, July 16-17. They will be visiting Pottawatomie Park, Pottawatomie Golf Course, Hickory Knolls Discovery Center, Delnor Woods Park, Mt. St. Mary Park, Baker Community Center, and James O. Breen Community Park.

She reminded the Board the Capital Planning workshop will be in September. Ms. Nelson will poll the Commissioners for their availability prior to scheduling the meeting.

She announced she completed her Master of Business Administration degree with a concentration in Public Administration. The Board congratulated Ms. Cabel.

### **Commissioners' Comments**

Trish Beckjord – None.

Bob Carne – He thanked staff for the successful July 4 festivities. He commended staff on its collaboration with CUSD303 for use of the turf fields. He reported visiting Otter Cove Aquatic Park recently and noticed how clean it was. He mentioned the slow speed of the racer slide and suggested improved rider technique and water pressure adjustments. Ms. Cabel explained that signage is being developed for rider technique instructions. She also noted the discovery that the racer slide timer is not compatible with United States electrical, so an electrician with knowledge of European electrical is necessary. Mr. Carne requested that Park District facilities be used to market affiliate organizations as well as other programming.

Brian Charles – None.

James F. Cooke – None.

Karrsten Goettel – He praised staff for their work on July 4, especially the effort necessary to coordinate moving up the display time due to the impending rain.

Michael Hoscheit – He said he also received feedback on the racer slide's slower speed for heavier riders. Ms. Cabel responded that balancing safety and speed for riders of different sizes is challenging, and staff is developing solutions.

Bob Thomson – He said the July 4 event was excellent. He said he enjoyed attending the Otter Cove Aquatic Park slide ribbon cutting. He reminded the Board and staff the FVSRA Day in the Park is Wednesday, July 11, and an additional 900 camp attendees are expected.

### **Other Business**

None.

### **Executive Session**

Upon motion duly made, seconded, and carried, the Board adjourned to proceed to the Executive Session at 7:22pm for the purpose of discussing 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 7:52pm.

**Other Business**

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

None.

- b. Possible action on the purchase or lease of real property.

None.

- c. Other Business

None.

**Adjournment**

There being no further or other business, so, upon motion duly made, seconded, and carried, the meeting adjourned at 7:53pm.

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Secretary