

**MINUTES**  
**St. Charles Park District Board**  
**Regular Meeting**  
**Pottawatomie Community Center, St. Charles, Illinois**  
**October 9, 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 October 9, 2018. At 6:32 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, Karrsten Goettel, Mike Hoscheit, and Bob Thomson

**Members absent:** Jim Cooke

**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 Jennifer Bruggeman, IT Manager Jeff Essig

**Others present:** Carol Glemza

Agenda Amendment

Per Director Holly Cabel's recommendation, Mr. Charles requested the Agenda order amended to move item "h. Anderson Paddlewheel Riverboat Update" to appear as the second item under the heading "2. Recreation." Mr. Carne motioned and Mr. Goettel seconded to amend the Agenda item order as requested. The motion carried by unanimous voice vote.

Consent Agenda

Mr. Goettel motioned and Mr. Carne seconded that the St. Charles Park District Board approve the Consent Agenda items:

- Regular Board meeting minutes from September 11, 2018, and September 20, 2018
- Bills totaling \$904,243.89 for the period ending August 31, 2018:

Corporate Fund	\$177,711.98
Recreation Fund	\$105,942.29
Liability Insurance	\$450.00
Special Recreation	\$13,219.56
Revenue Facilities	\$141,741.73
Norris Rec Center	\$184,517.20
Sportsplex	\$11,627.36
Capital	\$269,033.77

- Financial Statements for the period ending August 31, 2018

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

#### Public Appearances

None.

#### Amendment to the August 14, 2018 Park Board Meeting Minutes

Superintendent of Parks and Planning Laura Rudow requested an amendment to the meeting minutes from August 14, 2018, to reflect the Board's approval of \$55,800 for the Pottawatomie Gym Floor Renovation Project. This amount appeared correctly on the Bid Results sheet distributed to the Park Board members at the meeting. The agenda stated incorrectly the project cost of \$55,000.

Ms. Beckjord motioned and Mr. Goettel seconded that the St. Charles Park District Board approve the amendment to the August 14, 2018, meeting minutes, as requested. The motion carried by roll call vote with aye votes cast by Beckjord, Carne, Goettel, Hoscheit, Thomson, and Charles; no nay votes were cast.

#### FVSRA Member Agency Contribution

Superintendent of Finance and Administration Cathy Camm requested Board approval of the proposed Member Agency Contribution to Fox Valley Special Recreation Association ("FVSRA"). She highlighted FVSRA's achievements, programming, and past fees and budgets. She explained that FVSRA proposed the same member contribution as the prior year; however, the District's portion decreased amount is proportionate to the increased Estimated Assessed Values of all the member agencies.

Mr. Carne motioned and Ms. Beckjord seconded that the St. Charles Park District Board approve the Member Agency Contribution in the amount of \$367,797 for the 2019-20 member year. The motion carried by roll call vote with aye votes cast by Beckjord, Carne, Goettel, Hoscheit, Thomson, and Charles; no nay votes were cast.

#### Estimated Annual Tax Levy and Public Hearing Status

Ms. Camm discussed the tentative 2018 Tax Levy, which will result in an increase of less than 5% over the 2017 extended levy. She explained a "Truth in Taxation" public hearing is not required for this increase. Board consideration of the 2018 Property Tax Levy Ordinance will occur at the regular meeting scheduled for November 27, 2018. She presented historical Levy calculations and averages, noting the statutory rate limits imposed by the Illinois Park District Code. For the upcoming year, EAVs have increased slightly, resulting in a decreased tax rate.

Mr. Goettel motioned and Mr. Carne seconded that the St. Charles Park District approve the tentative 2018 tax levy assumptions and calculations as presented. The motion carried by unanimous voice vote.

### Purchase of Timekeeping System

Ms. Camm reported that the current time-keeping software is no longer sufficient for the District's needs. After an 18-month search for a new system, including staff demonstrations and references from other agencies, TimeClock Plus was determined to be the best solution. This software offers excellent reporting capability, a mobile app for clocking in, and electronic time off requests/approvals. She distributed to the Board the TimeClock Plus OnDemand Service Agreement and confirmed District legal counsel has reviewed and approved the terms of the agreement.

Mr. Carne motioned and Mr. Gottel seconded that the St. Charles Park District Board approve the purchase of TimeClock Plus by Data Management, Inc., at a cost \$32,399 for set-up, implementation, training, and the first year of annual employee licensing. The motion carried by roll call vote with aye votes cast by Beckjord, Carne, Goettel, Hoscheit, Thomson, and Charles; no nay votes were cast.

### Board Technology

IT Manager Jeff Essig presented upon Board members' iPad usage and access to electronic meeting agenda packets. He reported the current iPads can still connect to the internet to view agenda packets saved in DropBox, but not Goodreader. Unfortunately, the version of DropBox installed on the iPads cannot be updated due to the outdated iPad operating system.

Mr. Essig recommended purchasing new devices before the iPads cease operation altogether. He stated that the price difference between iPads with Wi-Fi only or cellular access is negligible. He presented prices for new iPads and the monthly cost of cellular service and a shared data plan.

The Board reached a consensus that new iPads with cellular access should be purchased. Ms. Cabel discussed use of emails to send links to the agenda packet. More information on best practice will be disseminated.

No action was requested of nor taken by the Board.

### Attendance at a Conference and Training

Superintendent of Recreation Mike Kies requested Board approval to allow Adult Activity Center Supervisor Lynne Yuill to attend the Illinois Park and Recreation Association Professional Development School in Galena from November 11-14, 2018, the cost of which is a 2018 budgeted expense.

Mr. Carne motioned and Ms. Beckjord seconded that the St. Charles Park District Board approve Ms. Yuill's attendance at this training. The motion carried by roll call vote with aye votes cast by Beckjord, Carne, Goettel, Hoscheit, Thomson, and Charles; no nay votes were cast.

### Anderson Paddlewheel Riverboat Update

Mr. Kies introduced Assistant Superintendent Jennifer Bruggeman to provide updates on the proposed staff structure, operations, and timeline for the Paddlewheel Riverboats. Mr. Kies

commended Ms. Bruggeman for her initiative, as she stepped forward to undertake supervision of the Riverboat operations. The former owners and riverboat experts, Betsy and Rich Anderson, will continue to act as consultants and provide valuable historic information.

Ms. Bruggeman reported that the Riverboats traditionally take about 400 cruises each season, which runs April to November. For the upcoming year, the Park District will keep the hours of operation, fees, and many staff the same. Future expansion is expected, as the Park District intends to offer sunset cruises and presale options. Beginning December 1, Riverboat reservations for 2019 will be open. Staff at River View Miniature Golf Course will handle on-site ticket sales during the summer season. Branding, social media and print marketing, signage, and website design (with the same website address) are underway. The vessels are actually powered by Ford F150 motors, which are familiar to District staff and can easily be maintained. Ms. Rudow stated that the Riverboats are structurally sound and well maintained, but they are fully depreciated. She added that the cost of scheduled maintenance has been budgeted.

Ms. Bruggeman and Mr. Kies assured the Board that District staff would be trained to offer Riverboats rentals like other rental facilities, especially when others are booked up or for multi-day events, like rehearsal dinners, weddings, and receptions. Cross promotion of all facilities was discussed.

#### Attendance at Conference

Ms. Rudow requested Board approval to allow Assistant Superintendent of Outdoor Education Chris Gingrich, Manager of Farm Programs and Interpretive Services Alison Jones, and Farm Program Supervisor Emily Lambillotte to attend the MOMCC Conference in Dearborn, MI, November 8-10, 2018, which is a 2018 budgeted expense.

Mr. Carne motioned and Mr. Goettel seconded that the St. Charles Park District Board approve Mr. Gingrich, Ms. Jones, and Ms. Lambillotte's attendance at this conference. The motion carried by roll call vote with aye votes cast by Beckjord, Carne, Goettel, Hoscheit, Thomson, and Charles; no nay votes were cast.

#### Correspondence

Ms. Cabel received a request from a non-resident wishing to purchase resident status, similar to the library's arrangement that allows non-residents to submit property tax bills and pay fees equal to the amount that would be taxed. This is the first such request in the last few years. She stated that the non-resident lives where no other park district serves and participates in multiple Park District programs. Being allowed to pay for a resident card would allow a person to register for programs during resident priority registration time and pay the lower resident fee for programs and passes. Discussion followed regarding the logistics of offering this arrangement to all non-residents, which would require business office staff time to process annual requests and renewals and to instruct all registration staff regarding how to handle a non-resident's new resident status. Ms. Cabel will ask other Park Districts about their experiences with similar requests.

#### Director's Report

Ms. Cabel thanked Board and staff for attending the Hickory Knolls Discovery Center outdoor playground grand opening and the Primrose Farm Frolic, which was very successful with attendance over 700.

She announced the Norris Recreation Center Open House will be December 1 and reported the completion of the facility's façade power-washing and signage installation.

She announced the Sportsplex ribbon-cutting will be November 10. This week adult teams started playing on Sportsplex turf, and parking lot construction work began.

She reported receiving favorable responses to the Pottawatomie Community Center's gym floor resurfacing and court relining.

She provided updates on construction projects:

- Boy Scout Island park parking lot construction begins soon.
- New cabinetry for the Teen Center in Baker Community Center arrived today.
- Shade structures will be installed at the James O. Breen dog park soon.
- Baker Community Center lower level women's bathroom renovation begins soon.

She highlighted America in Bloom judges' comments received recently. St. Charles won the Circle of Champions Award. The judges complimented Park District's park layout and landscaping, noting that Park District parks and natural areas were a large component of the tour. She thanked all of the staff involved in the tour for their efforts. The evaluation from this program is a useful tool. A few of the judges recommendations included: clearing mulch away from tree trunk bases, removing Golf Course memorial plaques from tree trunks, and installing matching recycling bins in all outdoor areas.

She announced that Commissioner Carne would be absent from the October 23, 2018, meeting. All other commissioners present stated they would attend the next meeting.

### Commissioners' Comments

- Trish Beckjord** - Announced that John Gathright of Japan will present a free seminar at the Arcada on the evening of October 16th regarding his Treehab system developed to help individuals with physical disabilities climb trees. Ms. Rudow added that a tree was selected on Kane County property for installation of the Treehab system.
- Bob Carne** - Noted a Daily Herald article discusses the City's Active River Project and mentions the Park District's role in the project.
- Recommended staff to cross-sell rentals at other facilities.
  - Suggested installing turf in the Norris Recreation Center's exercise area and noted the tennis championship last weekend was well attended.

- Commended staff for the method used to stop traffic on Route 64 to allow day camp kids to cross the street in front of the library.
  - Recommended hiring college students during the holiday break to remove obsolete information from online search results.
  - Recommended calls or letters to thank individuals and/or groups for contributing significant revenue to use Park District facilities.
  - Noted River Bend Park fields are excellently maintained but underused and recommended social media promotion of the park.
- Brian Charles** - Thanked staff for planning and attending the recent successful Park District events.
- Karrsten Goettel** - Thanked staff who assisted during the Wredling Middle School volunteer field trip to Hickory Knolls Discovery Center.
- Also thanked staff for helping him retrieve his daughter's cleats from Sportsplex after closing time.
- Michael Hoscheit** - Reported his former neighbors in Hunt Club appreciate the trail paving improvements.
- Bob Thomson** - None

Other Business

None.

Adjournment

There being no further or other business, so, upon motion duly made, seconded, and carried, the meeting adjourned at 7:52 P.M.

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Secretary