

**MINUTES**  
**St. Charles Park District Board**  
**Regular Meeting**  
**Pottawatomie Community Center, St. Charles, Illinois**  
**October 23, 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 23, 2018. At 6:34 P.M., President Brian Charles called the meeting to order. Administrative Assistant Natalie Nelson called the roll.

**Members present:** Trish Beckjord, Brian Charles, Jim Cooke, Karrsten Goettel, Mike Hoscheit, and Bob Thomson

**Members absent:** Bob Carne

**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 and Marketing Manager Erika Young, Administrative Assistant Natalie Nelson, Assistant Superintendent of Recreation Katie Miller, Pottawatomie Community Center Evening Supervisor Sabrina Killeen.

**Others present:** Carol Glemza

Consent Agenda

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

- Regular Board meeting minutes from October 9, 2018
- Bills totaling \$485,638.75 for the period ending September 30, 2018:

Corporate Fund	\$118,659.61
Recreation Fund	\$64,850.10
Liability Insurance	\$1,029.00
Special Recreation	\$185,489.50
Revenue Facilities	\$65,219.04
Norris Rec Center	\$5,732.17
Sportsplex	\$6,812.24
Capital	\$37,847.09

- Financial Statements for the period ending September 30, 2018

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

### Public Appearances

Assistant Superintendent of Recreation Katie Miller introduced Pottawatomie Community Center Evening Supervisor Sabrina Killeen, who joined the Park District in the last week of August. Ms. Miller highlighted Ms. Killeen's education, experience, and her new duties.

*Ms. Miller and Ms. Killeen left the meeting at 6:36 P.M.*

### FVSRA Update

Carolyn Nagle, Executive Director of Fox Valley Special Recreation Association (FVSRA), provided an overview of the agency's services and programs in the past year. She announced FVSRA's earning Distinguished Agency for Special Recreation accreditation and their highest score from PDRMA's loss prevention assessment. She explained FVSRA's goal to develop new educational information about FVSRA to be used by member agencies' human resources departments during new hire orientation.

Ms. Nagle explained recent service changes, including providing weekly summer field trips and discontinuing door-to-door transportation. She highlighted the agency's fundraising efforts, recent grants and monetary awards, and member agency contributions, which remain the same for 2019. She also described challenges facing the agency, including the shortage applicants for part-time positions, which makes meeting the ever-growing number of service requests difficult. She thanked the Park District for dedicating facility space in Sportsplex, allowing FVSRA to add to their offerings evening and weekend programming.

### 2019 Budget Presentation

Superintendent of Finance and Administration Cathy Camm presented an overview of the tentative 2019 Budget, excluding the Capital Fund, which would be presented at the November 13 Board meeting.

She summarized expense and revenue changes that are the result of moving expenses between funds, restructuring staff, operating costs and staff at new facilities, and offering new programming.

Ms. Beckjord asked for clarification of the Sportsplex Fund budget. Ms. Camm replied that the 2019 budget amounts are based upon figures from the previous owner's operations (used in the 2018 budget) and also upon the past few months' experience after opening the facility.

Ms. Beckjord also asked if significant increases in FVSRA expenses, as occurred in 2018, could be anticipated in future budget planning. Ms. Cabel replied inclusion service hours did increase because participants enrolled in daylong programming. She explained that FVSRA expenses fluctuate frequently because actual costs depend upon participants' levels of need and programming requests, which vary year-to-year.

Mr. Charles asked for clarification of the phrase “daily admission goal” in the Paddlewheel Riverboats narrative. Ms. Cabel explained that the “daily admission goal” is an annual goal and use of the term “daily admission” is to describe the budget line item.

Ms. Beckjord asked if the Comprehensive Master Plan is tied to budget goals. Ms. Cabel confirmed that staff refers to the Plan when developing their budget goals, determining the revenue and expense levels, accounting for sources of funding, and prioritizing projects.

#### Tentative Budget & Appropriation Ordinance

Ms. Camm requested the Board review the Budget & Appropriation Ordinance for the fiscal year January 1, 2019 to December 31, 2019 in tentative form. She explained that the proposed budget and ordinance is available for public review and comment for 30 days, as required by Park District Code. The Board will consider the final version of the budget and ordinance at the December 11 meeting.

#### Recreation

None.

#### Parks, Planning, and Facilities

None.

#### Special Reports

Fox Valley Recreation Association (Bob Thomson, Ron Skubisz) – Mr. Thomson reported upon the FVSRA’s part-time staff shortage. Currently, full-time staff is filling in whenever possible to fulfill service requests, as they do not want to deny anyone services. FVSRA’s part-time positions typically offer limited hours for short periods on inconsistent schedules. Mr. Thomson asked that part-time District staff be made aware of FVSRA part-time opportunities.

St. Charles History Museum (Mike Hoscheit, Carol Glemza) – No report.

St. Charles Park Foundation (Jim Cooke) – No report.

St. Charles Arts Council (Holly Cabel) – No report.

Downtown St. Charles Partnership Board (Bob Carne, Holly Cabel) – No report.

St. Charles Housing Commission (Karrsten Goettel) – No report.

St. Charles River Corridor Foundation (Trish Beckjord, Holly Cabel) – No report.

Baker Community Center (Brian Charles) – No report.

### Correspondence

Ms. Cabel provided an update on correspondence discussed at the last Board meeting, regarding a non-resident's request to "buy" resident status by paying a fee equivalent to property tax that be due if the home were located within District boundaries. Research gathered from area park districts, yielded no other agency offering such an option. The Batavia Park District offers a discounted non-resident fees to households outside park district boundaries but inside Batavia city boundaries, but this practice will be phased out soon.

### Director's Report

Ms. Cabel reminded the Board of the FVSR Foundation's Northern Nights Trees & Lights fundraiser on November 11 from 6:30 to 11 P.M. Reservations must be finalized in next week. Ms. Nelson will distribute a survey to attendees to allow them to select their meals.

She reminded the Board of the Sportsplex Grand Opening on November 10. She said the front desk is installed, the parking lot is complete, signage is installed and adult leagues began last week.

She updated the Board upon plans to install outdoor mobile security cameras. IT Manager Jeff Essig has selected the camera type to be purchased at a very reasonable price. Selecting locations and developing signage are next.

She recognized Recreation staff who judged the Gallery of Ghoulish Homes contest, which was a success despite the weather.

She announced that ILDNR has developed a process for grantees to request 2014 museum grant funds. Ms. Rudow explained that the grant funds are intended for improvements outside Hickory Knolls, such as equipment for conducting physics experiments and excavating "buried" bones, and inside the Discovery Center, such as iPads to enhance visitors' experiences.

Ms. Cabel reported discussions continue with the Norris Cultural Arts regarding use of Collins Auditorium and the contribution of improved lighting and sound equipment, which must be easy to operate. She passed around concept plans.

Commissioners' Comments

Trish Beckjord – She recognized the District's naturalists' cooperative effort with the Illinois Nature Preserve Commission to obtain a \$16,000 award from an IDNR Natural Areas Acquisition Fund grant, to be used for further restoration of Ferson Creek Fen. She also shared a copy of the Conservation Foundation's book, "A Fox River Testimony," a volume of Joel Sheesley's painting series by the same name. Sheesley's paintings are still on exhibit at Aurora University's Schingoethe Center. The book is available to purchase at Townhouse Books.

Brian Charles – No comments.

James F. Cooke – He reported visiting Sportsplex and complimented the improvements. He cannot attend the facility's grand opening on November 10.

Karrsten Goettel – No comments

Michael Hoscheit – No comments.

Bob Thomson – No comments.

Executive Session

At 7:52 P.M., upon motion made by Mr. Thomson, seconded by Ms. Beckjord, and carried by unanimous voice vote, the Board adjourned to proceed to the Executive Session for the purpose of discussion of 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

The Board meeting reconvened at 8:13 P.M.

Other Business

None.

Adjournment of Meeting

There being no further or other business, so, upon motion duly made by Mr. Thomson, seconded by Mr. Goettel, and carried by unanimous voice vote, the meeting adjourned at 8:13 P.M.

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Secretary