

**MINUTES**  
**St. Charles Park District Board Meeting**  
**November 13, 2018**

**Call to Order and Roll Call**

The St. Charles Park District Board met for a Regular Meeting at the Pottawatomie Community Center on Tuesday, November 13, 2018. At 6:30 P.M., President Brian Charles 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

**Members absent:** Trish Beckjord

**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 & Marketing Manager Erika Young,  
Administrative Assistant Natalie Nelson,  
Park Specialist (I) Cory Bradburn,  
Park Safety and Community Relations Associate Joshua Stege, and  
Golf Course Superintendent Denise Gillet-Parchert

**Others present:** Carol Glemza, Brenden Berry, Sue Dellafranco, Albert Marquet

**Consent Agenda**

Commissioner Cooke motioned and Commissioner Hoscheit seconded that the St. Charles Park District Board approve the Consent Agenda items as presented. The motion carried by roll call vote with aye votes cast by Carne, Cooke, Goettel, Hoscheit, Thomson, and Charles; no nay votes were cast.

**Public Appearances**

IT Manager Jeff Essig discussed the setup of the commissioners' new iPads, distributed before the meeting. Mr. Essig left the meeting at 6:34 P.M.

Director Holly Cabel presented to Commissioner Jim Cooke a plaque and statuette, which were awarded by IAPD to Mr. Cooke for his 35 years' service to the St. Charles Park District.

Superintendent Laura Rudow introduced Cory Bradburn, Park Specialist I, and Joshua Stege, Park Safety and Community Relations Associate. Mr. Bradburn and Mr. Stege left the meeting at 6:37 P.M.

Guests representing Chicago Soccer Academy requested to speak later in the meeting, during item “V. Business Items, 3. Parks, Planning, and Facilities, g. Associated Groups Agreements.”

Ordinance Authorizing Disposal of Personal Property Owned by the St. Charles Park District

Superintendent Cathy Camm presented Ordinance 2018-11-01 to authorize the disposal of personal property owned by the Park District including, but not limited to, lounge chairs and miscellaneous technology items.

Mr. Carne motioned and Mr. Cooke seconded that the St. Charles Park District Board approve Ordinance 2018-11-01, as presented. The motion carried by unanimous affirmative voice vote of commissioners present.

Activity Guide Printing Bid

Public Relations & Marketing Manager Erika Young presented the bid results for printing activity guides. She requested approval of the sole bid submitted by LCS Communications of Warrenville, Illinois, in the amount of \$92,021, who is the current vendor performing this service. Ms. Young reported LCS Communications has consistently produced quality work. Current bid is under budget.

Mr. Thomson motioned and Mr. Hoscheit seconded that the St. Charles Park District Board approve LCS Communications’ bid as presented. The motion carried by roll call vote with aye votes cast by Carne, Cooke, Goettel, Hoscheit, Thomson, and Charles; no nay votes were cast.

IAPD/IPRA Annual Conference Attendance Approval

Director Cabel requested approval for Darby Beasley, Jennifer Bruggeman, Holly Cabel, Cathy Camm, Sash Dumanovic, Rosie Fasching, Steve Gard, Jeff Goodrich, Kara Guizzetti-Reif, Megan Hatheway, Dave Johnson, Mike Kies, Sabrina Killeen, Taylor Krawczyk, Ande Masoncup, Katie Miller, Lara Piner, Dan Procaccio, Laura Rudow, Rachel Vuorenmaa, and Lynne Yuill to attend all or part of the 2019 IAPD/IPRA Conference on January 24-26 at the Hyatt Regency Chicago.

Mr. Cooke motioned and Mr. Carne seconded that the St. Charles Park District Board approve the employees’ request to attend all or part of the 2019 IAPD/IPRA Conference. The motion carried by roll call vote with aye votes cast by Carne, Cooke, Goettel, Hoscheit, Thomson, and Charles; no nay votes were cast.

Resolution on Credentials for Illinois Association of Park District’s Annual Business Meeting

Director Cabel requested passage of a resolution on credentials to designate delegate(s) to the Annual Business Meeting of the Illinois Association of Park Districts to be held on Saturday, January 26, 2019, at 3:30 pm in the Grand Ballroom at the Hyatt Hotel in Chicago, Illinois.

Commissioner Trish Beckjord was designated to serve as delegate(s) with Brian Charles and Holly Cabel as alternates, to the Annual Business Meeting of the Illinois Association of Park Districts to be held at the Hyatt Hotel in Chicago, Illinois on Saturday, January 26, 2019 at 3:30 in the Grand Ballroom.

Mr. Cooke motioned and Mr. Carne seconded that the St. Charles Park District Board approve the delegates named to participate in the IAPD Annual Business Meeting. The motion carried by unanimous affirmative voice vote of commissioners present.

### 2019 Capital Budget Presentation

Superintendent Camm presented projected Capital Fund balance for 2018-2020. Superintendent Rudow presented the proposed 2019 Capital Budget. She noted revisions incorporated since the Capital Workshop in September. She reported that staff investigated whether splitting the Swanson Pool locker room project in phases would be feasible. Staff discovered that phasing the project would significantly increase costs and require using bond funds from more than one issuance. Staff recommended against phasing the project. Bids will be solicited in May/June 2019, so work may begin immediately after the pool season ends in 2019.

Superintendent Camm added that the Board will vote on the proposed FY 2019 Budget, including the Capital Budget, at the December 12 meeting. She requested commissioners bring their budget binders to that meeting, so revised pages and the Capital Budget section may be added to the binders.

### **Recreation**

#### Associate Groups Agreements

Superintendent Kies requested approval of agreements with Associate Groups for FY 2019, pending receipt of the required documentation as set forth within each agreement, for the following groups: Bachelors 'n' Bachelorettes, Fox Valley Mixers, St. Charles Canoe Club, St. Charles Chess Club, and St. Charles Storm Basketball.

Mr. Kies noted that the only changes since last year are the dates on the agreements.

Mr. Cooke motioned and Mr. Thomson seconded that the St. Charles Park District Board approve the Associate Group agreements as presented. The motion carried by unanimous affirmative voice vote of the commissioners present.

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

#### Associated Groups Agreements

Superintendent Rudow requested approval of agreements with Associated Groups for FY 2019, pending receipt of the required documentation as set forth within each agreement, for the following organizations: Campton United Soccer, Fox Valley Maoris Rugby Club, St. Charles

Angels Fast pitch Softball, St. Charles Celtics, St. Charles Girls Softball Association, St. Charles Travel Baseball Association, St. Charles Youth Baseball Association, Strikers Fox Valley Soccer Club, Tri Cities Soccer Association, and Tri City Youth Football.

Ms. Rudow noted the changes since last year include new dates on the agreements and the additional requirement for Associated Groups hosting tournaments to employ the same Port-a-let company as the Park District to ensure that all units are serviced at the same time.

Mr. Cooke asked if a tournament agreement should be developed to allow the Park District to receive a portion of the increased revenue received by the Associated Groups during their tournaments. Ms. Rudow replied this topic would be addressed by the Athletic Committee at the next meeting, scheduled for Thursday, November 15, 2018.

Brendan Berry of Chicago Soccer Academy (CSA) spoke before the Board. He expressed concern that CSA had missed the opportunity to obtain Associated Group status for 2019. He reported ongoing conversations with Park District staff and providing requested documentation. He stated that CSA is a successful business that has grown each of its five years of existence. CSA current serves hundreds of families and children ages 3-18 from St. Charles, Geneva, and other Fox Valley communities. He said that CSA rents indoor space at Sportsplex and at facilities in other communities, spending tens of thousands of dollars per year. Mr. Berry reported that CSA families want their children to play on outdoor fields in St. Charles instead of traveling to other communities.

Ms. Rudow assured Mr. Berry that Associated Group agreements may be brought to the Board at any time during the year, so no opportunity was missed. She confirmed receipt of CSA's documentation. She reported that a field study was conducted recently and determined that some outdoor fields are used less than the maximum 30-40 games per year, so it is possible some fields may be available for CSA use. She welcomed further conversations to develop a satisfactory agreement with CSA.

Mr. Cooke motioned and Mr. Thomson seconded that the St. Charles Park District Board approve the Associate Group agreements as presented. The motion carried by unanimous affirmative voice vote of the commissioners present.

#### GolfNow Agreement

Golf Pro Ron Skubisz requested approval to enter into a one-year agreement with GolfNow, an online golf tee time booking service. The Park District and GolfNow will agree upon two tee times per day, for which GolfNow will receive the revenue if it is reserved online. The Park District will have access to the online service for its own tee time reservations and will receive revenue generated from all other tee times booked through GolfNow. GolfNow tee times will occur after 10:30 A.M., and alternative tee time slots would be negotiated with GolfNow when tournaments prevent reservations as usual. If a GolfNow tee time is not booked online, the Park District may sell that slot and receive the revenue. Mr. Skubisz stated that GolfNow's online presence attracts younger adult players to golf and provides marketing that reaches a unique audience. He added that GolfNow is a well-known company that the Golf Channel promotes.

Mr. Cooke motioned and Mr. Hoscheit seconded that the St. Charles Park District Board approve the agreement with GolfNow as presented. The motion carried by unanimous affirmative voice vote of commissioners present.

#### Wooden Sculpture at Pottawatomie Golf Course

Golf Course Superintendent Denise Gillett-Parchert presented the concept of a wooden sculpture created by an artist from a large dead ash tree on Pottawatomie Golf Course. A proposed design, which must be fluid to accommodate the natural structures in the tree, was distributed. The project cost is \$7,000-\$10,000. Ms. Gillett-Parchert reported that a single donor offered to cover the entire cost. The finished sculpture will be lighted to prevent vandalism. It will take about three weeks to complete the sculpture if the temperature is at least 28 degrees. If it is colder, the artist cannot work outside, so it will take longer.

Mr. Cooke motioned and Mr. Carne seconded that the St. Charles Park District Board approve the Golf Course tree sculpture concept. The motion carried by unanimous affirmative voice vote of commissioners present.

#### Special Reports

None.

#### Correspondence

Director Cabel shared a letter from St. Patrick Catholic School praising Lisa O'Brien's cooperation with teachers in planning curriculum-related field trips and student activities in the natural areas. Ms. O'Brien was also recently recognized by her Park District coworkers and received a Ripple Effect Award.

#### Director's Report

Ms. Cabel thanked staff and Board for attending the Sportsplex ribbon cutting. She reported that league registrations have started. Fox Valley Special Recreation (FVSR) Association is waiting to move into the dedicated space at Sportsplex until the agreement is signed and programming has been planned.

The FVSR Foundation fundraiser Northern Nights Trees and Lights event is coming up on Friday, November 16, 2018. The Park District staff and board will be attending.

The Fox Chase sculpture located by the entrance off Dunham is owned by Park District and is in need of a Park District plaque. The new Park District logo will be used. Staff will investigate whether additional lighting might be installed to increase the sculpture's visibility, as it is tucked away on a hill.

Ms. Cabel reported at the last intergovernmental meeting the City discussed the potential for a new Foundation to fund specified City capital projects. Discussion followed regarding the effect upon donors to existing foundations, the purpose and goals, participation in the Fox Valley Community Foundation, and whether the potential new foundation might invest in land acquisitions.

Ms. Cabel reported that Park District use of Haines School was reported in the news. Ms. Rudow stated that the D303 School Board has not yet committed to a lease or license agreement with the Park District. More will be known in January.

Ms. Cabel invited the Board to attend the Holiday Luncheon, Friday, December 14. The invitation will also be sent via email.

Ms. Cabel added that a citizen inquired whether the St. Charles Park District had ever considered installing electronic playground equipment similar to the Lombard Park District's attraction. Ms. Rudow learned that the equipment was installed in 2012 at a cost of \$22,500. She suggested that James O. Breen Park, Pottawatomie Park, or East Side Sports Complex might be appropriate locations for something similar, as electricity already exists at those facilities.

Ms. Cabel passed around the New Chamber of Commerce Directory and the Kane County Magazine, which features an article about Park District dance program.

### **Commissioners' Comments**

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| Bob Carne        | <ul style="list-style-type: none"><li>- He commented on the success of the Sportsplex grand opening and requested consideration of installing climbing walls or zip lines to attract the younger generation.</li><li>- He commented on the midterm election results and advised that the Board and staff budget thoughtfully in preparation for changes in wages and health care costs and the effect of more residents leaving Illinois.</li><li>- He suggested sending to the community gift cards or passes to thank them for their past year's participation or to take advantage of New Year's resolutions to try a new activity.</li></ul> |
| Brian Charles    | <ul style="list-style-type: none"><li>- He complimented staff and Board attendance and enthusiasm at the Sportsplex grand opening.</li></ul>   |
| James F. Cooke   | <ul style="list-style-type: none"><li>- He visited Sportsplex before grand opening and was impressed by the facility improvements and staff engagement. He advised the staff to enforce the usage rules and ensure the facility upkeep is as excellent as at all other Park District facilities.</li><li>- He reported that the scheduling and refereeing for soccer Sportsplex has improved under new management, as staff is always present.</li></ul>   |
| Karrsten Goettel | <ul style="list-style-type: none"><li>- He added that the new Sportsplex procedures help ensures team fees are collected.</li></ul>  |
| Michael Hoscheit | <ul style="list-style-type: none"><li>- None</li></ul>   |

Bob Thomson - He commented on the success of the Sportsplex remodeling and Melissa Caine's enthusiasm. He complimented Tim Timberlake's office is there. Cayla is there most of operating hours, too. Important for the teams who play.

**Other Business**

None.

**Adjournment**

There being no further or other business, so, upon motion duly made, seconded, and carried, the meeting adjourned at 7:44 P.M.

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Secretary