

**MINUTES**  
**St. Charles Park District Board Meeting**  
**January 8, 2019**

**Call to Order and Roll Call**

The St. Charles Park District Board met for a Regular Meeting at the Pottawatomie Community Center. At 6:34 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, Bob Thomson

**Members absent:** Karrsten Goettel and Mike Hoscheit

**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

**Others present:** Carol Glemza, Joellen Cademartori of GovHR

**Consent Agenda**

Ms. Beckjord motioned and Mr. Cooke seconded that the St. Charles Park District Board approve the Consent Agenda.

- Minutes from the meeting on December 11, 2018;
- Bills as of November 30, 2018: Corporate Fund, \$264,774.83; Recreation Fund, \$75,380.78; Special Recreation, \$1,948.06; Debt Service Fund, \$298,950.00; Revenue Facilities, \$24,351.60; Norris Rec Center, \$7,968.52; Sportsplex, \$11,783.33; and Capital, \$680,544.62;
- Cash and Investment Report as of November 30, 2018; and
- Revenue Expense Reports as of November 30, 2018.

A roll call vote was taken. Aye: Beckjord, Carne, Cooke, Thomson, and Charles. Nay: none. The motion carried.

**Public Appearances**

None.

## **Administration**

### **Employee Classification and Compensation Study**

GovHR Consultant, Joellen Cademartori, presented the final Compensation Study report findings and answered questions. She provided an overview of the processes used for data gathering, evaluation, and analysis. She highlighted methods used to identify comparable communities to survey, to review survey participants' results, to define positions according to duties and responsibilities, and to group similar positions into classes one to eleven. She added that data from GovHR's previously conducted compensation studies with other organizations were included as well.

Ms. Cademartori stated that District staff may contact GovHR for assistance with updating the final report for a year. She noted that the report is a snapshot in time, so it is formatted to allow District staff to update. She recommended surveying comparable communities periodically to see if market changes affect their wages.

Mr. Charles inquired when the last compensation study was conducted. Mr. Cooke recalled two occasions when employee compensation was examined by District staff during former director Jim Breen's tenure. Ms. Camm concurred this is the first time an independent consultant has conducted a compensation study for the District.

Ms. Cademartori stated that the compensation plan includes an 8% gradation between grades 1-6; a 12.5% gradation between 7-8 and a 20% gradation between grades 9-11. She also stated that the grades have a 55% spread from minimum salary to maximum salary. She recommended to create a plan that moves current employee salaries into new pay plan.

Ms. Cademartori reported upon the District's employee benefits package. She stated that current employee insurance, incentives, paid time off, and discounts are similar to other organizations.

Discussion followed regarding how to address wages for long-time employees to account for wages for new employees and future pension expenses.

Mr. Carne suggested establishing a bonus incentive. Ms. Cademartori replied that bonuses are not typically offered in the public sector due to service nature of the jobs performed.

Director Cabel stated that staff would like to share the implementation plan for the board review in February and March. The recommendation is to implement changes with the timing of the annual merit increases.

### **Personnel Practices Manual Updates**

Ms. Camm presented proposed revisions to Personnel Policy 5.18 Dress Code and a new section 5.34 Business Expense Reimbursement. She explained policy changes are the result of state law changes effective January 1, 2019, which requires employers to cover the costs of required uniform items. The revised Dress Code policy specifies the circumstances in which the District will purchase required apparel. The new Business Expense Reimbursement policy establishes the time limit and procedure for employee apparel purchase reimbursement.

Mr. Carne motioned and Mr. Cooke seconded to approve the proposed revisions to the Personnel Practices Manual. A roll call vote was taken. Aye: Beckjord, Carne, Cooke, Thomson, and Charles. Nay: none. The motion carried.

#### Renewal of Membership in the Illinois Association of Park Districts

Ms. Cabel requested permission to renew St. Charles Park District's annual membership in the Illinois Association of Park Districts (IAPD) at \$6,944.17. She stated that this membership provides alerts for policy changes and proposed legislation, educational seminars, and lower member registration fees. She added that staff and Board recently attended the IAPD Legal Symposium and the conference is coming later this month. Discussion followed regarding the salary of the IAPD president.

Mr. Carne motioned and Ms. Beckjord seconded to approve the renewal of the IAPD membership. A roll call vote was taken. Aye: Beckjord, Carne, Thomson, and Charles. Nay: Cooke. The motion carried.

#### Consultants and Professional Services

Ms. Cabel presented the list of consultants and professional services providers with whom the District has a current relationship. The Board reviews this list annually. Ms. Rudow stated that the work performed by these consultants fall outside the Park Code requirements for bids. She stated when multiple consultants provide the same service, she makes an effort to distribute projects evenly among them.

Mr. Carne motioned and Mr. Cooke seconded to approve the consultants and professional service providers on the list. A voice vote was taken. Aye: all members present. Nay: none. The motion carried.

#### IAPD/IPRA Annual Conference Attendance Approval

Ms. Cabel requested approval for Board Secretary Trish Beckjord to attend the 2019 IAPD/IPRA Conference on January 24-26, 2019, at the Hyatt Regency in Chicago, Illinois.

Mr. Cooke motioned and Mr. Thomson seconded to approve the request to attend the conference. A voice vote was taken. Aye: all members present. Nay: none. The motion carried.

### **Recreation**

#### Fourth of July Fireworks Agreement

Mr. Kies requested Board approval to renew the contract for Mad Bomber to provide the fireworks show on July 4, 2019. This is the third year of the five-year agreement with the vendor.

Mr. Cooke motioned and Mr. Thomson seconded to renew the Mad Bomber contract. A roll call vote was taken. Aye: Beckjord, Carne, Cooke, Thomson, and Charles. Nay: none. The motion carried.

### The Glow Zone Agreement

Mr. Kies requested Board approval to renew the contract for The Glow Zone to sell glow novelties on July 4, 2019.

Mr. Carne motioned and Mr. Cooke seconded to renew The Glow Zone contract. A voice vote was taken. Aye: all members present. Nay: none. The motion carried.

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

#### Requests for Use of Facilities

Ms. Rudow requested approval of the following requests, each from an organization that held events at Park District facilities in the past:

- Jank Guitar requests use Lincoln Park for the their annual Tri-Cities Jank Award Ambassadorship event on Wednesday, June 12, 2019;
- River Corridor Foundation of St. Charles requests use of Pottawatomie Park for their annual Heart of the Fox 5K Run, Children’s Color Run & Tug of War contest on Saturday, June 15, 2019;
- Fox Valley Special Recreation Association requests use of Pottawatomie Park for their annual FVSRA Day in the Park event on Wednesday, July 10, 2019;
- Fox Valley Skaters requests use of East Side Skate Park for their annual Skate Competition event on Saturday, July 13, 2019;
- UOP, Honeywell Company requests use of Pottawatomie Park for their annual Company Picnic on Friday, August 2, 2019;
- School of Rock Geneva requests use of Lincoln Park for their third annual Recital/Concert on Saturday, August 24 and Sunday, August 25, 2019;
- Northern Illinois Fiero Enthusiasts requests use of Swanson Pool Parking Lot for their Annual Static Car Display on Sunday, September 8, 2019;
- Random Acts of Kindness requests use of Mt. St. Mary Park for their annual Evening of Random Acts on Sunday, September 8, 2019;
- Project Mobility requests use of James O. Breen Community Park (Otter Cove Aquatic Park west parking lot and green space) for their annual Everybody Rides bike ride for children, adults, and soldiers with disabilities on Sunday, September 15, 2019;
- Suicide Prevention Services requests use of Pottawatomie Park for their annual 5K/10K Here for Life Walk on Saturday, September 14, 2019

Mr. Carne motioned and Mr. Thomson seconded to approve the requests for use of facilities. A voice vote was taken. Aye: all members present. Nay: none. The motion carried.

#### Amendment to License Agreement

Ms. Rudow proposed an amendment to the current license agreement with Fox Valley Special Recreation Association for the use of Sportsplex. The amendment clarifies procedures for renewal and termination of the agreement.

Mr. Cooke motioned and Ms. Beckjord seconded to approve the proposed amendment to the license agreement. A voice vote was taken. Aye: all members present. Nay: none. The motion carried.

#### Property Acquisitions

Ms. Rudow presented upon the Forest Preserve District of Kane County's recent land acquisitions, comprised of 125 acres within the boundaries of the Park District, of which two parcels are adjacent to Park District-owned property. She distributed and displayed maps to show the parcel locations and sizes.

Mr. Cooke provided historical context for the Park District's acquisition of the Primrose Farm property. He stated that the lack of communication between the Forest Preserve and the Park District could prevent opportunities for collaboration and partnerships.

Ms. Rudow reported upon past efforts to collaborate with the Forest Preserve. She said working together is challenging when their priorities differ and land acquisition negotiations require confidentiality. Discussion followed regarding factors contributing to the lack of communication and how to improve the Park District's relationship with the Forest Preserve.

#### Dean and Peck Soccer Field License Agreement Renewal

Ms. Rudow proposed renewing the license agreement for five years between the Forest Preserve District of Kane County and the Park District for use of the soccer fields at Dean Street and Peck Road.

Mr. Cooke motioned and Mr. Thomson seconded to approve the renewal of the license agreement. A voice vote was taken. Aye: all members present. Nay: none. The motion carried.

#### Correspondence

None.

#### Director's Report

- The Chamber of Commerce Charlemagne Gala and Awards Ceremony is February 8 at the Q Center. The District will receive three Civic Image Awards. Staff and commissioners are invited. Commissioners may RSVP with Ms. Nelson.

- The Park District has been invited to the CASA Kane County Children's Champion Celebration on March 2 at the Q Center.

### **Commissioners' Comments**

- **Trish Beckjord** praised the new Park District programs for active older adults. She also reported receiving compliments regarding programming at Hickory Knolls and Sportsplex.
- **Bob Carne** suggested starting the New Year with efforts toward excellence. He praised Andrea Masoncup and Rachel Vourenmaa for their work to increase revenue and positive customer reviews at Norris Recreation Center. He recommended adding to employee benefits steeper discounts for District programming to increase staff participation. He suggested mining data to find families whose needs change due to aging of children and developing focused marketing to those groups.
- **Brian Charles** reported enjoying the FVSR Association's Northern Nights event.
- **Jim Cooke** had no comments.
- **Bob Thomson** reported visiting Norris Recreation Center and found more visitors make parking nearby more difficult, which is good. He reported FVSRA Executive Director Carolyn Nagel's retirement announcement. Her position will be advertised. Mr. Carne recommended a formal recognition of Ms. Nagel's service with a Park District resolution to honor her. Mr. Thomson also noted that weather has prevented ice skating on the rink at Lincoln Park. A short discussion followed regarding the feasibility of synthetic ice.

At 8:07 P.M., Mr. Cooke motioned and Mr. Thomson seconded that the St. Charles Park District Board temporarily adjourn to allow staff to leave the meeting before conducting the Executive Session. A roll call vote was taken. Aye: Beckjord, Carne, Cooke, Thomson, and Charles. Nay: none. The motion carried.

### **Executive Session**

At 8:43 P.M., the Board reconvened for Executive Session to discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity, per 5 ILCS 120/2(c)(1).

The Board returned to regular session at 9:14 P.M.

### **Other Business**

No action taken on Executive Session item(s) and no other business was discussed.

**Adjournment**

There being no further discussion or other business, so, upon motion duly made, seconded, and carried, the meeting adjourned at 9:14 P.M.

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Secretary