

MINUTES
St. Charles Park District Board Meeting
January 22, 2019

Call to Order and Roll Call

The St. Charles Park District Board met for a Regular Meeting at the Pottawatomie Community Center on January 22, 2019. 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, Jim Cooke, Karrsten Goettel, Mike Hoscheit, and Bob Thomson

Members absent: None

Staff present: Director of Parks and Recreation Holly Cabel, Superintendent of Recreation Mike Kies, Superintendent of Finance & Administration Cathy Camm, Pottawatomie Golf Course Manager Ron Skubisz, Public Relations & Marketing Manager Erika Young, Administrative Assistant Natalie Nelson, Administrative Assistant KC Hyer, Assistant Superintendent of Recreation Jennifer Bruggeman, Assistant Superintendent of Recreation at Norris Recreation Center Andrea Masoncup, Membership Services Supervisor at Norris Recreation Center Rachel Vuorenmaa, and Sponsorship & Partnership Supervisor Sandy Manisco

Others present: Tony Cantrell, Felicity Cantrell, and Katie Cantrell

Consent Agenda

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

- Board Meeting Minutes from January 8, 2019
- Bills as of December 31, 2018

<u>List of accounts</u>	<u>Amounts</u>
Corporate Fund	\$200,625.66
Recreation Fund	\$92,444.29
Liability Insurance	\$331.00
Special Recreation	\$205,566.51
Debt Service Fund	\$4,003,800.83
Revenue Facilities	\$31,677.27
Norris Rec Center	\$8,801.57
Sportsplex	\$12,702.34
Capital	\$303,455.16
TOTAL	\$4,859,404.63

- Cash and Investment Report as of December 31, 2018
- Revenue Expense Report as of December 31, 2018

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

Public Appearances

For Scout Foundation

Jennifer Bruggeman introduced the Cantrell family, Tony, Felicity, and Katie, of the For Scout Foundation, developed in honor of their daughter and sister Scout Cantrell. For Scout has generously provided charitable donations and financial support to the community, including to the Park District, which has used the funds for programming to help children learn to love swimming. Katie Cantrell has been a lifeguard, coach, and swim lesson instructor at Otter Cove Aquatic Park (OCAP) and will work with Steve Gard to offer aquatic opportunities at for individuals with autism spectrum disorder.

Mr. Charles presented a statuette to the Cantrell family. The Cantrell family thanked the Board for the recognition.

Tony, Felicity, and Katie Cantrell left the meeting at 6:46 P.M.

New Employee Introduction

Ms. Young introduced Sandy Manisco, Partnership & Sponsorship Supervisor. A short discussion of Ms. Manisco's previous experience followed.

Sandy Manisco left the meeting at 6:50P.M.

Business Items

Purchase of the Anderson Paddlewheel Boats

Ms. Cabel presented the purchase agreement for two paddlewheel boats and two docks owned by the Anderson family at a cost of \$500,000. She stated that the agreement includes provisions for a right of first offer, a right of first refusal for the property at 2 North Ave, and permanent easement access for the existing boat launch.

The attorney for the seller is still reviewing the agreement, so Ms. Cabel suggested the Board consider approving the agreement contingent upon final review by the District's legal counsel.

Mr. Cooke motioned and Ms. Beckjord seconded that the St. Charles Park District Board approve the purchase agreement contingent upon final review by legal counsel. A roll call vote was taken. Aye: Beckjord, Carne, Cooke, Goettel, Hoscheit, Thomson, and Charles. Nay: none. The motion carried.

Memorial Program Display

Ms. Young lead attendees to view the new Memorial Program interactive wall display installed at Pottawatomie Community Center. She demonstrated how users may search for memorial donations by the type, year, and name of the person in whose honor the memorial was purchased.

The database includes memorial trees, benches, golf course donations, and sculpture donations. Ms. Young stated that she and KC Hyer will maintain the display and update the information.

Discussion followed regarding current and future promotional opportunities for memorial donations.

KC Hyer left meeting at 7:15P.M.

Facility Hours Update

Mr. Kies presented revised Park District-wide facility hour changes that reflect the St. Charles School District's 2019-2020 school year, which will begin August 14, shortening the 2019 summer season by one week. Discussion followed regarding complications that occur when the summer season is shortened. Ms. Cabel explained that when students return to high school and begin after-school extracurricular activities, staffing becomes challenging. Mr. Kies reported that planning has begun for the 2020 summer season, which will return to the usual length, but starting and ending one week earlier than traditionally.

Mr. Cooke motioned and Mr. Thomson seconded that the St. Charles Park District Board approve the proposed facility hour changes for the 2019 summer season. The motion carried with a unanimous affirmative voice vote.

Norris Recreation Center Update Presentation

Mr. Kies provided a summary of the challenges for health and wellness clubs nationwide. He recognized the superior staff at Norris Recreation Center (NRC), including Rachel Vuorenmaa and Ande Masoncup. Ms. Vuorenmaa and Ms. Masoncup presented upon NRC's membership growth and retention despite the facility's renovation, the fire, and the subsequent restoration. They presented factors contributing to membership growth, citing excellent customer service from a diverse staff, facility cleanliness, free child care, transparent pricing, and fair policies for notice of membership cancellation, temporary membership suspension, and special pricing for college students during breaks. Staff follows up with members who cancel their memberships and find they typically report their decision to cancel occurred because they found a facility closer to home. Mr. Kies added that recent trends show users find public facilities, like NRC, more attractive because of the long-term presence in the community and the reasonable costs that go back to the community.

Mr. Carne suggested improvements to NRC, including installing turf and a climbing wall, promoting college student memberships, offering discounts to school district and city staff, marketing corporate memberships, and partnering with Sportsplex and the Adult Activity Center.

Ms. Camm reported the 2018 financials are not yet complete, but she expected a shared profit payment would be made to D303 this year.

Discussion followed regarding new group fitness classes, water aerobics, tennis tournaments, and activities in the child care room. Ms. Vuorenmaa stated that an additional part-time position may be necessary soon to help staff the child care room due to increased daily visits.

Ms. Masoncup discussed recent facility promotions, special events, and programs for patrons and staff. She also reported the new signage, new light pole banners, and the privacy window covering in personal training office improve the facility's image.

The Board offered suggestions and encouragement to staff involved in the NRC's success. Mr. Carne recommended further efforts to promote the brand. Ms. Beckjord recommended reaching out to area retirement homes to develop programming for that unique population. Mr. Charles asked NRC staff to help educate other revenue facility staff upon their successful experiences.

Requests for Use of Facilities

Ms. Cabel presented to the Board the following requests for use of facilities, noting St. Mark's Church's request for Water for Hope was the only new request:

- Fox Valley Rugby requested use of Pottawatomie Park for its annual Dash in the Dark walk event on Saturday, September 14, 2019;
- Alzheimer's Association Greater IL Chapter requested use of Pottawatomie Park for its annual Walk to End Alzheimer's 5K on Saturday, September 21, 2019;
- Fox Valley Marathon / Shebix Inc. requested use of Mt. St. Mary Park for their annual kids/adults Fox Valley Marathon on Sunday, September 22, 2019;
- American Cancer Society requested use of East Side Sports Complex for its annual Making Strides against Breast Cancer 5K walk on Sunday, October 6, 2019;
- All about the Paws requested use of Baker Memorial Park for its annual dog rescue/adoption event on Saturday, October 12, 2019;
- Art of the Heartland requested use of Pottawatomie Park for the annual Scarecrow Fest on Friday, October 11-Sunday, October 13, 2019;
- St. Mark's Church requested use of Timber Trails Park for its Water for Hope 6K event to raise money for World Vision on Saturday, May 4, 2019.
- The Anderson Elementary School PTO requested use of River Bend Community Park for a color run during the Anderson Elementary School family event on Friday, May 3, 2019.

Mr. Cooke motioned and Mr. Hoscheit seconded that the St. Charles Park District Board approve the presented requests for use. The motion passed by unanimous voice vote.

Charles H. Schrader and Associates

Ms. Cabel presented the renewal of the annual contract with C. H. Schrader and Associates in the amount of \$11,000 for grant consulting services. She stated that the most recent grant awards received by the Park District are partly due to the consultant's assistance in the application process. She reported that Laura Rudow was absent at the meeting because she was representing the District in Springfield today to present the District's OSLAD grant application. Ms. Rudow reported to Ms. Cabel the presentation went very well.

Mr. Cooke motioned and Mr. Carne seconded that the St. Charles Park District Board approve renewing the annual contract with C. H. Schrader and Associates as presented. A roll call vote

was taken. Aye: Beckjord, Carne, Cooke, Goettel, Hoscheit, Thomson, and Charles. Nay: none. The motion carried.

Change Orders

None.

Special Reports

- Fox Valley Recreation Association – Mr. Thomson reported that the next meeting is on Monday, January 28, 2019.
- St. Charles History Museum – Mr. Hoscheit had nothing to report.
- St. Charles Park Foundation – Mr. Cook reported attending a meeting last week but had nothing to report yet.
- St. Charles Arts Council – Ms. Cabel reported planning has begun for the Annual Arts Ramble, April 13-14, 2019. Sculptures in the Park will be part of this event.
- Downtown St. Charles Partnership Board – Ms. Cabel reported planning has begun for the Fine Arts Show. Podcasts are being recorded and available to listen to. The volunteer appreciation lunch is February 15, 2019.
- St. Charles Housing Commission – Mr. Goettel had nothing to report.
- St. Charles River Corridor Foundation – Ms. Beckjord suggested Board and staff form a team for Tug-o-War at the Heart of the Fox event on June 15, 2019. She reported this year's event will include a new Kids Zone with an obstacle course, in addition to the tug and run. She also reported upon the small project planned along I-25 and Langum Park near Devereaux Way, including bioswales, landscape planting, and a rock outcropping for fishing. Ms. Cabel added that members of this group have been invited to present to Board at a February meeting. Ms. Beckjord also announced that the preliminary report on the Economic Feasibility Study on the River Corridor will be presented at the City in Council Chambers at 5:30 on February 11, 2019.
- Baker Community Center – Brian Charles had nothing to report.

Correspondence

Ms. Cabel reported receiving a thank you card from the Salvation Army for the District's participation in the Toys for Kids collection.

Director's Report

The IAPD/IPRA conference is this Thursday, Friday, and Saturday in Chicago. Several staff will be attending on different days, and Ms. Beckjord will attend the business meeting on Saturday.

The Charlemagne Gala is February 8, 2019, at the Q Center. She, Ms. Rudow, Mr. Kies, Ms. Camm, and Mr. Charles will attend, joined by Park Foundation President Julie Miller Longo, who will receive the Civic Image Award for the Delnor Park Pet Memorial on behalf of the Park Foundation.

On February 26, 2019, at 5:00 P.M., a Volunteer Appreciation event will take place at Hickory Knolls Discovery Center. The Board meeting will follow at the same location. Board members are encouraged to attend the pre-meeting event.

Commissioners' Comments

Trish Beckjord

- Trish shared compliments for the new green screen, cross-promotions, Mike Kies' recent nomination to committee, and OSLAD grant application.
- Trish was excited that the District is planning to apply for a ComEd grant to assist with the No Mow areas at Davis Park.
- Participation was high at the Ferson Creek Fen stewardship day and a lot of work was done. She suggested the District submit an article to the newspaper featuring stewardship of the fen and volunteerism. Ms. Young made a note of her request.
- The Cook County Forest Preserve offers training for stewardship volunteer leaders that could be interesting to stewardship participants. She provided copies of printed materials to Ms. Cabel.
- The One Earth Film Festival will feature the film "The Human Element," on Monday, March 4, 2019, at Waubensee Community College's Aurora downtown location. She suggested inviting AAC members to attend as a group.

Bob Carne

- He requested aquatics preseason presentation.
- He suggested developing an event featuring dragon boats, possibly during a future the Heart of the Fox event, at which time boating, kayaks, and canoes can be promoted.

Brian Charles – No comments.

Jim Cooke – He thanked staff for their presentation on Norris Recreation Center. He acknowledged that it is the staff that keeps people coming back. He asked that the NRC staff not present be congratulated for their hard work and success.

Karrsten Goettel – No comments.

Mike Hoscheit – He thanked the Board and staff for the flowers he and his wife received at home to celebrate the birth of their daughter on January 7, 2019.

Bob Thomson – No comments.

Executive Session

Mr. Cooke motioned and Mr. Carne seconded that the St. Charles Park District Board temporarily adjourn to a closed session for the purpose of considering the following subject(s), per the Open Meetings Act, 5 ILCS 120/2(c) Exceptions: (1) 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.

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

At 7:45 P.M., the Board adjourned to proceed to the Executive Session. *Ms. Cabel, Ms. Camm, Ms. Young, Mr. Skubisz, Ms. Nelson, Ms. Masoncup, and Ms. Vuorenmaa left the meeting.*

The Board reconvened at 9:07 P.M.

Other Business

Mr. Cooke moved and Mr. Charles Seconded to approve 3.25% merit increase to District Director. A roll call vote was taken. Ayes: Beckjord, Carne, Charles, Cooke, Goettel, Hoscheit and Thomson. Nays: None. The motion carried by the following

Other business

No other business

Adjournment

There being no further or other business, so, upon motion duly made, seconded, and carried, the meeting adjourned at 9:08 P.M.

Secretary