

MINUTES
St. Charles Park District Board Meeting
February 12, 2019

Call to Order and Roll Call

The St. Charles Park District Board met for a Regular Meeting at the Pottawatomie Community Center on February 12, 2019. At 6:31 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 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; Assistant Superintendent of Recreation Katie Miller; Adult Activity Center Supervisor Lynne Yuill; Baker Station, Teens & Family Programs Supervisor Taylor Krawczyk; and Darby Beasley Teen Program & Center Director

Others present: Carol Glemza; STCU Advisory Group members Kaelyn Barfield, Conner O’Kasik, Josh Veyette, and their family members

Consent Agenda

Mr. Cooke motioned and Mr. Thomson seconded for the St. Charles Park District Board to approve the minutes from the Board Meeting on January 22, 2019.

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

Public Appearances

Darby Beasley Teen Program & Center Director presented STCU Advisory Group members Kaelyn Barfield, Conner O’Kasik, Josh Veyette for their participation in the December 3, 2018, meeting of the St. Charles Youth Commission. At that meeting, the Youth Commission approved a \$2,330 grant award to help fund renovations of the St. Charles Underground Teen Center. Ms. Beasley also announced receiving another grant award of \$5,000 from Kane County Health Department for a social norms campaign to reduce smoking and vaping.

At 6:38 PM, Ms. Barfield, Mr. O’Kasik, Ms. Veyette, and their family members left the meeting.

Ordinance Transferring Unexpended Funds for Budget 2018

Superintendent of Finance & Administration Cathy Camm presented Ordinance 2019-02-01, Transferring Certain Anticipated Unexpended Funds between Certain Items of Appropriation of the St. Charles Park District for the Fiscal Year Beginning January 1, 2018, and ending December 31, 2018. She explained that 2018 totals for certain items, namely increased utilities costs, prompted the necessity to shift unexpended funds from other items to cover the difference. The total amounts have not changed.

Mr. Carne motioned and Mr. Cooke seconded to approve the ordinance as presented. A roll call vote was taken. Aye: Beckjord, Carne, Cooke, Goettel, Hoscheit, Thomson, and Charles. Nay: none. The motion carried.

2018 Transfer between General Fund and Sportsplex Fund

Ms. Camm presented the proposed transfer of \$170,000 to Sportsplex to reimburse Sportsplex for the 2018 GO Park Bonds debt service payment. Director Cabel explained that Ms. Rudow and Sportsplex staff members are working hard to cultivate profitable relationships with sports groups, to increase summer programming, and promote rentals to avoid this scenario in 2019.

Ms. Beckjord motioned and Mr. Cooke seconded to approve the requested transfer between the general Fund and Sportsplex Fund as presented. A roll call vote was taken. Aye: Beckjord, Carne, Cooke, Goettel, Hoscheit, Thomson, and Charles. Nay: none. The motion carried.

2019 Heart of the Fox Sponsorship Request

The Board considered the St. Charles River Corridor's request for the Park District to sponsor the Heart of the Fox event for \$1,500. The Park District has sponsored this annual event before, which will be held this year at Pottawatomie Park on Saturday, June 15.

Mr. Cooke motioned and Mr. Goettel seconded to approve the requested sponsorship funds as presented. A voice vote was taken. Aye: all Board members present. Nay: none. The motion carried.

Adult Activity Center

Lynne Yuill provided an update on the Adult Activity Center (AAC), which she supervised most of 2018. She discussed participants' demographics, noting that women over age 60 are in the majority. She highlighted AAC programming offerings, including fitness classes, bingo and card games, arts and crafts, and youth mentoring and volunteering. She also discussed AAC events, including potlucks, group meetups at local restaurants, and special trips. She reported upon partnerships with local businesses, civic groups, and retirement communities. She presented ideas for attracting more members in the 50-to-60-year age group through outreach efforts, social media, and fliers at churches. Offering new more active programming and events will bring in members from the younger age group.

Superintendent of Recreation Kies praised the Adult Activity Center employees. Discussion followed regarding cross-generational opportunities, marketing venues and costs, and programming geared toward the younger retiree age group.

Baker Station/Before the Bell Update

Taylor Krawczyk presented upon on before- and after-school care program. Participation has increased each year, especially for Before the Bell, and Baker Station is now offered at seven elementary schools. Bussing to and from the program is coordinated by the Park District. Ms. Krawczyk discussed the staffing structure, typical schedule, activities, procedures, registration, fee structure, and financial assistance policies. Since the demand for No School Day care has been high, moving the program location from Pottawatomie Community Center to Sportsplex is under consideration.

At 7:21 PM, Ms. Yuill, Ms. Miller, and Ms. Krawczyk left the meeting.

Request for Use

The Board considered a request from the Fox Valley Winter Challenge Trail Series 10K Run & Achieve, through Tom Spadafora, Event Coordinator, for use of Hickory Knolls Discovery Center to host their event on March 16, 2019.

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

Vehicle Purchases

Ms. Rudow requested the Board's approval to purchase three (3) 2019 Ford F250 Super Cab 4x4 pickup trucks in the amounts of \$33,164, \$32,130, and \$40,787 from Landmark Ford, Springfield, Illinois, through the State of Illinois Government bid program. These new vehicles will replace old vehicles per the vehicle replacement plan, and the expenses are budgeted.

Ms. Beckjord asked if hybrid vehicles could be purchased for the next scheduled vehicle replacements. Ms. Rudow will check the State of Illinois Government bid program for hybrid or alternative fuel vehicles that can perform the same level of duty as new gasoline-powered Fords and determine if the higher purchase price of hybrid vehicles would be offset by lower gas consumption. Ms. Rudow noted that purchasing all Ford vehicles saves money because maintenance items like filters can be purchased in bulk. Ms. Rudow will report on the analysis of hybrid vehicles at future board meeting.

Mr. Cooke motioned and Mr. Gottel seconded to approve the requested purchase of fleet vehicles. A roll call vote was taken. Aye: Beckjord, Carne, Cooke, Goettel, Hoscheit, Thomson, and Charles. Nay: none. The motion carried.

Otter Cove Chemical Controls

The Board considered the purchase of five (5) programmable chemical monitors and chemical feed controllers for Otter Cove Aquatic Park from Aqua Pure Enterprises, Inc. for the total amount of \$31,998.83. No discussion occurred.

Mr. Carne motioned and Mr. Hoscheit seconded to approve the requested purchase of chemical equipment from Aqua Pure Enterprises. A roll call vote was taken. Aye: Beckjord, Carne, Cooke, Goettel, Hoscheit, Thomson, and Charles. Nay: none. The motion carried.

Mt. St. Mary Restroom Construction

Ms. Rudow presented the bids received to construct a permanent, flushable restroom facility at Mt. St. Mary Park, which is part of the 2019 Capital Plan. She requested approval of the lowest responsible bidder, Lite Construction, Inc., of Montgomery, Illinois, at a cost of \$389,700. Male, female and family restrooms are to be constructed, with the family restroom situated to allow it to be heated for year-round use. Ms. Rudow noted that the bid is slightly over budget due to the additional cost of heating. The Board requested Ms. Rudow to verify the Park District receives waivers of City connection fees. She responded that the City already waives fees for building permits and inspections, but she can request a waiver of the City's water and sewer hookup fees.

Mr. Carne motioned and Mr. Cooke seconded to approve the bid from Lite Construction, Inc., of Montgomery, Illinois, at a cost of \$389,700. A roll call vote was taken. Aye: Beckjord, Carne, Cooke, Goettel, Hoscheit, Thomson, and Charles. Nay: none. The motion carried.

Baker Community Center Bathroom Renovation

Ms. Rudow presented the bids received for the renovation and improved accessibility of the women's lower level restroom at the Baker Community Center, which is part of the 2019 Capital Plan. She requested approval of the lowest responsible bidder, Reinert Structures, Inc., of Yorkville, Illinois, at a cost of \$66,000. No discussion followed.

Mr. Cooke motioned and Mr. Thomson seconded to approve the bid from Lite Construction, Inc., of Montgomery, Illinois, at a cost of \$66,000. A roll call vote was taken. Aye: Beckjord, Carne, Cooke, Goettel, Hoscheit, Thomson, and Charles. Nay: none. The motion carried.

Sportsplex Concessions

Ms. Rudow presented the sole proposal that was received for a vendor a concessions stand operation at Sportsplex. The Flores Concessions Corporation's proposal offered to pay the St. Charles Park District ten percent of the gross revenue on a monthly basis from February 15, 2019 until May 15, 2020. Ms. Rudow stated the owner of Flores Concessions Corporation has been providing concessions at Sportsplex for a few months and has expressed an interest in also providing boxed lunches for paddlewheel boat passengers.

Mr. Cooke motioned and Mr. Thomson seconded to approve proposed agreement with Flores Concessions Corporation as presented. A roll call vote was taken. Aye: Beckjord, Carne, Cooke, Goettel, Hoscheit, Thomson, and Charles. Nay: none. The motion carried.

Parks Mowing Contract

Ms. Rudow presented upon the current contract for mowing District properties, which was solicited and awarded in 2017 to Twin Oaks Landscaping. This year is the third year of the three-year contract. In 2019, the cost is expected to be \$149,100 or \$22.20 per acre.

Ms. Beckjord inquired whether the mowing frequency reduction in certain areas has led to any cost savings. Ms. Cabel replied that while mowing frequency has decreased, acreage has increased due to acquisitions, so the effect may be negligible or none. Ms. Beckjord also requested that language be added into the next bid regarding the usage of propane equipment.

Mr. Cooke motioned and Mr. Thomson seconded to approve the expense of mowing by Twin Oaks Landscaping as presented. A roll call vote was taken. Aye: Beckjord, Carne, Cooke, Goettel, Hoscheit, Thomson, and Charles. Nay: none. The motion carried.

Sales on Park Property

Ms. Rudow reviewed the current Park District Ordinance as it relates to sales on Park District property. She stated that staff recommends adding to the special use permit a process for obtaining permission for sales and requiring the renter to declare the expected revenue. This allows staff to understand any sales-related items for park rentals and allows staff to consistently enforce the ordinance.

Mr. Cooke motioned and Mr. Thomson seconded to approve the updated policy regarding sales on park property. A voice vote was taken. Aye: all Board members present. Nay: none. The motion carried.

Correspondence

Ms. Cabel reported upon recent correspondence:

- An email addressed to the Mayor and the Park District was received expressing the need for an all-inclusive recreation center. Ms. Cabel responded by providing the history of the unsuccessful referendum that was to build a recreation center. She also included a summary of the partnerships with the school district and the acquisition of Sportsplex, which have increased the indoor space available for recreation.
- A letter addressed to the Park Board was received from a resident who reported visiting Hickory Knolls Discover Center with her grandchildren during a race event. The race activities took over the facility, creating a chaotic experience for visitors. Ms. Cabel responded, stating that staff will work with race events differently by having them rent a room rather than take over the hallway and lobby areas to allow others to enjoy visiting the facility. She also commented on cleanliness of toys, which has also been addressed.
- A concern was received from a resident about Persimmon Woods. The complaint was about the amount of staff time spent restoring woodlands, which people cannot visit. He recommended restoration efforts be redirected to wetlands. He also desired more communication about specific projects being done, so residents know what and why staff is doing on the work days they have at the woods. Ms. Cabel reported staff time devoted to the woodlands in Persimmon Woods averaged about 21 hours/acre, which is in line with other natural areas. Staff will continue to monitor.

Director's Report

Ms. Cabel shared the Civic Image awards from the Chamber of Commerce's Charlemagne Award dinner, which were received for Delnor Woods, Otter Cove, and Sportsplex. She estimated about 500 people attended the event.

She shared an IAPD marketing piece that promotes the value parks provide.

She announced upcoming events:

- The IAPD Legislative Breakfast is Friday, March 8 at 10:30 AM at the Vaughan Center in Aurora. Ms. Nelson will send a reminder email and register attendees.
- The next Park Board meeting is February 26 at 6:30 PM at Hickory Knolls Discover Center. The Volunteer Appreciation event precedes the Board meeting at 5 PM. A Board member will speak at the volunteer event. Mr. Carne cannot attend the February 26 meeting. Mr. Charles may also be absent. Mr. Cooke and Ms. Beckjord volunteered to speak if Mr. Charles cannot. Ms. Young will write the speech. Ms. Nelson will send out an email to confirm quorum before the meeting.
- The Conservation Foundation Earth Day Benefit Dinner is Thursday, April 25. Ms. Nelson will send a reminder email and register attendees.

Ms. Cabel reported upon the Illinois minimum wage bill, which is likely to pass. This legislation will begin affecting the budget in 2020, primarily in aquatics, park maintenance, and Baker Station budget areas. A slightly lower minimum wage is allowed be paid to workers under age 18. Ms. Camm is in the process of evaluating the effect on future budgeting.

Ms. Cabel reported attending the presentation of the preliminary Economic Impact of the Active River Project and downtown development. The City Council was generally supportive of the findings, but one alderperson said the Park District should contribute funds. Discussion followed regarding the Park District's advisory, not financial, role in the Active River Project.

Commissioners' Comments

Trish Beckjord – She said she was glad to see Laura Rudow, Chris Gingrich, Ande Masoncup, and Sandy Manisco at the Conservation Foundation's winter luncheon. She reported attending the IAPD business meeting and enjoyed Oak Park's conservation presentation. She will request a copy of the presentation and forward it to Ms. Cabel. She suggested a Park District campaign similar to the National Parks' "Leave only Footsteps" initiative. She expressed appreciation to snow removal crew.

Bob Carne – He reported attending a presentation that included information on Northwest Illinois Trail System at the City. The presentation included statistics gathered by sensors, which should be considered when evaluating Park District trails. He thanked the staff who presented their facility updates. He suggested a future discussion regarding the closing of Fox Trot organic farm and farm stand. He stated he heard that a private business owner is seeking a location for a golf simulator and restaurant. Ms. Cabel reported that Mr. Skubisz is researching the possibility and will report back soon. Mr. Skubisz added that the variety of golf simulators available and the changing technology make determining actual costs and revenue challenging. Mr. Carne suggested the Park District collaboration with City for new events, including a mini-Ravinia-style event. He congratulated Ms. Rudow and her team on the recent grant awards and recommended acting quickly to request the funds. He requested a report on the grants and the projects funded. He also complimented the STC Underground renovations and staff.

Brian Charles – He complimented the teens who attended the Youth Commission meeting. He praised staff for earning the Civic Image awards and thanked staff for attending the event and inviting him along.

Jim Cooke – He congratulated Ms. Rudow for the OSLAD grant award and thanked the staff who presented their facility updates. He requested that the upcoming Athletic committee meeting include a discussion regarding Sportsplex. Ms. Rudow said she will add this item to the agenda.

Karrsten Goettel – He congratulated staff for the recent grant awards and acknowledged the hard work required during the application, planning, and presentations for grant awards.

Mike Hoscheit – No comments.

Bob Thomson – No comments.

Executive Session

Mr. Cooke motioned and Mr. Thomson seconded for the St. Charles Park District Board to adjourn temporarily and begin a closed session for the purpose of considering the following subject(s), per the Open Meetings Act, 5 ILCS 120/2(c): (1)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, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting; (2)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 8:20 PM the Board temporarily adjourned to proceed to the Executive Session.

Ms. Rudow, Mr. Skubisz, and Ms. Bruggeman left the meeting.

At 8:58 PM, the Board returned to open session.

Other Business

Action on Personnel discussion during Executive Session

Mr. Cooke motioned and Mr. Goettel seconded to approve the implementation of the Compensation Study recommendations. A roll call vote was taken. Aye: Beckjord, Carne, Cooke, Goettel, Hoscheit, Thomson, and Charles. Nay: none. The motion carried.

Adjournment

There being no further or other business, so, upon motion duly made, seconded, and carried, the meeting adjourned at 8:59 PM.

Secretary