

**MINUTES**  
**St. Charles Park District Board Meeting**  
**February 26, 2019**

Call to Order and Roll Call

The St. Charles Park District Board held a regular meeting at Hickory Knolls Discovery Center on February 26, 2019. At 6:36 P.M., Vice President Jim Cooke called the meeting to order. Administrative Assistant Natalie Nelson called the roll.

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

**Members absent:** Bob Carne and Brian Charles

**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, Pottawatomie Community Center Day Supervisor & Volunteer Coordinator Lara Piner, Assistant Superintendent of Recreation Katie Miller, and Assistant Superintendent of Parks Jeff Goodrich

**Others present:** Carol Glemza, John Rabchuk and Jim Enck of the River Corridor Foundation, photographer consultant Mike Frankowski, and Brenden Berry of Chicago Soccer Academy

Consent Agenda

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

- Board Meeting Minutes from the meeting on February 12, 2019,
- Bills as of January 31, 2019, including the following

<u>List of accounts</u>	<u>Amounts</u>
Corporate Fund	\$123,226.79
Recreation Fund	\$66,498.55
Liability Insurance	\$123,101.22
Revenue Facilities	\$28,406.49
Norris Rec Center	\$27,347.51
Sportsplex	\$5,135.65
Capital	\$145,571.67
TOTAL	\$519,287.88

- Cash and Investment Report as of January 31, 2019, and
- Revenue Expense Report as of January 31, 2019.

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

### Public Appearances

Mr. Cooke presented a certificate of recognition to Mike Frankowski for his photo, “Wet and Wild at Otter Cove Aquatic Park,” which won first place in the Recreation/People at Play category in the 2018 IAPD Give Use Your Best Shot Photo Contest.

*At 6:42 P.M., Mike Frankowski left the meeting.*

### River Corridor Presentation of East Bank Improvements

Mr. Rabchuk presented on behalf of the River Corridor Foundation of St. Charles (RCF) to share improvements ideas for the east bank of the Fox River near Langum Park. Ms. Cabel clarified that the City owns the property, and the Park District maintains the trail, so RCF is presenting the ideas to both agencies for their input. Mr. Rabchuk stated the improvements would be undertaken in phases, beginning with installing rock outcroppings to improve river access for fishers and kayakers and separation for bikers and pedestrians. Future phases would include ADA accessibility improvements, moving the Park District’s trail eastward and constructing an overpass, adding benches with sponsorship opportunities, and installing permanent sculptures. Mr. Rabchuk stated the budget for the first phase is approximately \$100,000, with hopes of raising more funds through the riverboat fund, the community foundation, state grants, and other matching fund opportunities.

Mr. Rabchuk shared engineer concept drawings, noting the low-lying area prone to flooding requires improvements durable enough to withstand rising river levels. He stated that a masterplan will be developed to provide more detailed plans, costs, and a timeline. Mr. Enck added that multiple rock outcroppings are planned, similar in design to the overlook at Mt. St. Mary Park, to allow multiple access points and to make St. Charles an attractive destination for kayakers and fishing enthusiasts.

Mr. Rabchuk thanked the Park District for supporting RCF’s Heart of the Fox event and mentioned the RCF’s donation to Sculpture in the Park.

Mr. Thomson requested that the Park District’s grant writer provide assistance to RCF to locate other possible funding avenues to allow further improvement projects to move forward.

*At 6:56 P.M., John Rabchuk and Jim Enck left the meeting.*

### Park District Volunteer Program Update

Lara Piner presented highlights of the 2018 Park District Volunteer Program. Nearly 1,000 volunteers of all ages and abilities contributed nearly 3,500 hours of their time, as well as their expertise and energy, at indoor and outdoor facilities, programs, and events. She reported that individuals and groups volunteer at the Park District, including members of the Adult Activity Center, FVSRA participants, scout groups, middle and high school students, sports team players, employees of local businesses, and families.

Ms. Piner explained how volunteers and projects are matched. Sometimes facility supervisors seek individuals or groups of volunteers for certain projects or events; sometimes volunteers contact the District and we match the group to assist with a certain task. Some volunteers choose the tasks they perform or the site at which they assist; other volunteers are open to helping in wherever and in whatever capacity needed. She reported upon how volunteers' contributions are acknowledged throughout the year, notably how free passes to events are offered even to volunteers who come only once with a group, and at the annual volunteer recognition event. She emphasized that volunteers positively affect the whole Park District year-round, and the Park District would not be able to provide the same high level of service to the community without volunteers.

*At 7:09 P.M., Lara Piner and Katie Miller left the meeting.*

#### Master Plan Update

Ms. Rudow reported upon the progress made during the first quarter of 2019 on the initiatives in the Comprehensive Master Plan. She stated that staff will provide a similar progress report to the Board approximately every three months. She distributed hard copies of the project list and briefly discussed current project statuses. She announced future projects to be considered at the annual capital planning workshop in the fall, including additional parking and maintenance at Hickory Knolls Discovery Center. She discussed how the community and FVSRA will be consulted during the planning for a new all-ability inclusive playground at Pottawatomie Park.

#### Requests for Use

Ms. Rudow presented requests for use for two new events:

- The Salvation Army requested use of Mt. St. Mary Park for a family-orientated bike ride across the Fox Valley Trail as a fund raising event on September 28, 2019.
- The American Diabetes Association requested use of James O. Breen Community Park for the Chicagoland Tour de Cure charity/fundraising bike ride on June 2, 2019.

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

#### Fox River Shoreline Stabilization

Ms. Rudow presented the bids submitted from the second request for proposals for the Fox River Shoreline Stabilization project. The first request for proposals for this project occurred in August 2018, and the significantly over-budget bids were rejected by the Board. This second solicitation amended the scope of work and increased the budget, but the submitted bids were even higher, with one bidder submitting both times and increasing costs by \$95,000. Staff recommended rejecting these bids as well. The committee met recently and decided that the most urgent issue must be addressed first: stabilizing the peninsula at Hole 3 of the Golf Course, which is eroding into the Fox River. A third solicitation for bids was recommended for erecting a timber wall using the current budgeted amount of \$300,000.

Ms. Beckjord motioned and Mr. Goettel seconded to reject the presented bids for the Fox River Shoreline Stabilization project. A roll call vote was taken. Aye: Beckjord, Goettel, Hoscheit, Thomson, and Cooke. Nay: none. The motion carried.

#### Swanson Pool Professional Services

Ms. Rudow presented the proposal submitted by Williams Architects to provide architectural services, construction documents, bidding, permitting, and construction administration for the Swanson Pool locker room renovation at a cost of \$50,000. This item is budgeted and appears in the 2019 Capital Plan. Ms. Rudow added that, in 2016, Williams Architects was hired to develop the initial concept plan and estimated costs for the Swanson Pool locker room renovation, so they are very familiar with the project.

Ms. Beckjord motioned and Mr. Goettel seconded to approve Williams Architects to provide further professional services for the Swanson Pool locker room renovation as presented. A roll call vote was taken. Aye: Beckjord, Goettel, Hoscheit, Thomson, and Cooke. Nay: none. The motion carried.

#### Associate Group Status

Ms. Rudow presented the request submitted by Chicago Soccer Academy (CSA) to be granted Associate Group status for FY 2019, pending receipt of the required documentation as set forth within all agreements. She reported that the athletic committee discussed the request and recommended approval as long as all requirements are met.

Mr. Thomson motioned and Mr. Goettel seconded that the St. Charles Park District Board approve CSA's request for Associate Group Status as presented. A roll call vote was taken. Aye: Beckjord, Goettel, Hoscheit, Thomson, and Cooke. Nay: none. The motion carried.

#### Swim City Update

Ms. Rudow provided a status update on the Swim City project. She attended a recent committee meeting and learned two large donors were approached, but they are both unwilling to fund construction but amenable to fund programming. Three national companies were approached for smaller funding requests as well. Swim City's grant opportunities require matching funds, which must come from donors first. She discussed the Memo of Understanding between Swim City and the Park District, which is few years old but it does not expire. Swim City understands the Park District supports the initiative.

Park District staff continues to meet periodically with the Swim City committee. In the meantime, they have requested assistance from the City and the Park District to draw attention to the project. She requested feedback from the Board regarding whether the Park District should participate in increasing Swim City's exposure in the media. The Board agreed that the Park District should contribute a feature article to the next Chamber of Commerce newsletter.

### Special Reports

**Fox Valley Special Recreation Association** – Bob Thomson reported attending a meeting this morning, during which the audit presentation occurred, the legal issue was discussed as public, and new policies and procedures for avoiding future losses were presented. Also discussed was how to address the weight-lifting noise in the Vaughn Center fitness room, under which is located the sensory room, which is supposed to be a quieter space. The learn-to-bike I Can Shine event will not occur this year due to increased insurance costs. Rockford's special recreation group has also decided not to conduct this program as well, but FVSRA will remain in touch to see if another similar program is offered.

**St. Charles History Museum** – Carol Glemza announced that the History Museum summer event will occur the third week in June. Mike Hoscheit reported rentals are available for events and birthday parties, which might affect the Park District's rentals. He also stated that Preservation Month will feature Pottawatomie Park. Alison Costanzo asked if the Park District ever considered submitting an application to the National Register for Historic Places for Pottawatomie Park, as the first public park in Illinois. Mr. Cooke stated he has contacts for individuals who are familiar with how to obtain national landmark status.

**St. Charles Park Foundation** – Jim Cooke reported that since no quorum was present at the last meeting only discussion occurred.

**St. Charles Arts Council** – Holly Cabel reported that the 2019 Fox River Arts Ramble will be April 13-14, during which Sculpture in the Park will participate.

**Downtown St. Charles Partnership Board** – Holly Cabel reported upon the informational presentation to the City proposing the merger of the Downtown Partnership and the Convention and Visitors Bureau.

**St. Charles Housing Commission** – Karrsten Goettel reported no meeting was held.

**St. Charles River Corridor Foundation** – Trish Beckjord reported upon the River Corridor Foundation (RCF) preparation of the Heart of the Fox event. Adding Dragon Boat races to the event is under consideration, so they can receive the \$27,000 the City has budgeted. Ms. Cabel stated the original Request for Use was simpler and did not include Dragon Boat races. She added that no staging can occur the night before the event due to a wedding rental. She suggested that Dragon Boat races would draw participants away from joining a tug-of-war team. Ms. Beckjord also reported the RCF is reconsidering its fall concert date and venue to hold instead a Blue Grass concert and BBQ at Primrose Farm.

### Correspondence

Ms. Cabel reported receiving a thank you note from America in Bloom for participating in the holiday light recycling initiative.

### Director's Report

Ms. Cabel announced that invitations to the annual Employee Recognition Dinner have been sent via email. The event is April 5 at Riverside. Board members can RSVP with Natalie Nelson.

She stated the next meeting will be at Pottawatomie Community Center. Three recognitions are scheduled.

She requested feedback regarding Board recognition of athletes who win at the state level, including recent swimming and wrestling team members. She explained that Board recognitions traditionally connect athletes to a Park District facility or program. Mr. Goettel stated that Board recognition should be considered a gesture on behalf of the whole community, not just the Park District, and should not require use of Park District space. Ms. Cabel will contact the wrestling coach for his thoughts about Board recognition of individual members, as there is not team competition at state, and she will contact the coach of the champion swim team.

Ms. Rudow announced the generous \$10,000 donation from the St. Charles Kiwanis. Kiwanis has been fundraising for a Signature Project for a few years and decided to donate the funds to provide a platform swing for wheelchairs in the new inclusive playground planned for Pottawatomie Park. In addition, Kiwanis has also committed an annual donation of \$5,000, as long as fundraising is successful, to help the Park District update playground equipment and access to allow children of all abilities to play in the parks. Kiwanis representatives will attend an upcoming Board meeting to present the big check and publicize the donation to the community.

Ms. Cabel asked Board members confirm their availability for the March 26 meeting, which falls during the school district's spring break. Ms. Cabel and Mr. Goettel will not be available.

#### Commissioners' Comments

**Trish Beckjord** – She expressed thanks to Erika Young for providing ideas for her speech to the volunteers and to the Board for opportunity to speak to the volunteers. She requested further consideration of Natural Area Conservation Training for committed volunteers who can take on more responsibility as official stewards of certain natural areas. She acknowledged that staff must be involved in the planning and steward selection. Ms. Cabel expressed reservations about volunteers performing certain tasks like burning, but she will discuss the idea further with staff.

**Karrsten Goettel** – no comments.

**Mike Hoscheit** – no comments.

**Bob Thomson** – no comments.

**Jim Cooke** – no comments.

#### Adjournment

There being no further or other business, so, upon motion duly made, seconded, and carried, the meeting adjourned at 7:50 P.M.

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Secretary