

MINUTES
St. Charles Park District
SPECIAL BOARD MEETING AND WORKSHOP
Hickory Knolls Discovery Center
September 16, 2020 at 12:00 P.M.

Call to Order

The St. Charles Park District Board met for a Special Meeting at Hickory Knolls Discovery Center on September 16, 2020. President Jim Cooke called the meeting to order at 12:12 p.m.

Roll Call

Administrative Assistant Jenny Santos called the roll.

Commissioners present: Bob Carne, Brian Charles, Jim Cooke, Karrsten Goettel, Mike Hoscheit, Peggy McCarthy and Bob Thomson

Commissioners absent:

Administrative 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 and Marketing Manager Erika Young
Administrative Assistant to Director Jenny Santos

Other staff present:

Guests present:

Public Appearances: None

Evaluate Capital Resources & Finances

Ms. Camm presented current and anticipated revenue and resources. Revenue opportunities for capital will come from a three year bond sale that will happen at the end of the year, grants, fund balance transfers and land cash.

The proposed capital fund balance at the end of 2020 is \$8,891,945. The projected amount available for 2021-2023 capital projects is \$10,160,025.

Ms. Camm suggested that the Board review the unreserved fund balances to determine transfers to capital fund for 2022-2025.

Ms. Rudow reviewed current grant applications and opportunities that will fund Pottawatomie Park playground renovations, acquire a portion of the Union Pacific railroad for trail development, build an Ag Lab at Primrose Farm, and improve Otter Creek Wetland connectivity and educational opportunities.

Ms. Rudow reviewed future grant opportunities to develop the Route 38 park site, renovate Otter Cove Splash Park and enhancements to both interior and exterior spaces at Hickory Knolls Discovery Center.

Review 3-Year Capital Plan

Ms. Rudow reviewed long-term capital projects from the SCPD Comprehensive Plan:

Union Pacific Trail Acquisition: This is still a project that we are pursuing and there is an opportunity for multiple agencies to participate, including Kane County DOT, Forest Preserve District of Kane County and the City of St. Charles.

Rt. 38 Community Park: We are in year 2 of a 5 year lease. Proposed site amenities could include: a pump track, natural areas and walking trails, practice/game fields, parking lot, snow shoe and cross country ski trails. We will pursue these projects once a new longer lease is agreed upon with the State of Illinois.

Primrose Farm Ag Lab: The indoor classrooms provide a way to program year around at this facility and provide flushable restrooms on site.

Outdoor Adventure at Hickory Knolls: Repurpose a portion of outdoor space to create synergies between the facility, the Natural Area and the Route 38 property through programming, trail connections and events.

Swim City: Ms. Rudow provided an update on Swim City USA. The fundraising consultant's services have been suspended until after the first of the year.

2021 Capital Projects

Ms. Rudow explained the factors that helped determine the projects for 2021, which included: revisited list of 2020 deferred projects; revisited 2020 list of medium and low priority; review of Comprehensive Master Plan schedule, community input, replacement schedules, review of long term initiatives and the creation of a 3-year capital improvement plan to align with 3-year bond issue.

A list of capital projects were reviewed for consideration of the 2021 budget.

Staff also presented on capital Allowances of Professional services, technology, signage, pavement/trails, vehicles and equipment as well as allocations for Land acquisition, Turf and Art.

A 3 yr. CIP (capital improvement plan) was reviewed along with forecasted capital fund balance.

Ms. Cabel stated that the staff will bring the Capital budget for board review and action in November.

Commissioners' questions and comments included:

- Questions and clarifications on funding and previous turf allowance
- Questions on use of Land/Cash dollars
- Questions on ability to use current District green houses to grow more plants ourselves to decrease relying on outside sources
- Clarification on how water tanks are currently being used at Primrose Farm
- Question about current occupancy and fees of garden plots as related to the installation of waterline at River Bend Park for future garden plot development

- Discussion regarding location of bike share program at Mt St. Mary Park
- Does the park district have a Microsoft Office license? (yes)
- Need to think about the downward revenue profile due to COVID
- When building new facilities and/or parks, need to think about the operational impact...will we need new staff?
- Need to be realistic about what we can accomplish in one year

Staff Visions and Priorities

Mr. Cooke asked each administrative staff member to present a project that they would love to see the park district develop. Each staff member shared their ideas, which included:

- Treehouse open play area
- Separate building on golf course to house 3 simulators
- Aerial Adventure Park that includes zip lines, barrels, bridges and cargo nets like= TreeRunner Parks located in Michigan
- Adventure racing training facility for alternative active racing
- Build the last part of the historic pavilion at Pottawatomie Park on the slab that already= exists
- Develop IDJJ property as previously presented with outdoor amenities and create trail= system to access the park (to be developed) by bike or foot

Adjournment of Meeting

There was no further or other business. Mr. Carne motioned and Mr. Charles seconded to adjourn the meeting. A voice vote was taken and unanimous aye votes were cast. Mr. Cooke adjourned the meeting at 1:58 p.m.