



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

May 11, 2021 – 6:30 P.M.

MINUTES

Call to Order

The St. Charles Park District Board met for a Regular Meeting at Pottawatomie Community Center on May 11, 2021. At 6:34 p.m., President Jim Cooke called the meeting to order.

Roll Call

Administrative Assistant Jenny Santos called the roll.

Commissioners present: Bob Carne, Brian Charles, Jim Cooke, Karrsten Goettel, Bob Thomson and Steve Ward

Commissioners absent: Peggy McCarthy

Administrative staff present: Director of Parks & Recreation Holly Cabel, Superintendent of Parks & Planning, Deputy Director Laura Rudow, Superintendent of Recreation Mike Kies, Superintendent of Finance & Administration Cathy Camm, Public Relations & Marketing Manager Erika Young, Golf Course Manager & PGA Golf Pro Ron Skubisz, IT Manager Jeff Essig and Administrative Assistant Jenny Santos

Other Staff Present:

Guests in person: John Baird, Seth Chapman and Nick Manheim

Consent Agenda

Mr. Carne moved and Mr. Charles seconded that the St. Charles Park District Board approve the following Consent Agenda items, including the following:

- Approval of Minutes from Regular Meeting on April 27, 2021

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

Public Appearances

Mr. Cooke welcomed two members of the CUSD 303 community, Assistant Superintendent of Business Services & CSBO Seth Chapman and Former President of the School Board Nick Manheim. Mr. Cooke, on behalf of the Board and staff of the St. Charles Park District, expressed thanks to Mr. Chapman and Mr. Manheim for their years of service to the community. Mr. Chapman and Mr. Manheim were instrumental in creating the partnership between the two districts that led to the seamless transition of operations of the Norris Recreation Center. Mr. Cooke also recognized their efforts in bringing about other agreements between the two districts, including Thompson Turf and Haines Gymnasium. They were reliable resources during the NRC 2016 renovation and fire in 2017. These partnerships led to the Park District receiving a “Best of the Best” distinguished award from IAPD in 2016. Mr. Chapman thanked the Board for their support. Mr. Manheim said he is most proud of the Norris Recreation Center and called it a gift to the community. The Board of Commissioners wish Mr. Chapman and Mr. Manheim the best as the move on from their association with D303.

Administration and Finance

Renewal of IGA with CUSD 303 for Norris Recreation Center

Ms. Camm said the existing IGA with CUSD 303 for the operations of Norris Recreation Center is due to terminate on June 9, 2022. She presented a First Amended and Restated five year agreement effective July 1, 2021 with renewable options. The agreement is virtually the same as the original.

Mr. Charles moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve the First Amended and Restated Intergovernmental Agreement with CUSD 303 effective July 1, 2021 for five years. A roll call vote was taken. Aye: Carne, Charles, Goettel, Thomson, Ward and Cooke. Nay: none. The motion carried.

Nominating Committee Presentation of Slate of Officers

Mr. Goettel, on behalf of Ms. McCarthy, presented a recommended slate of officers for the St. Charles Park District for 2021-22. He and Ms. McCarthy said all the officers would like to stay in their respective offices for the next year until May 2022. The officers are:

President	James F. Cooke
Vice-President	Karrsten Goettel
Secretary	Bob Carne
Assistant Secretary	Peggy McCarthy
Treasurer	Robert Thomson
Assistant Treasurer	Brian Charles
Commissioner	Steve Ward

Mr. Thomson moved and Mr. Carne seconded that the St. Charles Park District Board of Commissioners approve the slate of officers to be voted upon on May 25, 2021. A voice vote was cast and the motion passed unanimously.

2021 St. Charles River Corridor Foundation Daffodils in the Park Request

Ms. Rudow shared that the St. Charles River Corridor Foundation would like to continue its planting project in Mt. St. Mary Park after the success of its first year. The Foundation proposes to continue adding daffodils and bluebells to the area visible from Route 31.

Mr. Carne moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve the River Corridor Foundation’s Daffodils in the Park proposal as presented. A voice vote was taken and the motion carried unanimously.

Attendance at NRPA Congress and Expo

Ms. Cabel requested Board approval for herself, Mike Kies and Laura Rudow to attend the Annual NRPA Conference in Nashville, TN. The dates for the conference are September 21-23, 2021. This is a budgeted expense.

Mr. Carne moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve Holly Cabel, Mike Kies and Laura Rudow to attend the Annual NRPA

Conference in Nashville, TN September 21-23, 2021. A voice vote was taken and the motion carried unanimously.

Recreation

Comprehensive Master Plan & Capital Update

Mr. Kies proposed a rental rate for two multipurpose rooms at Haines of \$21/hour for residents and non-profit groups and \$30/hour for non-residents. Additionally, Ms. Rudow added that there will be bags rental fee of \$3 for the new concrete Baggo games that have been added to the RVMG fees.

Mr. Carne moved and Mr. Goettel seconded that the St. Charles Park District Board of Commissioners approve the new rental fees as presented. A voice vote was taken and the motion carried unanimously.

Parks, Planning, and Facilities

ADA Transition Plan Proposal

Ms. Rudow proposed that W-T Engineering services be retained to conduct an update to the District's ADA Transition Plan. The scope of the project is to re-audit any newly acquired or renovated facilities as well as update the 2012 plan. The cost is \$31,346 and is a budgeted expense.

Mr. Charles asked about the remediation plan for any of the issues that might be discovered through the audit. Ms. Rudow said there is money set aside for projects that might need immediate attention. However, any major repairs that are needed will be addressed the next time the particular building undergoes a renovation.

Mr. Charles moved and Mr. Goettel seconded that the St. Charles Park District Board of Commissioners approve the ADA Transition Plan audit with W-T Engineering services for \$31,346. A roll call vote was taken. Aye: Carne, Charles, Goettel, Thomson, Ward and Cooke. Nay: none. The motion carried.

Baker Community Center Multipurpose Room Renovation Bids

Ms. Rudow shared that per the 2021 Capital Plan, bids were solicited and opened on April 20, 2021 for the Baker Community Center Multipurpose Room (Keg) renovation. The lowest responsible bidder was Lite Construction, Inc. of Montgomery, IL for \$192,711 for the base bid. She did say the bid came in higher than the \$150,000 budget for the project. The base bid includes a new floor, ceiling, electrical work, lights, doors and a coffee bar. Commissioners asked why the bid was so high and Ms. Rudow mentioned factors of hard to source materials (the price of lumber) and increased difficulty finding labor. The budget was based on the design developed by the same architect who designed the Baker Community Center renovation in 2016. Mr. Ward proposed that the installation of the partition be part of the project as having two rooms will generate more revenue. Mr. Carne asked if the project would be done in a way that would allow for easy HVAC repairs in the future and Ms. Rudow confirmed that is part of the plan.

Mr. Charles moved and Mr. Goettel seconded that the St. Charles Park District Board of Commissioners approve the based bid of \$192,711 and the partition for \$14,650 for a total of

\$207,361.00 to Lite Construction, Inc. A roll call vote was taken. Aye: Carne, Charles, Goettel, Thomson, Ward and Cooke. Nay: none. The motion carried.

Davis Park Dugout Improvements

Ms. Rudow shared that per the 2021 Capital Plan, bids were solicited and opened on April 28, 2021 for the Davis Park Dugout Improvements project. The lowest responsible bidder was Hacienda Landscaping of Minooka, IL for \$74,255.00. New benches, concrete floors and shade structures will be installed in the dugouts of all four fields.

Mr. Ward moved and Mr. Carne seconded that the St. Charles Park District Board of Commissioners approve the bid for the Davis Park Dugout Improvements with Hacienda Landscaping for \$74,255.00. A roll call vote was taken. Aye: Carne, Charles, Goettel, Thomson, Ward and Cooke. Nay: none. The motion carried.

Correspondence

Ms. Cabel shared a thank you note from Mr. Mark Koenen for the picture the Board gave him for his retirement.

Director's Report

Ms. Cabel shared the Norris Recreation Center's new membership packet. She also showed the Commissioners the new Camp & Aquatic Activity Guide and Summer 2021 Activity Guide.

Ms. Cabel proposed a schedule for a rotation in locations for the summer Board meetings. The Commissioners liked the idea.

Ms. Cabel let the Board members know of the upcoming ribbon cutting on June 8th at 6pm for the Pottawatomie Park Inclusive playground. She also reminded them that the next meeting is the Board's annual meeting in which newly elected commissioners will be sworn in.

Commissioner Comments

Bob Carne: Mr. Carne gave kudos to the Primrose Farm staff for all the cool events they are hosting so that the community can experience the great facility. He also praised the recreation staff for the great idea for the Mother's Day program in Mt. St. Mary Park. He shared his idea for a pool party one evening this summer to thank all the volunteers that administered Covid-19 vaccinations. He also proposed an idea to staff about lighting Pottawatomie Park and the Community Center in a way that makes for a unique experience for boaters at night or seen from Rt. 31.

Brian Charles: none

Jim Cooke: none

Karrsten Goettel: none

Peggy McCarthy: absent

Bob Thomson: none

Steve Ward: none

Executive Session

Mr. Charles moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners adjourn to a closed session for the purpose of considering the following subjects, per the Open Meetings Act, 5 ILCS 120/2(c)(1): (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; and (2) the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

A roll call vote was taken. Aye: Carne, Charles, Goettel, Thomson, Ward and Cooke. Nay: none. The motion carried. The Board moved into a closed session at 7:17 p.m.

The Board of Commissioners returned to open session at 7:26 p.m.

Other Business

None

Adjournment of Meeting

There being no further business, Mr. Charles moved and Mr. Ward seconded to adjourn the meeting. A voice vote was taken and unanimous aye votes were cast. The motion carried and Mr. Cooke adjourned the meeting at 7:26 p.m.



Secretary

Date Approved: May 25, 2021

