



## ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

August 24, 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 August 24, 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, Peggy McCarthy, Bob Thomson and Steve Ward

#### **Commissioners absent:**

**Administrative staff present:** Director of Parks & Recreation Holly Cabel, 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

#### Consent Agenda

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

- Approval of Minutes from Regular Meeting on August 10, 2021
- Approval of Bills as of July 31, 2021

Accounts	Amounts
Corporate Fund	\$ 263,867.96
Recreation Fund	\$ 59,389.63
Liability Insurance	\$130,475.86
Special Recreation	\$7,855.18
Revenue Facilities	\$128,967.23
Norris Rec Center	\$ 17,459.43
Sportsplex	\$ 8,518.74
Capital	\$380,003.27
<b>TOTAL</b>	<b>\$996,537.30</b>

- Approval of Cash and Investment Report as of July 31, 2021
- Approval of Revenue Expense Reports as of July 31, 2021
- Approval of Revised Minutes from Meeting on April 27, 2021

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

#### Public Appearances

None

**Administration and Finance****Ordinance Authorizing Disposal of Personal Property Owned by the St. Charles Park District**

Ms. Cabel asked that the Board approve Ordinance 2021-08-01 that allows the District to dispose of the items including a 2013 Ford Escape, 2004 Ford Taurus, and nine flat screen televisions.

Mr. Goettel moved and Mr. Ward seconded that the St. Charles Park District Board approve Ordinance 2021-08-01 allowing disposal of personal property. A voice vote was taken and the motion carried unanimously.

**Recreation****Athletic Business Conference Attendance Approval**

Mr. Kies requested Board approval for Melissa Caine, Assistant Superintendent of Recreation, and Cayla Greenfield, Sportsplex Supervisor, to attend the Athletic Business Conference in San Antonio, Texas, October 27-30<sup>th</sup>. This is a budgeted expense.

Ms. McCarthy moved and Mr. Carne, seconded that the St. Charles Park District Board approve Melissa Caine and Cayla Greenfield's attendance at the Athletic Business Conference in San Antonio, Texas, October 27-30, 2021. A voice vote was taken and the motion carried unanimously.

**Monthly Usage Report for River View Miniature Golf, Paddlewheel Riverboats & Aquatic Facilities**

Mr. Kies reviewed the July usage reports with Commissioners. Sales are up over 2019 and 2020 across the four facilities, particularly in concession sales. Mr. Thomson asked if it is normal for the peddle boats to be retired for the season so early. Mr. Kies reported that it is the usual time of year due to the river water levels. Mr. Thomson asked if staff would consider extending boat rental availability if the water level was higher. Ms. Cabel added that another factor in taking them out is that there isn't the required staff needed for safety once most of the seasonal employees return to school. Mr. Charles asked if there are any lessons learned from the increase in concession sales that other facilities can use. Mr. Kies said that the key is to decrease food prep time by offering more pre-packaged items that allows the lines to move quickly. Mr. Carne asked about the ROI for RVMG and Mr. Kies is confident that it will be more than 30%. Mr. Kies mentioned that public cruises on the Paddlewheel Riverboats are up 38% over 2019 because of streamlined schedules allow more cruises to fill up. Private charters in July remained strong despite one of the boats being dry-docked for repairs. There were 77 mini-golf rounds pre-sold through cross-marketing efforts between the riverboats and RVMG.

Mr. Kies said daily admissions were up 38% over 2019 at Swanson Pool and had close to 1200 more visits year-to-date. Otter Cove Aquatic Park's visits were 20% over July 2019.

**Parks, Planning, and Facilities****Golf Cart Lease and Maintenance Agreement**

Mr. Skubisz said that bids were solicited for a five-year lease agreement for 20 golf carts that includes a maintenance plan and opened August 12, 2021. Staff recommends the lowest responsible bidder, Yamaha, for \$15,305.46 per year beginning March 1, 2022.

Mr. Thomson moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve a five-year lease agreement with Yamaha for \$15,305.46 per year beginning March 1, 2022. A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Monthly Usage Report for Pottawatomie Golf Course

Mr. Skubisz presented the July usage report for Pottawatomie Golf Course. The course continues to experience usage and sales above the five-year average in all areas. Mr. Carne asked if Mr. Skubisz takes out the rain days when computing the five-year average for usage and he said no as it is not necessary to give an accurate snapshot of usage. Mr. Skubisz reported that the stroke play tournament was cancelled due to lack of interest and that registration is low for the Fall Scramble.

Request for Usage

Ms. Cabel asked the Board approve the request from Square Waves, through its owner Dominic Iovinelli, to use Lincoln Park for purpose of hosting a Grand Opening event on September 25, 2021.

Mr. Carne moved and Mr. Charles seconded that the St. Charles Park District Board of Commissioners approve Square Waves' request to use Lincoln Park on September 25, 2021. A voice vote was taken and the motion carried unanimously.

**Special Reports**

Fox Valley Special Recreation Association

Mr. Thomson attended the FVSRA Board Meeting this week. He reported the annual audit was presented and is expected to be approved at the next board meeting. FVSRA asks for each member agency's patience as they try to hire staff. The 45<sup>th</sup> anniversary party is being planned for September 18 at Volunteer Park in Sugar Grove. FVSRA's Foundation Director has accepted a job elsewhere and will be missed. Member agency contributions are expected to remain around two percent.

St. Charles History Museum

Mr. Carne said there wasn't a meeting this month to report, but he spoke to Lindsay at the museum and she said that she is very happy to work with Ms. Cabel and her staff at the Park District. Partnership programs include The History Happy Hour Cruise this week and the Mystery History Walk on October 7<sup>th</sup>.

St. Charles Park Foundation

Ms. Young reported that the Foundation has started a new fundraising effort to recycle top shelf liquor bottles for which it will receive five dollars per bottle from a local artisan who repurposes the bottles into barware. The marketing staff and Ms. Kruse, a Foundation Trustee, are working with Paul Lencioni from Blue Goose to set up a collection station in his store, as well as reaching out to local bars and restaurants to collect their empty bottles. This fundraising effort aligns with the District's efforts to promote recycling.

St. Charles Arts Council

Ms. Cabel reported that the Amanda Browder fabric installation happened this past Friday and a gala event was held on Saturday in celebration of the Art Council's 10 year anniversary. The display will be up for three weeks.

St. Charles Business Alliance

Ms. Cabel reported that the SCBA is busy planning the Scarecrow Fest.

St. Charles Housing Commission

No report.

St. Charles River Corridor Foundation

Ms. McCarthy reported that the Foundation is focused on planning the River Clean Up on September 18.

Baker Community Center

No report.

Correspondence

None

Director's Report

Ms. Cabel congratulated Ron Skubisz and the Pottawatomie Golf Course staff for the recent recertification by the Audubon Society. She also reminded Commissioners that the next Board meeting is on September 14, which is three weeks between meetings instead of the usual two. Ms. Santos will send an email asking Commissioners for their preferred dates for the upcoming Fall Capital Workshop and Anthem Heights Park ribbon cutting ceremony.

Commissioner Comments

**Bob Carne:** Mr. Carne asked how the recent Shakespeare in the Park program went and Mr. Kies said that it has had a good first run. Mr. Carne encourages the group to come back next year. He also mentioned the Movies in the Park series and Mr. Kies responded that the partnership with the Library Foundation has worked well to bring this event to Pottawatomie Park. Mr. Carne encouraged staff to think about how to extend the use of Otter Cove's lap lanes past the regular summer season and suggested partnership with the SCA. Mr. Carne congratulated Mr. Skubisz for the Audubon Society recertification. Lastly, he commented that he believes the Indoor Space Study was really well done and Ms. Cabel said the Board will get a full report at the first meeting in October.

**Steve Ward:** Mr. Ward asked if staff ever has an ice cream truck for ribbon cutting ceremonies as he suggested that might be a way to generate interest in the ceremony. He also mentioned the District newsletters do not seem to be optimized for mobile devices. Ms. Young said she would look into the issue.

**Executive Session**

Mr. Charles moved and Ms. McCarthy seconded that the St. Charles Park District Board temporarily adjourn to a closed session, for the purpose of considering the following subject, per the Open Meetings Act, 5 ILCS 120/2(c)(1): 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, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried. At 7:05 p.m. the Board temporarily adjourned to proceed to the Executive Session.

*Erika Young left the meeting at 7:05 p.m.*

The Board returned to Open Session at 7:09 p.m.

**Other Business**

None

**Adjournment of Meeting**

There being no further business, Mr. Goettel moved and Mr. Charles seconded to adjourn the meeting. A voice vote was taken and the motion carried unanimously. Mr. Cooke adjourned the meeting at 7:09 p.m.



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Secretary

Date Approved: September 14, 2021