



MINUTES
St. Charles Park District
SPECIAL BOARD MEETING AND WORKSHOP
Hickory Knolls Discovery Center
October 6, 2021 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 October 6, 2021. President Jim Cooke called the meeting to order at 12:11 p.m.

Roll Call

Administrative Assistant Jenny Santos called the roll.

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

Commissioners absent: Steve Ward

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
Information Technology Manager Jeff Essig
Administrative Assistant to Director Jenny Santos

Other staff present:

Guests present: Michelle Kelly, President of Upland Design

Public Appearances: None

Staff Visions and Priorities

Ms. Cabel began the workshop by reviewing the resources the staff used to develop the 2022 Capital plan. These resources include:

- Comprehensive Master Plan Schedule of Projects includes four major initiatives
 - Evaluate Parks and Golf Maintenance Bays (identified in Indoor Space Study)
 - Primrose Farm Indoor Space (Museum Grant has been applied to)
 - Primrose Farm Park Master Plan development
 - Consideration of additional parkland (Prairie Centre, east side development)
- Future Large Project Timetable
 - Developed for last Capital planning workshop includes projects through 2027
- 10-Year History of Capital Expenditure per Park
 - Consideration for the parks that have had minimal capital funding in the last 10 years
- 2021 Community Survey

- Presented to the Board on September 28, the Community Survey identifies the District's amenities that the community believes to be important as well as the need for other recreational opportunities.
- Indoor Space Study
 - The full results of the Indoor Space Study will be presented to the Board at the next meeting, the staff shared some notable findings that are addressed in the 2022 Capital budget including: Primrose Farm indoor space modifications if grant for Ag Lab is not acquired; River View Miniature Golf course redesign; Pottawatomie Community Center first floor repurposing; and updates to the party room at the Sporstplex.
- ADA Transition Plan
 - Golf Entrance redesign
 - Playground renovations/replacements
 - Trails and Parking improvements

Ms. Cabel shared that the cost for capital projects in 2022 is \$6.6 million, of which \$1.6 million is grant dependent.

Ms. Cabel introduced Michelle Kelly of Upland Designs. Ms. Kelly presented two different concept plans for the development of the Hickory Knolls land. Both concept plans included programmable space for outdoor adventure ropes, indoor & outdoor museum play, outdoor adventure fitness and races, outdoor nature play, and gathering space for special events. Each plan includes amenities that would be revenue generating and amenities that would be free. Amenities are meant to attract interests and needs of all age groups. Commissioners' questions and comments:

- Ms. McCarthy asked whether there is enough parking to meet the demands of the plan; Ms. Rudow responded that parking is not in the concept plans but civil engineering plans will address remediating the compensatory water storage needs of the facility
- Mr. Thomson asked if this project would be done all at once or in stages and staff responded that it could be done in stages
- Mr. Carne suggested developing the more passive amenities close to the building; more active amenities could be closer to the pool or sporting fields
- Mr. Charles wondered if the plan was big enough to achieve critical mass—is it attractive enough to support itself—he does not want to see it undersized so urged staff to show no restraint while planning
- Mr. Thomson asked about how the project might impact the east side residents and Ms. Rudow responded that this project was developed in response to the Board's directive to answer the question of what to do with the Hickory Knolls building
- Mr. Carne said that he did not believe either plan made good use of the building and Ms. Kelly disagreed. She explained how the building would be used for fee collection, gathering space for events, restrooms, concessions, warming center, indoor play and museum space. Ms. Cabel added that an additional idea for winter would be to develop an ice rink and the building would be a place for patrons to rent skates, pay fees, warmth, etc. Mr. Kies added that the building has been used for race packet pick-ups and competition celebration parties and the outdoor race amenities would drive more business to the building.
- Mr. Goettel asked if the plans could be a hybrid of each and applauded the creativity of the team

- Ms. Cabel asked the Commissioners if there were parts of the plan they did not want to see move forward and Mr. Carne responded that the outdoor event space was not necessary. Mr. Charles said he would emphasize activities outside the building. Mr. Cooke said he disagreed; he believes the building needs to be integrated into the plan somehow and wants to see it generate revenue.
- Mr. Cooke asked Ms. Rudow how the nature staff feel about a plan to redevelop the land and she said that some of the staff are rightly protective of the oak savannah and the propagation area. Ms. Kelly added that the plan adds an oak savannah and other opportunities for propagation and that the proposed zip line would allow patrons to see some of the beautifully restored land, which fits the mission of the Discovery Center.

Ms. Rudow then shared a list of other capital projects for consideration in the 2022 budget.

Finally, Ms. Rudow shared the allowances for master planning, information technology, and asphalt and pavement projects. Mr. Essig explained the Hyperflex Replacement project. Mr. Carne suggested that staff look into available funding for projects that bring broadband to areas lacking access to internet services.

Review 3-Year Capital Plan

Ms. Cabel shared the 2022-2024 Capital Plan and Ms. Rudow highlighted the projects of significance that are budgeted for in 2023, including: the restrooms at East Side Sports Center; parking lot expansion and outdoor adventure at Hickory Knolls Discover Center; renovation of Splash Park pods and features; Prairie Center development; the Primrose Farm Ag Building; and the Route 38 Trail expansion. Mr. Charles commented that with expansion and renovations comes increased operation costs. Ms. Cabel stated that larger projects slated in 2023 and 2024, staff will share the respective impacts on operational revenue and expenses during those respective budget years. Mr. Carne questioned the \$750,000 for restrooms at ESSC.

Evaluate Capital Resources & Finances

Ms. Camm reminded the Board of the Fund Balance Policy and shared the plan that dictates that fund balances are a percentage of each fund's operating expenses. Money will be transferred to the Capital Fund from the General Fund, Recreation Fund and Revenue Facilities Fund over the next three years per this policy. She also shared the history of the General Funds transfers since 2017.

Ms. Camm then reviewed the Land Cash Fund balance, which is \$1,509,406 as of 12/31/2020. The projected fund balance for the end of 2021 is \$1,265,890. The plan is to transfer \$400,000 to the Capital Fund in 2022 and 2023. The Park District could potentially receive \$2,000,000 in Land Cash appropriations based on projects in the planning stages.

The projected Capital Fund balance at the end of 2021 is \$10,127,735. The budgeted revenue in the 2022 Capital Budget includes \$573,000 in grant income and \$2,224,600 from fund transfers. The budgeted expenses include committed allowances of \$2,304,920 and \$6,603,500 for capital projects. The amount available for capital funding in FY2023 is \$4,016,915.

Ms. Rudow reviewed current grant applications and other opportunities to fund capital projects. Ms. Cabel said that the Capital Budget will come back to the Board in November for approval.

Adjournment of Meeting

There was no further or other business. Mr. Carne motioned and Mr. Goettel seconded to adjourn the meeting. A voice vote was taken and unanimous aye votes were cast. Mr. Cooke adjourned the meeting at 2:17 p.m.

A handwritten signature in cursive script that reads "Bob Carne". The signature is written in black ink and is positioned above a horizontal line.

Secretary

Date Approved: October 26, 2021